

**City of Fircrest
City Council Special Meeting
Study Session
Agenda**

**Monday, August 21, 2017
6:00 P.M.**

**Council Chambers
Fircrest City Hall, 115 Ramsdell Street**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Agenda Modifications**
- 5. Legislative Update by Senator O'Ban and Representative Muri**
- 6. Interim City Manager "Expectations"**
- 7. Update on City Manager Recruitment and Compensation**
- 8. Adjournment**

MEMO

To: Fircrest City Council
From: David Johnston, Interim City Manager
RE: Update

First, I want to thank you for providing me with the great honor of serving as Fircrest’s city manager. It came at the right time for me as it gave me the opportunity to exercise my brain and people skills again. I also met some wonderful people—you, the staff and a few community stakeholders. I have said that Fircrest is a unique residential oasis located in the Tacoma/University Place metro area. Keep up the great work celebrating its uniqueness and strong community fervor.

At the special meeting last week, Councilor George asked if the hiring salary range was what it should be to be able to attract good candidates for the city manager position. I asked Bill McDonald, the recruiter for the position, and he thought we may be \$10,000 too low for the market. Ironically, the annual AWC 2017 salary survey was released. I reviewed the data for comparable cities in our area. Here are its salary ranges for city manager/administrators:

Buckley (pop. 4,670)	9,065 – 11,061	(108,780 – 132,612)
Steilicoom (6,410)	10,571 – 12,366	(126,852 – 148,392)
Yelm (6,665)	11,332	(135,984)
Sumner (9,920)	10,374 – 12,964	(124,488 – 155,568)
DuPont (9,385)	8,505 – 10,351	(102,060 – 124,212)
Enumclaw (11,450)	7,890 – 12,550	(94,680 –150,600)
Fife (10,100)	\$10,250 estimated	(123,000)
Orting (7,835)	8,294	(99,528)
Fircrest	7,473- -- 9,538	(89,676 –114,456)
	(Monthly)	(Annual)

After reviewing this data, I would have to agree with Bill’s estimate that we are around \$10,000 - \$12,000 less than market. FYI.

It has been a bittersweet week for us. Staff has served me well. I hope I have helped you in making tough and wise decisions on behalf of the citizens of Fircrest. Best wishes to you all.

Washington City and County Employee 2017 Salary and Benefit Survey

Published by the Association of Washington Cities
in cooperation with the Washington State Association of Counties
and the Washington Association of County Officials

2017 salary data – cities & towns

Job title: City Manager/Administrator

Job code: 105

Summary job description: Appointed city manager, city or town administrator, supervisor, or chief administrative officer. Directs the administration of city government. Provides leadership in the development of long- and short-term goals, including the city budget. Makes recommendations to the city council for action. Typically requires degree in public administration; master's degree is often preferred.

Jurisdiction	Local title	Formal Salary Range		Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match
		Low	High						
Cities 50,000 and over									
Kennewick (80,280)	City Manager		15,517			40	1		
Kirkland (86,080)	City Manager			16,668		40	1		
Lakewood (59,280)	City Manager			14,841		40	1		
Marysville (65,900)	Chief Administrative Officer			16,052		40	1		
Olympia (52,160)	City Manager			14,091		40	1		
Pasco (71,680)	City Manager			15,629		40	1		
Renton (102,700)	Chief Administrative Officer	12,394	15,093			40	1		
Richland (54,150)	City Manager	10,029	15,044			40	1		
Sammamish (62,240)	City Manager			15,650		40	1		
Shoreline (55,060)	City Manager			15,819		40	1		
Spokane Valley (94,890)	City Manager			14,166		40	1		
Tacoma (208,100)	City Manager	16,828	21,576			40	1		
Vancouver (176,400)	City Manager			18,462		40	1		
Yakima (93,900)	City Manager			14,506		40	1		
Cities 50,000 and over – Average (Formal High/Flat Rate)			15,937						
Cities 30,000 to 49,999									
Bothell (44,370)	City Manager			14,917		40	1		
Des Moines (30,860)	City Manager	11,748	14,280			40	1		
Issaquah (36,030)	City Administrator	12,588	16,070			40	1		
Lacey (48,700)	City Manager			13,120		40	1		
Longview (37,510)	City Manager	10,250	13,840			40	1		
Pullman (33,280)	City Supervisor	9,109	11,072			40	1		
Puyallup (40,500)	City Manager			13,584		40	1		
University Place (32,610)	City Manager			13,713		40	1		
Walla Walla (33,840)	City Manager			14,123		40	1		
Cities 30,000 to 49,999 – Average (Formal High/Flat Rate)			13,858						
Cities 15,000 to 29,999									
Arlington (18,690)	City Administrator	11,684	14,780			40	1		
Bainbridge Island (23,950)	City Manager			14,422		40	1		
Battle Ground (20,370)	City Manager	10,777	12,810			40	1		
Bonney Lake (20,500)	City Administrator	11,023	13,642			40	1		
Camas (23,080)	City Administrator				NS	40	1		
Centralia (16,940)	City Manager			11,395		40	1		
Covington (19,850)	City Manager	12,667	15,125			40	1		

