



City of Killeen

Agenda

City Council

Tuesday, November 4, 2025

City Hall
Council Chambers
101 N. College Street
Killeen, Texas 76541

SPECIAL CITY COUNCIL MEETING IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

Call to Order and Roll Call

___ Debbie Nash-King, Mayor	___ Jessica Gonzalez
___ Ramon Alvarez	___ Jose Segarra
___ Anthony Kendrick	___ Joseph Solomon
___ Nina Cobb	___ Riakos Adams

Approval of Agenda

Public Hearings

[PH-25-064](#)

Hold a public hearing and consider an ordinance authorizing Substantial Amendment to the HOME American Rescue Plan (ARP) Allocation Plan reallocating funds from ARP Supportive Services to ARP Tenant Based Rental Assistance, in the amount of \$288,155.15.

Attachments: [CDAC Minutes August 27, 2025](#)

[Substantial Amendment](#)

[Ordinance](#)

[Presentation](#)

Adjournment

I certify that the above notice of meeting was posted on the Internet and on the bulletin board at Killeen City Hall on or before 5:00 p.m. on October 28, 2025.

Laura J. Calcote, City Secretary

The public is hereby informed that notices for City of Killeen meetings will no longer distinguish between matters to be discussed in open or closed session of a meeting. This practice is in accordance with rulings by the Texas Attorney General that, under the Texas Open Meetings Act, the City Council may convene a closed session to

discuss any matter listed on the agenda, without prior or further notice, if the matter is one that the Open Meetings Act allows to be discussed in a closed session.

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, § 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 254-501-7717, City Secretary's Office, or TDD 1-800-734-2989.

Notice of Meetings

The Mayor and/or City Council have been invited to attend and/or participate in the following meetings/conferences/events. Although a quorum of the members of the City Council may or may not be available to attend this meeting, this notice is being posted to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. No official action will be taken by Council.

- *TML Annual Conference, October 29-31, 2025, Fort Worth Convention Center, 1201 Houston Street, Fort Worth, TX 76102*
- *Central Texas State Veterans Cemetery Groundbreaking Ceremony, October 30, 2025, 11:00 a.m., 11463 TX 195*
- *GKCC Military Relations Council - Annual Senior Command BBQ Social, October 30, 2025, 6:00 p.m., Big Hoss BBQ, 9502 E. Trimmier Road*
- *National League of Cities City Summit, November 19-22, 2025, Salt Palace Convention Center, 100 S W Temple St, Salt Lake City, UT 84101*
- *2025 City of Killeen Annual Christmas Parade, December 13, 2025, 6:00 p.m., Historic Downtown Killeen*

Dedicated Service -- Every Day, for Everyone!



City of Killeen

Staff Report

File Number: PH-25-064

Hold a public hearing and consider an ordinance authorizing Substantial Amendment to the HOME American Rescue Plan (ARP) Allocation Plan reallocating funds from ARP Supportive Services to ARP Tenant Based Rental Assistance, in the amount of \$288,155.15.

DATE: November 4, 2025

TO: Kent Cagle, City Manager

FROM: Tiffanie McNair, Executive Director of Community Development

SUBJECT: Substantial Amendment to the HOME American Rescue Plan (ARP)
Allocation Plan reallocating funds from ARP Supportive Services to ARP
Tenant Based Rental Assistance

BACKGROUND AND FINDINGS:

HOME American Rescue Plan (ARP) Program provides funding to reduce homelessness and increase housing stability. Funds may be used for developing affordable rental housing, tenant-based rental assistance, supportive services, and the development non-congregate shelter units. On January 24, 2023, through Ord. 23-010, Council approved the allocation of HOME-ARP funds in the amount of \$1,778,641.00.

On May 28, 2025, the city received notification from HUD that HUD made "an administrative error in the allocations of the HOME-ARP funds" for the city resulting in an additional \$1,993.00, for a total award amount of \$1,780,634.00. The additional funding did not meet the threshold for Substantial Amendment and was added to the Supportive Services activity via a regular amendment.

The Community Development Advisory Committee (CDAC) was convened on August 20, 2025, but a quorum was not satisfied to allow a vote on a recommendation to Council. The meeting was rescheduled for August 27, 2025, and a quorum was met. CDAC received a presentation from staff, then voted to recommend substantial amendment to the HOME-ARP Allocation Plan reallocating \$288,155.15 from ARP-Supportive Service to ARP-TBRA.

