

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

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Esquenazi
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