

TO: City Council
FROM: John Doan, City Administrator
DATE: May 9, 2023
SUBJECT: Confirmation of Appointment and Approval of Employment Agreement with Lisa Parks as City Administrator

1) Recommended Action:

Confirm the Mayor's appointment of Lisa Parks as the City's next City Administrator and authorize the Mayor to sign the proposed Employment Agreement.

2) Background:

With the pending retirement of the current City Administrator, the City announced the opening of the position, completed a nation-wide recruitment, interviewed candidates with input from multiple constituencies, and held a public reception with a pool of five top candidates. The Mayor is proposing the hiring of Lisa Parks as City Administrator. Lisa is currently the Executive Services Director at the Port of Olympia, where she has been since 2021. Prior to the Port, she was a planner in private practice, the Executive Director of the Port of Douglas County for eight years, the Community Development Director in Leavenworth, and a planner in Douglas County. She has a bachelor's degree in urban and regional planning from Eastern Washington University and has volunteer experience in the Planning Association of Washington, the Eastern Washington University Department of Urban & Regional Planning Professional Advisory Committee, and the Wenatchee Sunrise Rotary, serving as the vice-president and president. The starting salary for the position is \$169,788 with a start date of June 16, 2023.

3) Policy Support:

OUR MISSION:

In active partnership with our community, we provide courageous leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

4) Alternatives:

☐ Do not approve the agreement.

5) Fiscal Notes:

There are funds available to cover the costs for the City Administrator. The salary is within the range for the position.

6) Attachments:

A. Proposed Employment Agreement