

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Appointment of an Interim City Manager		
<b>DEPARTMENT:</b>	City Manager's Office		
<b>PRESENTED BY:</b>	Julie Underwood, City Manager		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

City Manager Julie Underwood has resigned as City Manager effective Thursday, October 3, 2013. She is relocating with her family to California where her husband has accepted a new job.

The City is conducting a nation-wide search for a new City Manager and expects to have the position filled by early 2014.

It is necessary to appoint an Interim City Manager to serve until the start date of the new City Manager. City Manager Julie Underwood recommends appointment of Assistant City Manager Debbie Tarry.

**RECOMMENDATION**

Staff recommends that Council move to appoint Assistant City Manager Debbie Tarry as Interim City Manager, to serve from October 4, 2013 until the start date of the new City Manager and to authorize the Mayor to negotiate a temporary salary increase for Ms. Tarry commensurate with the additional interim responsibilities.

Approved By:

City Manager: **JU**

City Attorney: **IS**

## **BACKGROUND**

Debbie Tarry has been employed by the City of Shoreline since April 2000, serving as the Finance Director until her appointment as Assistant City Manager in May of 2011. As Assistant City Manager she has served as acting City Manager in Ms. Underwood's absence and has been actively involved in the major issues currently facing the City. She is uniquely situated to assume the Interim City Manager duties. City Manager Julie Underwood recommends that Ms. Tarry be appointed to serve as Interim City Manager.

Ms. Tarry is willing to assume the role. If the Council makes the decision to appoint her Interim City Manager, it would be reasonable to provide a temporary increase in salary to compensate for the significant additional responsibility. Therefore, staff recommends authorizing the Mayor to negotiate a temporary salary increase for Ms. Tarry commensurate with the additional interim responsibilities.

Staff recommends the effective date of the appointment be October 4 which the first day following the effective date of Ms. Underwood's recommendation. Staff recommends the interim appointment should continue until the first day of the new City Manager, which is anticipated to be sometime early in 2014.

## **RECOMMENDATION**

Staff recommends that Council move to appoint Assistant City Manager Debbie Tarry as Interim City Manager, to serve from October 4, 2013 until the start date of the new City Manager and to authorize the Mayor to negotiate a temporary salary increase for Ms. Tarry commensurate with the additional interim responsibilities and any other relevant terms of the appointment.