

TO: City Council
FROM: Michelle Sutherland, Administrative Services Director
DATE: January 6, 2026
SUBJECT: Employment Agreement for Assistant City Administrator

1) Recommended Action:

Authorize the Mayor to sign an employment agreement with Kelly Adams as the City's Assistant City Administrator.

2) Background:

Earlier this year the Council approved an Employment Agreement template for the ten City of Tumwater Department Directors to ensure consistency in the terms and language for all current and future Directors. When the template was approved, it did not include the Assistant City Administrator. The Mayor would like to provide the same consistency and benefits to the Assistant City Administrator.

Kelly Adams joined the City in February 2025 as the Assistant City Administrator. Kelly provides strategic planning services, coordinates Council's legislative agenda, oversees Economic Development, and leads the implementation of Council's special programs and projects. Prior to joining the City of Tumwater, Kelly served as Special Projects Administrator for the City of Lacey, where she performed similar work supporting organizational priorities. Her public service experience includes work at the Puget Sound Partnership, and the Defense Contract Management Agency. Kelly holds a Master's of Public Administration Degree from the Evergreen State College.

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.

4) Alternatives:

☐ Do not approve this agreement.

5) Fiscal Notes:

The compensation proposed in the contract is sufficiently covered in the City Budget. The salary is within the range for the position.

6) Attachments:

- A. Employment Agreement with Kelly Adams
- B. Assistant City Administrator Class Specification