**TO**: City Council

**FROM:** John Marchione, Mayor

**DATE:** December 7, 2010

SUBJECT: ORDINANCE 2551- Setting 2011 Salaries for Non-Union and Executive

**Employees** 

#### I. RECOMMENDED ACTION

Approve the attached salary ordinance (Attachment A) and direct the City to proceed with (a) implementing an across-the-board salary adjustment of 1.00 percent for all non-union, non-executive, employees effective January 1, 2011; and (b) adjust 2011 salary ranges for non-union and executive positions, Pay Plans N and E.

#### II. DEPARTMENT CONTACTS

| Kerry Sievers, Human Resources Director | (425) 556-2122 |
|---|----------------|
| Julie Howe, Senior Labor Analyst        | (425) 556-2127 |

#### III. DESCRIPTION

Due to the need for certainty in setting the 2011 budget, all represented and non-represented employees were offered and accepted a 1% wage adjustment for the year 2011. This adjustment is in lieu of the City's traditional market-based analysis that is conducted yearly to evaluate the need for annual salary range adjustments. If the City were to have conducted the traditional analysis, the City would not have known the outcome until the end of November. By proposing and adopting the 1% increase, the City is able to base budget projections on concrete, rather than speculative, figures.

The same percent adjustment of 1.00 percent is proposed for salary ranges in the E Pay Plan for executive positions. However, employees in the E Pay Plan will not be eligible for an across-the-board increase. Increases received by executive employees during 2011 will be based on job performance and are at the Mayor's discretion.

The additions described above are included in the proposed 2011 Non-Union and Executive Pay Plans, Exhibits 1 and 2 to the Ordinance, and will be implemented upon approval from Council.

Ordinance – Setting 2010 Salaries for Non-Union and Executive Employees December 07, 2010 Page 2

#### IV. IMPACT

Funds sufficient to implement these salary increases, including the cost of salary-related retirement benefits, have been included in the 2011-2012 City Budget. The incremental cost of the proposed 1.00 percent increase for non-union employees in 2011 is \$85,302.

#### V. TIME CONSTRAINTS

This market-based adjustment is effective January 1, 2011. Approving this adjustment now will allow the City to process and implement the pay changes in a timely manner.

#### VI. LIST OF ATTACHMENTS

| Attachment A: Proposed Salary Ordinance 2551                     |                    |  |
|--|--------------------|--|
| Exhibit 1: Proposed 2011 Non-Union Salary Stru                   | cture (Pay Plan N) |  |
| Exhibit 2: Proposed 2011 Executive Salary Structure (Pay Plan E) |                    |  |
|  | -                  |  |
|  |                    |  |
|  | 11/22/2010         |  |
| <u>/s/</u>   | 11/22/2010         |  |
| Kerry Sievers, Human Resources Director                          | Date               |  |
|  |                    |  |
|  |                    |  |
| Approved for Council Agenda:                                     |                    |  |
|  |                    |  |
|  |                    |  |
|  | 11/02/2010         |  |
| <u>/s/</u>   | 11/23/2010         |  |
| John Marchione, Mayor  | Date               |  |

# CITY OF REDMOND ORDINANCE NO. \_\_\_ 2551\_\_\_\_

ΑN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING PAY PLANS "N" AND "E" IN ORDER TO SET SALARIES FOR NON-UNION AND EMPLOYEES THE EXECUTIVE FOR YEAR PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Resolution No. 1142 calls for an adjustment of salaries in keeping with changes in salaries in the local labor market of both private and municipal employers; and

WHEREAS, these changes should now be reflected by amending the respective pay plans for non-union and executive employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plans Adopted. (A) Effective January 1, 2011, Pay Plan "N" covering non-union employees is hereby amended to grant a 1.00 percent across-the-board increase in salaries over those salaries in effect on December 31, 2010, as adopted by Ordinance No. 2510. The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

(B) Effective January 1, 2011, Pay Plan "E" covering executive employees is hereby amended to reflect a 1.00 percent increase in salary ranges over those salary ranges in effect on December 31, 2010, as adopted by Ordinance No. 2510. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

| Section 2. Severability. If  | any section, sentence,    |
|--|---------------------------|
| clause or phrase of this ordinance sho   | uld be held to be invalid |
| or unconstitutional by a court of com  | petent jurisdiction, such |
| invalidity or unconstitutionality shall  | l not affect the validity |
| or constitutionality of any other sec  | tion, sentence, clause or |
| phrase of this ordinance.  |                           |
| Section 3. Effective Date. T   | his ordinance shall take  |
| effect five days after its publicati   | on, or publication of a   |
| summary thereof, in the City's official  | newspaper.                |
| ADOPTED by the Redmond City Co   | ouncil this day of        |
| , 2010.  |                           |
| CITY OF R  | EDMOND                    |
|  |                           |
| MAYOR JOH  | N MARCHIONE               |
|  |                           |
| ATTEST/AUTHENTICATED:  |                           |
|  |                           |
| CITY CLERK, MICHELLE M. MCGEHEE  | (SEAL)                    |
| APPROVED AS TO FORM OFFICE OF THE CITY ATTORNEY:   |                           |
| By:  |                           |
| FILED WITH THE CITY CLERK:  PASSED BY THE CITY COUNCIL:  SIGNED BY THE MAYOR:  PUBLISHED:  EFFECTIVE DATE:  ORDINANCE NO.: |                           |

