



**Sacramento
Housing &
Redevelopment
Agency**

Sacramento City Council
Housing Authority &
Redevelopment Agency of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: SALARY AND BENEFIT CHANGES FOR UNREPRESENTED EMPLOYEES.

LOCATION & COUNCIL DISTRICT

All Districts

RECOMMENDATION

This report recommends that the City Council, Housing Authority and Redevelopment Agency of the City of Sacramento approve the salary and benefit changes outlined in this report for confidential, supervisor, and exempt employees, and approve two agency-wide programs.

CONTACT PERSONS

Cassandra Jennings, Deputy Executive Director, 440-1333
Glory Wicklund, Human Resources Director, 440-1308

FOR COUNCIL MEETING OF

July 24, 2001

1.1



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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SUMMARY

This report recommends approval of salary increase effective May 1, 2001, and benefits increase effective July 1, 2001 for unrepresented employees. Additionally, the report recommends approval of two items discussed in labor negotiations but of benefit and available to all Agency employee. Approval is requested as follows:

1. Salary matrix for exempt and supervisory staff: The matrix constitutes a 10.2% increase in salary ranges based on the Executive Director's benchmarked salary increase.
2. Executive Staff (exempt status):
 - a. Effective May 1, 2001, a 4.7% salary increase
 - b. Effective July 1, 2001, an Agency monthly designated group insurance contribution of \$575.
3. Program Managers and Management Analysts (exempt status):
 - a. Effective May 1, 2001, a 4.7% salary increase
 - b. Effective July 1, 2001, an Agency monthly designated group insurance contribution of \$575.
 - c. Parking/Transit:
 1. Either 100 percent transit discount, or a \$100 monthly parking allotment for managers/analysts working in the downtown area.
 2. Either 100 percent transit discount or \$45 monthly allotment for managers in area offices.
 3. Program Managers and Management Analysts are eligible to receive a flat mileage reimbursement instead the per-mile reimbursement upon supervisor's approval.
4. Supervisors (currently unrepresented status):
 - a. Incumbent supervisors have a choice of:
 1. Remaining in current unrepresented status with a 3 percent salary increase effective January 1, 2001, a monthly designated group insurance of \$555 effective July 1, 2001, \$100 designated as a monthly supplemental allowance, eligibility for CTO or overtime, and appeal rights as outlined in the Agency's Personnel Rules, or
 2. Going into exempt status with a 4.7 percent salary increase effective May 1, 2001, a monthly designated group insurance contribution of \$555 effective July 1, 2001, 3 percent of salary as a monthly supplemental allowance, and 40 hours of supervisory leave in lieu of overtime and CTO.
 - b. Employees hired or promoted into Supervisor classification after the governing boards approval date of this report will have exempt status.
 - c. A 100% transit discount. For those working in the downtown area, a \$45 parking allowance in lieu of the transit discount.

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5. Confidential (unrepresented status):
 - a. Effective January 1, 2001, a 3% salary increase.
 - b. Effective July 1, 2001, a monthly group designated insurance contribution of \$555.
 - c. Effective July 1, 2001, 3% of monthly salary, or minimum of \$100, designated as supplemental allowance.
 - d. A 100% transit discount. For those working in the downtown area, a \$45 monthly parking allowance in lieu of transit discount.
 - e. Bilingual pay of \$20 per pay period for employees certified and designated as bilingual translators.

6. Other Benefits:
 - a. Sick leave - unrepresented employees:
 1. Sick leave accruals reduced from 15 days to 12 days per year.
 2. Increase pay out at termination from 20 percent after ten years of service to 33-1/3 percent after five years of service.
 3. Options at retirement:
 - (1) Total sick leave hours applied towards retirement service credit or
 - (2) 33-1/3 percent of accrued sick leave balance paid with remaining balance applied towards retirement service credit.

7. Additional Agency-wide Programs:
 - a. Pool Vehicles: Two additional vehicles are to be purchased using funds in the Equipment Fund and added to the vehicle pool for employee use on Agency business.

 - b. Interest-Free Computer Loan Program: To encourage employees to develop and enhance computer skills, \$20,000 will be designated from the Equipment Fund for an Interest-Free Computer Loan Program available to all employees. In the first phase, employees who do not have a personal computer at home will be eligible to apply for a no-interest loan up to \$2,000, with repayment through payroll deduction over a 2-3 year period. If there are more applicants than funds, a lottery will determine a ranking of applicants. A second phase will be offered to employees to upgrade computers or purchase software.

