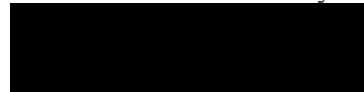




October 7, 2022

VIA Regular Mail and Email: Beth.Haswell-Kirkby@cityofdenton.com

Member Haswell-Kirkby



Dear Member Haswell-Kirkby,

You currently serve as a member of the Committee on Persons with Disabilities (Committee). Article III of the Denton Code of Ordinances governs boards and commissions. Specific to attendance, note the following provisions:

- Section 2.83(c):

“Absences. Every board, commission, and committee member shall attend all regularly called and scheduled meetings of the board, commission, or committee of which he or she is a member... Members who cannot attend the meeting must contact the chairperson or an appropriate staff liaison concerning his or her absence prior to the meeting.”

- Section 2.83(c)(3):

“Absences resulting in cause for removal: An unexcused absence of any board, commission, committee, member from more than three (3) regularly called and scheduled meetings of which he or she is a member in any one (1) year, or lack of attendance at fifty (50) percent of the number of regular/scheduled meetings in a year, shall be considered "cause," as that term is used in Section 14.16 of the Charter, for removal by the city council.”

Article XIV, Section 14.16 of the Charter states, *“Members of boards and commissions of the City of Denton shall serve at the pleasure of the council. Members of such boards and commissions may be removed by the council only for cause and only after being given notice by the council.”*

OUR CORE VALUES

Integrity • Fiscal Responsibility • Inclusion • Transparency • Outstanding Customer Service

Our records reflect you have missed 50% of scheduled Committee meetings in a year. As a result, you have failed to meet the attendance requirements and triggered the City Charter provision referenced above. Of the 5 meetings held by the Committee, you missed the following, constituting the 50% criterium. The City Code does not differentiate between excused/unexcused absences under that requirement.

- March 17, 2022
- May 19, 2022
- July 21, 2022
- September 15, 2022

The Denton Boards & Commissions Handbook requires I send written notification that you have violated the above-noted attendance policy and ask you submit your letter of resignation no later than 5 p.m. on Friday, October 21, 2022 (10 business days as of the date of this letter). Please submit such resignation to my attention.

In the event you fail to submit such letter of resignation by the noted due date/time, I am required to place an item on the City Council agenda requesting your removal. Should that step be taken, your name will be publicly disclosed and we hope to prevent that from happening.

I can be reached via email at rosa.rios@cityofdenton.com or phone, (940)349-8309.

Sincerely,



Rosa Rios
City Secretary

C: Council Member Jesse Davis
Sara Hensley, City Manager
Stuart Birdseye, Deputy Director of Marketing & Communications