



STAFF REPORT

DATE: April 6, 2021

TO: Kent Cagle, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Appointment of an Executive Director of Public Works

BACKGROUND AND FINDINGS:

Based on the promotion of Danielle Singh to Assistant City Manager, the position of the Executive Director of Public Works becomes vacant.

Mr. Cagle extended a conditional offer of employment to Jeffery Reynolds for the Executive Director of Public Works to oversee Solid Waste, Water & Sewer, Transportation, and Mowing and Drainage operations. Mr. Reynolds has been employed with the City of Killeen since March 31, 2014. His first assignment with the city was as the Mowing and Drainage Manager, then he promoted to Director of Solid Waste, and is currently serving as the Assistant Director of Public Works.

Mr. Reynolds graduated from Columbia Southern University with a bachelor's degree in business management and marketing. Mr. Reynolds has over thirty (30) years of experience with sales, communication systems, electronics, and management. He served twenty-one (21) years in the military and previously worked as a Field Engineer for the Persistent Threat Detection System with Lockheed Martin and as an Environmental Services Supervisor for the United States Environmental Services.

Mr. Reynolds' offer of employment is conditioned upon selection confirmation by the Killeen City Council, with employment commencing employment on April 14, 2021.

With this transition, the Engineering Division will be moved from Public Works to the Planning and Development Department, under the supervision of Tony McIlwain, Executive Director of Planning and Development.

Recommendation? Why?

Staff recommends to appoint Jeff Reynolds as the Executive Director of Public Works. As part of the transition, the Engineering Division will move to the Planning and Development Department. With the movement of the Engineering Division under the direction of Mr. McIlwain, the Planning and Development Department will be renamed the Development Services Department. These changes will create a structure that improves organizational consistency and increases City service efficiency and effectiveness.

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 Executive Director of Public Works' proposed annual salary is \$138,600, plus associated wage-based benefits and a \$3,000 annual car allowance. With the movement of Engineering under the direction of the Executive Director of Planning & Development, the position title will change to Executive Director of Development Services and the salary will increase by \$5,000 for a total proposed annual salary of \$134,780, plus associated wage-based benefits.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Yes, it is budgeted in accounts 010-3430-431.40-05 through 010-3430-431.40-89 for the Executive Director of Public Works and 010-4051-450.40-05 through 010-4051-450.40-89 for the Executive Director of Development Services.

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 Jeff Reynolds as the Executive Director of Public Works

DEPARTMENTAL CLEARANCES:

- City Manager
- City Attorney offices
- Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume