

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
November 12, 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 1:35 PM by Mr. Frederick.

ROLL CALL: Committee members present – Mr. Frederick, Ms. Cossey, Mr. Blackman, Ms. Dix, Ms. Sabree and Mr. Small.

Absent: LaDonna Barbe, Patsy Bracey, Angela Galbreth, and Sedric Moss.

City Staff present – Jeffrey Reynolds, Tiffanie McNair, Celeste Sierra, Donna Esquenazi, Morgan Hinton and Holli Clements.

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

APPROVAL OF MINUTES of last meeting from August 27, 2025: Mr. Frederick entertained a motion to approve the minutes. Mr. Blackman moved to approve the minutes from August 27, 2025, motion seconded by Ms. Sabree. With no further discussion, motion carried unanimously.

AGENDA ITEMS

A. Discuss and consider nominations for and election of Committee Chair and Vice Chair. Mr. Frederick entertained a motion for nominations for Committee Chair. Ms. Sabree nominated Johnny Federick for Committee Chair, seconded by Ms. Cossey. With no further discussion, Motion carried unanimously. Mr. Frederick entertained a motion for nominations for Vice Chair. Ms. Sabree Nominated Patsy Bracy, seconded by Mr. Small. With no further discussion, Motion carried unanimously

B. Overview of CDBG and HOME Programs. Ms. Sierra gave a presentation of the history of both programs and explained the purpose and objectives of the programs. There was also a CDBG and HOME Guidebook handout with more information on both programs. There were no questions.

C. Briefing on CDAC responsibilities outlined in the Citizen Participation Plan. Ms. Sierra explained that the CPP was updated FY 25-26 and wanted to review CDAC responsibilities. CPP was handout out to all committee members. Ms. Sierra explained that the CPP is required by HUD and is part of the Consolidated Plan. It details the community processes for involving the public in program planning and implementation. Ms. Sierra advised the committee to review the CPP. Important responsibilities noted- It is required is that each committee attend 1 or more community planning meeting. Committee members evaluate proposals from eligible entities and make recommendations for funding awards based on community needs and priorities to City Council. Assist with the development of specific project proposals for community development and identify housing assistance goals by type and/or location. Assist with the implementation and or modification of HUD Community Development programs according to community assessment and HUD requirements. Mr. Frederick emphasized the importance of member involvement and fulfilling their responsibilities in attending meeting and being present. Ms. McNair advised the committee that 3 absences can allow you to be removed from the committee. Ms. McNair also advised that for any absences the chair must be notified.

D. Discuss program year 2025 calendar and grant cycle dates for FY 2026-27 CDBG AND HOME program funding. Ms. Sierra gave an overview of the yearly grant cycle events and advised the cycle starts in January for us to be able to expend funds at the beginning of October. Ms. Sierra reviewed the steps in the grant cycle process of community planning meetings, pre applications and full application review, CDAC presentations, funding recommendations and Annual Action Plan due to HUD. The current PY 2026/2027 Planning Calendar is being developed, but target/tentative dates were discussed.

E. Briefing on the withdrawn CDBG Substantial Amendment #2. Ms. McNair gave an update and explained that on August 27, 2025, CDAC recommended the reprogramming of the CDBG funds in the amount of \$1,349,445.69 from the Reunification Center to the Rosa Hereford Community Center and Senior Wing (Hereford) Project. After the public hearing on September 16, 2025, staff became aware of a potential compliance issue if the CDBG funds were to be reprogrammed to the Hereford project, therefore, causing the withdrawal of PY 2024 Substantial Amendment #2. Public notification of the withdrawal was published on September 21, 2025.

F. Discuss and consider the reprogramming of CDBG program funds not to exceed \$1,349,445.69 from the Reunification Center project to the following:

- a. Purchase of furniture, appliances, and installation of IT systems at the Rosa Hereford Community Center.
- b. Killeen Community Center Park design and construction of a new reuse water supply for park irrigation system.

Ms. McNair explained that because of the withdrawal of the previous reprogramming request, \$1,349,445.69 in CDBG funds remain available for reprogramming. Staff is requesting consideration to reprogramming the funds to the following projects: The purchase of kitchen appliances, furniture, and IT installation of systems throughout the Rosa Hereford Community Center which she estimated, then confirmed the estimate with Mr. Resto, would cost approximately \$275,000 for IT. Mr. Zagars estimated appliances to be \$35,000 and said he would get an update on the costs. Funding of design and construction of a new reuse water supply for an irrigation system at the Killeen Community Center Park was estimated to be \$1,000,000 to \$1,300,000 by Mr. Kana. Staff recommends funding to the community center project first and the remaining to the irrigation project, not to exceed the available funds. CDAC may choose to recommend funding to one, both, or neither project. Ms. McNair advised that joining the meeting online and available for questions is Mr. Willie Resto, ED of IT, Mr. Andrew Zagars, City Engineer, Steve Kana, Assistant City Engineer. Ms. McNair advised that if CDAC chooses not to fund, Staff will submit available funds for reprogramming during the FY 26-27 funding process. A question was asked for clarification on the need for the current program funding recommendations for this project and what the city had planned to do if the CDBG funding was not available.

Mr. Zagars explained that funding for the IT equipment and kitchen appliances, etc. were moved from the budget due to necessary additional change orders to cover the additional costs for the additional roof repairs. Mr. Zagars also mentioned that the City I.T. Department and Parks Department were looking into additional funding for the purchasing the necessary equipment. Mr. Reynolds mentioned that if funding was not available the funding would be funded in future years to accomplish the completion of this project to have a top-notch facility for the residents of Killeen. He also explained the impact the project would have during drought seasons. The projected opening date for the Rosa Hereford Center is early 2026. After a brief discussion on funding reprogramming and project options, Mr. Frederick asked for a motion for recommendation. Mr. Small motioned to approve the staff's recommendation for the use of reprogramming CDBG program in the amount \$1,349,445.69 with the primary use of the funding going to the Hereford Center first with the purchase of furniture, appliance, and installation of IT systems at the Rosa Hereford Community Center and if any funding remains, the funding is to be used for the Killeen Community Center Park design and construction of a new reuse water supply for park irrigation system. Ms. Sabree seconded the motion. Motion carried unanimously.

BRIEFING ON CITY AUDITOR REPORT FOR CDBG AND HOME PROGRAMS: Ms. McNair explained that this is a draft report by the City Auditor. Ms. McNair explained that the City Auditor has for months been reviewing the grant application and award process for Program Year 2025., Review and analyze the 2020-2024 Consolidated Strategic Plan, Annual Action Plans, and CAPER's. This audit will determine if opportunities exist for improvement and make recommendations. A final report will be presented to the city audit committee. Mr. Grady mentioned that the CDAC and city staff are doing a wonderful job overall. There is a recommendation that Communications and Marketing play a larger role in outreach efforts and reaching more subrecipient agencies, so they are aware.

Discuss Future Agenda Items: Ms. McNair asked the city staff to introduce themselves and each staff member made a brief introduction to the CDAC Committee. Mr. Frederick asked the new and current CDAC Committee members to introduce themselves as well. Each member made a brief introduction as well.

ADJOURNMENT: Mr. Frederick entertained a motion to adjourn the meeting. Ms. Sabree motioned to adjourn. Seconded by Mr. Blackman. Meeting adjourned at 2:34 PM.

Celestina Sierra, CD Grants Program Manager:

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Sierra

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Celestina Sierra
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