



received
1-19-17

December 9, 2016

City Secretary
City of Killeen
PO Box 1329
Killeen, TX 76540

Dear City Secretary:

It is my obligation to inform you that Mike Bartoszek, a Music/radio/tv/tape/sound recording member of the Killeen Arts Commission, has failed to meet the minimum requirements with regards to attendance in accordance with the Killeen City Code, Section 2-118, Declaration of position vacancy due to excessive absences.

For this reason, I recommend that you declare this position as vacant.

Sincerely,

A handwritten signature in black ink that reads 'Ralph Cossey Jr.' with a stylized flourish at the end.

Ralph Cossey Jr.
Chairperson
Killeen Arts Commission

cc: City Manager's Office