## City of Redmond Non-Union Employees 2011 Pay Plan

| Grade | Title                                   | Minimum | Midpoint | Maximum                |
|-------|---|---------|----------|------------------------|
| NA01  | Accounting Manager                      | \$6,003 | \$7,527  | \$9,050                |
| NA10  | Administrative Assistant                | \$2,946 | \$3,663  | \$4,380                |
| NA20  | Administrative Specialist               | \$3,075 | \$3,866  | \$4,657                |
| NA30  | Administrative Supervisor               | \$4,739 | \$5,507  | \$6,274                |
| NA40  | Applications Services Manager           | \$6,603 | \$8,392  | \$10,180               |
| NA50  | Assistant Director Public Works         | \$7,195 | \$8,925  | \$10,654               |
| NA70  | Assistant Maintenance Manager           | \$6,334 | \$7,207  | \$8,079                |
| NA80  | Assistant Police Chief                  | \$8,699 | \$9,673  | \$10,646               |
| NB01  | Benefits Administrator                  | \$3,720 | \$4,720  | \$5,720                |
| NB10  | Building Official                       | \$6,642 | \$7,555  | \$8,467                |
| NB20  | Business Operations Manager             | \$5,449 | \$6,330  | \$7,211                |
| NM80  | Chief Policy Advisor                    | \$7,275 | \$8,542  | \$9,809                |
| NC01  | City Clerk                              | \$6,559 | \$7,570  | \$8,580                |
| NC05  | Communications Dispatch Supervisor      | \$4,863 | \$5,520  | \$6,176                |
| NC40  | Communications Program Manager          | \$4,940 | \$5,622  | \$6,304                |
| NC25  | Compensation Analyst                    | \$3,935 | \$4,937  | \$5,939                |
| NC30  | Computer Forensic Investigator - Senior | \$4,215 | \$5,395  | \$6,575                |
| ND01  | Department Administrative Coordinator   | \$3,658 | \$4,471  | \$5,284                |
| NA60  | Deputy Fire Chief                       | \$8,667 | \$9,682  | \$10,697               |
| ND05  | Deputy Parks Director                   | \$7,217 | \$8,316  | \$9,414                |
| ND10  | Deputy Planning Director                | \$7,424 | \$8,494  | \$9,564                |
| NE01  | Emergency Preparedness Manager          | \$5,721 | \$6,543  | \$7,364                |
| NE10  | Employment and Training Manager         | \$5,475 | \$6,533  | \$7,590                |
| NE20  | Engineer - Senior                       | \$6,065 | \$7,306  | \$8,546                |
| NE30  | Engineering Manager                     | \$6,238 | \$7,763  | \$9,288                |
| NE50  | Engineering Supervisor                  | \$6,065 | \$7,306  | \$8,546                |
| NE60  | EPSCA 800 Megahertz Technician          | \$5,181 | \$6,165  | \$7,148                |
| NE62  | EPSCA 800 Magahertz Console Technician  | \$4,973 | \$5,337  | \$5,700                |
| NE64  | EPSCA Operations Manager                | \$6,316 | \$7,517  | \$8,717                |
| NE68  | EPSCA Senior Accounting Associate       | \$3,659 | \$4,355  | \$5,050                |
| NE40  | Executive Assistant                     | \$3,894 | \$4,793  | \$5,691                |
| NF01  | Facilities Maintenance Supervisor       | \$5,371 | \$6,263  | \$7,155                |
| NF20  | Financial Analyst                       | \$4,388 | \$5,518  | \$6,647                |
| NF10  | Financial Analyst - Associate           | \$3,619 | \$4,614  | \$5,608                |
| NF30  | Financial Analyst - Senior              | \$4,879 | \$6,297  | \$7,715                |
| NF40  | Financial Planning Manager              | \$7,156 | \$8,821  | \$10,486               |
| NF50  | Fleet Manager                           | \$6,055 | \$6,793  | \$7,531                |
| NG01  | GIS Manager                             | \$5,932 | \$7,553  | \$9,173                |
| NH01  | Human Resources Assistant               | \$3,088 | \$3,793  | \$4,498                |
| NH10  | Human Resources Generalist              | \$4,047 | \$5,011  | \$5,974<br>Page 1 of 2 |

