



STAFF REPORT

DATE: January 8, 2019

TO: Ronald L. Olson, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Appointment of an Assistant City Manager

BACKGROUND AND FINDINGS:

October 1, 2018, Dennis Baldwin announced his retirement effective January 31, 2019, and due to availability and orientation of a new Assistant City Manager, Mr. Baldwin's retirement will be extended to February 28, 2019.

Human Resources sought three quotes from executive search firms and signed an agreement with Strategic Government Resources (SGR) on October 5, 2018, to conduct a search for candidates. SGR distributed a recruiting brochure nationwide resulting in one hundred and fifteen (115) candidates, and questionnaires were sent to nineteen (19) of those candidates.

On November 13, 2018, Mr. Olson and Human Resources met with Gary Holland from SGR and selected eleven (11) semi-finalists for a video interview. On November 29, 2018, Mr. Olson and Human Resources narrowed the selection to five finalists for an in-person interview.

On December 13, 2018, the finalists participated in a City tour. On December 14, 2018, the five finalists interviewed with the City Manager and a panel of department heads. After considering the feedback from the panel members, and conducting an extensive background check, Mr. Olson extended a conditional offer of employment to Mr. David Ellison. Mr. Ellison has been in city government for more than 20 years and has served as an assistant city manager in seven cities including San Antonio from 2011 to 2014. He is currently a project manager for the San Antonio Airport System. He earned a Bachelor of Science in Secondary Education from North Texas State University and a Master of Public Administration from the University of North Texas.

Mr. Ellison's offer of employment is conditioned upon the following:

- Selection confirmation by the Killeen City Council
- Commencing employment on February 4, 2019

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to approve the appointment of David Ellison as the City of Killeen's Assistant City Manager; (2) to approve appointment of the second finalist; (3) to repost the vacancy and restart the recruitment process again.

Which alternative is recommended? Why?

Staff recommends the first alternative, to approve the appointment of David Ellison. Mr. Ellison brings over twenty (20) years of city government experience and has served as an assistant city manager in seven cities including San Antonio from 2011 to 2014.

CONFORMITY TO CITY POLICY:

This action conforms to city policy.

FINANCIAL IMPACT:**What is the amount of the expenditure in the current fiscal year? For future years?**

The annual base salary is \$140,473, plus benefits and car allowance.

The estimated total expenditure for FY 2019 is \$204,459. This includes \$89,598 for salary and benefits of the current Assistant City Manager and \$114,861 for salary and benefits of the proposed appointment. A \$3,000 per year car allowance is included with the estimated cost.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Yes, a total of \$210,443 was budgeted in the personnel services accounts in the Assistant City Manager Division in accounts 010-0201-413-40-05 thru 010-0201-413-40-89.

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 David Ellison as the City of Killeen's Assistant City Manager.

DEPARTMENTAL CLEARANCES:

Finance
Legal

ATTACHED SUPPORTING DOCUMENTS:

Ellison Résumé