



# City of Killeen

## Legislation Text

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**File #:** RS-22-137, **Version:** 1

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Consider a memorandum/resolution approving the appointment of an Executive Director of Recreation Services.

**DATE:** September 20, 2022  
**TO:** Kent Cagle, City Manager  
**FROM:** Eva Bark, Executive Director of Human Resources  
**SUBJECT:** Appointment of an Executive Director of Recreation Services

### **BACKGROUND AND FINDINGS:**

On July 19, 2022, the position of the Executive Director of Recreation Services became vacant.

On July 22, 2022, Human Resources posted the vacancy on the City's website, the Texas Municipal League, Texas Recreation and Parks Society, and the National Recreation and Parks Association websites. The City received fifty-nine (59) applications and narrowed the candidates to four (4) finalists. In person interviews took place on August 25 and 26, 2022 with a panel of City leadership.

Mr. Cagle extended a conditional job offer to Ms. Kelly Snook. Ms. Snook comes to Killeen with over thirty years of experience serving nine organizations including municipalities, private practice, and nonprofit sectors. Of the thirty years, eleven have been in executive municipal positions. She has managed annual budgets up to approximately \$92M funded by combined operating capital, impact fees, enterprise, and revenue funds. She has managed teams of up to 450 full time employees and 45 part time employees in divisions including park rangers, park planning, grounds maintenance, building maintenance, capital improvements, recreation, light construction, and senior services. In addition, Ms. Snook has experience with developing strategic plans, master plans, branding initiatives, business plans, and other visioning projects. She is also a grant writer and has secured funding and gifts from many sources including corporations and foundations.

Ms. Snook received her Masters in City and Regional Planning from the University of Texas at Arlington and her Bachelors of Science in Landscape Architecture from Texas A&M University in College Station. Ms. Snook is also a Texas Registered Landscape Architect and a Texas Licensed Irrigator.

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

- Selection confirmation by the Killeen City Council
- Commencing employment on October 10, 2022

### **THE ALTERNATIVES CONSIDERED:**

Alternatives are: (1) to disapprove the appointment of Kelly Snook as the City of Killeen's Executive Director of Recreation Services. (2) to approve the appointment of Kelly Snook as the City of Killeen's Executive Director of Recreation Services.

**Which alternative is recommended? Why?**

Staff recommends the second alternative, to approve the appointment of Kelly Snook. Ms. Snook brings over thirty years of experience serving nine organizations including municipalities, private practice, and nonprofit sectors. Of the thirty years, eleven have been in executive municipal positions.

**CONFORMITY TO CITY POLICY:**

This action conforms to city policy. Executive director appointments are subject to approval by the City Council pursuant to Section 29 of the City Charter.

**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 \$132,000, plus benefits and a \$3,000 annual car allowance. In addition, there is a \$5,000 relocation allowance reimbursement.

**Is this a one-time or recurring expenditure?**

The annual salary, car allowance, and benefits are a recurring expenditure. The relocation allowance reimbursement is a one-time expenditure.

**Is this expenditure budgeted?**

Yes, funds are available in the General Fund Recreation Services salary and benefit accounts 010-3001-425.40-05 through 010-3001-425.40-89.

**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 Kelly Snook as the City of Killeen's Executive Director of Recreation Services.

**DEPARTMENTAL CLEARANCES:**

City Manager  
City Attorney

Finance

**ATTACHED SUPPORTING DOCUMENTS:**

Resume