

City of Killeen

Agenda

City Council

Tuesday, December 9, 2025	3:00 PM	City Hall Council Chambers 101 N. College Street Killeen, Texas 76541
Call to Order and Roll Call		
Ram	bie Nash-King, Mayor Jessica Gonzalez on Alvarez Jose Segarra ony Kendrick Joseph Solomon Cobb Riakos Adams	
Invocation		
Pledge of Allegiance		
Approval of Agenda		
Durantellana		

Presentations

1. Presentation recognizing Veterans Cemetery Customer Satisfaction Score

Work Session

Discuss agenda items 2-5 for the December 9, 2025 Regular Session

Citizen Comments on Agenda Items

This section allows members of the public to address the Council regarding any item, other than a public hearing item, on the agenda for Council's consideration. Each person shall sign up prior to the start of the Council meeting, may speak only one (1) time, and such address shall be limited to three (3) minutes. A timer will be placed so that the speaker and citizens can see it. A majority vote of the City Council is required for any time extensions. The Mayor and Councilmembers shall have one (1) minute to respond to citizen comments with a statement or explanation without engaging in dialogue.

Regular Session

Consent Agenda

2. RS-25-190 Consider a memorandum/resolution accepting the Victims of Crime Act (VOCA) 2026 Crisis Assistance Program grant through the Office of the Governor, Criminal Justice Division.

Attachments: Grant Application

Award Statement

Presentation

3. RS-25-191

Consider a memorandum/resolution authorizing the award of RFP 25-37, Utility Bill Print and Mail Outsourcing to Info Send, Inc., in the annual amount of \$479,016.00.

Attachments: Agreement

RFP 25-37 Evaluation Matrix Certificate of Interested Parties

Presentation

4. RS-25-192 Consider a memorandum/resolution authorizing an agreement with Quick Roofing (TIPS Contract #25010401) for roof replacement at the Killeen Arts and Activities Center, Building G, in the amount of \$181,126.32.

Attachments: FSR Quote

Quick Roofing Quote

Quick Roofing TIPS Contract

Presentation

Public Hearings

5. PH-25-075 Hold a public hearing and consider an ordinance requested by Republic Engineering & Development Services, on behalf of Hereford Development, LLC and the Sheryl Yowell Anderson 1998 Trust ETAL, (Case# Z25-36) amending the Planned Unit Development (PUD) zoning designation of approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177. The subject property is generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas.

Attachments: Maps

Site Photos

Minutes

Ordinance

Letter of Request

PUD Features and Regulations - Amended

Concept Plan - Amended

Park & Open Space Plan - Amended

Responses

Presentation

Discussion Items

6. DS-25-056 Parks Master Plan Progress Update

Attachments: Presentation

Adjournment

I certify that the above notice of meeting was posted on the Internet and on the bulletin board at Killeen City Hall on or before 7:00 p.m. on December 2, 2025.

Laura J. Calcote, City Secretary

The public is hereby informed that notices for City of Killeen meetings will no longer distinguish between matters to be discussed in open or closed session of a meeting. This practice is in accordance with rulings by the Texas Attorney General that, under the Texas Open Meetings Act, the City Council may convene a closed session to discuss any matter listed on the agenda, without prior or further notice, if the matter is one that the Open Meetings Act allows to be discussed in a closed session.

This meeting is being conducted in accordance with the Texas Open Meetings Law [V.T.C.A., Government Code, § 551.001 et seq.]. This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior to the meeting. To make arrangements for those services, please call 254-501-7717, City Secretary's Office, or TDD 1-800-734-2989.

Notice of Meetings

The Mayor and/or City Council have been invited to attend and/or participate in the following meetings/conferences/events. Although a quorum of the members of the City Council may or may not be available to attend this meeting, this notice is being posted to meet the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. No official action will be taken by Council.

- Annual Killeen Police Department Boots and Badges Awards Ceremony, December 6, 2025, 6:00 p.m., Courtyard Marriott, 1721 E. Central Texas Expy.
- Killeen Fire Department Badge Pinning Ceremony, December 10, 2025, 2:00 p.m., Potter's House Church, 8838 Trimmier Road
- Killeen Police Department Graduation and Sweating In Class #42, December 12, 2025, 10:00 a.m., The Potter's House Church, 8838 Trimmier Road
- 2025 City of Killeen Annual Christmas Parade, December 13, 2025, 6:00 p.m., Historic Downtown Killeen

Dedicated Service -- Every Day, for Everyone!



