



City of Killeen

Legislation Text

File #: RS-23-208, **Version:** 1

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

DATE: December 12, 2023

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 October 16, 2023, the Arts Commission Chairperson, John Miller, sent a letter to the City Manager's Office notifying staff that Arts Commissioner, Ashleigh Rudser, 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 position as soon as possible. Current Arts Commissioner, Kristin Wright, meets the qualifications for the Dance/Drama/Writing Representative. If Council declares a vacancy, Ms. Wright can fill the Dance/Drama/Writing position and a new commissioner can be appointed from the public at-large to fill the vacancy created from Ms. Wright moving to a new position on the Commission.

THE ALTERNATIVES CONSIDERED:

1. Not declare a vacancy; or
2. Declare a vacancy and appoint a person to fill the Arts Commission vacancy.

Which alternative is recommended? Why?

It is recommended that the City Council declare a vacancy and appoint an individual to fill the vacancy on the Arts Commission.

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 vacancy on the Arts Commission.

DEPARTMENTAL CLEARANCES:

City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Request

Presentation

Arts Commission (All Council)

Current Member	Status	New Member	Comments	Termed?
Ashleigh Rudser	To be removed	Treymont Cannon		No

*Current Member Kristin Wright will fill the Dance/Drama/Writing position.