



STAFF REPORT

DATE: May 7, 2019
TO: Ronald L. Olson, City Manager
FROM: Eva Bark, Executive Director of Human Resources
SUBJECT: Appointment of an Executive Director of Public Works

BACKGROUND AND FINDINGS:

On March 15, 2019, the position of the Executive Director of Public Works became vacant.

Mr. Olson appointed Ms. Danielle Singh as the Interim Executive Director of Public Works and she is currently serving in this role. Ms. Singh has been employed with the City of Killeen since September 18, 2018.

Mr. Olson extended a conditional promotional offer to Ms. Danielle Singh.

Prior to joining the City of Killeen, Ms. Singh worked for the City of Hutto as an Assistant City Manager and the Executive Director/City Engineer. In addition, Ms. Singh worked for the City of College Station as an Assistant City Engineer and as Transportation Planning Coordinator. Prior to her time in College Station, Ms. Singh worked for the City of Bryan and in the private engineering sector.

Ms. Singh is a Civil Engineer and Certified Floodplain Manager with eleven (11) years of experience in planning and development, local government, transportation planning, traffic impacts, economic development, public-private partnerships, business development, and strategic planning. Ms. Singh received her Bachelors of Civil Engineering degree from Texas A&M University, with a concentration in transportation and land development.

Ms. Singh's promotion is conditioned upon the following:

- Selection confirmation by the Killeen City Council
- Promotion to be effective on May 15, 2019

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to post the vacancy and start the recruitment process. (2) to approve the appointment of Danielle Singh as the City of Killeen's Executive Director of Public Works.

Which alternative is recommended? Why?

Staff recommends the second alternative, to approve the appointment of Danielle Singh. Ms. Singh brings eleven (11) years of progressively responsible experience in planning and

development, local government, transportation planning, traffic impacts, economic development, public-private partnerships, business development, and strategic planning.

CONFORMITY TO CITY POLICY:

This action conforms to city policy. Executive director appointments are subject to approval by the City Council pursuant to Section 29 of the City Charter.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The annual base salary of the position is \$129,776, plus benefits and a \$3,000 annual car allowance. The prorated amount through the end of the fiscal year is estimated at \$63,051 and funds are available in the Public Works budget.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Yes, in the salary and benefit accounts of the Public Works budgeted funds.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes.

RECOMMENDATION:

Staff recommends that the City Council approve the City Manager's appointment of Danielle Singh as the City of Killeen's Executive Director of Public Works.

DEPARTMENTAL CLEARANCES:

- City Attorney
- Finance

ATTACHED SUPPORTING DOCUMENTS:

Rèsumè