



City of Killeen

Legislation Text

File #: RS-22-091, Version: 1

Consider a memorandum/resolution appointing a Court Administrator.

DATE: June 21, 2022

TO: Kent Cagle, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Appointment of Court Administrator

BACKGROUND AND FINDINGS:

On January 18, 2022, Luevada Posey submitted her letter of retirement as the Executive Director of Municipal Court, effective April 1, 2022. Upon Ms. Posey's retirement, the City Manager reorganized and moved Municipal Court under the Finance Department as a division in finance.

On February 16, 2022, Human Resources advertised the position on various outlets to include the City's website, the Texas Municipal League, Texas Municipal Court Education Center, and Texas Court Clerk Association websites. The City solicited twenty-two (22) candidates. Thirteen candidates met or exceeded the minimum qualifications for the position. In person interviews took place on March 17, 2022 with a panel of City leadership. A candidate was not selected. The City reposted the position and solicited twenty (20) candidates. Five candidates met or exceeded the minimum qualifications for the position. On June 13, 2022, a candidate was interviewed in-person and Mr. Cagle extended a conditional job offer to Jaime Brew.

Ms. Brew has a Bachelor of Business Administration degree from Texas A&M University in College Station. She also holds a Master of Business Administration from the University of Mary Hardin-Baylor. Ms. Brew has fourteen (14) years of municipal court experience. She began her Municipal Court experience with the City of Killeen in 2007 as a Compliance/Collections Manager, and within three years, she was promoted to Clerk of the Court (Municipal Court Administrator). She then worked as a Municipal Court Administrator for the City of Sugarland and promoted to Assistant Director of Finance. From the City of Sugarland, she became the Municipal Court Administrator for the City of Coppell and her most recent experience is as a Justice Court Services Director for Harris County. In addition, Ms. Brew holds a Texas Registered Municipal Clerk certification, Prosci's Change Management Practitioner certification, and many other Court Clerk certifications, both at the state and national level. Ms. Brew is also a member of the Texas Association for Court Administration, the Texas Municipal Clerks Association, the National Association for Court Management and various other associations. She received the Award of Excellence, the Extraordinary Achievement Award, and the Distinguished Service Award, all from the Texas Court Clerks Association.

Ms. Brew's job offer is conditioned upon the following:

- Selection confirmation by the Killeen City Council
- Commencing employment on August 1, 2022

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to not approve the appointment of Jaime Brew as the City of Killeen's Court Administrator (2) to approve the appointment Jaime Brew as the City of Killeen's Court Administrator.

Which alternative is recommended? Why?

Staff recommends the second alternative, approving the appointment of Jaime Brew. Ms. Brew brings over fourteen (14) years of experience in municipal court.

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 of the position is \$105,000, plus benefits. In addition, the offer includes a relocation reimbursement allowance up to \$5,000. The prorated amount through the end of the fiscal year is estimated at \$33,413.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Yes, in the General Fund Municipal Court salary and benefit accounts 010-5015-417.40-05 through 010-5015-417.40-89.

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 Council to approve appointment of Jamie Brew to the City of Killeen's position of Court Administrator.

DEPARTMENTAL CLEARANCES:

Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Resume