



City of Killeen

Legislation Text

File #: RS-23-065, **Version:** 1

Consider a memorandum/resolution approving the appointment of an Executive Director of Community Development.

DATE: April 4, 2023

TO: Kent Cagle, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Appointment of an Executive Director of Community Development

BACKGROUND AND FINDINGS:

On March 31, 2023, the position of the Executive Director of Community Development became vacant.

On February 13, 2023, Human Resources posted the vacancy on the City's website and the Texas Municipal League, website. The City received Fourteen (14) applications and narrowed the candidates to four (4) finalists. Interviews took place on February 23 through March 2, 2023, with a panel of City leadership.

Mr. Cagle extended a conditional job offer to Ms. Tiffanie McNair. Ms. McNair comes to Killeen with over thirteen (13) years of experience serving in several non-profit and public sector organizations, and most recently serving as Housing Commissioner with the City of Toledo, Ohio.

Ms. McNair has experience with affordable and tax-credit housing development, underwriting, and management. Additionally, she has experience in Community Development Block Grant (CDBG), HOME, HOME-ARP, Emergency Rental Assistance (ERA) compliance and reporting, Section 42 (LHTC) housing management, compliance, and development, real estate transactions, and is educated in Fair Housing rules and regulations.

Ms. McNair received her Master of Studies in Law from the University of Toledo and holds a Bachelor of Science in Criminal Justice also from the University of Toledo. In addition, Ms. McNair completed M.B.A. core coursework from Tiffin University, graduated with Pre-Licensing Real Estate Sales from Hondros College, and graduated from the University of Toledo with a Certificate in Paralegal Studies. Ms. McNair holds the following certifications: Housing Development Finance Professional Certification, Fair Housing Compliance and Specialist in Housing Credit Management from the Affordable Housing Management Association, Asset Management Specialist Certification and Certified Housing Asset Manager with NeighborWorks, Housing Credit Certified Professional from the National Association of Home Builders, and in the process of Bloomberg-Harvard City Leadership Initiative, Innovation Track, and various leadership certifications.

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

- Selection confirmation by the Killeen City Council
- Commencing employment on June 20, 2023

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to disapprove the appointment of Tiffanie McNair as the City of Killeen's Executive Director of Community Development; or (2) to approve the appointment of Tiffanie McNair as the City of Killeen's Executive Director of Community Development.

Which alternative is recommended? Why?

Staff recommends the second alternative, to approve the appointment of Tiffanie McNair. Ms. McNair brings over thirteen years of experience serving in several non-profit and public sector organizations, and most recently serving as Housing Commissioner with the City of Toledo, Ohio.

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 \$145,000, plus benefits and a \$3,000 annual car allowance. In addition, there is a \$7,500 relocation allowance reimbursement. The prorated amount through the end of the fiscal year is estimated at \$58,167.

Is this a one-time or recurring expenditure?

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

Is this expenditure budgeted?

Yes, funds are available in Community Development's salary and benefit accounts in the General Fund and CDBG Fund: 010-3250-426.40-05 through 010-3250-426.40-89 and 228-3250-426.40-05 through 228-3250-426.40-89.

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 Tiffanie McNair as the City of Killeen's Executive Director of Community Development.

DEPARTMENTAL CLEARANCES:

- City Manager
- City Attorney
- Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume