



DATE: August 28, 2024

TO: Independent Salary Commission

FROM: Matt Smith, Assistant Director HR, 452-7936
Human Resources

SUBJECT: Introduction of Gallagher Consulting, survey and project timeline, and supplemental discussion of City Manager duties

Tonight, August 28th, will be the third meeting of the salary commission. At prior meetings the commission was introduced to compensation basics in preparation for the salary study. Tonight, Gallagher consultants will address the commission and outline the work being completed.

Consultants will present their project plan and collect input on the following:

1. Project Timeline

- a. Discuss the beginning phases of the project
 - i. Custom survey
 - 1. Survey analysis
 - ii. What is datamining?
 - iii. Final deliverables

2. Custom Survey

- a. Review Custom Survey and respond to questions
 - i. Provide a launch date

3. Review job duties and responsibilities

4. Discuss Commissioners questions from previous meeting

At the conclusion of the discussion, the consultants and staff will be asking for direction on what issues and data the commissioners would like to review at the following meeting.

Attachments:

- A. RCW 35A.13 Council-Manager Plan of Government
- B. City Manager Recruitment Brochure