



## STAFF REPORT

**DATE:** September 21, 2021

**TO:** Kent Cagle, City Manager

**FROM:** Traci Briggs, City Attorney

**SUBJECT:** Boards and Commissions - Citizen Engagement

### **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.

Listed below are boards and commissions seats that have become vacant due to a resignation or are expiring September 30, 2021.

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 group's 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. The city manager has been notified by the chairperson of the Animal Advisory Committee that a member has missed more than twenty-five (25) percent of meetings in a twelve-month period as defined by the code. The member with the attendance infraction is identified in the chart below in the status column as "Attendance."

Per Section 6-36 of the Code of Ordinances the Animal Advisory Committee is composed of at least one (1) licensed veterinarian, one (1) city official, one (1) person whose duties include the daily operation of the city's animal shelter, and one (1) representative from an animal welfare organization, and seven (7) citizens. Two (2) of the seven (7) citizen members currently serving have been identified as not being citizens of the City of Killeen and is identified in the chart below in the status column as "Residency."

In addition, on August 26, 2021, staff was notified that committee member Bruce "Chris" Thomas had passed away. Mr. Thomas' status in the chart below is identified as "Vacant."

### **THE ALTERNATIVES CONSIDERED:**

No other alternatives were considered.

### **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:**

It is recommended that the city council appoint individuals to fill identified vacancies and expired terms.

**DEPARTMENTAL CLEARANCES:**

City Attorney

**ATTACHED SUPPORTING DOCUMENTS:**

N/A

**FY2021 - 2022 Boards and Commissions****Animal Advisory Committee (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Michael Joyner, DVM	Term Expired	n/a*	Veterinarian	No	Yes
Peter Stanonik	Attendance	n/a*	Citizen Rep (20-22)	n/a	n/a
Anca Neagu	Residency	n/a*	Citizen Rep (20-22)	n/a	n/a
Pat Davis, DVM	Residency	n/a*	Citizen Rep (20-22)	n/a	n/a
Chris Thomas	Vacant	n/a*	Citizen Rep (20-22)	n/a	n/a

\*Appointment recommendations to the Animal Advisory Committee were postponed during the September 21, 2021 City Council Workshop. City staff was directed to bring back an ordinance reducing the number of citizen representative positions from seven members to three members. Appointment recommendations are rescheduled for October 5, 2021 and action on recommendations are scheduled for October 19, 2021.

**Arts Commission (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Nelson Santiago	Term Expired	Monique Brand	At-Large	No	No
Roxanne Flores-Achmad	Term Expired	Reappointed	At-Large	No	Yes

Angela Galbreth	Term Expired	Reappointed	At-Large	No	Yes
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#### **Audit Committee** (All Council)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed</b>	<b>Reappoint?</b>
Bob Blair	Term Expired	Reappointed	Citizen Rep	No	Yes
Jack Ralston	Term Expired	Reappointed	Citizen Rep	No	Yes

#### **Board of Adjustment - Construction** (Sub-Comm: J. Gonzalez, K. Wilkerson)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Royce Bowles	Term Expired	n/a*	Electrical Contractor	Yes	Yes
John Deane	Term Expired	n/a*	Mechanical Contractor	Yes	Yes
Kent Stephens	Term Expired	n/a*	Health District Rep	No	Yes

\*Appointment recommendations to the Board of Adjustment - Construction were postponed during the September 21, 2021 City Council Workshop. City staff was directed to re-advertise openings on the board in an effort to draw interested applicants. Current board members will remain in a holdover status.

#### **Board of Adjustment - Fire Prevention Code** (Sub-comm: D. Nash-King, R. Williams)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Michael Turo	Term Expired	Reappointed	Citizen Rep	No	Yes
Clifford Pinkerton	Term Expired	Reappointed	Citizen Rep	No	Yes

#### **Board of Adjustment - Zoning** (Sub-Comm: K. Wilkerson, M. Brown)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
James Wesley	Term Expired	Bear Jones	Citizen Rep	Yes	No
Claudia Bentley	Term Expired	Reappointed	Citizen Rep	No	Yes
Leo Gukeisen	Term Expired	Reappointed	Citizen Rep	No	Yes
Bear Jones	Term Expired	Tad Dorroh	Alternate	No	Yes

#### **Civil Service Commission** (City Manager)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Kevin Williams	Term Expired	Reappointed	Citizen Rep	No	Yes

#### **Community Development Advisory Committee** (All Council)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Kathy Bradley	Term Expired	Mary Taylor	Citizen Rep	No	No
John Driver	Term Expired	Angela Brown	Citizen Rep	No	No
Van Fraley	Term Expired	Jackie McDonald	Citizen Rep	No	No
Keith Maxwell	Term Expired	Jonathan Hildner	Citizen Rep	No	No

#### **Comprehensive Plan Advisory Committee** (Each Councilmember x2)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Tim Tunstill	Resigned	Ron Jupiter	Mayor Appointment	n/a	n/a
Paul Blakey	Resigned	n/a*	CM Wilkerson Appt	n/a	n/a
Keila Cruz	Resigned	Alana Metcalf	CM Brown Appt	n/a	n/a

\*At this time, Councilmember Wilkerson does not have a recommendation to fill the vacancy created by Mr. Blakey's resignation.

#### **Heritage Preservation Board (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Ramon Alvarez	Term Expired	Reappointed	P&Z Rep, Ex-Officio	No	Yes

#### **Killeen Economic Development Corporation (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Matt Connell	Term Expired	Reappointed	Chamber Rep	No	Yes
Randy Sutton	Term Expired	Reappointed	KIF Rep	No	Yes

#### **Killeen Housing Authority (Mayor)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Cullen Mills	Term Expired	Reappointed	Citizen Rep	No	Yes
Erma Taylor	Term Expired	Rosalind Stubbs	Resident Member	Yes	Yes

#### **Killeen Sister Cities (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Lisa Humphreys	Term Expired	Reappointed	Osan Cmte Rep	Yes	Yes
Jennifer Hetzel	Term Expired/Resigned	John Crutchfield	Chamber Rep	n/a	n/a
Minerva Cotton	Term Expired	Holly Teel	Citizen Rep	Yes	No
Ursula Silva	Term Expired	Monique Brand	Citizen Rep	Yes	No

#### **Planning & Zoning Commission (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Pos 1 - Leo Gukeisen	Term Expired	Reappointed	Citizen Rep	No	Yes
Pos 2 - Riakos Adams	Term Expired	Reappointed	Citizen Rep	No	Yes
Pos 3 - Ramon Alvarez	Term Expired	Reappointed	Citizen Rep	No	Yes

#### **Recreation Services Advisory Board (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Pos 1 - Holly Teel	Term Expired	Reappointed	District 1	No	Yes
Pos 3 - Joe Davis	Term Expired	Reappointed	District 3	No	Yes
Pos 5 - Anthony Kendrick	Term Expired	Reappointed	At-Large	No	Yes
Pos 7 - Patsy Bracey	Term Expired	David Fleming	At-Large	No	Yes

#### **Senior Citizen Advisory Board (Sub-comm: D. Nash-King, J. Gonzalez)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Mark Hyde	Term Expired	Holly Teel	Citizen Rep	No	No
Barbara Henke	Term Expired	Reappointed	Citizen Rep	No	Yes
Mary Taylor	Term Expired	Reappointed	Citizen Rep	No	Yes

#### **Tax Increment Reinvestment Zone #2 (All Council)**

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>	<b>Reappoint?</b>
Bobby Whitson	Term Expired	Reappointed	Bell County Rep	No	Yes