



City of Killeen

Legislation Text

File #: RS-24-061, **Version:** 1

Consider a memorandum/resolution declaring a vacancy on the Senior Citizen Advisory Board and appointing a new member.

DATE: March 19, 2024

TO: Kent Cagle, City Manager

FROM: Kelly Snook, Executive Director of Parks and Recreation

SUBJECT: Declaring a vacancy on the Senior Citizen Advisory Board

BACKGROUND AND FINDINGS:

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

Per City of Killeen 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 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 (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 (25) percent of the meetings in a twelve-month period where 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 within (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 City Council may declare the position vacant. If a vacancy is declared, the City 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 February 21, 2024, the Senior Citizen Advisory Board Chairperson, Stella Hinkson, sent a letter to the City Manager's Office notifying staff that Commissioner Rosalind Stubbs had missed three (3) consecutive meetings in a twelve-month period. Chairperson Stubbs also requested 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 revenue/expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring revenue/expenditure?

N/A

Is this revenue/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 revenue/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 Senior Citizen Advisory Board.

DEPARTMENTAL CLEARANCES:

Finance

Legal

ATTACHED SUPPORTING DOCUMENTS:

Request

Presentation

Senior Citizen Advisory Board (All Council)

Current Member	Status	New Member	Comments	Termed?
Rosalind Stubbs	To be removed	At-Large Member	No	