Citizen comment period was open from September 22 - November 4, 2025.

Staff recommends that Killeen City Council approve an ordinance for the Substantial Amendment to the HOME American Rescue Plan Allocation Plan reallocating \$288,155.15 from ARP-Supportive Service to ARP-TBRA with no changes to other funding categories.

THE ALTERNATIVES CONSIDERED:

N/A

Which alternative is recommended? Why?

Staff recommends that Killeen City Council approve an ordinance for the Substantial Amendment to the HOME American Rescue Plan Allocation Plan reallocating \$288,155.15 from ARP-Supportive Service to ARP-TBRA with no changes to other funding categories.

CONFORMITY TO CITY POLICY:

This action conforms to the Fiscal Policy and City of Killeen Citizen Participation Plan.

FINANCIAL IMPACT:

What is the amount of the revenue/expenditure in the current fiscal year? For future years?

\$288,155.15

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

One-time

Is this revenue/expenditure budgeted?

Yes.

212-55124-500-520-432235

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this revenue/expenditure?

Yes.

RECOMMENDATION:

Staff recommends that Killeen City Council approve an ordinance for the Substantial Amendment to the HOME American Rescue Plan Allocation Plan reallocating \$288,155.15 from ARP-Supportive Service to ARP-TBRA with no changes to other funding categories.

DEPARTMENTAL CLEARANCES:

Finance

Legal

ATTACHED SUPPORTING DOCUMENTS:

CDAC Minutes August 27, 2025
Substantial Amendment Draft
Ordinance
Presentation

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
August 27, 2025
Killeen Community Development Training Room
802 N. 2nd Street, Building E
Killeen, TX 76541
1:30 P.M.

CALL TO ORDER: Meeting was called to order at 1:40 PM by Mr. Frederick.

ROLL CALL: Committee members present – Mr. Frederick, Ms. Cossey, Ms. Galbreth, Mr. Moss, Ms. Sabree, Ms. Santos, and Ms. Bracey.

Absent: Mary Taylor, Tony Ringgold and LaDonna Barbee. Mr. Frederick announced that Ms. Mary Taylor has resigned from the CDAC Committee effective August 26, 2025.

City Staff present – Tiffanie McNair, Celeste Sierra, Donna Esquenazi and Holli Clements for Mr. Andy Wallander.

Note* Mr. Frederick let the committee know that Ms. Taylor has turned in her resignation effective today.

APPROVAL OF AGENDA: Mr. Frederick entertained a motion to approve the meeting agenda. Ms. Bracey moved to approve the agenda; motion seconded by Ms. Santos. With no further discussion, motion carried unanimously.

APPROVAL OF MINUTES of last meeting from May 14th and May 15th Mr. Frederick entertained a motion to approve the minutes. Ms. Santos moved to approve the minutes from May 14th and 15th, motion seconded by Ms. Bracey. With no further discussion, motion carried unanimously.

AGENDA ITEMS

A. Staff briefing on the 2025-2029 Consolidated Plan and first year FY 2025-2026 Annual Action Plan submission to HUD.

Ms. Sierra gave a presentation with important dates for the Consolidated Plan. Ms. Sierra advised CDAC that the City of Killeen submitted their Con Plan and Annual Action Plan on 08/14/2025, prior to the deadline of 08/16/2025. Ms. Sierra also noted staff is working on corrections and revisions as requested by HUD prior to the final approval of the plan. After the approval of the plan by HUD, the City will receive the funding agreements between the City of Killeen and HUD. Ms. Sierra advised CDAC the next steps will be that staff will be working on the Environmental Review Record for the CDBG and HOME funded activities, subrecipients and City Department training sessions will also take place. Finally, agreements between the City and subrecipients will be executed.

B. Discuss and consider the reprogramming of Community Development Block Grant Program funds in the amount of \$707,712.75 from FY 23-24, \$20,121.73 from FY 22-23 and \$621,611.21 from FY 24-25 for a total of \$1,349,445.69 in allocations from the Community Reunification Center construction project to provide additional funds for the FY 21-22 Senior Wing and Rosa Hereford Community Center Improvements Project and forward recommendation to City Council.

Ms. Sierra gave the background and the timeline from July 15, 2025, when the Killeen City Council approved an indefinite pause in the development and construction of the Reunification Center. The CDBG funds included in the project budget must meet expenditure compliance, and the reprogramming of funds to another eligible activity is necessary. Today, CDAC is meeting to discuss and consider this substantial amendment to the FY 2025 Annual Action Plan to reprogram funds in the amount of \$1,349,445.69 to provide additional construction funds to the Rosa Hereford Center and Senior Wing Improvements Project. CDBG funds are available from the Reunification Center as follows: from FY 22-23 in the amount of \$20,121.73, from FY 23-24 in the amount of \$707,712.75, from FY 24-25 in the amount of \$621,611.21 for a total of \$1,349,445.69. After a clarification regarding timeliness from Ms. Galbreth, Ms. McNair gave brief discussion on City Council approving an indefinite pause on the project and that has led to the need to reprogram the funds. Mr. Frederick entertained a motion to approve the reprogramming of Community Development Block Grant Program funds in the amount of \$707,712.75 from FY 23-24, \$20,121.73 from FY 22-23 and \$621,611.21 from FY 24-25 for a total of \$1,349,445.69 in allocations from the Reunification Center Construction Project to provide additional funds for the Senior Wing and Rosa Hereford Community Center Improvements Project and forward recommendation to City Council. Ms. Cossey moved to approve the motion; motion seconded by Ms. Santos. With no further discussion, motion carried unanimously.

C. Discuss and consider the reprogramming of HOME ARP funds in the amount of \$288,155.15 from Supportive Services activities to Tenant-Based Rental Assistance activities and forward recommendation to City Council.

Ms. Sierra gave a briefing on the HOME American Rescue Plan (ARP) Program. The program provides funding to reduce homelessness and increase housing stability for qualifying populations. Funds may be used for developing affordable housing, for tenant-based rental assistance (TBRA), for supportive services, and for acquiring non-congregate shelter units. On January 24, 2023, City Council approved the allocation of HOME-ARP funds of \$111,844.85 to TBRA and \$700,000.00, plus an additional \$1993.00 per correction by HUD in June 2025, to Supportive Services. Additional funding to TBRA will help to assist additional qualifying populations at risk of housing instability.

Ms. Sierra advised CDAC that a public hearing to open the citizen comment period will be held on September 16, 2025, at 5:00 PM. The final public hearing to close the comment period and for City Council to act on the amendments is scheduled for November 5, 2025, at 5:00 PM. Substantial Amendment drafts will be available for citizen comment to allow for input from the community from September 22 through November 4, 2025.

There was a question on clarification of prior year funding and another question on a clarification of Tenant Based Rental Assistance. Mr. Frederick entertained a motion to approve the reprogramming of HOME ARP funds in the amount of \$288,155.15 from Supportive Services activities to Tenant-Based Rental Assistance activities and forward recommendation to City Council. Ms. Sabree moved to approve the motion; motion seconded by Ms. Santos. With no further discussion, motion carried unanimously.

Discuss Future Agenda Items:

Mr. Frederick emphasized the importance of CDAC members responding to emails sent by city staff. He noted that timely responses are crucial for determining quorum ahead of CDAC meetings. Additionally, Mr. Frederick reminded the committee that several members are approaching reappointment.

Mr. Sabree inquired about which members are up for reappointment. Ms. Esquenazi responded with the member names: Ms. Taylor (who has resigned), Ms. Santos, Ms. Ringgold, and Ms. Cossey. Ms. Hollie Clements advised that any members with questions regarding their status should contact the City Secretary's Office.

Mr. Sabree also asked whether the CDAC meeting schedule for the upcoming year would be discussed. Mr. Frederick explained that the schedule has not yet been addressed, as timelines for next year remain uncertain. Typically, the CDAC meeting schedule is finalized after the start of the new year.

Ms. McNair wanted to recap to the committee that the Citizens Participation Plan (CPP) was updated on July 15, 2025. She highlighted that one of CDAC's responsibilities under the CPP is to attend at least one Community Planning meeting. This participation helps ensure members gain direct insight into the community's needs and priorities.

ADJOURNMENT: Mr. Frederick entertained a motion to adjourn the meeting. Ms. Cossey motioned to adjourn. Meeting adjourned at 2:00 PM.

Donna Esquenazi, CD Grants Program Monitor: _____

Donna Esquenazi

Digitally signed by Donna
Esquenazi
Date: 2025.09.08 10:38:46 -05'00'



Substantial Amendment

HOME American Rescue Plan (ARP) Program

**City of Killeen
Department of Community Development
802 N. 2nd Street, Building E
Killeen, TX 76541
www.killeentexas.gov**

In accordance with the Citizen Participation Plan, after a public hearing on September 16, 2025, the City of Killeen issued a public notice published in the Killeen Daily Herald on September 21 to notify the public that a citizen comment and participation period will begin on September 22, 2025 and end on November 4, 2025 to receive comments regarding a Substantial Amendment for the reallocation of HOME American Rescue Plan (ARP) Program funding between HOME-ARP activities.

A public notice announcing the reprogramming and reallocation of funds and the intention to hold two public hearings on September 16, 2025 and November 4, 2025 to receive citizen comment was also published on page A-4 of the August 31, 2025 edition of the Killeen Daily Herald.

The City of Killeen is proposing a reallocation of HOME ARP Program funds from Supportive Services activities to Tenant Based Rental Assistance (TBRA) activities in the amount of \$288,155.15 to assist qualifying populations at risk of experiencing housing instability. Following is the proposed designated reallocation of HOME ARP Program funds under this Substantial Amendment.

Activity	Current Allocation	Increase/(Decrease	Proposed Allocation
Supportive Services	\$ 701,993.00	(\$288,155.15)	\$ 413,837.85
Non-Congregate Shelter	\$ 500,000.00	-	\$ 500,000.00
Affordable Rental Housing	\$ 200,000.00	-	\$ 200,000.00
Tenant Based Rental Assistance	\$ 111,844.85	\$288,155.15	\$ 400,000.00
Admin. & Planning	\$ 266,796.15	-	\$ 266,796.15
TOTAL	\$1,780,634.00		\$1,780,634.00

Written citizen comments regarding the Substantial Amendment may be submitted by mail to Community Development Department, P.O. Box 1329, Killeen, TX 76540-1329; in person to Community Development Department, Killeen Arts and Activities Center, 802 N. 2nd St., Building E, downtown Killeen, 76541; or by email at cdgrantsmgt@killeentexas.gov between September 22, 2025 and November 4, 2025. Killeen City Council will act on the amendment after the final public hearing on November 4, 2025. Applicable comments will be submitted to the US Department of Housing and Urban Development with the final Substantial Amendment.

ORDINANCE _____

AND ORDINANCE ADOPTING A SUBSTANTIAL AMENDMENT TO THE ALLOCATION OF HOME AMERICAN RESCUE PLAN (ARP) PROGRAM FUNDS REALLOCATING \$288,155.15 FROM THE SUPPORTIVE SERVICES ACTIVITY TO THE TENANT BASED RENTAL ASSISTANCE ACTIVITY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS an amendment is proposed to reallocate HOME ARP funds in the amount of \$288,155.15 from the HOME ARP Supportive Services activity to the HOME ARP Tenant Based Rental Assistance activity to assist additional qualifying populations experiencing housing instability and that the Community Development Advisory Committee (CDAC) has reported its recommendation to reallocate HOME ARP funds in this manner; and

WHEREAS requirements under U.S. Department of Housing and Urban Development (HUD) and the adopted Citizen Participation Plan regarding substantial changes in the purpose, scope, location, or beneficiaries of activities have been followed and the Killeen City Council has invited and received citizen comment on the reallocation of HOME ARP funds; and

WHEREAS after due consideration of community needs within the city as provided by the Citizen Participation Plan and HOME ARP Program goals and objectives, the Killeen City Council has agreed on the amendment as follows:

The reallocation of HOME ARP funds in the amount of \$288,155.15 from the Supportive Services activity to the Tenant Based Rental Assistance activity to provide additional funds to assist qualifying populations experiencing housing instability.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

SECTION I. That the Killeen City Council held public hearings in accordance with funding regulations from HUD regarding the HOME ARP Program to hear and accept citizen comments on the reallocation of \$288,155.15 in HOME ARP funds to the Tenant Based Rental Assistance Program and hereby approves this action and authorizes the City Manager to submit the amendment to HUD.

