

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
May 4, 2022  
Killeen Community Development Training Room  
802 N. 2<sup>nd</sup> Street, Building E  
Killeen, TX 76541  
11:00 AM

1. CALL TO ORDER: Mr. Frederick called the meeting to order at 11:10.
2. ROLL CALL: Members present: LaDonna Barbee, Patsy Bracey, Jonathan Hildner, Luvina Sabree, Angela Ann Santos, Chet Southworth, and Mary Taylor. Tracy Hillman-Benoit was present but left the meeting at 11:19 am due to an emergency and did not return. City Staff: Leslie Hinkle, Holli Clements, Cinda Hayward, and Celeste Sierra.
3. APPROVAL OF AGENDA: Ms. Bracy moved seconded by Ms. Sabree to approve the agenda; motion carried.
4. APPROVAL OF MINUTES February 23, 2022: Mr. Hildner moved, seconded by Ms. Santos to approve February 23, 2022 as written; motion carried.
5. AGENDA ITEMS
  - A. Receive a briefing on open CDBG and HOME programs activities. (attachment- YTD Report): Ms. Hayward advised the report provides status of current activities funded with CDBG and HOME funds. Ms. Sabree asked about the two balances on the Housing Rehab Program and Ms. Hayward advised that the smaller figure was for program administration the larger figure was available for rehab activities. Mr. Frederick asked if the additional funding added to the Conder Park project by the City affected the CDBG funding. Ms. Hayward advised that CDBG project funds were not affected.
  - B. Discuss and consider reprogramming funds for availability in PY2022-2023 (City FY2023) CDBG/HOME programs and projects (attachment – Funds to Reprogram PY2022-23): Mr. Frederick asked Ms. Hayward to explain the reprogramming process. Ms. Hayward advised projects that were completed and still had a balance remaining would be reprogrammed as well as cancelled projects. She went over the items to be considered for reprogramming and Mr. Frederick asked which funds were available for public services. Ms. Hayward advised that all funds would have to be allocated to projects other than public services. She went over amounts available for reprogramming under the HOME program and Mr. Frederick asked where these HOME funds could be reprogrammed to and Ms. Hayward replied that to any eligible housing project. Mr. Frederick asked for a motion to reprogram \$327,676.65 of CDBG funds and \$431,273.82 in HOME funds. Mr. Southworth moved, seconded by Mr. Hildner to reprogram funds as indicated. Motion carried.
  - C. Receive a briefing on submittals for the PY22-23 Pre-Applications; Applications for Funding (AFFs) submitted; use of the AFF evaluation sheets; and Previous Forward Commitment of CDBG funding: Ms. Hayward advised that to assure that all entities interested in applying for CDBG and HOME funds are eligible they must go through the pre-application process where applicants submit all necessary proof that they are eligible entities. Ms. Hayward was available to conduct meetings prior to the pre application process to discuss project eligibility and then conducted workshops on how to complete the pre-application process. Once applicants complete the process, they were provided an application for funding and these final applications are brought to the Committee to determine recommendations for funding. She advised all applications submitted and evaluation sheets for each project are included in their packets and she reminded committee that there was a forward commitment for Bob Gilmore Senior Center in the amount of \$80,061.27. Ms. Hayward also advised that HUD has not forwarded the allocations yet for CDBG and HOME for FY 22-23. Ms. Hinkle then advised that funding recommendations may be based on the current allocation and depending on whether CDBG is more or less, more than likely less, the final allocations can be based on the difference in percentage between the current allocation and the final allocation when released by HUD. HOME program allocation will likely be higher, and the same procedure

can used for HOME. Mr. Frederick asked for a consensus for basing recommendations on the current CDBG and HOME allocations. Committee agreed. Ms. Santos left the meeting at 11:46 and Mr. Frederick recessed the meeting for lunch at 11:48 am. Mr. Frederick called the meeting back to order at 12:50 pm after returning from recess and Ms. Santos joined the meeting at 1:29 pm.

