



# City of Killeen

## Legislation Details (With Text)

**File #:** RS-24-028    **Version:** 1    **Name:** Arts Commission Vacancy  
**Type:** Resolution    **Status:** Passed  
**File created:** 1/30/2024    **In control:** City Council  
**On agenda:** 2/27/2024    **Final action:** 2/27/2024  
**Title:** Consider a memorandum/resolution declaring a vacancy on the Arts Commission and appointing a new member to fill the vacancy.  
**Sponsors:** City Secretary  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Request, 2. Presentation

Date	Ver.	Action By	Action	Result
2/27/2024	1	City Council	approved	Pass
2/20/2024	1	City Council Workshop		

Consider a memorandum/resolution declaring a vacancy on the Arts Commission and appointing a new member to fill the vacancy.

**DATE:** February 20, 2024  
**TO:** Kent Cagle, City Manager  
**FROM:** Laura Calcote, City Secretary  
**SUBJECT:** Arts Commission Vacancy

### **BACKGROUND AND FINDINGS:**

The City of Killeen has various citizen boards, commissions and committees that serve in an advisory capacity.

Per City of Killeen Code of Ordinances, Sec. 2-118, persons appointed to city boards, commissions or committees can be effective members only if they attend the groups' 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 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.

The procedure for removal of a member is as follows: Immediately after a member has missed three (3) consecutive meetings or more than twenty-five percent (25%) of the meetings in a twelve-month period where the board, commission, or committee meets more than four (4) times per year and the absences are not determined to be excused by the president or chair, the secretary of the board, commission, or committee shall notify the president or chair in writing. The president or chair shall notify the city manager's office with

recommendations in writing within five (5) days of receiving notification. The city manager shall place the matter on the agenda for the next regularly scheduled council meeting. At that meeting, the council may declare the position vacant. If a vacancy is declared, the council shall then appoint someone to fill the vacancy as soon as sufficient time has passed to receive applications for the position. If there are applications from qualified candidates already on file, the council may appoint a new member to fill the vacancy during the same meeting.

On January 12, 2024, the Arts Commission Chairperson, John Miller, sent a letter to the City Manager's Office notifying staff that Arts Commissioner, Sean Payton, had missed over twenty-five percent (25%) of the Commission's meetings in a twelve-month period. Chairperson Miller also requested a City Council assign a replacement for the at-large position as soon as possible.

**THE ALTERNATIVES CONSIDERED:**

N/A

**Which alternative is recommended? Why?**

N/A

**CONFORMITY TO CITY POLICY:**

Removing members and appointing new members 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 associated 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 declare a vacancy and appoint an individual to fill the at-large vacancy on the Arts Commission.

**DEPARTMENTAL CLEARANCES:**

City Attorney

**ATTACHED SUPPORTING DOCUMENTS:**

Request  
Presentation

**Arts Commission** (All Council)

<b>Current Member</b>	<b>Status</b>	<b>New Member</b>	<b>Comments</b>	<b>Termed?</b>
Sean Payton	To be removed	Sandra Twymon	At-Large Member	No