



City of Killeen

Legislation Text

File #: RS-22-118, Version: 1

Consider a memorandum/resolution approving the appointment of a City Secretary.

DATE: August 16, 2022
TO: Kent Cagle, City Manager
FROM: Eva Bark, Executive Director of Human Resources
SUBJECT: Appointment of City Secretary

BACKGROUND AND FINDINGS:

On June 30, 2022, Lucy Aldrich submitted her letter of resignation as the City Secretary for the City of Killeen, Texas effective July 15, 2022.

Human Resources advertised the position on the City's and the Texas Municipal League websites.

The City solicited one hundred and two (102) applications. Fifty-four (54) candidates met or exceeded the minimum qualifications for the position, with one candidate having current City Secretary experience. An interview took place on August 1, 2022 with a panel of City leadership, and Mr. Cagle extended a conditional job offer to Hector Gomez.

Mr. Gomez holds a Bachelor of Arts Degree in Sociology from American Public University, Charles Town, West Virginia, an Associates of Arts Degree in Liberal Arts - Social and Behavioral Sciences from MiraCosta College, Oceanside, California. He also holds a certificate in Homeland Security and Certified Municipal Court certification. Mr. Gomez is very familiar with records management, document imaging, data base management, public records requests, agenda management and municipal code software. He has over six years of experience in municipal government, with the majority of experience directly related to the functions of a City Secretary.

THE ALTERNATIVES CONSIDERED:

Alternatives are: (1) to not approve the appointment of Hector Gomez as the City of Killeen's City Secretary or (2) to approve the appointment of Hector Gomez as the City of Killeen's City Secretary.

Which alternative is recommended? Why?

Staff recommends the second alternative, approving the appointment of Hector Gomez, because of his demonstrated experience directly related to the functions of a City Secretary.

CONFORMITY TO CITY POLICY:

This action conforms to city policy. City Secretary 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 \$86,000, plus benefits. The prorated amount through the end of the fiscal year is estimated at \$6,093, salary and benefits, and funds are available in the Legal budget.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Yes, funds are available in the General Fund Legal salary and benefit accounts 010-1010-416.40-05 through 010-1010-416.40-89.

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 Hector Gomez to the City of Killeen's position of City Secretary.

DEPARTMENTAL CLEARANCES:

City Manager
City Attorney
Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume