



STAFF REPORT

DATE: December 7, 2021

TO: Kent Cagle, City Manager

FROM: Traci Briggs, City Attorney

SUBJECT: Animal Advisory Committee Expired Term, BOA-Construction Expired Term, Declaring Vacancies on Arts Commission, Comprehensive Plan Advisory Committee, Heritage Preservation Board, and Senior Citizens Advisory Board

BACKGROUND AND FINDINGS:

The City of Killeen has various citizen boards and commissions that serve in an advisory capacity. Per City Code of Ordinances, sec. 2-116, all appointments and reappointments to citizen boards, commissions and committees shall be made by the city council prior to October 1st of each year for all positions to be filled that fiscal year.

Annual appointments were made to boards and commissions on September 28, 2021 with the Animal Advisory Committee recommended appointments being postponed during the September 21, 2021 City Council Workshop to give the City Council Animal Advisory subcommittee comprised of Councilmember Gonzalez and Councilmember Wilkerson time to evaluate the committee's productivity. The members serving at that time were allowed to hold over in their positions.

One (1) of the citizen members resigned after being notified of excessive absences and one (1) of the citizen members passed away in August. Animal Advisory Committee member Dr. Michael Joyner's term has expired. Dr. Joyner has been serving in the veterinarian position on the committee since 2016. He has requested reappointment.

The Chair of the Animal Advisory Committee has notified the City Manager's Office of excessive absences by Jessica Dunagan, Animal Services Manager and the committee member serving as the person whose duties include the daily operation of the city's animal shelter. Ms. Dunagan had been instructed by the Assistant City Manager not to attend the meetings due to committee treatment of Ms. Dunagan at previous meetings. Ms. Dunagan attended the committee meeting on November 10, 2021; the intent is to continue having her attend meetings going forward. Because the ordinance calls for the person whose duties involve the daily operation of the city's shelter, it is not recommended that Ms. Dunagan is replaced. The Assistant City Manager is continuing to work with the committee to facilitate a professional working environment. State law only requires the committee to meet 3 times per year; these absences do not affect compliance with state law.

Animal Advisory Committee (Subcommittee: J. Gonzalez, K. Wilkerson)

Current Member	Status	New Member	Comments	Termed?	Reappoint?
Michael Joyner, DVM	Term Expired	Reappoint	Veterinarian	No	Yes
Peter Stanonik	Attendance	Sue Cummings	Citizen Rep (20-22)	n/a	n/a
Chris Thomas	Vacant	Monique Brand	Citizen Rep (20-22)	n/a	n/a
Jessica Dunagan	Attendance	Reappoint	Animal Shelter Rep		

Also, during discussions of annual appointments to boards and commissions on September 21, 2021, Board of Adjustment-Construction subcommittee members Councilmember Gonzalez and Councilmember Wilkerson recommended consideration of appointments to this board be postponed until more advertising could be done to attract interested applicants. A flyer was developed and placed at the Building Inspections Office and at the Planning Office. Communications also posted the flyer on social media numerous times.

Board of Adjustment - Construction (Subcommittee: J. Gonzalez, K. Wilkerson)

Current Member	Status	New Member	Comments	Termed?	Reappoint?
Royce Bowles	Term Expired	Dennis Drury	Electrical Contractor	Yes	Yes
John Deane	Term Expired	Reappoint	Mechanical Contractor	Yes	Yes
Kent Stephens	Term Expired	Reappoint	Health District Rep	No	Yes

Since annual appointments were made September 28, 2021, several board members on various boards have submitted resignations creating vacancies. Those members are identified in the charts below in the status column as "Resigned." In addition, it has been determined that a member of the Comprehensive Plan Advisory Committee is not a Killeen resident or a member of the ETJ. That member is identified in the charts below in the status column as "Residency."

In order to declare vacancies and make appointments to fill the unexpired terms of the vacancies, City Council action is required.

Arts Commission

Current Member	Status	New Member	Comments
Morris Melton	Resigned	Van Fraley	Mus/Radio/TV/Tape & Sound Recording (20-23)
Van Fraley	Appointed	Barbara Freed	At-Large (un-expired term 19-22)

Comprehensive Plan Advisory Committee (Each Councilmember x2)

Current Member	Status	New Member	Comments
Paul Blakey	Resigned	Annette Nunnally	Councilmember Wilkerson Appointment
Ron Jupiter	Residency	Sharon Winslow	Mayor Segarra Appointment

Heritage Preservation Board

Current Member	Status	New Member	Comments
Andrew Turnbo	Resigned	Albert Galbreth	Un-expired term 20-23

Senior Citizens Advisory Board (Subcommittee: J. Gonzalez, K. Wilkerson)

Current Member	Status	New Member	Comments
Albert Galbreth	Resigned	Betty Kimbrough	Un-expired term 19-22

THE ALTERNATIVES CONSIDERED:

No other alternatives were considered.

CONFORMITY TO CITY POLICY:

Making these appointments and identifying the removal of four (4) committee positions 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:

It is recommended that the city council recognize expired terms of board members identified above and reappoint qualified individuals, declare vacancies on the Arts Commission, Comprehensive Plan Advisory Committee, Heritage Preservation Board and the Senior Citizens Advisory Board and appoint members to fill the unexpired terms.

DEPARTMENTAL CLEARANCES:

City Attorney

ATTACHED SUPPORTING DOCUMENTS:

N/A