City of Killeen

Staff Report

File Number: PR-25-031

Presentation recognizing Veterans Cemetery Customer Satisfaction Score



City of Killeen

Staff Report

File Number: RS-25-190

Consider a memorandum/resolution accepting the Victims of Crime Act (VOCA) 2026 Crisis Assistance Program grant through the Office of the Governor, Criminal Justice Division.

DATE: December 9, 2025

TO: Kent Cagle, City Manager

FROM: Pedro Lopez, Chief of Police

SUBJECT: FY 2026 Crisis Assistance Program Grant Application

BACKGROUND AND FINDINGS:

The Victim Assistance Office of the Killeen Police Department applied for and has been awarded a one-year grant from the Office of the Governor, Criminal Justice Division, for the purpose of funding the continuation of the police department's Crisis Assistance Program to be administered through Victim's Assistance. This grant will provide funding for continued professional counseling services to victims of violent crimes, emergency financial assistance for transportation (e.g., bus tickets), temporary immediate shelter services for safety (motel expenses), and emergency safety related repairs to a home structure. Funding from this award will also fund a clerk position for Victim Assistance for one year. This grant covers all salary, benefits, training, and office supply expenses for the clerk position. This is a continuation grant that enhances victim services.

The grant requires a cash match of 20%. Those funds are already budgeted as part of the Crime Victim's Liaison salary.

THE ALTERNATIVES CONSIDERED:

N/A

Which alternative is recommended? Why?

N/A

CONFORMITY TO CITY POLICY:

Conforms to City policy.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The grant award covers the period of October 1, 2025, to September 30, 2026. The total cost of the program over the grant period is \$99,877.00 - \$79,901.60 in grant funding and \$19,975.40 in city matching funds.

Is this a one-time or recurring expenditure?

One-time expenditure

Is this expenditure budgeted?

Yes, both the grant revenue and expenditures are budgeted in the Law Enforcement Grant Fund; revenue account 270-43100-210-210-226501 and expenditure accounts 270-5110-210-215-000000 thru 270-55800-210-215-226501. The required cash match is budgeted in the General Fund expenditure accounts 100-51110-210-213-000000 thru 100-51700-210-213-000000.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes

RECOMMENDATION:

Staff recommends that the City Council authorizes the City Manager or his designee to accept the 2026 VOCA grant award for the Killeen Crisis Assistance Program. This includes empowering the City Manager or designee to sign the application, reject, modify, or terminate the grant. Additionally, he be authorized to commit to the required matching funds in the form of cash match contributions. The recommendation also includes permitting the Killeen Police Department to allocate and administer the duties outlined in the grant, all under the oversight of the City's Finance Department. In the event of loss or misuse of grant funds, the City agrees to promptly return all funds to the Criminal Justice Division of the Office of the Governor.

DEPARTMENTAL CLEARANCES:

Finance Legal

ATTACHED SUPPORTING DOCUMENTS:

Grant Application Award Statement Presentation

Print This Page

Agency Name: Killeen, City of

Grant/App: 3597607 Start Date: 10/1/2025 End Date: 9/30/2026

Project Title: Crisis Assistance Program, Victim Services

Status: Pending OOG Review

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:

17460015047001

Application Eligibility Certify:

Created on:1/6/2025 10:19:52 AM By:Kimberly Isett

Profile Information

Applicant Agency Name: Killeen, City of

Project Title: Crisis Assistance Program, Victim Services

Division or Unit to Administer the Project: Killeen Police Department - Office of Management and Budget

Address Line 1: 3304 Community Blvd.

Address Line 2:

City/State/Zip: Killeen Texas 76542-6381

Start Date: 10/1/2025 End Date: 9/30/2026

Regional Council of Governments(COG) within the Project's Impact Area: Central Texas Council of Governments

Headquarter County: Bell

Counties within Project's Impact Area: Bell

Grant Officials: Authorized Official Name: Judith Tangalin

Email: jtangalin@killeentexas.gov

Address 1: 802 N. 2nd Street Address 1:

City: Killeen, Texas 76540

Phone: 254-501-7743 Other Phone:

Fax: Title: Ms. Salutation: Ms.

