



Memorandum

Date: 4/6/2021
Meeting of: City Council

File No. AM No. 21-052
Type: New Business

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	Sr HR Analyst
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TITLE:

Approval of Amendments to the Non-Represented Pay Plan

OVERVIEW STATEMENT:

The Non-Represented Pay Plan contains the salary ranges for those classifications not represented by union contract. This memo provides the Council with information on the addition of three classification positions to this Pay Plan.

☐ **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.
- **Council Request:**
N/A
- **Other Key Facts:**
Council has previously reviewed and approved pay plans changes when classification positions are added or deleted.

OUTCOMES:

The addition of Deputy Executive Department Director supports the operational management of the Executive Department, allowing the Chief Operating Officer to focus on broad scope city-wide strategic work, and supports the

goal of maintaining deputy director positions for all departments. The addition of the Diversity, Equity and Inclusion (DEI) Program Manager supports the City's commitment to diversity, equity and inclusion as outlined in the Community Strategic Plan and as adopted in the City's 2021-2022 budget. The addition of the Deputy Technology and Information Services Director supports the goal of maintaining deputy director positions for all departments.

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

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
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3/23/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
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Proposed Upcoming Contact(s) N/A

Time Constraints:

Implementation of the amended Non-Represented Pay Plan is targeted for the first week of April so that recruitment activities for the Diversity, Equity and Inclusion Program Manager and the Deputy Executive Department Director can begin.

ANTICIPATED RESULT IF NOT APPROVED:

There would be a delay in implementing the City's diversity, equity and inclusion initiatives. The Chief Operating Officer would be required to continue to focus on day-to-day management of the Executive Department which would impair her ability to focus on city-wide strategic initiatives.

ATTACHMENTS:

Attachment A: Non-Represented Pay Plan

Attachment B: Supplemental Non-Represented Pay Plan