BACKGROUND

On February 6, 2001, March 27, 2001, and April 3, 2001, the governing bodies approved 5-year labor agreements effective January 1, 2001 that included a three percent (3%) salary increase for represented employees. With the approval of the salary and benefits outlined in this report for unrepresented employees, the Agency will have concluded its salary and benefit changes for calendar year 2001.

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The City Manager and County Executive requested a salary comparability study for the Agency's Executive Director classification. It was benchmarked near the Deputy City Manager and County Agency Director of Community Development positions. The proposed salary increase was further substantiated by the benchmarking of key comparable positions in other agencies. Based on the benchmarks and relationship of Agency management positions below the Executive Director, a salary matrix was prepared and is submitted as Attachment A of this report. It increases the salary ranges 10.2 percent from the previous ranges. This increase to the ranges should be a positive step in recruiting and retaining management staff.

A 4.7 percent salary increase will move the affected employees into that matrix. The proposed effective date of implementation of the salary matrix is May 1, 2001 that offsets or neutralizes any monetary effect to the Agency's 2001 calendar year budget.

Health and welfare increases are commensurate with increases approved for represented employees.

The change of supplemental allowance from a flat rate to three percent (3%) of monthly salary for Supervisor and Confidential classifications is in alignment with benefits in other classifications.

The change from unrepresented to exempt status for Supervisors is to clarify that Supervisors are part of management team as they have always been intended to be. Incumbents will be given a choice to remain in unrepresented status or to move to exempt status. Newly hired supervisors or employees promoted into a supervisory classification will be designated in exempt status.

Sick leave accruals proposed to be reduced from fifteen to twelve days per year with an increase in pay out upon termination or retirement will be a retention incentive; cost will be offset by the reduction in the accrual rate.

Pool vehicle availability has been a troublesome issue for represented staff. With a parking allowance of \$100 per month for managers working downtown in conjunction with restricted access to pool vehicles, the pool vehicle availability should improve.

The Computer Loan Program and the addition of two pool vehicles were issues discussed during labor negotiations with the Sacramento Housing and Redevelopment Agency Employees Association and was outlined in the staff report submitted with that unions ratified labor agreement. However, pool vehicles and the computer loan program are available to all employees, therefore, they are included in this report and resolutions.

POLICY CONSIDERATIONS

The recommended action in this report is consistent with Agency policy and parameters received from the governing bodies.

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FINANCIAL CONSIDERATIONS

The cost of salary and benefits (\$204,254) plus the two additional pool vehicles (\$36,000) and the Computer Loan Program (\$20,000) is estimated at a total of \$260,254 for calendar year 2001. This cost is within the Agency's approved 2001 budget.

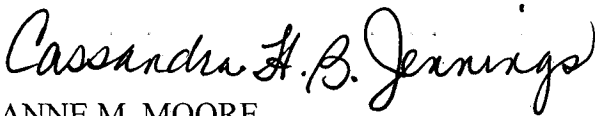
ENVIRONMENTAL REVIEW

The proposed action does not constitute a project under CEQA per Guidelines Section 15378 (b) (3), or a federal undertaking under NEPA.

M/WBE CONSIDERATIONS

The items discussed in this report have no M/WBE impact; therefore M/WBE considerations do not apply.

