

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of an Amendment to the City Manager’s Employment Agreement
DEPARTMENT:	City Manager’s Office
PRESENTED BY:	Debbie Tarry, City Manager
ACTION:	<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:

On August 16, 2021, the City Council adopted Resolution No. 482, which updated the City’s Employee Handbook effective September 1, 2021. Resolution No. 482 modified the City’s vacation accrual rate to add a new accrual rate for employees employed by the City 20 or more years. The City Manager, Debbie Tarry, has been employed by the City in excess of 20 years but her current Employment Agreement provides for an accrual rate lower than what was approved for other employees. The proposed amendment would allow Ms. Tarry to have a vacation accrual rate equal to that of other employees.

RESOURCE/FINANCIAL IMPACT:

The attached amendment provides that Ms. Tarry will be eligible to increase her vacation accrual rate from 23 to 25 days per calendar year.

RECOMMENDATION

It is recommended that the City Council approve the attached amendment to the Employment Agreement between the City and Ms. Tarry.

ATTACHMENTS

Attachment A – City Manager Employment Agreement Amendment

Approved By: City Manager **DT** City Attorney **MK**

**AMENDMENT TO
EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SHORELINE AND
DEBBIE TARRY**

(Original Contract No. 7532, Amended December 7, 2015)

Whereas, on January 7, 2014, an employment agreement was entered into by and between the City of Shoreline, Washington, and Debbie Tarry for City Manager services; and

Whereas, the employment agreement was amended on December 7, 2015 to move the City Manager compensation closer to the median of the City's labor market for comparable positions based on recent survey data; and

Whereas, on August 16, 2021, the City Council adopted Resolution No. 482, modifying the vacation accrual rate in the City's Employee Handbook for employees with more than 20 years of service; and

Whereas, the parties desire to update said agreement in order to provide the Ms. Tarry with the same vacation accrual rates as provided to other City employees through the City's Employee Handbook;

Now therefore, IN CONSIDERATION of the mutual covenants contained herein, the parties agree as follows:

1. **Existing Agreement Amended:** The City of Shoreline ("City" or "Employer") and Debbie Tarry ("Employee") entered into the employment agreement dated January 7, 2014, Contract No. 7532 and then amended on December 7, 2015 ("Agreement"). The parties hereby amend that Agreement.
2. **Amendment to Existing Agreement:** The Agreement is amended in the following respects:
 - a. Section 3 E. is amended to read:
 1. ~~Employee shall accrue vacation leave at a rate per pay period equivalent to 23 days in each calendar year. The Employee may only carry over 368 hours of vacation leave from December 31 of any year to January 1 of the next year. Vacation in excess of this balance not used by the end of the year shall be forfeited.~~
 2. Employee shall be granted vacation, sick leave, management leave, personal leave, holidays, and other leave at a rate and for purposes applicable to other City exempt employees under the Employee

Handbook. Employee shall complete exempt leave slips to be approved by the Mayor.

- 3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing Agreement continue in full force and effect.

EXECUTED this the 13th day of December, 2021.

CITY OF SHORELINE

EMPLOYEE

Will Hall
Mayor

Debbie Tarry
City Manager

APPROVED AS TO FORM:

Margaret King, City Attorney