Position: Executive Director of Finance

Financial Official

Name: Kira Gomez

Email: KGomez@killeentexas.gov Address 1: 801 N 4th Street

Address 1:

City: Killeen, Texas 76541

Phone: 254-501-7747 Other Phone:

Fax: Title: Ms. Salutation: Ms.

Position: Financial Analyst

Project Director

Name: Rachel Martin

Email: rmartin@killeentexas.gov Address 1: 801 N 4th Street

Address 1:

City: Killeen, Texas 76541

Phone: 214-501-7740 Other Phone:

Fax: Title: Ms.

Salutation: --- Select One ---Position: Management Accountant

Grant Writer

Name: Kimberly Isett

Email: kisett@killeentexas.gov Address 1: 3304 Community Blvd

Address 1:

City: Killeen, Texas 76542

Phone: 254-501-7698 Other Phone: 254-768-1276

Fax: Title: Ms. Salutation: Ms.

Position: Crime Victim Liaison

Grant Vendor Information

Organization Type: Unit of Local Government (City, Town, or Village)

Organization Option: applying to provide direct services to victims only

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17460015047001

Unique Entity Identifier (UEI): LKV2KLTN9M48

Narrative Information

Introduction

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

Culturally Specific and Underserved Populations

Does your program have a primary focus on serving a culturally specific population? (The organization must do more than merely provide services to an underserved population as defined by 34 USC § 12291 (a)(46) or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services as defined by 34 USC § 12291(a)(9) designed to meet the specific needs of the target population in order to justify a YES response in the section below.)

_ Yes **<u>X</u> N**o

Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

Constitutional Compliance

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

Forensic Medical Examination Payments

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 120 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

Confidentiality and Privacy

Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law. Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary to protect the privacy and safety of the persons affected by the release of information will be taken.

Activities that Compromise Victim Safety and Recovery

Applicant agrees to not engage in activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

Polygraph Testing Prohibition

A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. In addition, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.

Protection Orders

Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

Offender Firearm Prohibition

The applicant certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 18 USC \S 992(q)(8) and (q)(9).

Criminal Charges

In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.

Cybersecurity Training Requirement

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the Cybersecurity Training Certification for State and Local Government. A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources Statewide Cybersecurity Awareness Training page.

Criminal History Reporting

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for

which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's <u>Sexual Assault Evidence Tracking Program</u> website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

Immigration Legal Services

PSO prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. PSO will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

Legal Representation in Divorce and Custody Cases

PSO limits eligibility for legal representation in divorce and custody cases to circumstances where the survivor has been directly victimized by intimate partner violence (IPV) within the last six (6) months. This may include physical violence, sexual violence, stalking, and psychological aggression (including coercive tactics) by a current or former intimate partner against the survivor or survivor's kin sharing the residence. Additionally, legal services in divorce and custody cases funded under this award are limited to emergency order assistance, safety planning, client representation in divorce or guardianship proceedings, and other family law matters directly resulting from the victimization. Through acceptance of this award, grantee agrees that reimbursement for divorce and custody-related legal services will be limited to circumstances listed above.

Discrimination

Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

Records

Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services

Volunteers

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless PSO determines that a compelling reason exists to waive this requirement.

Crime Victims' Compensation

Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

Community Efforts

Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

Civil Rights Information

Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by PSO. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Victims of Federal Crime

Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

No Charge

Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

Effective Services

Applicants applying for funds to provide victim services must demonstrate a record of providing effective services to crime victims. (See "Eligible Organizations" in the Funding Announcement.)

College Campus Confidential Direct Services Providers

All personnel compensated through OOG or match funds are Confidential Direct Service Providers that maintain victim's confidentiality for all case information (written or oral) and share information only at the victim's request and with the victim's informed consent, except when release of information is required by law. Confidential Direct Service Providers compensated with grant funds shall not be required to disclose client or case information to any entity, including a campus Title IX officer or coordinator, except when release of information is required by law. A victim may not be coerced or required to file a report or disclose information regarding their victimization with any entity as a condition of receiving services from a Confidential Direct Service Provider.

Failure to comply with this certification may result in PSO, at its sole discretion, withholding reimbursement on personnel line items contained in the program budget until satisfactory evidence of compliance is provided.