## City of Redmond Non-Union Employees 2011 Pay Plan

| Grade | Title  | Minimum | Midpoint | Maximum  |
|-------|--|---------|----------|----------|
| NH15  | Human Resources Program Manager                      | \$6,241 | \$7,618  | \$8,995  |
| NH20  | Human Services Manager                               | \$6,561 | \$7,204  | \$7,846  |
| NI01  | Inspection Supervisor                                | \$5,660 | \$6,425  | \$7,190  |
| NI10  | IS Manager   | \$7,185 | \$8,979  | \$10,773 |
| NM01  | Maintenance Manager                                  | \$7,111 | \$8,060  | \$9,009  |
| NM10  | Maintenance Operations Supervisor - Storm Water      | \$5,607 | \$6,384  | \$7,161  |
| NM20  | Maintenance Operations Supervisor - Streets          | \$5,645 | \$6,442  | \$7,238  |
| NM30  | Maintenance Operations Supervisor - Wastewater       | \$5,607 | \$6,384  | \$7,161  |
| NM40  | Maintenance Operations Supervisor - Water Operations | \$5,607 | \$6,384  | \$7,161  |
| NM60  | Management Analyst                                   | \$4,107 | \$5,264  | \$6,421  |
| NM50  | Management Analyst - Associate                       | \$3,573 | \$4,579  | \$5,585  |
| NM70  | Management Analyst - Senior                          | \$4,724 | \$6,055  | \$7,385  |
| NN01  | Network Communications Manager                       | \$6,355 | \$8,017  | \$9,679  |
| NP05  | Parks Maintenance Supervisor                         | \$4,950 | \$5,588  | \$6,225  |
| NP10  | Parks Operations Supervisor                          | \$5,374 | \$6,147  | \$6,920  |
| NP20  | Parks Planning Manager                               | \$6,746 | \$7,418  | \$8,090  |
| NP30  | Payroll Supervisor                                   | \$4,715 | \$5,818  | \$6,920  |
| NP40  | Planning Manager - Development Review                | \$6,722 | \$7,828  | \$8,934  |
| NP60  | Planning Manager - Policy and Comprehensive Planning | \$7,060 | \$8,230  | \$9,399  |
| NP65  | Police Commander                                     | \$8,582 | \$9,015  | \$9,447  |
| NP67  | Police Crime Analyst (limited duration)              | \$4,460 | \$5,063  | \$5,666  |
| NP68  | Police Support Services Supervisor                   | \$4,441 | \$5,041  | \$5,640  |
| NP70  | Program Manager                                      | \$5,682 | \$6,466  | \$7,249  |
| NP80  | Prosecuting Attorney                                 | \$5,643 | \$6,558  | \$7,472  |
| NP90  | Purchasing/Accounts Payable Manager                  | \$5,861 | \$7,317  | \$8,773  |
| NR01  | Real Property Manager                                | \$5,533 | \$6,272  | \$7,010  |
| NR10  | Recreation Division Manager                          | \$6,697 | \$7,764  | \$8,830  |
| NR20  | Recreation Program Manager                           | \$5,643 | \$6,375  | \$7,106  |
| NR50  | Reprographics Supervisor                             | \$4,462 | \$5,319  | \$6,176  |
| NU01  | Revenue Manager                                      | \$5,982 | \$7,149  | \$8,315  |
| NR40  | Risk Analyst   | \$4,359 | \$5,334  | \$6,308  |
| NR30  | Risk Analyst - Senior                                | \$5,014 | \$6,135  | \$7,256  |
| NS02  | Senior Labor Analyst                                 | \$5,570 | \$6,508  | \$7,445  |
| NS05  | Senior Recruiter                                     | \$5,475 | \$6,533  | \$7,590  |
| NS10  | Supervising Attorney                                 | \$7,408 | \$8,613  | \$9,817  |
| NS30  | Supervisor - Permit Technicians/Plans Examiners      | \$6,027 | \$6,668  | \$7,308  |
| NS20  | Support Services Manager                             | \$5,854 | \$7,359  | \$8,864  |
| NT10  | TDM Program Manager                                  | \$6,866 | \$7,603  | \$8,339  |

# CITY OF REDMOND PAY PLAN "E" - EXECUTIVE PAY PLAN 2011

| Grade | Title                                  | Minimum | Midpoint | Maximum  |
|-------|--|---------|----------|----------|
| 1     | Human Resources Director               | \$7,990 | \$9,633  | \$11,276 |
| 2     | Planning Director                      | \$8,574 | \$9,963  | \$11,352 |
| 3     | Parks Director                         | \$8,815 | \$10,241 | \$11,667 |
| 4     | Deputy City Administrator              | \$8,527 | \$10,081 | \$11,635 |
| 5     | Fire Chief<br>Police Chief             | \$9,097 | \$10,672 | \$12,246 |
| 6     | Finance Director Public Works Director | \$8,876 | \$10,684 | \$12,491 |