Respectfully submitted,

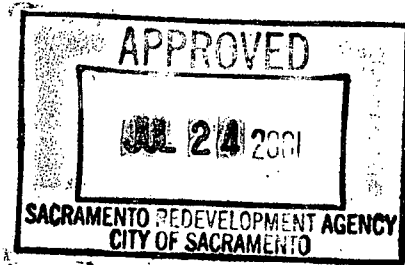

for ANNE M. MOORE
Executive Director

Transmittal approved,



ROBERT P. THOMAS
City Manager

Proposed SHRA Salary Matrix - Management Positions Effective May 1, 2001						Attachment A
Range	Step 1	Step 2	Step 3	Step 4	Step 5	
1	\$ 46,916	\$ 49,262	\$ 51,725	\$ 54,311	\$ 57,027	
2	\$ 49,262	\$ 51,725	\$ 54,311	\$ 57,027	\$ 59,878	Agency Counsel I
3	\$ 51,725	\$ 54,311	\$ 57,027	\$ 59,878	\$ 62,872	Supervisor
4	\$ 54,311	\$ 57,027	\$ 59,878	\$ 62,872	\$ 66,016	
5	\$ 57,027	\$ 59,878	\$ 62,872	\$ 66,016	\$ 69,317	Real Estate Coordinator
6	\$ 59,878	\$ 62,872	\$ 66,016	\$ 69,317	\$ 72,783	Agency Counsel II / Mgmt Analyst / PIO
7	\$ 62,872	\$ 66,016	\$ 69,317	\$ 72,783	\$ 76,422	Program Manager
8	\$ 66,016	\$ 69,317	\$ 72,783	\$ 76,422	\$ 80,243	
9	\$ 69,317	\$ 72,783	\$ 76,422	\$ 80,243	\$ 84,255	
10	\$ 72,783	\$ 76,422	\$ 80,243	\$ 84,255	\$ 88,468	Agency Counsel III / Asst Dir / Director Range B
11	\$ 76,422	\$ 80,243	\$ 84,255	\$ 88,468	\$ 92,891	
12	\$ 80,243	\$ 84,255	\$ 88,468	\$ 92,891	\$ 97,536	
13	\$ 84,255	\$ 88,468	\$ 92,891	\$ 97,536	\$ 102,412	Director Range A
14	\$ 88,468	\$ 92,891	\$ 97,536	\$ 102,412	\$ 107,533	
15	\$ 92,891	\$ 97,536	\$ 102,412	\$ 107,533	\$ 112,910	General Counsel
16	\$ 97,536	\$ 102,412	\$ 107,533	\$ 112,910	\$ 118,555	Deputy ED
17	\$ 102,412	\$ 107,533	\$ 112,910	\$ 118,555	\$ 124,483	
18	\$ 107,533	\$ 112,910	\$ 118,555	\$ 124,483	\$ 130,707	ED



RESOLUTION NO. 2001-044

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

COMPENSATION AND BENEFIT ADJUSTMENTS FOR UNREPRESENTED EMPLOYEES; PURCHASE OF TWO POOL VEHICLES AND AUTHORIZATION FOR COMPUTER LOAN PROGRAM

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The salary and benefit changes for Confidential, Supervisor, Program Manager/Management Analyst, and Executive management staff are approved on the terms as stated in staff report, which accompanies this resolution and which is on file with the Agency Clerk ("Staff Report").

Section 2: The sum of \$36,000 is allocated from the Equipment Fund is allocated for the purchase of two vehicles for the Agency vehicle pool in accordance with the terms as provided in the Staff Report, and the Executive Director is authorized to make such purchase.

Section 3: The Executive Director is authorized to establish a revolving Computer Loan Program for employees with \$20,000 allocated from the Equipment Fund for the start up of this program in accordance with the terms as provided in the Staff Report.

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____



RESOLUTION NO. 2001-009

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

COMPENSATION AND BENEFIT ADJUSTMENTS FOR UNREPRESENTED EMPLOYEES; PURCHASE OF TWO POOL VEHICLES AND AUTHORIZATION FOR COMPUTER LOAN PROGRAM

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1: The salary and benefit changes for Confidential, Supervisor, Program Manager/Management Analyst, and Executive management staff are approved on the terms as stated in staff report, which accompanies this resolution and which is on file with the Agency Clerk ("Staff Report").

Section 2: The sum of \$36,000 is allocated from the Equipment Fund is allocated for the purchase of two vehicles for the Agency vehicle pool in accordance with the terms as provided in the Staff Report, and the Executive Director is authorized to make such purchase.

Section 3: The Executive Director is authorized to establish a revolving Computer Loan Program for employees with \$20,000 allocated from the Equipment Fund for the start up of this program in accordance with the terms as provided in the Staff Report.

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

APPROVED
JUL 24 2001
OFFICE OF THE
CITY CLERK

RESOLUTION NO. 2001-505

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF

**COMPENSATION AND BENEFIT ADJUSTMENTS FOR UNREPRESENTED
EMPLOYEES; PURCHASE OF TWO POOL VEHICLES AND AUTHORIZATION FOR
COMPUTER LOAN PROGRAM**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

Section 1: The salary and benefit changes for Confidential, Supervisor, Program Manager/Management Analyst, and Executive management staff are approved on the terms as stated in staff report, which accompanies this resolution and which is on file with the Agency Clerk ("Staff Report").

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Section 3: The Executive Director is authorized to establish a revolving Computer Loan Program for employees with \$20,000 allocated from the Equipment Fund for the start up of this program in accordance with the terms as provided in the Staff Report.

MAYOR

ATTEST:

CITY CLERK

CHAIR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____