



June 13, 2025

TO: Capitol Area Development Authority (CADA) Board of Directors

**SUBJECT: June 20, 2025 Special Board Meeting
AGENDA ITEM 7
FY25-26 SALARY RANGE LIMIT SCHEDULE**

CONTACT PERSON: Jill Azevedo, Operations Director

RECOMMENDATION:

Staff recommends the Board adopt a resolution (Attachment 3) establishing the FY 25-26 Salary Range Limits.

BACKGROUND

CADA personnel policies delegate authority for individual employee salary adjustments to the Executive Director. Adoption of salary range limits, however, requires Board action. At the June Board meeting each year the Board generally makes adjustments, if warranted, for implementation in the next fiscal year. CADA conducts formal salary range limit reviews at least every five years. The current salary range was evaluated and approved by the Board in June 2021 and was last updated effective January 2024. The proposed range will update the existing salary ranges. The next formal salary range update will occur in 2026.

POLICY

To attract and retain qualified staff, it is important to periodically conduct compensation studies in order for CADA to remain in relative consistency with its benchmark agencies.¹ In keeping with CADA's practice to conduct a salary structure review every five years, CADA last contracted with an outside consultant, Public Sector Personnel Consultants (PSPC), to prepare a comprehensive salary review in 2021.

While CADA is not due to conduct another salary survey until 2026, given the recent rise in interest rates, inflation, competition in the job market, and the fact that all comparator agencies have recently increased their salary ranges, staff undertook a salary survey of comparator agencies to assess whether CADA's current salary ranges are still competitive.

By looking at the midpoint of comparator agencies, staff found that 17% of CADA's ranges that were surveyed are competitive with the benchmark job classes and 83% of these ranges were not competitive and are recommended to be updated. See Attachment 1 – External Prevailing Rates Comparison. Note: While CADA's ranges are below comparator agencies, it should be noted that all CADA staff are being paid within the existing and proposed salary ranges and no one is being paid below the bottom of the current or suggested ranges.

Based on these survey results, staff prepared a table entitled Attachment 2 – Proposed FY 25-26 Salary Ranges in which ranges that were found not to be competitive were adjusted. Given that the

¹ CADA's benchmark agencies are the State of California, County of Sacramento, City of Sacramento, Sacramento Housing and Redevelopment Agency, and the Cities of Folsom, Roseville, Stockton, and West Sacramento, as well as private sector jobs identified by CADA's independent outside consultant.

agency is due to undertake a formal salary limit review next year, staff only adjusted those ranges that were found to be 4% or more below the market midpoint, which were:

- Executive Director (increased 10.89%)
- Deputy Executive Director (increased 7.85%)
- Directors (increased 4%)
- Journey Level Trade (increased 4.5%)
- Maintenance Specialist (increased 4.9%)
- Executive Admin Assistant (increased 10%)
- Resident Services Specialist (increased 13%)

The FY 25-26 Salary Range Limit Schedule, which is attached to the resolution proposed for adoption, is consistent with Attachment 2.

FINANCIAL IMPACT

Because the salary range schedule does not set actual employee salaries, adoption of the proposed schedule does not have a direct fiscal impact. For CADA employees, actual salaries are determined by individual performance evaluations within budget parameters established by the Board and the Executive Director. Prior to any salary increase being implemented, the Executive Director assesses the impact of a proposed increase on the overall salaries budget.

ENVIRONMENTAL ISSUES

Not applicable. This is an administrative action and is not a project subject to the guidelines of the California Environmental Quality Act (CEQA).

CADA STRATEGIC PLAN

The proposed action addresses the following 2024-2029 CADA Strategic Plan goals:

- Ensure Fiscal Strength & Operational Excellence
- Be an Employer of Choice

Adopting the recommended salary ranges is fiscally responsible, and allows CADA to be an employer of choice because the new ranges are competitive within the market and working within them will help CADA to attract and maintain qualified staff.

