



Memorandum

Date: 12/3/2024
Meeting of: City Council

File No. AM No. 24-193
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
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DEPARTMENT STAFF:

Human Resources	Mary Grady	Senior HR Analyst
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TITLE:

Approval of the 2025 Pay Plan Updates

- a. Ordinance No. 3199: An Ordinance of the City of Redmond, Washington Amending Pay Plans “R” and “RS”, in Order to Set Salaries for Employees Covered by the RCHEA Bargaining Unit for the Year 2025; Providing for Severability and Establishing an Effective Date
- b. Ordinance No. 3200: An Ordinance of the City of Redmond, Washington, Amending Pay Plan “E” in Order to Set Salaries for the Executive Employees for the Year 2025; Providing for Severability and Establishing an Effective Date
- c. Ordinance No. 3201: An Ordinance of the City of Redmond, Washington, Amending Pay Plans “N” and “N-S,” in Order to Set Salaries for the Non-Represented Employees For The Year 2025; Providing For Severability And Establishing An Effective Date
- d. Ordinance No. 3202: An Ordinance of the City of Redmond, Washington, Amending Pay Plan “G-S” in Order to Set Salaries for the General Supplemental Employees for the Year 2025; Providing for Severability and Establishing an Effective Date
- e. Ordinance No. 3203: An Ordinance of the City of Redmond, Washington, Amending Pay Plan “EO” in Order to Set Salaries for the Mayor for the Year 2025; Providing for Severability and Establishing an Effective Date
- f. Ordinance No. 3204: An Ordinance of the City of Redmond, Washington Amending the 2025 “T” Pay Plan for Employees Represented by the Teamsters Local No. 117 Representing Police Lieutenants and Amending Title to “LT”
- g. Ordinance No. 3205: An Ordinance of the City of Redmond, Washington, Amending Pay Plans “PS” and “S-PS,” in Order to Set Salaries for Police Support Employees Covered by the Teamsters Local Union No. 117 Bargaining

Unit for the Year 2025; Providing for Severability and Establishing an Effective Date

- h. Ordinance No. 3206: An Ordinance of the City of Redmond, Washington, Amending Pay Plan “FS” in Order to Set Salaries for Employees Covered by the Fire Support Bargaining Unit for the Year 2025; Providing for Severability and Establishing an Effective Date

OVERVIEW STATEMENT:

Due to the 2025 Cost of Living Adjustments (COLA), several new classifications being established, and title and salary changes, the following salaries and Pay Plans are being updated: RCHEA Regular (“R”), RCHEA Supplemental (“RS”), and General Supplemental (“G-S”); Elected Official (“EO”); Non-represented Executive (“E”), Non-represented regular (“N”), Non-represented Supplemental (“N-S”) Police Lieutenants (“LT”); Police Support Regular (“PS”) and Police Support Supplemental (“S-PS”); and Fire Support (“FS”). New classifications of Lead Systems Analyst, Grant Writer, City Attorney, Deputy City Attorney, Community Health Manager, Construction Manager, Executive Department Manager, Executive Department Supervisor, and Grant Supervisor are being requested. In addition, select titles and salaries have been removed or changed. Details of the changes are listed under the “Outcomes” section.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
City Council is required to authorize salary and/or classification changes to Pay Plans, in accordance with the City of Redmond Personnel Manual Section 7.10. City Council is required to authorize benefit changes to the Personnel Manual, in accordance with the City of Redmond Personnel Manual Section 1.40.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Approval by City Council is being sought for the following Pay Plan changes:

RCHEA. In accordance with RCHEA’s CBA that was negotiated with the union and approved by City Council in 2022, the 2025 COLA for RCHEA “R” and “R-S” Pay Plans are provided following the RCHEA percentage of 4.2%, based on first half 2024 CPI-W, with a minimum of 2% and a maximum of 5%. An additional change to the “R” and “RS” Pay Plans includes adding new classifications titled Lead Systems Analyst and Grant Writer.