4. Discuss and consider recommendations for approval of CDBG and HOME Program Year 2022-2023 Applications for Funding of proposed activities to City Council\*. (attachment - Annual AFF Book PY2022)

\*In the event a recess is necessary, the meeting will resume on May 5, 2022, at 1:00 pm at the same location:

Ms. Hayward advised applicant presentations were on the schedule next and she would be running the on-screen presentations from the applicants that had submitted one. Ms. Hayward asked Mr. Frederick if he required any special procedure and Mr. Frederick advised he would only ask for introductions from the applicants before the presentations. The Committee listened to presentations for funding of public service programs from the following applicants:

1. 12:51 pm - Tasha Martin, Executive Director of Unity Visitation Center, Inc. for Rent/Lease assistance.
2. 1:24 pm – Raquel Watkins, Pastor, New Jerusalem Holy Christian Church Outreach Ministries for Community Advocacy Resource Education Support Center subsidy payments for clients
3. 1:46 pm – Nayda Ramos and James McWilliams, Program Director of Killeen Creators for volunteer coordinator salary assistance, irrigation system equipment and water utility for community gardens
4. 2:10 pm – Celeste Sierra, CD Specialist, City of Killeen for Elderly Transportation Program services
5. 2:23 pm – Sgt. Angela Matthews and Officer Kyle Moore, City of Killeen Police Dept. for operations assistance for the Community Engagement Unit
6. 2:55 – Kimbra Hobbs, Director of Senior Nutrition for salary assistance for Meal Service Coordinator for delivery of meals to homebound seniors
7. 3:07 pm – TaNeika Driver-Moultrie, Executive Director of Greater Killeen Free Clinic for office manager salary assistance
8. 3:28 pm – Maureen Jouett, Executive Director, Bring Everyone in the Zone, Inc. for resource manager salary assistance
9. 3:34 pm, Michael Dewees, Executive Director, Communities in Schools of Greater Central Texas, Inc., David Woodbury and Jaquan Jackson for CIS case worker salary assistance in the Connections Program, Killeen Elementary School
10. 3:52 pm, William K. Hall, Operations Director for Families in Crisis, Inc. case manager salary assistance at the Friends in Crisis Homeless Shelter.

Mr. Frederick excused himself from the Greater Killeen Free Clinic presentation at 3:06 pm. Ms. Santos and Ms. Sabree left the meeting at 3:22 pm. All public service presentations ended at 4:02 pm. Mr. Southworth left the meeting at 4:05 PM. Mr. Frederick asked members if they wanted to take their score sheets to review projects based on today's presentations. Mr. Hildner suggested committee discuss presentations and individual program merits without discussing funding until the following meeting when all members were present again. Committee went on to discuss presentations with Mr. Frederick recusing himself before committee the discussion on Greater Killeen Free Clinic presentation. After completing discussions, Mr. Frederick entertained a motion to adjourn and meet again on May 5, 2022 at 1:00 pm to continue meeting.

6. **ADJOURNMENT:** Mr. Hildner moved, seconded by Ms. Sabree to adjourn. Motion carried and meeting adjourned at 4:46 pm.

**Community Development Advisory Committee**  
**May 5, 2022**  
**1:00 PM**

1. **CALL TO ORDER:** Mr. Frederick called the meeting to order at 1:03 pm.

2. ROLL CALL: Members present: Patsy Bracey, Johnny Frederick, Jonathan Hildner, Luvina Sabree, Angela Ann Santos (2:00 pm), Chet Southworth and Mary Taylor. Absent: LaDonna Barbee and Tracy Hillman-Benoit. City Staff: Leslie Hinkle, Holli Clements, Cinda Hayward, and Celeste Sierra.

## 5. AGENDA ITEMS

- D. Discuss and consider recommendations for approval of CDBG and HOME Program Year 2022-2023 Applications for Funding of proposed activities to City Council\*. (attachment - Annual AFF Book PY2022):

Mr. Frederick advised the meeting was to continue discussion and consider recommendations for funding for CDBG and HOME FY 22-23 activities. The Committee listened to presentations for funding for the following CDBG Housing, Code Enforcement, and Public Facilities and Improvements application requests:

1. 1:04 pm - Ed Radeke, CD Housing and Facility Manager, City of Killeen for the Housing Rehabilitation Program
2. 1:12 pm – Kevin Watkins, Director of Code Enforcement, City of Killeen for CDBG Code Enforcement officer salary and operations
3. 1:30 pm – James Chambers, Deputy Chief, EMS Operations, City of Killeen for emergency life saving equipment
4. 2:00 pm – Joe Brown, Executive Director of Recreation Services, City of Killeen for Stewart Neighborhood Park splash pad

Ms. Santos joined the meeting at 2:00 pm and committee heard presentations from HOME Program applicants.

