

CITY COUNCIL MEMORANDUM

AGENDA ITEM

Declaring a Vacancy in the Arts Commission

ORIGINATING DEPARTMENT

City Attorney/City Secretary

BACKGROUND INFORMATION

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.

DISCUSSION/CONCLUSION

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 Chair of the Arts Commission has notified the city manager's office that Mr. Mike Bartoszek is no longer able to regularly attend Arts Commission meetings and has missed the last four meetings. The Chair has requested that the position be declared vacant.

RECOMMENDATION

It is recommended that the City Council consider whether to declare the Music/Radio/TV seat on the Arts Commission vacant.