

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
May 2, 2018

Killeen Arts and Activities Center  
802 N. 2<sup>nd</sup> Street, Building E – First Floor - Community Development Training Room  
Killeen, TX 76541  
12:00 PM

1. PRESIDING: Ms. TaNeika Driver-Moultrie, Committee Chair presided over meeting called to order at 12:00 PM.
2. PRESENT: Committee members present: Riakos Adams, Richard Banta, Kim Barr, Angelia Batie, Kathy Bradley, John Driver, Nick Guajardo, Andre Owens, Ashley Whitworth. City staff present: Cinda Hayward, CD Administrator; Holli Clements, Deputy City Attorney – Public Works; Celeste Sierra, CD Specialist. Absent: Leslie Hinkle, Executive Director of Community Development.
3. APPROVAL OF AGENDA: Mr. Adams moved, seconded by Mr. Banta to approve meeting agenda. Motion carried unanimously.
4. APPROVAL OF MINUTES: Mr. Driver moved, seconded by Mr. Owens to approve December 8, 2017 minutes as written. Motion carried unanimously.
5. AGENDA ITEMS
  - Receive briefing on 1<sup>st</sup> & 2<sup>nd</sup> quarter status reports of CDBG and HOME projects: Ms. Hayward briefed CDAC on current status of CDBG and HOME projects. She provided CDAC information on quarter start and end dates, how persons assisted are counted under public services and housing activities. She also briefed CDAC on status of Bob Gilmore Senior Center Renovations advising that the asbestos survey was complete and will advertise for bids shortly. She also briefed CDAC on marketing strategies for HOME program and the change in income limits in June of 2017 making it more prohibitive to be eligible for funding under the Homebuyer Assistance Program.
  - Receive briefing on status of notification from HUD on annual entitlement amounts for FY 2018-19 CDBG and HOME programs and process for making recommendations on funding proposed activities and projects: Ms. Hayward briefed CDAC on receiving notification from HUD on CDBG and HOME Entitlement funds for FY 18-19. She also advised that the allocation process would be straight forward this year because funding figures were actual and not proposed. She advised an allocation of \$980,404.00 for CDBG and \$438,678.00 for HOME for use during FY 18-19.
  - Discuss and consider reprogramming of CDBG and HOME funds to eligible FY 2018-2019 activities:

Ms. Hayward directed CDAC to the funds available for reprogramming on the Funds Available for Eligible Activities for FY 18-19 spreadsheet which included the Entitlement amounts and current funds that need to be reprogrammed during the allocations process. Under CDBG she pointed out completed projects with a balance remaining to include FY 16-17 CDBG Admin in the amount of \$11,744.13, FY 16-17 FIC Transportation Services in the amount of \$2,224, and FY 15-16 Stewart Neighborhood Improvements in the amount of \$1.51 plus program income received in FY 16-17 in the amount of \$2,517.85 and FY 17-18 program income in the amount of \$8,058.96 for a

total available to reprogram of \$24,546.45 in CDBG funds. Under HOME she advised on \$104,507.25 in FY 16-17 Homebuyer Assistance Program funds, \$49,821.75 in FY 16-17 program income funds and \$49,821.73 in program income anticipated for FY 18-19 for a total available to reprogram of \$204,150.73 in HOME funds. Mr. Guajardo moved, seconded by Mr. Owens to approve amounts listed under CDBG and HOME as described for reprogramming to eligible activities during FY 18-19 allocation process. Motion carried unanimously.

- Discuss and consider approval of applications submitted for FY 2018-2019 proposed program of activities for recommendation to City Council: CDAC listened to project summaries from the following organizations applying for CDBG funding; Christy Pierce and Kimbra Hobbs from Hill Country Community Action Association, Inc. for salary assistance for Killeen Elderly Meals Program; Cotina Quiney and Guadalupe Barnes from Heritage House of Central Texas for salary assistance for Empowerment Program; Michael Dewees and Cinnamon Clay from Communities in Schools of Greater Central Texas, Inc. for salary assistance for Connections Program-Eastward Elementary; William Hall and Suzanne Armour for Client Transportation Project and salary assistance for Homeless Shelter Case Manager; Maureen Jouett from Bring Everyone in the Zone, Inc. for salary assistance for Resource Manager and operations; Marlene DiLillo from Greater Killeen Free Clinic for clinical salary assistance; Celeste Sierra, City of Killeen (COK) Community Development for the Elderly Transportation Program; Cinda Hayward on CDBG 20% allocation for CDBG administration and planning; Brett Williams, COK Community Services for Bob Gilmore Senior Center Renovations Phase 2; Ed Radeke, COK Community Development for Housing Rehabilitation Program.

Mr. Adams excused himself from the meeting at 2:20PM and CDAC adjourned for a break from 3:00-3:15 PM. After calling the meeting back to order, Committee Chair Driver-Moultrie opened the floor up for discussion of proposals and process on funding. CDAC decided to discuss each proposal and provide initial funding. After a final discussion on all proposals, with Ms. Bradley abstaining from discussion of Heritage House of Central TX proposal and Mr. Barr abstaining from discussion of Greater Killeen Free Clinic proposal, Mr. Owens moved, seconded by Ms. Whitworth to make the following CDBG funding recommendations of public service proposals for a total of \$147,060.60 to the Killeen City Council for consideration. Motion carried unanimously.