Compliance with State and Federal Laws, Programs and Procedures

Local Units of Government: Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the CEO/Law Enforcement Certifications and Assurances Form certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to PSO and is active until August 31, 2026 or the end of the grant period, whichever is later.

Non-profit Organizations: Each non-profit 501(c)(3) organization must certify that it does not have, and will continue not to have any policy, procedure, or agreement (written or unwritten) that in any way encourages, induces, entices, or aids any violations of immigration laws. Additionally, the organization certifies that it does not have in effect, purport to have in effect, and is not subject to or bound by any rule, policy, or practice (written or unwritten) that would: (1) encourage the concealment, harboring, or shielding from detection of fugitives from justice or aliens who illegally came to, entered, or remained in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, the organization certifies that it will not adopt, enforce, or endorse a policy which prohibits or materially limits the enforcement of immigration laws, and will not, as demonstrated by pattern or practice, prohibit or materially limit the enforcement of immigration laws.

Each non-profit organization must download, complete and then upload into eGrants the <u>CEO/NGO</u> <u>Certifications and Assurances Form</u> certifying compliance with federal and state immigration enforcement requirements.

Equal Employment Opportunity Plan (EEO Plan)

If awarded, applicant agrees to comply with the Equal Employment Opportunity Program (EEOP) requirements per 28 C.F.R. § 42 Subpart E. Agencies may use the EEO Utilization Report Builder to assist with preparing Verification Forms and, if required, Utilization Reports.

Employment of Advocates for Sexual Assault

Will this project use grant funds to support the employment of Advocates for Sexual Assault as defined by Chapter 420, section 420.051 of the Texas Government Code?

_ Yes

X No

If yes, have those advocates completed a sexual assault training program certified by the Attorney General?

No

X N/A

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with PSO and with the federal Office of Justice Programs. Enter the Name of the Civil Rights Liaison:

Asha Pender

Enter the Address for the Civil Rights Liaison:

3304 Community Blvd. Killeen, TX 76542

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

254-501-7713

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

X I certify to all of the application content & requirements.

Project Abstract:

The Killeen Police Department's Crisis Assistance Program continues to promote the rights of victims of crime and provide victims with immediate access to specific services. These services will include crisis services to respond to the immediate needs including on-scene crisis intervention and support; access to immediate counseling services; access to emergency assistance with food, clothing, transportation expenses and lodging; window, door, or lock replacement or repair and other repairs necessary to ensure a victim's safety in their residences; referrals for financial assistance; and connection to appropriate resources within the community; and assistance with completing and submitted applications for Crime Victim Compensation. This project will continue to promote continuing education and training of paid and volunteer staff with regard to the most current local and national victim services available which may be held within or outside the State of Texas. This project will also continue to maintain the victim services clerk position to ensure that more victims can receive the most efficient assistance and access to the above-stated services. Additionally, we realize that not all victims of crime report to law enforcement agencies (domestic violence especially), and we want to ensure that regardless if they report, they are still able to access victim rights and resources so we will be incorporating digital rights, education and resource materials electronically and through electronic platforms and social media to better reach this vulnerable population.

Problem Statement:

Our agency assists the citizens of Killeen, TX which has a population of approximately 160,000. Killeen is the 19th largest city in Texas, and the 21st most populous city in the state of Texas. Due to the high number of violent incidents within the City of Killeen, there is a continuous and tremendous need for victim-related services. There are limited financial resources available within the City of Killeen. We currently only have one City of Killeen paid staff member dedicated to providing victim services at our agency (Crime Victim Liaison). A continuous need to be addressed within the project is the limited access that victims may encounter because there is only one paid staff member responsible for applying services and supervising volunteer staff. An additional staff member (Victim Services Clerk) is greatly needed to assist with providing these critical victim-related services. Services provided by this position through this project include assisting the Crime Victim Liaison with providing immediate access to victim rights, crisis intervention and support, access to emergency financial assistance related to transportation, food, lodging, clothing, safety, assistance with completing and submitted applications for Crime Victim Compensation, and immediate referral access to counseling. Furthermore, we realize that not all victims of crime report to law enforcement agencies (domestic violence especially), and we want to ensure that regardless if they report, they are still able to access victim rights and resources so we will be providing these education and resource materials electronically and through electronic platforms to better reach this vulnerable population. Additionally, although victims of violent crime are eligible to apply for financial assistance through the Crime Victim Compensation program administered by the Texas Office of the Attorney General, not all victims are eligible to receive benefits and the length of time required to complete the application process, eligibility review, and determination of appropriate benefits may hinder victim's ability to immediately access appropriate services. Victims may also experience delay in receiving trauma-informed counseling that victims may need early on during crisis. And finally, this project will allow staff and volunteers to enhance and expand their knowledge in the victim services field, while ensuring that the most current best practices and policies regarding victim services are in place. Funding from this grant would allow all of these issues to be appropriately addressed.