Ms. Hayward, CD Programs Manager, City of Killeen submitted the following applications for HOME:

1. Affordable Housing Development for 8 affordable rental housing units withing the federally assisted housing tax credit development – Avanti Legacy Parkview.
2. North Killeen Housing Redevelopment Program for reconstruction of 12 single family owner occupied and single-family rental housing units and development of new housing units on vacant properties.

Committee took a five-minute break and returned to discuss funding for the public service applications submitted. Mr. Frederick advised the amount available for public service program recommendation is \$167,218.80 based on the current CDBG allocation and adjustments to programs funded can be reduced or increased by percentage when the final allocation amount comes in. After discussing the applications (Mr. Frederick recused himself from Greater Killeen Free Clinic discussions) in detail Mr. Southworth moved, seconded by Mr. Hildner to recommend the following public service funding amounts to City Council, motion carried:

1. Unity Visitation Center, Inc. for rental assistance with the stipulation that if a grant agreement is not signed between Oct 1 – Dec 31, 2022, funding is forfeited and \$2500.00 will be allocated to Greater Killeen Free Clinic and \$2500.00 allocated to the Killeen Police Department Community Engagement Unit.: \$ 5,000.00
2. New Jerusalem Holy Christian Church Outreach Ministries for CARES subsidy payments: \$ 00.00
3. Killeen Creators for salary assistance for volunteer coordinator and irrigation systems and water utility assistance for two gardens: \$ 22,263.00
4. City of Killeen Elderly Transportation Program for direct transportation assistance to eligible Killeen elderly persons: \$ 65,000.00
5. City of Killeen Police Department for the Community Engagement

Unit operations:	\$ 14,033.80
6. <u>Hill Country Community Action Association, Inc.</u> for salary assistance for senior meals service coordinator:	\$ 16,530.00
7. <u>Greater Killeen Free Clinic</u> for office manager salary assistance:	\$ 18,750.00
8. <u>Bring Everyone in the Zone</u> for salary assistance for resource manager:	\$ 6,642.00
9. <u>Communities in Schools of Greater Central Texas, Inc.</u> for salary assistance for Connections Program caseworker at Killeen Elementary School:	\$ 19,000.00
10. <u>Families in Crisis, Inc.</u> for homeless shelter case manager:	\$ 00.00
<b>TOTAL:</b>	<b>\$167,218.80</b>

Committee went on to discuss in detail the CDBG Housing Rehabilitation, Code Enforcement, Public Facilities/Improvements – City Owned applications for funding. After discussions, Mr. Hildner moved, seconded by Ms. Santos to recommend the following funding amounts to City Council, motion carried:

1. <u>City of Killeen Community Development Housing Rehabilitation Program</u> for program administration and rehabilitation of 8 units:	\$396,765.18
2. <u>City of Killeen Code Enforcement</u> for salary and operations for a CDBG Code Enforcement officer, with an additional amount of \$58,465.00 each in forward commitments for FY 23-24 and 24-25:	\$ 58,465.00
3. <u>City of Killeen Fire Department</u> for purchase of two cardiac monitors (emergency lifesaving equipment):	\$117,000.00
4. <u>City of Killeen Recreation Services</u> for construction of a Splash pad in Stewart Neighborhood Park:	\$400,000.00
<b>TOTAL:</b>	<b>\$972,320.18</b>

After discussing the HOME Program applications submitted for funding, Mr. Hildner moved seconded by Ms. Santos to make a recommendation for the Affordable Housing Development Project in the amount of \$769,222.65 and to add any additional funding that comes in with the FY 22-23 HOME Program allocation to the project up to \$1,623,304.00 and, furthermore, a recommendation of \$00.00 is made for the North Killeen Housing Redevelopment Program. Motion carried.

After review and discussion on the CDBG and Home Administration and Planning of activities and the Community Housing Development Organization required set aside the Committee made the following recommendations:

Ms. Santos moved, seconded by Mr. Southworth to fund the CDBG Program Administration and Planning in the amount of 20% of the CDBG Program FY 22-23 allocation.

Ms. Sabree moved, seconded by Mr. Hildner to fund the HOME Program Administration and Planning in the amount of 10% of the HOME Program FY 22-23 allocation and to add 10% of the HOME program income amount received during FY 21-22 for additional administrative funds for HOME.

After discussion on the Community Housing Development Organization required set aside, Ms. Sabree moved, seconded by Mr. Hildner to set aside the required 15% of the FY 22-23 HOME Program allocation. Motion carried.

