

TO: City Council  
FROM: Michelle Sutherland, Administrative Services Director  
DATE: January 6, 2026  
SUBJECT: Confirmation of Appointment and Approval of Employment Agreement with Paul Simmons as City Administrator

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1) Recommended Action:

Confirm the Mayor's appointment of Paul Simmons as the City Administrator and authorize the Mayor to sign the Employment Agreement.

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2) Background:

The Mayor is proposing the hiring of Paul Simmons as City Administrator. With more than 30 years in public service, Paul Simmons would bring deep municipal experience and a long track record of leadership in local and regional government.

Paul is currently the Director of Business Administration and Planning for Metro Parks Tacoma where he oversees Finance, Information Technology, Human Resources, Planning, and Marketing and Communications. Prior to Metro Parks, he was with the City of Olympia from 2013-2025 as their Parks, Art and Recreation Director. Paul brings a wide breadth of familiarity with government administration, including work with county and city governments, nonprofit organizations, military bases, universities and parks. The starting salary for the position is \$219,696 with a start date of January 16, 2026.

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3) Policy Support:

OUR MISSION:

We work in partnership with our community to provide essential services, protect our environment, grow our economy, and to support a connected, inclusive social fabric where everyone belongs.

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4) Alternatives:

☐ Do not approve the agreement.

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5) Fiscal Notes:

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

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6) Attachments:

- A. Proposed Employment Agreement with Paul Simmons
- B. City Administrator Class Specification