Jurisdiction	Local title	Formal Salary Range		Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match
		Low	High						
Ellensburg (19,550)	City Manager	9,617	12,823			40	1		
Kenmore (22,580)	City Manager			14,349		40	1		
Maple Valley (24,900)	City Manager			13,149		40	1		
Mercer Island (24,210)	City Manager			16,250		40	1		
Mill Creek (19,960)	City Manager			13,125		40	1		
Monroe (18,350)	City Administrator	9,015	13,326			40	1		
Moses Lake (22,720)	City Manager			13,222		40	1		
Mountlake Terrace (21,290)	City Manager			12,583		40	1		
Mukilteo (21,240)	Management Services Director	10,000	11,345			40	1		
Oak Harbor (22,840)	City Administrator			12,906		40	1		
Port Angeles (19,370)	City Manager			12,060		40	1		
SeaTac (28,850)	City Manager			14,044		40	1		
Sunnyside (16,640)	City Manager			9,625		40	1		
Tukwila (19,660)	City Administrator	10,858	14,119			40	1		
Tumwater (23,210)	City Administrator	10,447	12,731			40	1		
Washougal (15,760)	City Administrator	8,710	11,871			40	1		
Cities 15,000 to 29,999 – Average (Formal High/Flat Rate)			13,168						
Cities 7,500 to 14,999									
Airway Heights (8,460)	City Manager	8,185	9,774			40	1		
Burlington (8,715)	City Administrator	10,665	12,003			40	1		
Cheney (11,880)	City Administrator	9,005	10,503			40	1		
College Place (9,440)	City Administrator			9,423		40	1		
DuPont (9,385)	City Administrator	8,505	10,351			40	1		
Duvall (7,500)	City Administrator	10,343	11,648			40	1		
Enumclaw (11,450)	City Administrator	7,890	12,550			40	1		
Ephrata (8,005)	City Administrator			9,548		40	1		
Ferndale (13,470)	City Administrator			12,441		40	1		
Fife (10,100)	City Manager			14,558		40	1		
Gig Harbor (9,560)	City Administrator	11,028	13,785			40	1		
Hoquiam (8,560)	City Administrator	9,230	10,917			40	1		
Kelso (11,980)	City Manager			11,000		40	1		
Lake Forest Park (12,990)	City Administrator			13,127		40	1		
Liberty Lake (9,910)	City Administrator	9,804	11,041			40	1		
Lynden (13,620)	City Administrator			10,300		40	1		
Newcastle (11,280)	City Manager			12,000		40	1		
Orting (7,835)	City Administrator			8,294		40	1		
Othello (8,175)	City Administrator			10,413		40	1		
Port Townsend (9,500)	City Manager	10,110	12,308			40	1		
Sedro-Woolley (10,950)	City Supervisor/Attorney			9,809		40	1		
Selah (7,630)	City Administrator			10,238		40	1		

