

CITY COUNCIL AGENDA TOPIC

Resolution designating Diane Carlson to perform the duties of the City Manager pursuant to RCW 35A.13.150(2) (i.e. designated Acting City Manager) effective December 1, 2023 and establishing the salary and benefits for the Acting City Manager.

Joy St. Germain, Human Resources Director, 452-4581
Human Resources

Charmaine Arredondo, City Clerk, 452-6466
City Clerk's Office

EXECUTIVE SUMMARY**ACTION**

City Manager Brad Miyake is retiring from City service and the City Council is designating Diane Carlson as Acting City Manager to perform the duties of the City Manager pursuant to RCW 35A.13.150(2), effective December 1, 2023. This Resolution repeals Resolution No. 10312, the prior resolution designating Diane Carlson, corrects the effective date of the designation, and establishes the salary and benefits for the Acting City Manager.

RECOMMENDATION

Move to adopt Resolution No. 10318.

BACKGROUND/ANALYSIS

Pursuant to RCW 35A.13.150(2), the Council is authorized to designate an Acting City Manager upon the termination of the services of a City Manager. RCW 35A.13.230 and RCW 35A.11.020 authorize the City Council to fix the compensation and working conditions of the City Manager.

On Monday, October 23, 2023, the City Council voted unanimously to adopt Resolution No. 10312 selecting Diane Carlson to serve as the Acting City Manager effective December 2, 2023. This Resolution repeals Resolution No. 10312, corrects the effective date of the designation to December 1, and establishes salary and benefits for the Acting City Manager for the period during which she serves as Acting City Manager. The proposed salary and benefits included in this Resolution are:

1. The Acting City Manager's salary would be \$282,000 annually, and she would receive an annual wage adjustment in the same manner and amount afforded to non-represented regular status employees.
2. The Acting City Manager would receive a car allowance of \$500 per month.
3. The normal vacation, sick leave, medical/dental insurance, retirement, participation in the Municipal Employees Benefit Trust, and other benefits afforded employees under the Executive (E) Pay Plan would also be granted to the Acting City Manager.

POLICY & FISCAL IMPACTS

Policy Impact

There are no policy impacts. This is a personnel action where the City Council is exercising its authority to designate an Acting City Manager and to provide the salary and benefits for the Acting City Manager designee.

Fiscal Impact

Sufficient funds exist within the adopted general fund budget to cover the salary and benefit costs for the designated Acting City Manager.

OPTIONS

1. Adopt the Resolution designating Diane Carlson to perform the duties of the City Manager pursuant to RCW 35A.13.150(2) (i.e. designated Acting City Manager) effective December 1, 2023 and establishing the salary and benefits for the Acting City Manager.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

Proposed Resolution No. 10318

AVAILABLE IN COUNCIL LIBRARY

N/A