

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: March 13, 2023**

**Subject:** Deputy City Manager/City Clerk Contract Amendment #3

**Department:** City Manager

**Prepared By:** \_\_\_\_\_  
 (Digital Signature)

**Agenda Location:**  Consent Agenda  Council Action  Unfinished Business

**Action Needed:**

Confirm the salary of the Deputy City Manager/City Clerk position.

**Attachments:**

1. Salary Study
2. Contract Amendment

**Background/Summary:**

At the June 13, 2022, City Council meeting, prior City Manager Michael Jones requested the City Council review the Deputy City Manager/City Clerk’s salary in light of the responsibilities and workload of the position over the next several months. An amendment to this effect was passed by City Council at the same meeting. This amendment included a temporary salary adjustment that would be evaluated by the new City Manager and City Council within 90 days after the new City Manager started. Per the amendment approved by City Council, a salary study would be conducted in conjunction with the City Manager in order to determine whether the additional salary should become permanent, or if a different salary adjustment is appropriate.

After reviewing the salary study and job responsibilities, the City Manager recommends the Deputy City Manager/City Clerk’s salary remain at the current adjusted level. The current adjusted salary of the Deputy City Manager/City Clerk is \$10,395 per month. In comparison, the salary of the City’s management team is below:

<b>Management Team - 2023</b>		
<u>Title</u>	<u>Salary - Monthly</u>	
City Manager	\$	14,167
Public Works Director (vacant)	\$	12,000
Finance Director	\$	11,749
CDS Director	\$	11,749
Police Chief	\$	11,741
DCM/CC current	\$	10,395
<b>DCM/CC proposed</b>	<b>\$</b>	<b>10,395</b>

The City conducted the salary study of the Deputy City Manager/City Clerk position by utilizing an analysis method of 50% deviation of population of the City of Blaine. Considering the small sample size of cities that have a Deputy City Manager, 50% deviation of assessed valuation was removed. Instead, 50% deviation (as well as 100% deviation) of only population was utilized. A full breakdown of the analysis is included as an attachment. This method generates an analysis of comparable cities to the City of Blaine. A summary of this analysis is below:

**Summary & Proposal**

Average (50% Pop)	\$	<b>11,775</b>		Average (100% Pop)	\$	<b>11,913</b>
<b>Proposed</b> (current) Salary	\$	<b>10,395</b>		<b>Proposed</b> (current) Salary	\$	<b>10,395</b>
Difference	\$	<b>(1,380)</b>		Difference	\$	<b>(1,518)</b>

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**Budget Implications:**    Current Budget    New Budget Request    Non-Budgetary

The current adjusted salary of the Deputy City Manager/City Clerk is already included in the 2023 Budget. Therefore this is non-budgetary if the salary is not adjusted from its current amount.

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**Recommendation:**

The City Manager recommends approval of Contract Amendment #3 for the Deputy City Manager/City Clerk position.

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**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)

## Deputy/Assistant City Manager/Administrator Salary Analysis

### 50% Deviation of Population

<u>Organization</u>	<u>Population</u>	<u>Benchmark position</u>	<u>2023 (Assuming 3% COLA from 2022 numbers)</u>	
City of North Bend	7,915	Assistant City Manager/City Administrator	\$15,337	
City of Granite Falls	4,705	Assistant City Manager/City Administrator	\$13,521	
City of Clyde Hill	3,110	Assistant City Manager/City Administrator	\$8,970	currently posted
City of Ocean Shores	7,160	Assistant City Manager/City Administrator	\$11,062	
City of Sequim	8,215	Assistant City Manager/City Administrator	\$12,252	
City of La Center	3,835	Assistant City Manager/City Administrator	\$9,507	
				<b>Annual</b>
<b>Average</b>	5,823		\$ 11,775	\$ 141,297
<b>City of Blaine</b>	5,700		\$ 10,395	\$ 124,740
<b>Difference</b>	(123)		\$ (1,380)	\$ (16,557)