Mr. Frederick reminded the committee to complete, sign, date and turn in their score sheets. He advised that recommendations will be made to City Council after a public hearing and one month later after another public hearing where City Council will decide to accept, modify, or reject recommendations. The next CDAC meeting will be sometime in December 2022 and Ms. Hayward will email members when the final allocations for FY 22-23 come in. She will provide the revised numbers and will also provide the Committee with the City Council meeting dates. Committee members may attend meetings but will have to check dates to avoid a quorum as that will constitute a meeting. Applicants may also be at the City

Council meetings.

Mr. Frederick entertained a motion to adjourn, and Mr. Southworth moved, seconded by Ms. Taylor to adjourn. Motion carried and meeting adjourned at 4:40 PM.

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Celeste Sierra  
CD Specialist  
Community Development

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
May 25, 2022  
Killeen Community Development Training Room  
802 N. 2<sup>nd</sup> Street, Building E  
Killeen, TX 76541  
3:00 PM

1. CALL TO ORDER: Mr. Frederick called the meeting to order at 3:00 PM.
2. ROLL CALL: Members present: LaDonna Barbee, Patsy Bracey, Tracy Hillman-Benoit, Luvina Sabree (in at 3:15), Chet Southworth, and Mary Taylor. Absent: Angela A. Santos and Jonathan Hildner. City staff present: Leslie Hinkle, Holli Clements, Cinda Hayward (on TEAMS platform), and Celeste Sierra
3. APPROVAL OF AGENDA: Ms. Bracey moved, seconded by Ms. Hillman-Benoit to approve the agenda. Motion carried unanimously.
4. APPROVAL OF MINUTES: Ms. Hillman-Benoit moved, seconded by Mr. Southworth to approve the May 4, 2022 minutes as written. Motion carried unanimously.
5. AGENDA ITEMS
  - A. Discuss and consider reprogramming of CDBG PY2021 funds for availability in PY2022-2023 (City FY2023) for projects (attachment -Email from Central Texas 4C): Ms. Hinkle advised that Central Texas 4C would not be able to spend the \$9,000 allocated for the Head Start Centers garden boxes FY 21-22 and has chosen to return the funds. She advised the \$9,000 are available for the committee to consider reprogramming to another activity. Mr. Southworth asked where the funds would be able to get allocated to? Ms. Hinkle advised the funds would have to be allocated to any of the facilities projects as public services already has a 15% allocation cap. Mr. Southworth moved, seconded by Ms. Bracey to reprogram the \$9,000 from Central Texas 4C to eligible activities. Motion carried unanimously.
  - B. Discuss and consider recommendations, for approval of CDBG and HOME Program Year 2022-2023 funding of proposed activities with FY2023 HUD amounts, to City Council. (attachment – HUD Allocation FY2022-23 MS Excel Sheet, Project Tables): Ms. Hinkle advised the final 22-23 Entitlement allocation for CDBG increased instead of decreasing. The final entitlement is \$1,163,980 and this increases the amount available for public service programs by \$7,378.20 and it also increases the amount available for facilities by \$31,972.20. By also adding the \$9,000 the committee had just approved for reprogramming, the total available for funding facilities is \$40,972.20. Mr. Frederick asked the committee how they wanted to proceed in allocating the additional public service funds as they could allocate to one program or they could split equally between all programs or allocate to the programs that were under-funded. Mr. Southworth moved, seconded to Ms. Bracey to allocate half of the funds in the amount of \$3,689.10 to the Police Department Community Engagement Unit for a total allocation of \$17,722.90 and \$3,689.10 to the Greater Killeen Free Clinic for a total allocation of \$22,439.10. Motion carried unanimously. After brief discussion on current funding for the Housing Rehabilitation Program, the CDBG Code Enforcement Officer and the Fire Department cost per unit of the life-saving equipment, Ms. Hillman-Benoit moved, seconded by Ms. Sabree to allocate the remaining funds in the amount of \$40,972.20 under facilities to the Fire Department for purchase of life-saving equipment, bringing the total recommendation for funding to \$157,972.20. Motion carried unanimously. New funding recommendations public services and facilities will be forward to City Council for consideration. Ms. Hinkle advised that the HOME program Entitlement allocation for FY 22-23 was \$589,175 but that there were no changes to recommendations made during the May 4, 2022 meeting since the committee had recommended that any additional funds received under the HOME Program would be allocated to the Affordable Housing Development project.
6. ADJOURNMENT: Meeting was adjourned by Mr. Frederick at 3:20 PM.

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Celestina Sierra,  
CD Specialist