



MEMORANDUM

Council Agenda
Item No. XI. AA
8/29/2023

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 6.02% adjustment over fiscal year 2022-2023 rates; continuing certain benefits for those positions for fiscal year 2023-2024; retroactive to July 1, 2023 through June 30, 2024.

Background:

The following recommendations are made:

1. Pay Plan – This recommendation provides for a 6.02% increase to the pay rates over FY 22-23 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. Continuation of the Sick Leave Conversion Program – This program permits employees to convert a maximum of 40 hours of sick leave to vacation leave each fiscal year.
3. 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.
4. 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.
5. 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 2022-2023.

Estimated Cost:

The estimated cost of the pay plan, continuation of the paid parking/bus pass program, tuition reimbursement program, sick leave conversion program, and health and welfare benefits, including FICA and retirement, is approximately \$7,282,726 above FY 2022-2023 costs.

Cost:

\$148,362,518

Review:

Human Resources Department

Recommendation: Resolution be adopted.