




## MEMORANDUM

**TO:** Mayor & Council

**FROM:** Marc A. Ott, City Manager 

**DATE:** June 30, 2015

**SUBJECT:** **Organizational Assignments**

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As you head into your July break, I want to share some staffing changes and give you a status report on several vacancies on my Executive Team.

### **Government Relations**

As you know, Karen Kennard, City Attorney, successfully led the Governmental Relations team tasked with guiding us through the Legislative Session. Austin faces critical issues every session and this one was no exception. I believe that Karen's expertise and experience (you may recall that Karen has extensive experience working with the Texas Municipal League in this arena) helped Austin defend against bills that would have limited, or in some cases eliminated, your local control. She was instrumental in our support of the Council adopted legislative agenda. As I knew she would, Karen excelled in a difficult environment.

Based on the work she exhibited during the legislative session, I believe that Karen's skills and experience would be best suited in this government relations role. Therefore, I decided to assign Karen to the Government Relations Officer role on a permanent basis. I believe she would have continued to deliver outstanding service in this function...however, Karen has chosen to resign. She has committed to staying with us for a few months to ensure that we can transition these important duties. I will assign an Interim Government Relations Officer in the next few weeks to coordinate with Karen during the transition and to carry on the tasks as we move forward.

Anne Morgan will continue to serve as the Interim City Attorney, as I consider the next steps for the City Attorney's Office. I want to take this opportunity to thank Anne for her stellar work as the City Attorney. Anne has performed admirably during this challenging time and has truly stepped up to provide exceptional leadership and guidance the last few months. She has exemplified "best managed".

### **City Manager's Office**

I have several vacancies on my Executive Team. As you know, I have a Deputy City Manager and an Assistant City Manager vacancy. During May, June, and July my team is focused on budget preparation. As we near the completion of that phase of the budget process, I will have more time to consider the organization and determine the best path forward. I'm sure you would agree that the last few months have been transformative in regards to the number of Council offices to support, the change to district representation, a new Committee structure requiring a dramatic increase in staff support, etc. I want to ensure that my Executive Team is set up in a way to provide the necessary organizational leadership and to support your success. So, I will be evaluating the last few month's operations as well as looking forward to project our needs into the future to determine the Executive Team structure that best supports

our community. In the meantime, Mark Washington will continue in his role as Acting Assistant City Manager.

As always, if you have any questions, please feel free to contact me.

xc: CMO Executive Team  
Karen Kennard, Interim Governmental Relations Officer  
Anne Morgan, Interim City Attorney  
Mark Washington, Interim Assistant City Manager  
Joya Hayes, Interim Human Resources Director  
Department Directors