# CITY OF BLAINE

## CITY MANAGER’S OFFICE

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 ***M E M O R A N D U M***

**Date:**  June 9, 2022

**To:** Mayor Mary Lou Steward

 Mayor Pro Tempore Richard May

**From:** Michael Jones, City Manager

**Cc:** City Council

 Department Heads

**Re: Information to Support City Manager Recruitment**

Pursuant to your request I am providing the following information to assist the City Council in the search for the City’s next City Manager:

* City Manager’s Job Description
* List of Recruitment Firms that frequently serve our region noting those that provide temporary placements in our region
* A summary of current City Manager/City Administrator searches in progress
* A salary study of City Manager/City Administrator for similarly sized cities in Washington

I also offer some points of information that may assist in your consideration of action alternatives. The City is a complex organization that provides a wide range of services. It requires a person with diverse experience and education and a strategic mind to guide day-to-day operations and to look to the future. It also requires a team of dedicated and capable professionals working with the City Manager.

* The City’s leadership team is strong. They are capable of addressing the challenge of a City Manager transition. They know their jobs and will continue the day-to-day operations of the organization provided you provide stable leadership. You are fortunate to have approximately 70 dedicated and capable employees working to serve the citizens of Blaine.
* The 2022 actual revenue and expenditures are tracking nicely to budget overall as we approach mid-year. Projections for 2023 will likely indicate a modest increase in budget for 2023. You can expect to plan a roughly $9.3 million general fund and $60-$70 million overall budget. Staff’s budget work will begin in earnest in August. Budget sessions with the City Council will begin in mid-September.
* One collective bargaining agreement expires on December 31, 2022. The City and the International Association of Machinists (IAM) will begin discussions in August or September to negotiate a new contract.
* Infrastructure development and rehabilitation are high priorities. We currently are engaged in:
	+ a significant project in sewer system rehabilitation.
	+ a water system expansion.
	+ an electrical utility switch farm.
	+ And we are tracking WSDOT’s work on the Bell Road intersection.

Mr. Ziemianek’s team is managing these projects, among several other smaller projects.

* We are coordinating with the other small cities and the County on work towards contracting for a federal lobbying and grant writing firm to pursue funding under the Infrastructure and Jobs Act. Working to obtain benefits from the IIJA over the next few years will be a priority.
* The City has a second tranche of ARPA funds that will arrive soon. We will have in excess of $970,000 to allocate. This will require careful consideration by Council. There are many possible opportunities that the City can dedicate the funds towards.
* The City is continuing to experience a very high demand for development and building permits. This is a very positive situation; however, it comes with significant demands for staff time. We are experiencing delays in permit processing time. The Interim City Manager/City Manager should evaluate the need to increase staff resources in the development review area for the 2023 Budget.
* We need to begin developing a permanent solution for the evidence room.
* We are currently scoping two workforce, affordable housing projects.
* As in an organization of our size there are a variety of human resource issues we are working through.

This is not intended to be a transition document for the next City Manager.[[1]](#footnote-1) This is provided to City Council to highlight the range of items that the City Manager is now or soon dealing with and that the incoming Interim City Manager will need to address.

1. I am developing a transition document for the incoming City Manager that is more detailed and more comprehensive than what is provided here. [↑](#footnote-ref-1)