Supporting Data:

In 2024, Killeen Police officers generated more than 13,282 offense reports. 3,103 reports detailed criminal offenses involving acts of violence that required further investigation, arrest, and/or the application of victim services. More specifically, citizens of Killeen reported approximately 780 felony offenses involving violence and 817 misdemeanor offenses involving violence. This includes 19 homicides, approximately 155 sexually based offenses, and approximately 528 aggravated assaults. The number of domestic violence reports totaled 2,260. An average of 8.49 incidents of violence were reported each day in the City of Killeen in 2024. This number does not include general calls for service involving violence that did not result in a criminal offense report. Note: 1,506 of our violent crimes are missing their severity information of felony or misdemeanor.

Project Approach & Activities:

The project's Crisis Assistance Program utilizes a victim-centered, trauma-informed approach. We place the crime victim's needs and wishes at the center of our work. This allows us to provide non-judgmental assistance so the victim can make informed choices to restore their feelings of safety. We ensure victims are aware of their rights to help safeguard against practices that may re-traumatize them. We also utilize our relationships with community-based partners to better assist our victims with a network of assistance. The project's trauma-informed approach strives to recognize trauma and help restore the victim's feelings of safety, choice, and control. Through our project activities, we aim to provide crisis services to victims of violent crime within our agency's highly populated area. Services provided through our Crisis Assistance Program include responding to immediate needs of victims such as emotional, psychological, physical health, and safety. The application of specific victim services include eligible activities and costs associated with providing crisis assistance such as: personal advocacy and support, accompanying victims to hospitals for medical examinations and court proceedings; crime victim compensation application assistance; assistance in recovering property, assistance with civil standbys, assistance with victim impact statements and prosecution processes, emergency financial assistance to include expenses such as food, transportation, lodging, and clothing; making a victim's residence safe during emergency crisis situations; public awareness and education about victim rights and services, and immediate access/referrals to counseling services. Access to immediate counseling services include up to 8 counseling sessions to eligible victims and secondary victims of crime per case, by contracted counselors at no expense to the victim. These services are to be provided to eligible victims and

secondary victims at no cost to victim/claimant and by referral only. We are hoping to be able to provide up to 8 counseling sessions (per eligible victim/claimant case), at \$80.00 per session, to sixteen (16) victims/secondary victims, not to exceed \$10,240 in total. Notification of the availability of counseling will be provided to victims at the time of initial contact with program staff and through brochures and/or social media marketing. To further educate and bring awareness to our diverse community, we will provide digital resources through public forums/social media; designed to inform crime victims of specific rights and services and to reach more victims; especially those that do not come into our office and/or do not report to law enforcement. Project activities may also include initial and continued training of staff and volunteers to enhance and expand their knowledge in the victim services field. The training will provide current local, state, federal, and/or national best practices related to victim services to ensure a victim-centered, trauma-informed program. And finally, to better assist our highly populated service area of crime victims, the program asks for the continuation of grant funding to maintain the Victim Services Clerk position whose duties involve assisting the Crime Victim Liaison with case management, direct interaction with victims, applications for crime victim compensation, and referral of victim-centered and trauma-informed victim services.