### 100% Deviation of Population

<u>Organization</u>	<u>Population</u>	<u>Benchmark position</u>	<u>2023 (Assuming 3% COLA from 2022 numbers)</u>	
City of North Bend	7,915	Assistant City Manager/City Administrator	\$15,337	
City of Granite Falls	4,705	Assistant City Manager/City Administrator	\$13,521	
City of DuPont	10,180	Assistant City Manager/City Administrator	\$11,073	
City of Clyde Hill	3,110	Assistant City Manager/City Administrator	\$8,970	currently posted
City of Ocean Shores	7,160	Assistant City Manager/City Administrator	\$11,062	
City of Sequim	8,215	Assistant City Manager/City Administrator	\$12,252	
City of Fife	11,130	Assistant City Manager/City Administrator	\$15,502	
City of La Center	3,835	Assistant City Manager/City Administrator	\$9,507	
City of Long Beach	1,715	Assistant City Manager/City Administrator	\$9,991	
				<b>Annual</b>
<b>Average</b>	6,441		\$ 11,913	\$ 142,951
<b>City of Blaine</b>	5,700		\$ 10,395	\$ 124,740
<b>Difference</b>	(741)		\$ (1,518)	\$ (18,211)

### Summary & Proposal

Average (50% Pop)	\$ 11,775	Average (100% Pop)	\$ 11,913
Proposed (current) Salary	\$ 10,395	Proposed (current) Salary	\$ 10,395
Difference	\$ (1,380)	Difference	\$ (1,518)

Management Team - 2023		
<u>Title</u>		<u>Salary - Monthly</u>
City Manager	\$	14,167
Public Works Director (vacant)	\$	12,000
Finance Director	\$	11,749
CDS Director	\$	11,749
Police Chief	\$	11,741
DCM/CC current	\$	10,395
DCM/CC <b>proposed</b>	\$	10,395

**CITY OF BLAINE  
THIRD AMENDMENT TO DEPUTY CITY MANAGER/CITY CLERK  
EMPLOYMENT AGREEMENT**

**THIS THIRD AMENDMENT TO DEPUTY CITY MANAGER/CITY CLERK EMPLOYMENT AGREEMENT** (the "Amendment") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF BLAINE, a Washington municipal corporation (hereinafter the "City") and Samuel Crawford (hereinafter "Employee ") or collectively referred to herein as the "Parties," and is effective March 13, 2023.

**WHEREAS**, the Employee is employed by the City as Deputy City Manager/City Clerk under the terms and conditions of an Employment Agreement dated March 1, 2022 (the "Agreement"); and,

**WHEREAS**, the City required the Employee to perform supplemental duties in support of an Interim City Manager and a new permanent City Manager in the initial term of their employment; and,

**WHEREAS**, the first amendment to the Deputy City Manager/City Clerk employment agreement stipulated a salary study would be conducted prior to the end of three months following the employment of the new permanent City Manager to determine if the additional salary adjustment should become permanent, or a different salary adjustment is appropriate; and,

**WHEREAS**, a salary study was conducted that showed the Deputy City Manager/City Clerk position being below the market average; and,

**WHEREAS**, the Parties agree that the current adjusted salary is an appropriate permanent salary for the position; and,

**WHEREAS**, the Parties intend that the Employee shall continue his employment as Deputy City Manager/City Clerk, subject to the terms and conditions of the Agreement.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:**

1. **Effective Date.** The effective date of this Amendment (the "Effective Date") shall be March 13, 2023.
2. **Salary.** Commencing on March 13, 2023, Employee's salary shall be ten thousand three hundred ninety five dollars (\$10,395) per month.
3. **All Other Terms and Conditions.** All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.
4. **Neutral Authorship.** Each of the provisions of this Amendment has been reviewed and negotiated and represents the combined work product of all Parties. No presumption or other rules of construction which would interpret the provisions of this Amendment in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Amendment.

**DATED** this \_\_\_\_ March, 2023

**DATED** this \_\_\_\_ March, 2023

\_\_\_\_\_  
Michael Harmon, City Manager

\_\_\_\_\_  
Samuel Crawford, Employee

Approved as to Form

\_\_\_\_\_  
Peter Ruffatto, City Attorney