Jurisdiction	Local title	Formal Salary Range		Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match
		Low	High						
Shelton (10,120)	City Manager	7,956	10,343			40	1		
Snohomish (10,010)	City Manager			12,172		40	1		
Snoqualmie (13,210)	City Administrator		14,433			40	1		
Sumner (9,920)	City Administrator	10,374	12,964			40	1		
Toppenish (9,085)	City Manager			8,137		40	1		
Woodinville (11,660)	City Manager			12,500		40	1		
Yelm (8,665)	City Administrator	8,997	12,058			40	1		
Cities 7,500 to 14,999 – Average (Formal High/Flat Rate)			11,332						
Cities 2,500 to 7,499									
Algona (3,180)	City Administrator			9,198		40	1		
Blaine (5,075)	City Manager			10,622		40	1		
Buckley (4,670)	City Administrator	9,065	11,051			40	1		
Chelan (4,150)	City Administrator	9,102	11,010			40	1		
Chewelah (2,655)	City Administrator			7,784		40	1		
Clyde Hill (3,015)	City Administrator			13,125		40	1		
Colfax (2,795)	City Administrator					40	0		
Connell (5,450)	City Administrator	6,972	8,325			40	1		
Dayton (2,555)	City Clerk-Treasurer/Administrator	4,850	6,450			40	1		
Eatonville (2,950)	Town Administrator	6,204	7,191			40	1		
Fircrest (6,640)	City Manager	7,473	9,538			40	1		
Goldendale (3,490)	City Administrator	7,079	8,625			40	1		
Granite Falls (3,485)	City Manager/Public Works Director	8,127	9,425			40	1		
Kalama (2,620)	City Administrator			7,307		40	1		
Medical Lake (4,990)	City Administrator			6,853		40	1		
Medina (3,205)	City Manager	10,089	12,610			40	1		
Montesano (4,120)	City Clerk/CFO		11,000			40	1		
North Bend (6,605)	City Administrator	10,000	12,500			40	1		
Omak (4,925)	City Administrator			7,575		40	1		
Prosser (5,965)	City Administrator			8,075		40	1		
Quincy (7,370)	City Administrator			9,697		40	1		
Ridgefield (7,235)	City Manager			12,300		40	1		
Sequim (7,280)	City Manager			10,200		40	1		
Stanwood (6,785)	City Administrator	9,626	10,834			40	1		
Steilacoom (6,410)	Town Administrator	10,571	12,366			40	1		
Sultan (5,030)	City Administrator	9,179	11,574			40	1		
Union Gap (6,220)	City Manager			9,400		40	1		
Warden (2,730)	City Administrator/Clerk-Treasurer			6,650		40	1		
Woodland (6,035)	City Administrator	8,371	10,250			40	1		
Zillah (3,150)	City Administrator/City Clerk			7,107		40	1		
Cities 2,500 to 7,499 – Average (Formal High/Flat Rate)			9,608						

Jurisdiction	Local title	Formal Salary Range		Flat Rate	Not Settled	Hours/Week	Number of Employees	Union Status	Job Match
		Low	High						
Cities 1,500 to 2,499									
Carnation (2,030)	City Manager				NS	40	1		
Cle Elum (1,875)	Administrator	6,992	8,499			40	1		
Cosmopolis (1,660)	City Administrator			8,900		40	1		
Davenport (1,700)	City Administrator	4,688	7,213			40	1		
Friday Harbor (2,255)	Town Administrator			11,422		40	1		
Leavenworth (2,015)	City Administrator			9,691		40	1		
Mabton (2,315)	City Administrator				NS	40	0		
Newport (2,170)	City Administrator	5,888	8,156			40	1		
South Bend (1,620)	Public Works Director			5,492		40	1		
Stevenson (1,560)	City Administrator	6,024	7,928			40	1		
White Salmon (2,480)	Public Works Director/City Administrator	5,719	8,240			40	1		
Cities 1,500 to 2,499 – Average (Formal High/Flat Rate)			8,393						
Cities 500 to 1,499									
Bingen (735)	City Administrator	4,318	6,571			40	1		
La Conner (925)	Administrator			7,871		40	1		
Naches (860)	Administrator			7,662		40	1		
Pateros (580)	City Administrator			5,287		40	1		
Reardan (570)	Administrative Assistant			4,253		40	1		
Waitsburg (1,230)	City Administrator/Clerk/Treasurer			5,141		35	1		
Woodway (1,340)	Town Administrator			5,696		20	1		
Cities 500 to 1,499 – Average (Formal High/Flat Rate)			6,131						
Average All Jurisdictions (Formal High/Flat Rate)			11,501						