



MEMORANDUM

Council Agenda
Item No. XI. AC
7/30/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution approving pay plans for Management, Administrative and Technical Support positions, positions included on the Office of the City Auditor and Office of the Municipal Counselor with a 3.62% adjustment over fiscal year 2023-2024 rates; continuing certain benefits for those positions for fiscal year 2024-2025; retroactive to July 1, 2024 through June 30, 2025.

Background:

The following recommendations are made:

1. This recommendation provides for a 3.62% increase to the pay rates over FY 23-24 rates on the Management, Administrative, and Technical Support pay plan, the City Auditor's pay plan, and the Municipal Counselor's pay plan. (See Attachments 1, 2, and 3);
2. Adding pay ranges 524 and 525 to the Management, Administrative, and Technical Support pay plan to address compression issues and market competitiveness for certain highly skilled and technical positions (see Attachment 1);
3. For employees on the Management, Administrative and Technical Support pay plan assigned to a second shift or third shift and who supervise a General pay plan employee workforce, excluding 911 Communications, adding a \$0.75 per hour shift differential for working an assigned second shift and a \$1.00 per hour shift differential for working an assigned third shift;
4. For employees on the Management, Administrative and Technical Support pay plan assigned to a second, third, or fourth shift in 911 Communications, adding a \$0.55 per hour shift differential for working an assigned second shift, a \$0.75 per hour shift differential for working an assigned third shift, and a \$1.00 per hour shift differential for working an assigned fourth shift;
5. Adding pay range 616 to the Municipal Counselor's pay plan to address compression issues with division heads, who in addition to their legal assignments, supervise multiple attorneys (see Attachment 3);
6. Continuation of the Tuition Reimbursement Program – This program continues the tuition reimbursement program at \$1,250 per semester, including mandatory fees in the reimbursement, for any college or vo-tech courses successfully completed (grade C or better). Currently, only full-time employees with one (1) year of continuous service are eligible for the tuition reimbursement

program;

7. Continuation of the Paid Parking Program – This program provides paid parking only for employees working in the downtown area, on a first-come, first-served basis, or a Central Oklahoma Transportation and Parking Authority (COTPA) bus pass of similar value. Continuation of this program would be contingent upon available funding sources and the parking needs of businesses in the downtown area; and

8. Continuation of health and welfare benefits - Employees will continue to receive health and welfare benefits according to the City's health and welfare plans and continue to contribute toward the cost of their health and welfare benefits at the same percentage share as previously established in fiscal year 2023-2024.

Estimated Cost:

The estimated cost of the pay plan, continuation of the paid parking/bus pass program, tuition reimbursement program, and health and welfare benefits, including FICA and retirement, is approximately \$5,027,729 above FY24 costs.

Cost:

\$165,715,104

Source of Funds:

Various funds and departments

Review:

Human Resources Department

Recommendation: Resolution be adopted.