



STAFF REPORT

DATE: July 6, 2021

TO: Kent Cagle, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Appointment of an Executive Director of Communications

BACKGROUND AND FINDINGS:

On April 1, 2021, Hilary Shine submitted her letter of retirement as the Executive Director of Communications with the City of Killeen, effective August 1, 2021.

On May 5, 2021, Human Resources posted the vacancy on the City's website, the Texas Municipal League (TML) website, the Texas Association of Municipal Information Officers (TAMIO) website and on the National Information Officers Association (NIOA) website. The City solicited thirty-two (32) applications and narrowed the candidates to three (3) finalists. On June 22, 2021, the finalists interviewed with a panel of City's leadership.

Mr. Cagle has extended a conditional offer to Mrs. Janell J. Lewis Ford. Mrs. Ford comes to Killeen with nearly twenty (20) years of experience in journalism, communications, and television news. Most recently, she was a Public Affairs Officer for the United States Government at the National Training Center in Fort Irwin, and has also worked for NBC, ABC, CBS, and Fox News. Mrs. Ford has been appointed in the past to work on committees by a United States Congressman and Mayor and has worked closely with city councils in several different states in her previous positions.

Mrs. Ford holds a Bachelor of Arts in Mass Communications from Winston-Salem State University and a Master's in Journalism and Public Affairs from American University.

Mrs. Ford's conditional offer is based on selection confirmation by the Killeen City Council, as provided by the City Charter. Mrs. Ford will begin employment on July 19, 2021.

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to not approve the City Manager's appointment of Janell J. Lewis Ford as the City of Killeen's Executive Director of Communications; or (2) to approve the City Manager's appointment of Janell J. Lewis Ford as the City of Killeen's Executive Director of Communications.

Which alternative is recommended? Why?

Staff recommends the second alternative, approving the City Manager's appointment of Janell J. Lewis Ford as the Executive Director of Communications. Mrs. Ford brings twenty (20) years of experience in journalism, communications, and television news.

CONFORMITY TO CITY POLICY:

This action is uniformed to city policy.

FINANCIAL IMPACT:

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

The conditional offer specifies an annual salary of \$105,000, 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, funds are budgeted in accounts 010-0405-414.40-05 through 010-0405-414.40-89 and 010-0407-414.40-05 through 010-0407-414.40-89.

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 Mrs. Janell J. Lewis Ford as the Executive Director of Communications

DEPARTMENTAL CLEARANCES:

City Manager
City Attorney offices
Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume