



City of Killeen

Legislation Text

File #: RS-23-163, Version: 1

Consider a memorandum/resolution approving the appointment of an Assistant City Manager.

DATE: **October 3, 2023**

TO: **Kent Cagle, City Manager**

FROM: **Eva Bark, Executive Director of Human Resources**

SUBJECT: **Appointment of an Assistant City Manager**

BACKGROUND AND FINDINGS:

On May 23, 2023, the position of Assistant City Manager for the City of Killeen became vacant.

On May 31, 2023, the City Manager and the Executive Director of Human Resources met with a Consultant from Strategic Government Resources (SGR). On June 7, 2023, the city signed an agreement with Strategic Government Resource to perform a nationwide executive search for an Assistant City Manager. The firm recruited eighty-eight (88) candidates. On July 27, 2023, the City Manager and Human Resources met with the Consultant and narrowed the selection to twelve (12) semi-finalists for online video interviews. Two (2) of the twelve (12) candidates withdrew and five (5) finalists were selected for an in-person interview after reviewing the video interviews. On September 8, 2023, the five (5) finalists were interviewed in person by a City Management panel, and based on the feedback from the panel, Mr. Cagle selected Laurie Wilson as the City of Killeen's Assistant City Manager.

Ms. Wilson comes to Killeen with over eleven (11) years of municipal experience. Ms. Wilson started her municipal career in 2012 as a Parks & Recreation Administrative Intern with the City of Carrollton. She then became the Marketing Coordinator and thereafter, the Administrative Services Manager/City Secretary for the City of Carrollton. Currently, she serves as the Administrative Services Director for the City of Carrollton.

Ms. Wilson received her Bachelor of Arts & Sciences, in Political Science and a Minor in Public Administration from the University of North Texas. She holds various certifications and recognitions, such as a Certified Public Manager from Texas State University, program participant of Leadership Metrocrest, Carrollton Leadership Institute graduate, Texas Registered Municipal Clerk, Certified Municipal Clerk, and is recognized as an International City/County Management Association (ICMA) Emerging Leader.

Ms. Wilson is also involved in the following professional affiliations: Past President of Urban Management Assistants of North Texas, North Texas City Manager's Association, represented the scholarship chair for North Texas Municipal Clerks Association, Texas Municipal Clerks Association, Clerk of the Year Committee, and ICMA 2020 Conference Planning Committee.

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

- Criminal background check
- Selection and appointment confirmation by the Killeen City Council
- Commencing employment on December 4, 2023

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to disapprove the appointment of Laurie Wilson as the City of Killeen's Assistant City Manager or (2) to approve the appointment of Laurie Wilson as the City of Killeen's Assistant City Manager.

Which alternative is recommended? Why?

Staff recommends the second alternative, to approve the appointment of Laurie Wilson as the City of Killeen's Assistant City Manager. Ms. Wilson brings eleven (11) years of experience serving as a municipal servant, most recently serving as the Administrative Services Director for the City of Carrollton in Carrollton, Texas.

CONFORMITY TO CITY POLICY:

This action conforms to city policy. Assistant City Manager and department head 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 \$185,000, plus a \$3,000 annual car allowance and associated benefits. In addition, there is a \$10,000 relocation allowance reimbursement. The prorated amount through the end of the fiscal year is estimated at \$208,128, which includes salary and benefits.

Is this a one-time or recurring expenditure?

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

Is this expenditure budgeted?

Yes, funds are available in the General Fund City Manager Department's salary and benefits accounts 010-0200-413.40-05 through 010-0200-413.40-89.

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 appointment of Laurie Wilson as the City of Killeen's Assistant City Manager.

DEPARTMENTAL CLEARANCES:

- City Manager
- City Attorney offices
- Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume