



Memorandum

Date: 2/13/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-025

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files, Chief Operating Officer	425-556-2166
-----------	---------------------------------------	--------------

DEPARTMENT STAFF:

N/A	N/A	N/A
-----	-----	-----

TITLE:

Ordinance Amending Redmond Municipal Code (RMC) Chapters 2.38 and 4.47 for the Redmond Salary Commission

OVERVIEW STATEMENT:

The Redmond Municipal Code (RMC) provides that the salaries for the Mayor and City Council will be reviewed every four years during years in which the office of the Mayor is up for election. Staff recommends amending the RMC to provide flexibility in the timing for when the salaries for Mayor and City Council can be reviewed. In discussions with the Mayor and Council Leadership, there are other options the Council can consider clarifying the role of the Salary Commission.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Redmond Municipal Code Chapters 2.38 and 4.47.
- **Required:**
Council approval is required for adoption of an ordinance.
- **Council Request:**
N/A
- **Other Key Facts:**
The previous process to review the Mayor and City Council salaries resulted in no increases for the Mayor and Council. Amending the RMC would allow staff to recruit salary commission members and review Mayor and Council salaries to ensure pay is commensurate with current market data.

OUTCOMES:

The Redmond Municipal Code only allows for Mayor and Council salaries to be reviewed every four years when the office of the Mayor is up for election. The ordinance in Attachment A would allow for the Mayor and Council salaries to be reviewed periodically, but at least every four years. Such a change would allow for the Mayor and Council salary to remain commensurate with market changes and coincide with budget.

Ordinance No. 3116 (Attachment B) passed by the City Council on March 21, 2023, codified the Salary Commission parameters. Other changes the Council may want to consider regarding Mayor and Council salaries and the Salary Commission, include:

- Under Membership - Appointment in 4.47.20(A) of the RMC membership of the Salary Commission is made up of five members appointed by the Mayor and confirmed by the Council. Council Leadership has asked to consider changing the number from five members to seven members which would also change the quorum requirements laid out in RMC 4.47.040(d). The quorum requirements would change from three members to four members.
- Under Term of Appointment in 4.47.030(A) of the RMC once the commission files a salary schedule with the City Clerk at that time the Commission term expires. Council could consider other term limits so that the City could utilize a Commission every year to analyze raising Mayor and Council salaries by CPI consistent with how the city ensures employee salaries remain commensurate with market changes.
- Under Salary Increases and Decreases - Effective Date in 4.47.060 (A) of the RMC clarify that the commission may only make decisions on the salaries of Council and may not speak to the duties, obligations, or expectations of council positions and may not incorporate into a salary decision any requirements tied to the salary.

Staff will be at the Committee of the Whole to discuss the potential changes to the Redmond Municipal Code and answer any questions the Council may have.

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:**

N/A

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

Date: 2/13/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-025

Type: Committee Memo

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
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
3/5/2024	Business Meeting	Approve

Time Constraints:

No time constraints are anticipated for this action. However, if the ordinance is passed in a timely manner, the action would give staff enough time to establish a Salary Commission in 2024 and conclude the work in time to be placed in the 2025-2026 biennial budget process.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the next Salary Commission will be recruited in the next mayoral election year.

ATTACHMENTS:

Attachment A: Ordinance Revising RMC Chapters 2.38 and 4.47

Attachment B: Ordinance No. 3116 Codifying Salary Commission