SECTION II. That if any section or part of any section or paragraph of this ordinance is declared invalid or unconstitutional for any reason, it shall not invalidate or impair the validity, force or effect of any other section or sections or part of a section or paragraph of this ordinance.

SECTION III. That this ordinance shall be effective after its passage and approval to law.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas, this 4th day of November 2025, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A. Government Code § 551.001 *et seq.*

APPROVED

ATTEST:

Debbie Nash-King, MAYOR

Laura Calcote, CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:

Holli C. Clements, CITY ATTORNEY

DISTRIBUTION: Community Development Department and
Finance Department

A stylized graphic in the background featuring a grey star at the top right, with a curved line swooshing upwards from the bottom left towards the star. Two grey trapezoidal shapes are positioned behind the swoosh, one on the left and one on the right.

PUBLIC HEARING FOR SUBSTANTIAL AMENDMENT TO HOME-AMERICAN RESCUE PLAN (ARP) ALLOCATION PLAN

PH-25-064

November 4, 2025

Background

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- ❑ HOME American Rescue Plan (ARP) Program provides funding to reduce homelessness and increase housing stability.
- ❑ Funds may be used for developing affordable rental housing, tenant-based rental assistance, supportive services, and the development non-congregate shelter units.
- ❑ On January 24, 2023, through Ord. 23-010, Council approved the allocation of HOME-ARP funds in the amount of \$1,778,641.00.

Background

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- ❑ On May 28, 2025, the city received notification from HUD that HUD made “an administrative error in the allocations of the HOME-ARP funds” for the city resulting in an additional \$1,993.00, for a total award amount of \$1,780,634.00
- ❑ The additional funding did not meet the threshold for Substantial Amendment and was added to the Supportive Services activity via a regular amendment.

Community Development Advisory Committee

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- ❑ The Community Development Advisory Committee (CDAC) was convened on August 20, 2025, but a quorum was not satisfied to allow a vote on a recommendation to Council.
- ❑ The meeting was rescheduled for August 27, 2025, and a quorum was met.
- ❑ CDAC received a presentation from staff, then voted to recommend substantial amendment to the HOME-ARP Allocation Plan reallocating \$288,155.15 from ARP-Supportive Service to ARP-TBRA.

HOME-ARP Allocation Plan Funding Detail

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Activity	Current Allocation	Increase/(Decrease	Proposed Allocation
Supportive Services	\$ 701,993.00	(\$288,155.15)	\$ 413,837.85
Non-Congregate Shelter	\$ 500,000.00	-	\$ 500,000.00
Affordable Rental Housing	\$ 200,000.00	-	\$ 200,000.00
Tenant Based Rental Assistance	\$ 111,844.85	\$288,155.15	\$ 400,000.00
Admin. & Planning	\$ 266,796.15	-	\$ 266,796.15
TOTAL	\$1,780,634.00		\$1,780,634.00

Citizen Comment Period

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- ❑ Citizen comment allows for additional input from the community on the draft Substantial Amendment.
- ❑ Citizen comment period was open from September 22 – November 4, 2025.
- ❑ Comments were accepted via:
 - ▣ In-person at public hearing (101 N. College St., Killeen, 76541);
 - ▣ In-writing (802 N. 2nd St., Bldg E., Killeen, Texas 76541); or
 - ▣ E-mail at cdgrantsmgt@killeentexas.gov .

Availability of Substantial Amendment Draft

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- A copy of the Substantial Amendment Draft was available for in-person viewing beginning September 22, 2025, at the following city facilities:
 - ▣ Killeen City Hall (City Secretary), 101 N. College St.
 - ▣ Killeen Community Development Department, 802 N. 2nd St., Building E
 - ▣ Killeen Public Libraries, 205 E. Church St., 3000 S. WS Young Dr.
 - ▣ Lion's Club Park Senior Center, 1700-B E. Stan Schlueter Loop
- The draft was also available online:
www.killeentexas.gov/289/Community-Development

Next Steps

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- If approved, staff will submit the Substantial Amendment to HUD no later than November 30, 2025.

Staff Recommendation

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- Staff recommends that Killeen City Council approve an ordinance for the Substantial Amendment to the HOME American Rescue Plan Allocation Plan reallocating \$288,155.15 from ARP-Supportive Service to ARP-TBRA with no changes to other funding categories.