



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 17-212

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**TO:** Chair and Housing Authority Commissioners

**THROUGH:** Steve Powers, Executive Director

**FROM:** Mina Hanssen, Human Resources Director

**SUBJECT:**

Housing Administrator Compensation

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the Housing Authority Commission approve a one-time \$5,000 salary adjustment for the Housing Administrator?

**RECOMMENDATION:**

Approve a one-time \$5,000 salary adjustment for the Housing Administrator.

**SUMMARY AND BACKGROUND:**

A one-time salary increase is recommended in recognition of Andy Wilch, Housing Administrator's, performance.

The Housing Administrator provides management, planning, and oversight to the Housing Authority. The role is highly specialized, complex, and unique in Salem. The position has responsibilities that have a direct impact on affordable public housing in the Salem/Keizer community.

**FACTS AND FINDINGS:**

The City Manager has completed a performance review for Housing Administrator, Andy Wilch, and finds that Mr. Wilch has provided noteworthy management and strategic direction. Mr. Wilch's leadership has contributed to the successful Rental Assistance Demonstration (RAD) conversion of 164 units, the acquisition of Yaquina Hall for affordable housing, and the maintenance and upgrades to housing units. His relationships with state and federal agencies and with private funders has positioned the authority for continued success. He has managed the transition of staff, continuing the authority's service to residents and the community while accomplishing efficiencies.

The Housing Administrator's pay range is \$7,170.80 to \$9,169.33 per month. The incumbent is currently receiving the maximum compensation of this pay range. The Salem Housing Authority's

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budget is constrained by federal funding, making the addition of ongoing expenses problematic. Therefore, the one-time salary increase of \$5,000 is recommended. The Salem Housing Authority's budget has sufficient funds to offset the one-time expense.

Mina Hanssen  
Human Resources Director

Attachments:

1. None