



## STAFF REPORT

**DATE:** September 17, 2019

**TO:** Ronald L. Olson, City Manager

**FROM:** Kathy Davis, City Attorney

**SUBJECT:** Declaring Vacancies and Appointing Citizen Members to Capital Improvement Advisory Committee, BOA-Construction, Killeen Volunteers, Inc. and Senior Citizen Advisory Board

### **BACKGROUND AND FINDINGS:**

The Mayor and Council make annual appointments to the various boards, commissions, and committees each year and throughout the year as vacancies occur. Section 2-118 of the Code of Ordinances, states that persons appointed to city boards, commissions or committees can be effective members only if they attend the groups' meetings regularly. In case of excessive absences, a board, commission, or committee member can be removed from office. Missing three (3) consecutive meetings or more than twenty-five (25) percent of meetings in a twelve-month period where the board meets more than four times per year shall constitute excessive absences.

On September 5, 2019 during the annual appointment agenda item, City Council made a motion of direction to table recognizing vacancies and appointments/re-appointments to the Board of Adjustment Construction Board (Lee Mitchell) and the Senior Citizen Advisory Board. This direction was based on Councilmember Fleming having an excused absence. Councilmember Fleming serves as a member of the appointment sub-committee for both of these boards.

Appointments to the Killeen Volunteers, Inc board were also tabled to a future meeting. The chairman of Killeen Volunteers, Inc. has notified city staff that there are three members who have missed more than 3 consecutive meetings as defined by the code and is requesting that council declare the positions as vacant. Also, throughout the past year, several Killeen Volunteers, Inc. members have resigned from their seats creating vacancies.

On September 10, 2019 via Resolution 19-086R, City Council amended the number of positions from fifteen to ten on the Capital Improvement Advisory Committee. Action should be taken to remove the four members that have been identified as having missed more than 3 consecutive meetings as defined by Section 2-118 of the Code of Ordinances.

Also on September 10, 2019, City Council made a recommendation to consider removing Klaus Adam from the Senior Citizen Advisory Board due to pending criminal charges with Bell County.

### **THE ALTERNATIVES CONSIDERED:**

No other alternatives were considered.

**Which alternative is recommended? Why?**

N/A

**CONFORMITY TO CITY POLICY:**

Making these appointments conforms to relevant city ordinances and policies.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

There is no current or future expenditure with these appointments.

**Is this a one-time or recurring expenditure?**

N/A

**Is this expenditure budgeted?**

N/A

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

N/A

**RECOMMENDATION:**

Staff recommends that the City Council find board member seats with identified attendance infractions as vacant due to absences remove Klaus Adam from the Senior Citizen Advisory Board as recommended on September 10, 2019; and appoint new member individuals to fill identified vacancies and expired terms (no new member appointments are needed for the Capital Improvement Advisory Committee).

**DEPARTMENTAL CLEARANCES:**

City Attorney

**ATTACHED SUPPORTING DOCUMENTS:**

N/A

## FY2019 - 2020 Boards and Commissions

### Board of Adjustment - Construction (Sub-Comm: D. Nash-King, S. Fleming)

Current Member	Status	New Member	Comments	Termed?	Reappoint?
Lee Mitchell	Term Expired	P. Juan Rivera	General Contractor	Yes (13)	Yes

### Capital Improvement Advisory Committee (All Council)

Current Member	Status	New Member	Comments	Termed?	Reappoint?
Kathy Jo Harkin	Attendance	N/A	N/A	N/A	N/A
Gary Purser, Jr	Attendance	N/A	N/A	N/A	N/A
Sulied Ponce Diaz	Attendance	N/A	N/A	N/A	N/A
Elijah McMeen	Attendance	N/A	N/A	N/A	N/A

### Killeen Volunteers, Inc. (Sub-Comm: J. Kilpatrick, D. Nash-King)

Current Member	Status	New Member	Comments	Termed?	Reappoint?
Larry Holly	Term Expired	Kriskeya Price	Citizen Rep	No	Yes
Rachel Brent	Term Expired	John Jones	Citizen Rep	Yes (6)	No
Michael Hodges	Term Expired/Resigned	LaTrice McBride	Citizen Rep		
Roxanne Flores-Achmad	Term Expired/Resigned	Estanislado Soto	Citizen Rep		
Margaret Tucker	Term Expired/Resigned	Tracy Hillman	Citizen Rep		
James Crossman (unexp 18-20)	Resigned	Michelle Brown	Citizen Rep		
Novice McDaniel (unexp 18-20)	Attendance	Luvina Sabree	Citizen Rep		
Maceia Roscoe (unexp 18-20)	Attendance	Riakos Adams	Citizen Rep		
Terry Mustapher	Term Expired/Resigned		Celebrate Killeen Rep		
Alysia Perkins (unexp 18-20)	Resigned	Alysia Perkins	Chamber Rep		
Rudy Sandoval (unexp 18-20)	Resigned	Charlotte Wesley	CTC Rep		
Steve Moore	Term Expired	Steve Moore	Fort Hood Rep	Yes (12)	Yes
Bernadette Jones (unexp 18-20)	Attendance		Volunteer Killeen Rep		

**Senior Citizen Advisory Board** (Sub-comm: S. Fleming, S. Harris)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Kim Harris (unexp 18-21)	Resigned	Barbara Henke	Citizen Rep		
Monika Spilman	Term Expired	Monika Spilman	Citizen Rep	No	Yes
Rosa Kea	Term Expired	Rosa Kea	Citizen Rep	No	Yes
Bill Barker	Term Expired	Bill Barker	Citizen Rep	No	Yes
Novice McDaniel (unexp 17-20)	Attendance	Deborah Voigt	Citizen Rep		
Klaus Adam (unexp 18-21)		Margo Coster	Citizen Rep		