Non-Represented. Changes to non-represented “E,” “N,” “N-S,” and “G-S” Pay Plans are provided a 2025 COLA increase of 4.2%, based on first half 2024 CPI-W, with a minimum of 2% and a maximum of 5%. The increases are to ensure those salary ranges remain within market. Changes to the “EO” Pay Plan include a salary increase for the Mayor. Additional changes to the “E” Pay Plan include adding new classifications titled City Attorney and Deputy City Attorney. The Fire Chief, Police Chief, Deputy Fire Chief, and Deputy Police Chief titles have been moved to new salary grades, and due to this change, salary grades were renumbered on the “E” Pay Plan. Additional changes to the “N” and “N-S” Pay Plans include adding new classifications titled Community Health Manager, Grant Supervisor, Executive Department Manager, Executive Department Supervisor, and Construction Manager in addition to adding back the Police Support Services Supervisor which was removed in 2022. The Communications and Marketing Manager and the Communications and Marketing Supervisor classifications have been removed. The Dispatch Manager title has been changed to Public Safety Communications Manager on the “N” and “N-S” Pay Plans.

Police Lieutenants. In accordance with the Police Lieutenant CBA that was negotiated with the union and approved by City Council in 2022, the 2025 COLA for the “LT” Pay Plan will be 4.2%, based on first half 2024 CPI-W, with a minimum of 2% and a maximum of 5%. The “T” Pay Plan title has been updated to “LT”.

Police Support. In accordance with the Police Support CBA that was negotiated with the unions and approved by City Council in 2022, the 2025 COLA for “PS,” and “S-PS” Pay Plans will be 4.2%, based on first half 2024 CPI-W, with a minimum of 2% and a maximum of 5%. In addition, the Communications Dispatcher title is now Public Safety Telecommunicator, and the Lead Communications Dispatcher title is now Lead Public Safety Telecommunicator.

Fire Support. In accordance with Fire Support’s CBA that was negotiated with the union and approved by City Council in 2023, the 2025 COLA for Fire Support’s “FS” Pay Plan will be 3.6%, based on June 2024 CPI-W, with a minimum of 2% and a maximum of 5%.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

Finance included COLAs and salary adjustments in the 2025-2026 Budget documentation that was presented to Council. This means effective January 1, 2025, salary adjustments are budgeted for and can be provided to employees in the Pay Plans listed above.

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:
N/A

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
11/12/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

Implementation of wage and salary range changes is targeted for January 1, 2025. Approval in 2024 will allow HR and Payroll staff time to complete the required communicating, processing, and implementing of the changes without the need for retroactive pay.

ANTICIPATED RESULT IF NOT APPROVED:

If not immediately approved or approval is substantially delayed, the result will be calculating retroactive pay, which could result in payroll processing errors due to the complexity of retro-calculations to January 1, 2025. If not approved at all, then there will be no Pay Plan changes/COLA adjustments, resulting in the union groups filing multiple unfair labor practices (ULPs) against the City for failure to negotiate changes in working conditions (pay) to their CBAs, overall loss of market wage competitiveness, and a potential impact to employee retention, especially for non-represented employees. Annual Pay Plan updates must be implemented in accordance with the union CBAs that have previously been negotiated with the unions and approved by City Council. Any delays to implementation must be negotiated with the unions prior to the change being effective, with non-represented employees being treated similarly.

ATTACHMENTS:

Attachment A: Proposed Salary Ordinance for RCHEA and RCHEA Supplemental Pay Plans

Exhibit 1: 2025 RCHEA Pay Plan "R"
Exhibit 2: 2025 RCHEA Pay Plan "RS"

Attachment B: Proposed Salary Ordinance for Executive Pay Plan
Exhibit 1: 2025 Executive Pay Plan "E"

Attachment C: Proposed Salary Ordinance for Non-Represented and Non-Represented Supplemental Pay Plans
Exhibit 1: 2025 Non-Represented Pay Plan "N"
Exhibit 2: 2025 Non-Represented Supplemental Pay Plan "N-S"

Attachment D: Proposed Salary Ordinance for General Supplemental Pay Plan
Exhibit 1: 2025 General Supplemental Pay Plan "G-S"

Attachment E: Proposed Salary Ordinance for Elected Official Pay Plan
Exhibit 1: 2025 Executive Pay Plan "EO"

Attachment F: Proposed Salary Ordinance for Police Lieutenants Pay Plan
Exhibit 1: 2025 Police Lieutenants Pay Plan "LT"

Attachment G: Proposed Salary Ordinance for Police Support and Supplemental Police Support Pay Plans
Exhibit 1: 2025 Police Support Pay Plan "PS"
Exhibit 2: 2025 Supplemental Police Support Pay Plan "S-PS"

Attachment H: Proposed Salary Ordinance for Fire Support Pay Plan
Exhibit 1: 2025 Fire Support Pay Plan "FS"