



ARTS COMMISSION REQUESTED RULE CHANGES

RS-25-024

February 18, 2025

Background

2

- ❑ Arts Commission Rules and Regulations last revised September 2022
- ❑ Rules and Regulations revision process:
 - ▣ Rules & Regulations Subcommittee and Staff (Finance and Legal) recommend rule changes
 - ▣ Arts Commission reviews and approve
 - Arts Commission voted to approve Rules and Regulations on December 13, 2024.
 - ▣ Requested rules and regulations are presented to City Council for consideration

Highlights of the Proposed Changes

3

- ❑ Commission members must live in the City of Killeen (Sec. 101)
- ❑ Commissioners allowed to participate in virtual meetings if physical quorum is met (Sec. 207.B)
- ❑ Commissioners may recommend removal of a Commissioner with 5 or more absences in a year (Sec. 207.C)
- ❑ Removed language allowing grantees to drawdown funds prior to their event (Sec. 401, 604.B, 604.C, 604.D)
- ❑ Added language preventing an applicant's grant request to exceed 50% of total grant requests (Sec. 403.A)

Highlights of the Proposed Changes

4

- ❑ Added grant application grading criteria based on reasonableness of the requested funding (Sec. 403.B.7)
- ❑ Added language preventing transfer of granted funds from one event to another to occur retroactively (Sec 501.B.7)
- ❑ Added language limiting transfer of funds between events to once per grant cycle (Sec 501.B.7)

Highlights of the Proposed Changes

5

- Added language to specify ineligible activities for funding, including (1) marketing expenditures without documentation verifying the advertisement's publication or dissemination, (2) expenditures that cannot be adequately allocated or attributed to a specific event, and (3) lodging expenses for performers unless a signed contract explicitly states that the grantee is responsible for covering the cost (Sec 501.C)
- Removed requirement for Certificate of Fact dated in current year (Sec. 501.D)

Highlights of the Proposed Changes

6

- ❑ Added language that City Staff may offer marketing workshops to assist Grantees in promoting their programs and initiatives.(Sec. 603.D, 608)
- ❑ Updated language to require grantees to submit proof of hotel or motel room usage within the City of Killeen: (1) Start-Up Grants must show proof of at least one room utilized by patrons or vendors, (2) Minor Grants must show proof of at least two rooms utilized, and (3) Major Grants must show proof of at least two rooms utilized for every \$5,000 granted by the Arts Commission.(Sec. 604.A)

Recommendation

7

City Council approve the Killeen Arts Commission rule changes effected for the fiscal year 2026 grant cycle