



INTEROFFICE MEMORANDUM

TO: Kent Cagle, City Manager

FROM: James C. Kubinski, Fire Chief

DATE: December 26, 2025

SUBJECT: **VOLUNTARY LAND ACQUISITION PROCESS FOR FIRE STATION #5 RELOCATION**

During the FY26 budget process, the Killeen City Council approved \$9 million through the Capital Improvement Program for the construction and relocation of Fire Station #5. Multiple City-owned sites were evaluated based on the project's operational needs, scope, and required footprint. The existing Fire Station #5, which is currently City-owned, was assessed for potential renovation and expansion; however, the available land was determined to be insufficient to accommodate the project requirements. Additionally, no other nearby City-owned properties offered adequate space to support the development. As a result, in October and November 2025, Killeen Fire Department Chief Officers identified alternative land parcels as potential sites for the new facility.

As potential properties were evaluated, the Killeen Fire Department Master Plan—completed by a third-party consultant in 2021—was used to guide site selection. The master plan indicated that the new Fire Station #5 should be located relatively close to the existing station at 905 W. Jasper Road to ensure continued timely response to incidents within the designated service area. Accordingly, multiple sites within the identified area were evaluated during November and December 2025. The sites considered include the following:

- 2200 Andover Drive – 0.60 Acres – Area too small – Not currently for sale
- 2206 Florence Road – 0.75 Acres – Area too small - Not currently for sale
- 1618 S. Fort Hood Street - 1 Acre – Area too small - Not currently for sale



During this period, Killeen Fire Department Chief Officers engaged the Killeen Independent School District (KISD) regarding a potential surplus property located at 108 W. Jasper Road, the former site of Bellaire Elementary School. Through these discussions, the property was confirmed as surplus and available for purchase. This KISD-owned site meets all criteria identified by the Killeen Fire Department for the Fire Station #5 project. Those criteria include the following:

- 3.5 acres for current need and future growth of a centrally located station.
- Commercial area to minimize impact on residential subdivisions adjacent to the property.
- Located in an area identified in the Master Plan as properly located to continue meeting established response time criteria.

It is my recommendation to proceed with the voluntary acquisition process to negotiate the purchase of the former Bellaire Elementary School property, consisting of approximately 6.5 acres, from the Killeen Independent School District. The property, located at 905 W. Jasper Road, would be utilized for the construction of the City of Killeen Fire Station #5. Upon completion of the project, personnel and equipment currently housed at the existing Fire Station #5, located at 903 W. Jasper Road, would be relocated to the new facility. The existing station building would then be offered to the Water Department for use in support of its current operations. Additionally, it is recommended that any portion of the acquired property determined to be surplus following completion of the fire station design be rezoned for commercial use and sold through an approved City process at a future date.

Voluntary Acquisition Process Outline

- Proper notifications to be sent to owner (KISD) to inform owner that the City will not use the power of eminent domain authority to acquire said property.
- City will notify KISD that the City will not acquire the property if negotiations fail.
- Fair Market Value will be determined by appraisal of said property.
- Appraisal will meet the definition found at 49 CFR 24.2 (a) (3).
- City will inform KISD in writing of the estimated market value.
- Owner and any owner occupants are not eligible for relocation assistance/displaced tenants may be eligible (see 24.2 (a) (9) (ii)).