

CITY OF SHORELINE

SHORELINE CITY COUNCIL

SUMMARY MINUTES OF SPECIAL MEETING

Monday, March 23, 2015
5:45 p.m.

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

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

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Paula Itaoka; and Bonita Roznos, Deputy City Clerk

GUEST: Doug Johnson, Project Manager, Ralph Andersen and Associates

At 5:53 p.m., the meeting was called to order by Mayor Winstead.

Debbie Tarry, City Manager, announced that Ralph Andersen and Associates were selected to conduct the City's Classification and Compensation Study and introduced Project Manager Doug Johnson. She informed Council that five employee meetings are being held to help kick off the Study and that all employees will be asked to complete a job questionnaire survey. She explained that the survey will assist with compiling accurate job classifications and provide information for job analysis. She explained that tonight's meeting focuses on a labor market discussion that will be lead by Mr. Johnson.

Mr. Johnson talked about the importance of establishing a labor market that can be measured and capturing information that helps with understanding what the market is doing. He explained that the survey is completed to provide and support data driven decision making to assist the City in successfully competing in the labor market. He reviewed the Pay Plan Development Chart, Compensation Policies, and the Labor and Market Selection Criteria. He commented that the objective is to come up with 10-15 comparable cities to present to Council for approval and that will be accepted by employees. He presented a list of potential survey agencies and asked if Council wanted to use private sector data. He reviewed the next steps in the process and stated he anticipates submitting the list of comparable cities to Council in mid-May for approval.

A discussion ensued on the 4% differential between salary range levels, senior level employees, on what cities should be included in the Study, and if the Study should include King and Snohomish Counties. Councilmembers stressed the need to ensure that the right variables are used for the Study. Some Councilmembers requested that wastewater organizations and the City of Seattle be included in the Study. They commented on the importance of being transparent and keeping the employees informed on what is happening throughout the process. They asked if there is information on why employees leave the City and where they pursue other employment opportunities. They cautioned against focusing on employees the City has gained or lost in the last five years due to fluctuations in the economy during this time period. Mr. Johnson recommended including those larger agencies that put market pressure on Shoreline's ability to

recruit and retain employees, and explained that larger agencies provide drill down data elements that assist in comparing senior level positions. Paula Itaoka, Human Resources Director, reviewed a list of where employees are going when they leave the City. She pointed out that people sometimes do not leave jobs because of salary but other factors like an opportunity to advance in their career.

Councilmembers agreed not to use private sector data and to exclude Bainbridge Island from consideration in the list of comparable cities. Councilmember also agreed to focus on comparable cities that generally fall within a 25-mile radius of Shoreline.

Mr. Norris suggested presenting the recommended list of comparable cities to the Employee Engagement Committee.

Ms. Tarry summarized that the list of comparable cities will begin with a radius of 25 miles, and if there is much variation from the list provided tonight, the new list will be presented to Council for approval.

At 6:47 p.m., Mayor Winstead declared the meeting adjourned.

Bonita Roznos, Deputy City Clerk