



**TO:** Elizabeth A. Pauli, City Manager  
**FROM:** Chris Bacha, City Attorney *COB*  
**COPY:** Shelby Fritz, Human Resources Director  
**SUBJECT:** City Manager Contract Extension  
**DATE:** January 16, 2025 (Council Meeting January 28, 2025)

**SUMMARY AND PURPOSE:**

A resolution authorizing the execution of an extension of the current employment agreement with the City Manager through June 30, 2025.

**BACKGROUND:**

Section 3.1 of the Tacoma City Charter requires the City Council to appoint a chief administrative officer of City Government and to reconfirm appointment every two-years. On May 9, 2023, the Tacoma City Council by motion approved reconfirmation of the appointment of Elizabeth A. Pauli-Bastian to continue to serve as City Manager for a two-year period beginning May 16, 2023, and ending May 15, 2025, and also approved the execution of an employment agreement for the term of the reappointment.

The City Manager has announced her intent to retire from City Service effective July 1, 2025, conditioned upon the term of the current Employment Contract being extended until June 30, 2025.

**COMMUNITY ENGAGEMENT / CUSTOMER RESEARCH:**

The proposed contract extension will provide additional time for the City Council to plan for appointment of an interim city manager and a permanent city manager to meet the needs of the City and the community.

**2025 STRATEGIC PRIORITIES:**

**Equity and Accessibility: (Mandatory)**

The contract extension will allow additional time for community engagement.

**Civic Engagement: Equity Index Score: Low Opportunity**

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

**Explain how your legislation will affect the selected indicator(s).**

The contact extension will allow additional time for community engagement.

**ALTERNATIVES:**

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Not approve the extension		May result in earlier retirement date for the City Manager.



City of Tacoma

City Council Action Memorandum

**EVALUATION AND FOLLOW UP:**

N/A

**STAFF/SPONSOR RECOMMENDATION:**

The City Attorney's Office recommends approval of the contract extension to allow more time for the City Council to plan for and appoint an interim city manager and a permanent city manager.

**FISCAL IMPACT:**

**What Funding is being used to support the expense?** As a shared (internal) service, the expense of the City Manager position is allocated across multiple funds in the City.

**Are the expenditures and revenues planned and budgeted in this biennium's current budget? YES**

Funding for the City Manager position is included in the 2025-2026 budget.

**Will the legislation change the City's FTE/personnel counts?**

No

**ATTACHMENTS:**

None