Hill Country Community Action Association, Inc. for Killeen Elderly Meals Program salary and fringe assistance for meal delivery driver in the amount of \$9,490.00

Heritage House of Central TX for Empowerment Program salary assistance for client advocate in the amount of \$5,000.00

Communities in Schools of Greater Central Texas, Inc. for Connections program-Eastward Elementary salary and fringe assistance for CIS case worker in the amount of \$21,000.00

Families in Crisis, Inc. for client transportation in the amount of \$2,500.00

Families in Crisis, Inc. for Homeless Shelter Case Manager salary assistance in the amount of \$20,000.00

Bring Everyone in the Zone, Inc. for Resource Manager salary assistance and operations assistance in the amount of \$12,070.60

Greater Killeen Free Clinic for Clinical salary assistance in the amount of \$27,000.00

City of Killeen Community Development for Elderly Transportation Program in the amount of \$50,000.00

Mr. Barr moved, seconded by Mr. Banta to recommend funding in the amount of \$196,080.80 in CDBG funds for the administration and planning of CDBG activities to Killeen City Council for consideration. Motion carried unanimously.

Mr. Barr moved, seconded by Mr. Banta to recommend the following CDBG funding in the amount of \$661,809.05 to Killeen City Council for consideration. Motion carried unanimously.

City of Killeen Community Services for the Bob Gilmore Senior Center Renovations Phase 2 in the amount of \$574,447.05

City of Killeen Community Development for Housing Rehabilitation Program in the amount of \$87,362.00

Total amount of CDBG recommendations to Killeen City Council for funding is \$1,004,950.45.

6. ADJOURNMENT. Committee Chair Driver-Moultrie advised CDAC that since the agenda item was not completed this date, the meeting would be adjourned to May 3, 2018 at 12:30 PM in the CD Training Room. Ms. Whitworth moved, seconded by Mr. Owens to adjourn until May 3, 2018. Motion carried. Meeting adjourned at 3:39 PM.

1. PRESIDING: Ms. TaNeika Driver-Moultrie, Committee Chair presided over meeting called to order at 12:33 PM on May 3, 2018.

2. PRESENT: Committee members present: Riakos Adams, Richard Banta, Kim Barr, Angelia Batie, Kathy Bradley, John Driver, Andre Owens, Ashley Whitworth. Absent: Nick Guajardo City staff present: Cinda Hayward, CD Administrator; Holli Clements, Deputy City Attorney – Public Works; Celeste Sierra, CD Specialist. Leslie Hinkle, Executive Director of Community Development joined the meeting at 2:10 PM.

#### 5. AGENDA ITEMS

- Discuss and consider approval of applications submitted for FY 2018-2019 proposed program of activities for recommendation to City Council: CDAC listened to project summaries from the following organizations applying for HOME funding; Maureen Jouett from Bring Everyone in the Zone for Client Housing Assistance – Security Deposits; Cotina Quiney and Guadalupe Barnes from Heritage House of Central TX for Housing Assistance for Empowerment Program; William Hall and Suzanne Armour from Families in Crisis, Inc. for Tenant Based Rental Assistance Program; Cinda Hayward for COK Community Development Homebuyer Assistance Program; for North Killeen Housing Redevelopment Program; CHDO Set Aside requirement and HOME administration and planning.

CDAC adjourned for a break from 2:20 – 2:30 PM. After calling the meeting back to order, Madame Chair Driver-Moultrie opened the floor up for discussion of proposals. After final discussions Mr. Adams moved, seconded by Mr. Banta to make the following HOME funding recommendations to Killeen City Council for consideration with motion carrying unanimously.

Bring Everyone in the Zone, Inc. for Client Housing Assistance – Security Deposits in the amount of \$22,762.00

Heritage House of Central Texas for Housing Assistance – Security Deposits and first month rent for Empowerment Program clients in the amount of \$12,500.00

Families in Crisis, Inc. for Tenant Based Rental Assistance in the amount of \$175,000.00

COK Community Development for Homebuyer Assistance Program in the amount of \$100,000.00

COK Community Development for North Killeen Housing Redevelopment Program in the amount of \$217,915.05

Mr. Adams moved, seconded by Mr. Driver to recommend HOME funding in the amount of \$65,801.70 for the CHDO set aside requirement to Killeen City Council for consideration. Motion carried unanimously.

Mr. Driver moved, seconded by Mr. Adams to recommend HOME funding in the amount of \$43,867.80 in HOME Entitlement funds and \$4,982.18 in program income funds for a total of \$48,849.98 for HOME administration and planning activities to Killeen City Council for consideration. Motion carried unanimously.

Total amount of HOME recommendations to Killeen City Council for funding is \$642,828.73.

Committee Chair Driver-Moultrie reminded members to turn in completed and signed project evaluation & assessment review forms for each proposal and advised on public hearings scheduled.

6. ADJOURNMENT: Mr. Adams moved, seconded by Mr. Banta to adjourn the meeting. Motion carried and meeting adjourned at 2:50 PM.

Celestina Sierra \_\_\_\_\_