Attachments:

1. External Prevailing Rates Comparison
2. Proposed Capitol Area Development Authority Salary Range Limits (effective 7/1/2025)
3. Resolution 25-21

Attachment 1

EXTERNAL PREVAILING RATES COMPARISON

Comparing Base Pay Range Midpoint to Market Midpoint

June 2025

CADA Job Title	CADA Midpoint	Market Midpoint	Variance	
			\$	%
Executive Director	\$193,368	\$217,005	-\$23,637	-10.89%
Deputy Executive Director	\$157,392	\$170,796	-\$13,404	-7.85%
Controller/Finance Director	\$129,816	\$135,306	-\$5,490	-4.06%
Development Manager	\$99,708	\$102,405	-\$2,697	-2.63%
Human Resources/Risk Manager	\$99,708	\$98,363	-\$1,345	-1.37%
Facilities Maintenance Manager	\$89,076	\$91,566	-\$2,490	-2.72%
Accounting Manager	\$85,506	\$87,845	-\$2,339	-2.66%
Construction Manager	\$83,244	\$85,846	-\$2,602	-3.03%
Leasing Services Manager	\$72,156	\$72,099	-\$2,943	-3.92%
Manager - Contracts & Office	\$76,932	\$80,044	-\$3,112	-3.89%
Marketing & Creative Services Manager	\$73,272	\$71,708	\$1,564	2.81%
Renovation & Rehabilitation Specialist	\$67,596	\$69,541	\$1,945	2.80%
Journeyman - Electrician	\$67,544	\$67,909	-\$5,935	-4.56%
Journeyman - Plumbing/Carpentry	\$67,544	\$70,240	-\$2,686	-3.82%
Journeyman - Carpenter	\$67,554	\$64,883	-\$2,671	-4.12%
Prep Coordinator	\$61,974	\$48,938	\$13,036	26.64%
Maintenance Specialist	\$50,610	\$53,231	-\$2,621	-4.92%
Executive Administrative Assistant	\$56,256	\$62,798	-\$6,542	-10.42%
Leasing Agent	\$51,120	\$53,937	-\$2,817	-5.22%
Accounting Specialist	\$47,982	\$49,725	-\$1,743	-3.50%
Maintenance Office Coordinator	\$44,844	\$46,228	\$1,384	2.99%
Administrative Assistant	\$43,506	\$44,694	-\$1,188	-2.66%
Resident Services Representative	\$42,066	\$48,595	-\$6,529	-13.44%

Attachment 2

**CAPITOL AREA DEVELOPMENT AUTHORITY
SALARY RANGE LIMITS, EFFECTIVE July 1, 2025**

Executive	
Executive Director	\$14,296 - \$21,442
Deputy Executive Director	\$11,318 - \$16,973
Directors	
Controller/Finance Director	\$8,999 - \$13,502
Sustainability, Placemaking & Sustainability Director	\$8,999 - \$13,502
Operations Director	\$8,999 - \$13,502
Managers/Administrators	
Development Manager	\$6,648 - \$9,970
Human Resources Manager	\$6,648 - \$9,970
Facilities Maintenance Manager	\$5,939 - \$8,907
Resident Services Manager	\$5,939 - \$8,907
Human Resources Administrator	\$5,700 - \$8,551
Accounting Manager	\$5,700 - \$8,551
Construction Manager	\$5,550 - \$8,324
Property Manager	\$5,378 - \$8,067
Leasing Services Manager	\$5,132 - \$6,894
Office & Contracts Manager	\$5,130 - \$7,692
Marketing and Creative Services Manager	\$4,886 - \$7,326
Maintenance	
Renovation & Rehabilitation Specialist	\$4,333 - \$6,933
Journey Level Trade	\$4,708 - \$7,058
Vacancy Prep Coordinator	\$4,133 - \$6,196
Maintenance Specialist	\$3,538 - \$5,310
Administrative Services	
Executive Assistant to Board	\$4,048 - \$6,266
Leasing Agent	\$3,407 - \$5,113
Accounting Specialist	\$3,198 - \$4,799
Office Coordinator	\$2,989 - \$4,485
Administrative Assistant	\$2,900 - \$4,351
Resident Services	
Resident Services Specialist	\$3,036 - \$4,886

RESOLUTION NO. 25 – 21

Adopted by the Capitol Area Development Authority

June 20, 2025

**RESOLUTION APPROVING THE FY 25-26
SALARY RANGE LIMIT SCHEDULE**

WHEREAS, the Authority's policy is that salary range limits are established by the Board of Directors;

WHEREAS, the Authority's practice is for staff to prepare and recommend a salary range limit schedule for the upcoming year at the June meeting of the Board; and

WHEREAS, it is the Authority's practice to align salaries with the midpoint of comparator agencies in order to be an employer of choice and to ensure the Authority's ability to recruit and retain qualified staff.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority that:

1. The document entitled, "Capitol Area Development Authority Salary Range Limits, Effective July 1, 2025," attached hereto, is adopted as the CADA salary range limit schedule, effective July 1, 2025.
2. The Executive Director is authorized to make individual salary adjustments for staff, provided these adjustments do not exceed the adopted salary limits.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

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