



STAFF REPORT

DATE: April 4, 2017

TO: Ronald L. Olson, City Manager

FROM: Brett Williams, Executive Director of Community Services

SUBJECT: Declaring a Vacancy on the Senior Citizens Advisory Board

BACKGROUND AND FINDINGS:

The City of Killeen makes annual appointments to boards, commissions, and committees in September of each year and throughout the year as vacancies occur. Persons appointed to city boards, commissions or committees can be effective members only if they attend the groups' meetings regularly.

Sec.2-118 of the City of Killeen Code of Ordinances provides that, in the 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 the meetings in a twelve-month period where the board, commission or committee meets more than four (4) times per year shall constitute excessive absences. Section 2-118 also lays out the process for declaring a position vacant due to excessive absences. Immediately after missing the requisite number of meetings, the secretary shall notify the president or chair in writing, who then notifies the city manager's office with recommendations in writing. The city manager then places the matter on the next available city council meeting agenda for consideration. At that meeting, the council may declare the position vacant.

The President of the Senior Citizens Advisory Board has notified the city manager's office that Mrs. Katherine Gordon has missed 3 consecutive unexcused meetings without contacting a city staff member or Board member of the Senior Citizens Advisory Board. The Senior Citizens Advisory Board President requests that the position be declared vacant

THE ALTERNATIVES CONSIDERED:

Which alternative is recommended? Why?

There are no reasonable alternatives. City Code of Ordinances lays out the requirements and procedures.

CONFORMITY TO CITY POLICY:

This action conforms to all city policies and ordinances.

FINANCIAL IMPACT:

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

No financial impact.

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:

It is recommended that the City Council consider whether to declare Katherine Gordon's seat on the Senior Citizens Advisory Board vacant.

DEPARTMENTAL CLEARANCES:

Community Services
Legal

ATTACHED SUPPORTING DOCUMENTS:

Board President Vacancy Request