

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF WORKSHOP DINNER MEETING**

Monday, September 8, 2014  
5:45 p.m.

Conference Room 104 - Shoreline City Hall  
17500 Midvale Avenue North

**PRESENT:** Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

**ABSENT:** None

**STAFF:** Debbie Tarry, City Manager; John Norris, Assistant City Manager; Paula Itaoka, Human Resources Director; Richard Moore, Senior Human Resources Analyst; Dick Deal, Parks, Recreation and Cultural Services Director; and Bonita Roznos Deputy City Clerk

At 5:48 p.m., the meeting was called to order by Mayor Winstead.

Debbie Tarry, City Manager, introduced Paula Itaoka, Human Resources Director and Richard Moore, Senior Human Resources Analyst, and explained that staff is seeking direction from Council in the development of a Request for Proposal (RFP) for consultant services to perform a compensation study. She provided background on the City's compensation history. She reviewed the goals of the compensation study conducted in 1997 and asked if those goals are still valid. She commented on managing expectations for employees and the Council, and shared she has received questions from employees regarding the focus of the study.

Ms. Itaoka also commented on the City's compensation history and explained the need to identify the information to be gained from the study. She reviewed the following three questions that would help define the scope of the study, and explained the time commitment and organization distraction for each option.

1. What information should be surveyed?
2. Should the study include classification review, otherwise known as "Job Evaluation"?
3. Which positions should be included in the study?

Councilmembers articulated the need to identify the objectives of the study, align compensation policy with the City's Financial Sustainability Plan, and ensure that compensation costs are aligned with what the City can afford. They questioned if the List of Comparable Cities is appropriate for the Shoreline market, how the consultant would address sick leave cash out, and asked if only the List of Comparable Cities needed to be studied. They requested that compensation related reasons of why employees separate from the City be identified, and they

would like to assess if we are losing potential applicants due to low salary ranges. They expressed concern about the outcome of the study, if it is discovered that salary adjustments are required and requested employee participation in the process. Ms. Itaoka explained that the consultant will share sick leave cash out practices of other cities, added that the Council would then decide the City's cash out policy, and affirmed that employees will participate in the process. Ms. Tarry explained that identifying a list of comparable cities is just one component of the study, and commented on the value of conducting the study. She shared that the study will identify and document criteria for policy that will provide clarity to the compensation process. She explained the City's current salary adjustment policy, and commented that Council would develop policy that addressed future salary adjustments.

Councilmembers expressed support for a comprehensive study and requested that Option 1C, Option 2A, with the addition of the Ronald Wastewater District, and Option 3A comprise the scope of the RFP. A discussion ensued on the timeline and budget for the study, and Ms. Itaoka explained the time commitment involved in conducting a comprehensive job classification review, and estimates that it may cost additional resources beyond the 2015 budgeted amount to conduct the health benefit component of the compensation survey. Ms. Tarry shared that she anticipates the consultant starting in January 2015, and commented that the study will likely not be completed in time for the 2016 Budget Process which, starts in June 2015.

Councilmembers requested to review the draft consultant contract, even if it is within the City Manager's signing authority, before the contract is executed.

At 6:53 p.m. the meeting was adjourned.

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Bonita Roznos, Deputy City Clerk