



STAFF REPORT

DATE: April 6, 2021
TO: Kent Cagle, City Manager
FROM: Eva Bark, Executive Director of Human Resources
SUBJECT: Appointment of an Assistant City Manager

BACKGROUND AND FINDINGS:

On November 30, 2020, the Assistant City Manager position became vacant.

On December 31, 2020, the City signed an agreement with Strategic Government Resources (SGR) to conduct an executive search for Assistant Manager candidates. SGR distributed a recruiting brochure nationwide resulting in fifty-nine (59) candidates, and questionnaires were sent to thirteen (13) of those candidates. Mr. Cagle and Human Resources reviewed six (6) video interviews and on March 24, 2021, Mr. Cagle extended a conditional offer of employment to Danielle Singh. Mrs. Singh has been employed with the City of Killeen since September 18, 2018 and is currently serving as the Executive Director of Public Works. Her first assignment with the City was as City Engineer.

Mrs. Singh received her bachelor's of civil engineering degree from Texas A&M University, with a concentration in transportation and land development.

Prior to joining the City of Killeen, Mrs. Singh worked for the City of Hutto as an Assistant City Manager and the Executive Director of Engineering and Public Works/City Engineer. In addition, Mrs. Singh worked for the City of College Station as an Assistant City Engineer and as Transportation Planning Coordinator. Mrs. Singh also worked for the City of Bryan and in the private sector.

Mrs. Singh is a Civil Engineer with fourteen (14) years of experience in planning and development, local government, transportation planning, traffic impacts, economic development, public-private partnerships, business development, and strategic planning.

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

Recommendation? Why?

Staff recommends approval of the appointment of Danielle Singh as the Assistant City Manager. Mrs. Singh brings over fourteen (14) years of 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.

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

The proposed annual salary for the Assistant City Manager is \$175,000, plus associated wage-based benefits and a \$3,000 annual car allowance.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Yes, it is budgeted in accounts 010-0201-413.40-05 through 010-0201-413.40-89.

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 Assistant City Manager.

DEPARTMENTAL CLEARANCES:

- City Manager
- City Attorney offices
- Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume