



City of Killeen

Legislation Text

File #: RS-22-060, **Version:** 1

Consider a memorandum/resolution to appoint a Court Administrator.

DATE: May 3, 2022

TO: Kent Cagle, City Manager

FROM: Eva Bark, Executive Director of Human Resources

SUBJECT: Appointment of a 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 Courts 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. Jon Locke, Executive Director of Finance narrowed the candidates to four (4) finalists. In-person interviews took place on March 17, 2022 with a panel of City leadership.

The City Manager extended a conditional job offer to Ms. Michelle Warriner. Ms. Warriner has over fourteen (14) years of municipal court experience. She started with the City of Killeen in 2007 as a Court Collections Clerk, and within months she was promoted to Accounting Clerk within Municipal Courts. She then worked as a Senior Collection Clerk and most recently she has been serving as the Assistant Court Administrator. In addition, Ms. Warriner holds a Level II Court Clerk Certification.

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

- Selection confirmation by the Killeen City Council
- Commencing employment on May 11, 2022

THE ALTERNATIVES CONSIDERED:

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

Which alternative is recommended? Why?

Staff recommends the second alternative, approving the appointment of Michelle Warriner. Ms. Warriner brings over fourteen (14) years of municipal court experience, with all of her experience being with the City of Killeen.

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 \$72,000, plus benefits. The prorated amount through the end of the fiscal year is estimated at \$35,704, salary and benefits, and funds are available in the Municipal Court 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 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 approve appointment of Michelle Warriner to the City of Killeen's position of Court Administrator.

DEPARTMENTAL CLEARANCES:

City Attorney
Finance

ATTACHED SUPPORTING DOCUMENTS:

Resume