



APPOINTMENT OF A CITY SECRETARY

RS-26-104

July 7, 2026

Background

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- The City Secretary submitted her resignation on May 19, 2026, and the position became vacant on June 2, 2026
- Recruitment
 - ▣ The position was posted for hire on May 19, 2026
 - 238 applications were received
 - 115 of those applications qualified for the position
- Interviews were conducted June 11 and 12, 2026

Candidate Information

- A conditional job offer has been made to Ms. Lisa “Elaine” Simpson.
- Ms. Simpson has more than 25 years of local government experience as a City Secretary in the state of Texas and holds a Masters of Public Administration from the University of North Texas and a Bachelors of Arts in Political Science from the University of Texas of the Permian Basin.
- Ms. Simpson is certified as a Texas Registered Municipal Clerk, a Master Municipal Clerk, and a State of Texas Public Notary. She is also an IIMC Athenian Dialogue Society Fellow and a member of the National Association of Parliamentarians.

Staff Recommendation

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Staff recommends that the City Council approve the appointment of Ms. Lisa “Elaine” Simpson as the City of Killeen’s City Secretary.