



**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**DATE:** July 3, 2018

**SUBJECT: Approval of Addition of the Chief Operating Officer Classification, and Amendment of the 2018 Executive Pay Plan “E”, to add the Chief Operating Officer Classification**

**I. RECOMMENDED ACTION**

Approve the attached ordinance establishing the position of Chief Operating Officer (Attachment A) and direct the City to proceed with adopting the new Chief Operating Officer classification and the associated changes to the Executive Pay Plan (Pay Plan “E”).

**II. DEPARTMENT CONTACTS**

John Marchione, Mayor	425-556-2101
Mellody Matthes, Human Resources Director	425-556-2122

**III. DESCRIPTION/BACKGROUND**

The City Council is responsible for setting and defining the vision for the community through the comprehensive plan, budget, and other policy documents. As the City has grown, so has the intricacy of the organization. The complexity of the scope and scale of projects, public services, and internal support requires greater coordination and alignment to continue carrying the vision forward.

The City is preparing for one of its most transformative phases in its evolution. The Microsoft Campus refresh, Sound Transit’s arrival in Marymoor Village and Downtown, and Overlake Village growth are examples of the complexity and breadth of revitalization occurring in the next six years. The City needs to recognize the considerable changes coming and arrange its organizational structure to meet the challenges.

The position of Chief Operating Officer will run the day-to-day operations of the City and will allow for greater alignment within the organization in preparation for upcoming changes in Redmond. The position will replace a vacant Deputy City Administrator position.

The Chief Operating Officer will work under the direction of the Mayor to perform a variety of managerial, professional, and administrative support duties. The Chief

Operating Officer will coordinate and direct the activities of senior leadership and integrate interdepartmental activities. Essential responsibilities include:

- Assisting the Mayor in all of his/her executive and administrative duties;
- Performing general management of the City operations by facilitating committees or work groups;
- Overseeing and aligning the internal operations of the City;
- Creating a citywide culture of customer service, accountability, and integrity;
- Ensuring internal and cross-departmental coordination to support projects, functions, and relationships to meet the City's goals and objectives; and
- Reviewing, updating, and implementing operating policies and procedures.

The Mayor will continue to provide executive leadership to the organization. This includes the responsibility for implementing the strategic vision, ensuring the City's laws and ordinances are enforced, setting organizational priorities, creating the culture of the organization, and proposing policy, budget, and projects for Council consideration. In addition, the Mayor serves Redmond as a representative on regional bodies, including Sound Transit.

The model of a Chief Operating Officer is consistent with most strong mayor cities in King County, including Tukwila, Issaquah, Renton, and Kent. Attached are the organizational charts for each of these cities and the proposed organizational chart for Redmond (Attachment B).

City	Position Title	Pop (2016)	Pay	Range	Mayor's Salary
Tukwila	City Administrator	19,660	\$137,412	\$174,000	\$104,712
Issaquah	City Administrator	36,030	\$151,056	\$192,840	\$115,416
Renton	Chief Administrative Officer	102,700	\$152,448	\$185,640	\$164,184
Kent	Chief Administrative Officer	127,100	\$147,996	\$213,000	\$148,260
Redmond	Chief Operating Officer	62,110	\$137,700	\$185,892	\$137,000

The Human Resources Department worked in conjunction with the Mayor to determine job duties and developed the attached Classification description (Exhibits 1 and 2). Staff recommends adoption of this ordinance for the creation of a new position, entitled Chief Operating Officer.

#### **IV. PREVIOUS DISCUSSIONS HELD**

Finance, Administration, and Communications Committee Meeting, June 26, 2018

**V. IMPACT**

**A. Service/Delivery:**

The position of Chief Operating Officer will result in greater efficiency and alignment of operations to the customers and residents of Redmond.

**B. Fiscal Note:**

The fiscal impact is budget-neutral, as an existing FTE, Deputy City Administrator, will be converted to the Chief Operating Officer position; therefore, no new FTEs are required.

**VI. ALTERNATIVES TO STAFF RECOMMENDATION**

The City Council could choose not to approve the Chief Operating Officer Classification and proposed changes to the Executive Pay Plan “E.” This could create an obstacle for the City’s ability to respond to the large volume of public and private projects in development.

**VII. TIME CONSTRAINTS**

Approving the new Classification and Amendment to the Pay Plan would allow implementation of organizational changes before Microsoft submits permits and Sound Transit issues its construction Request for Proposals (RFP).

**VIII. LIST OF ATTACHMENTS**

Attachment A: Ordinance

Exhibit 1: Classification Description

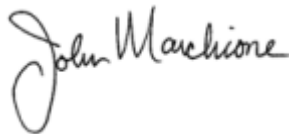
Exhibit 2: Proposed Amendment to the Executive Pay Plan “E”

Attachment B: Organizational Charts for Tukwila, Issaquah, Renton, and Kent, and the Proposed Organizational Chart for Redmond



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**Mellody Matthes, Director of Human Resources**



Approved for Agenda \_\_\_\_\_  
**John Marchione, Mayor**