



## Memorandum

**Date:** 5/17/2022  
**Meeting of:** City Council

**File No.** AM No. 22-073  
**Type:** Consent Item

**TO:** Members of the City Council  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

Executive	Malisa Files	425-556-2166
Human Resources	Cathryn Laird	425-556-2125

**DEPARTMENT STAFF:**

Human Resources	Ameé Quiriconi	Senior Talent Consultant
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**TITLE:**

Confirmation of the Appointment of Loreen Hamilton to serve as Redmond's Parks and Recreation Director

**OVERVIEW STATEMENT:**

The City has offered Loreen Hamilton a promotion from Deputy Parks Director to the Parks and Recreation Director. This offer is contingent on confirmation of appointment by City Council.

☐ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**      ☐ **Provide Direction**      ☒ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Ms. Hamilton possesses the experience and leadership capabilities needed for this role. She brings an extensive background and skill set to the Parks and Recreation department and has demonstrated the ability to become an asset

to the City's leadership team and Redmond community.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**
- Requirements were performed by City of Redmond staff.
  - Position posted on February 25, 2022, and open for 46 days.
  - There was one internal candidate.
  - Phone interviews were conducted with the top candidates.
  - The internal candidate was determined by the Mayor, Chief Operating Officer, and Directors Team to have the most relevant experience and fit for the position.
  - Verbal Offer extended to internal candidate and accepted.
  - Confirmation appointment by Council scheduled for May 17, 2022.
- **Outreach Methods and Results:**

Advertising and direct recruiting efforts were expanded to reach a large audience in effort to diversify the applicant pool and a custom job brochure was developed to attract executive level talent. Targeted recruitment efforts resulted in a pool of 30 applicants.
- **Feedback Summary:**

Ms. Hamilton displayed the characteristics and traits that were required for the Director role. The process identified her as an excellent candidate and valuable addition to the Redmond leadership team. Ms. Hamilton had strong recommendations from her peers on the Directors team in her tenure as Interim Parks & Recreation Director.

**BUDGET IMPACT:**

**Total Cost:**

Funding for the position is included in the adopted 2021 -2022 City Budget.

**Approved in current biennial budget:** ☒ **Yes** ☐ **No** ☐ **N/A**

**Budget Offer Number:**

#217 - 25%  
#247 - 50%  
#218 - 25%

**Budget Priority:**

Strategic and Responsive

**Other budget impacts or additional costs:** ☐ **Yes** ☐ **No** ☒ **N/A**

***If yes, explain:***

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

N/A

**Proposed Upcoming Contact(s)**

N/A

**Time Constraints:**

The anticipated start date of Loreen Hamilton is May 18, 2022.

**ANTICIPATED RESULT IF NOT APPROVED:**

The Parks & Recreation Director position would remain unfilled if Council chooses not to confirm the recommended applicant. A delay in the appointment of the position would result in continued use of the current interim appointment.

**ATTACHMENTS:**

N/A