

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
April 6, 2023
Killeen Community Development Training Room
802 N. 2nd Street, Building E
Killeen, TX 76541
3:00 PM

1. CALL TO ORDER: CDAC meeting called to order by committee chair Mr. Frederick at 3:08 PM.
2. ROLL CALL: Committee members present: Patsy Bracey, Angela Galbreth, Luvina Sabree, Angela Ann Santos, Mary Taylor. Absent members: LaDonna Barbee, Teresa Cossey, Tracy Hillman-Benoit, Jonathan Hildner. City staff present: Cinda Hayward, Rashawn Smith, Celeste Sierra, and Asha Pender, Deputy City Attorney.
3. APPROVAL OF AGENDA: Ms. Santos moved, seconded by Mr. Bracy to approve agenda. Motion carried after no discussion.
4. APPROVAL OF MINUTES: Ms. Santos moved, seconded by Ms. Bracy to approve December 1, 2022 minutes as written. Motion carried after no discussion.
5. AGENDA ITEMS
 - A. Briefing on HUD Conflict of Interest Form, acknowledgement by each member: Ms. Hayward briefed committee on HUD conflict of interest requirements. She advised HUD's requirements were more restrictive than the City's requirements and are the forms the committee signs annually. The forms identify covered persons or affected individuals appointed by city council to sit on the committee to review funding for non-profits and other agencies. Ms. Hayward said that members should disclose if they sit on an any non-profit boards or other agencies that could potentially be funded by CDBG or HOME. Mr. Frederick asked members if there were any questions, there being none, he advised committee to turn in forms by the end of the meeting.
 - B. 1) Briefing on CDBG Timeliness: Ms. Hayward briefed committee on timeliness of the expenditure of CDBG funds and how they affect subsequent entitlements awarded to CDBG. She provided a slide presentation explaining timeliness as measured by the rate of expenditures of funds from the city's line of credit and how 60 days before the end of the program year, there cannot be a balance 1.5 times the annual grant remaining. If the ratio is more than 1.5, the city is considered untimely. HUD's long-standing policy is to reduce the following year's allocation if the city continues to be untimely. The City is currently at a ratio of 2.70, 1.2 over the allowable 1.5. Ms. Hayward advised on the funds currently available to be allocated to shovel ready projects to address the timeliness compliance are from 2018, 2020, 2021, and 2022 in the amount of \$795,093.73 on projects that have been completed or cancelled. Mr. Frederick asked if this amount would bring compliance down to under the 1.5%. Ms. Hayward advised that the acceptable ratio will be lower than compliance which is good because a new entitlement will be awarded to the City again in October and that would start the process again. Ms. Sabree asked if next year's funds will be cut, and Ms. Hayward said only if the City is not in compliance for two years in a row. The project currently available to allocate the funding to is the improvements to the senior and community center. The city has received a bid on that project that will be accepted by council in May and the CDBG reprogrammable funds will be added to the current CDBG funds that are allocated to the project. The project will be under contract after that and CDBG funds will hopefully start getting spent before October 1. Ms. Sabree asked about the status of the projects that are being reprogrammed, Ms. Hayward advised that Unity Visitation returned the funds due to the agency not being able to achieve goals with that amount of funding, the Department of Justice accessibility compliance addressed the city's parks the most and since the parks department is trying working on meeting those requirements, they have not had time to address the Stewart Park splash pad project; there was excess funding remaining in the CDBG and Housing Rehab admin, and Greater Killeen Free Clinic did not use all funding last year; Conder Park and AA Lane Park are doing the things that need to get done to meet accessibility

requirements as well and do not have enough funding to complete the remaining projects; there has been no interest in the housing rehab in the Conder Park area with no response to marketing efforts and there was a small amount of entitlement funds that was left from FY 18-19.

2) Discuss and consider reprogramming of CDBG funds for improvements to the Rosa Hereford Community Center and senior center: Ms. Hayward asked committee to consider the reprogramming of the discussed funding available to allocate to the community center senior and other improvements to assist with the completion of the project and to address expenditure compliance. Mr. Frederick asked for a motion and Ms. Sabree moved, seconded by Ms. Taylor to reprogram the \$795,093.73 as identified to the Rosa Herford Community Center and senior improvements. After no additional discussion, motion carried.

Mr. Frederick asked Ms. Hayward to go over the next meeting dates for the committee and Ms. Hayward advised the next two meetings will be on the 10th at 11:30 AM and 11th of May at 2:30 PM to prioritize and finalize funding for the 13 applicants that have applied for funding for FY 23-24.

6. ADJOURNMENT: Mr. Frederick entertained a motion to adjourn, and Ms. Bracy moved, seconded by Ms. Santos to adjourn. Meeting adjourned at 3:44 PM.

Celestina Sierra, CD Specialist: _____