Capacity & Capabilities:

This project will be administered by paid staff, volunteer staff, and participating counseling professionals, with supervision by administrative and command staff of the Killeen Police Department and the City of Killeen. The Killeen Police Department is a CALEA accredited agency that is committed to fielding a diverse workforce. At this time, our agency has 335 total budgeted personnel which includes 265 sworn officers authorized and 70 civilians authorized. The Killeen Police Department employs a credentialed Crime Victim Liaison with regard to the application of victim services. The current crime victim liaison has 15 years of Human Services experience and has been employed with the Killeen Police Department for approximately five years providing victim services in a law enforcement setting. There are limited financial resources within the City of Killeen, but with the use of our current VOCA Grant funding, we were able to hire a Victim Services Clerk through the project on November 08, 2021 because of the need within the City of Killeen's Police Department to provide victim services. The continuation of the victim services clerk position within the project will allow greater capacity and capability of connecting with victims of crime and it will allow more victims to access those services with little to no waiting period. By continuing to have this additional staff member (Victim Services Clerk), we will ensure that the program continues to function efficiently and in a timely manner in an effort to connect with as many victims as possible. By contracting with counseling service providers, including, but not limited to licensed professional counselors, licensed medical/clinical social workers, psychiatrists, psychologists, and trauma counselors, to participate in the program, the project will ensure that victims will have access to crisis counseling/therapeutic sessions in a timely manner with no cost to the victim. In order to create and maintain victim-centered and trauma informed services, training and continuing education of our Victim Services staff is provided annually. Project funds are used to train the crisis assistance program victim services staff so they can provide efficient victim-centered services in a timely manner. The project will promote the continued collaboration with local victim service-related organizations, victim service law enforcement agencies, and programs such as Families in Crisis Safe Shelter for domestic violence and sexual assault victims, Aware Central Texas-Family Violence Unit, the Sexual Assault Response Teams at Families in Crisis, Aware, Baylor Scott and White Hospital's MDT, the Bell County District Attorney's Office, The Bell County Attorney's Office, The Office of the Attorney General, Central Counties for MHMR Services, Ft. Cavazos Family Advocacy Center, MCH Family Outreach, Lone Star Legal Aid, Family Protective Services, She Will Foundation, Unbound Now, and the Killeen Help Center to name a few. These collaborations will continue in an effort to provide a continuum of care for victims of family violence, sexual assault, human trafficking, and any violent crime reported.

Performance Management:

The success of this project will be measured or determined by the number of individuals served and by tracking services of these individuals as they navigate the criminal justice system and the recovery process. Our overall goal is to provide victim-centered and trauma-informed services and assistance to victims of crime to speed their recovery and help them through the criminal justice process. Our objective is to serve at least 800 individuals in a timely manner. The addition of the Victim Services Clerk position allows our agency to increase the number of victims we can make contact with in a timely manner. The crisis assistance program's paid staff and volunteers may respond or initiate contact with individuals following a criminal/traumatic incident in an effort to meet our goal. To manage performance more efficiently, Victim Services staff will utilize grant funded victim services tracking and reporting software to collect, track, report, and maintain the data. This statistical data will include, but is not limited to, the number and type of services provided, number of new and continued victims served, types of victimizations, which advocate provided the services, amount of time spent by staff to assist the individual, and the number of victims referred for counseling services. The crime victim liaison will collect and compile statistical data to track the success of the program and to determine if any modification to the program is required to achieve the objectives.

Target Group:

The group of individuals that will benefit from this program are victims of violent crime, their family members, secondary victims, and at-risk witnesses. This will include residents of the City of Killeen as well as individuals that reside outside of Killeen, but were victimized within the city limits of Killeen. In 2024, domestic and/or family violence victims requesting assistance were the largest group by victimization type that our project assisted: Specifically, the majority of our domestic violence victims were in the age range of 25-59 (682 out of 960) and were females (748 out of 960) and their children, who have been victims of family violence and who do not have immediate access to financial resources, safe shelter, and professional counseling due to lack of financial means.

Evidence-Based Practices:

The project approach and activities of the Crisis Assistance Program are modeled after evidence based programs. Victim-centered services that include trauma-informed care is supported by research and evaluation completed by Office of Victims of Crime (Vision 21, Transforming Victim Services, May 2013 and Victims of Crime: Indicators of Success Office of Crime Victims Advocacy Victims of Crime Program March 2012). In 2015, an article published in the Women's Health Journal, references research that indicates that trauma-informed care is essential in the successful treatment and healing of survivors from even a medical perspective (From Treatment to Healing: The Promise of Trauma-Informed Care-Edward Machtinger, MD; Yvette Cuca. PhD.; Naina Khanna, BS; Carol Dawson Rose, RN, PhD; Leigh Kimberg, MD). A 2021 study in Frontiers in Psychology focused on the integration of trauma-informed care into mental health services. This study reinforced that trauma-informed care improves outcomes in both psychiatric treatment and general wellness by decreasing re-traumatization and encouraging healthier coping mechanisms. It also highlighted that these practices reduce barriers to accessing care for individuals who have experienced trauma. Research from 2022 from the National Institute of Justice, studied the role of trauma-informed practices in criminal justice reform, specifically looking at victim-survivors' interactions with law enforcement and the legal system. It found that integrating trauma-informed approaches into policing and legal proceedings helps mitigate the harmful effects of re-traumatization, improving trust between communities and law enforcement. It also reported better outcomes for survivors of crime, as they feel safer and more supported during the investigative and judicial processes. The ongoing growth of trauma-informed care research further substantiates the importance of applying these principles in programs like the Killeen Police Department's Crisis Assistance Program to foster healing, trust, and recovery. Due to this evidence-based research, the practice of victim-centered, trauma-informed care has been in place at the City of Killeen Police Department Crisis Assistance Program for many years. Victim-centered and trauma informed services promote cooperation and collaboration between law enforcement and victims of crime, while recognizing the importance of the victim's ability to make sound decisions concerning their own recovery and healing.

Project Activities Information

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Crisis Services	90.00	Crisis services will include immediate crisis response; crisis counseling; medical and law enforcement accompaniment; transportation; emergency financial assistance with eligible expenses such as emergency shelter, emergency food, emergency clothing, transportation, repair of residence in an effort to ensure safety of victims; assistance with crime victim compensation applications; court accompaniment upon request; magistrate order of emergency protection order assistance; public awareness digital materials posted and available on public forums/social media designed to inform all crime victims (including those that do not report to law enforcement) of rights and services and to educate and bring awareness to the community; and referrals to appropriate local agencies for continued assistance and any other eligible assistance that will aid victims in their safety and recovery process.
Professional Therapy and Counseling	10.00	Counseling services provided by licensed professional therapist/counselor, with participating contactors to include licensed professional counselors; licensed clinical social workers; psychiatrists, psychologists, licensed marriage and family therapists which may include specialized types of therapy such as animal therapy, play therapy, and art therapy. These services are to be provided to eligible victims and secondary victims at no cost to victim/claimant and by referral only. We are hoping to be able to provide up to 8 counseling sessions (per eligible victim/claimant case), at \$80.00 per session, to sixteen (16) victims/secondary victims, not to exceed \$10,240 in total.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION

Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of counseling hours provided to survivors.	128
Number of survivors receiving counseling / therapy.	16
Number of survivors receiving crisis counseling.	50
Number of victims / survivors seeking services who were served.	800
Number of victims seeking services who were not served.	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
-----------------------	--------------

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a <u>resolution</u> that contains the following:

- 1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
- 2. A commitment to provide all applicable matching funds;
- 3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
- A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the <u>approved</u> resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response: **Y** Yes

X Yes No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Grant funded projects are managed according to the terms set forth in the grant agreement, Federal and State law, the City of Killeen's Financial Governance Police, Financial management Policies and otherapplicable policies, procedures and regulations as listed in section VII. Grants and section IX. Grant FundedProcurement. A copy of our City of Killeen Financial Management Policy detailing specific monitoring protocolis included with this application. A confidential client list and a database detailing services and number ofsessions provided to qualifying individuals will be managed by the Project Manager (Crime Victim Liaison). Monitoring deficiencies may result in delayed payments, termination of contract, and appropriate disciplinaryaction of the Project Manager.

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

_ Yes **X** No

_ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

Yes X No

_ N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2025

Enter the End Date [mm/dd/yyyy]:

9/30/2026

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (in Whole Dollars \$) of Federal Grant Funds expended:

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

1000479

Single Audit

Applicants who expend less than \$1,000,000 in federal grant funding or less than \$1,000,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$1,000,000 or more, or state grant funding of \$1,000,000 or more during the most recently completed fiscal year?

Select the appropriate response:

X Yes

_ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit: 9/30/2023

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial
 of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by
 any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

X I Certify

_ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

FFATA Certification

Certification of Recipient Highly Compensated Officers

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

_ Yes **X** No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

X Yes

_ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and inkind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

```
Position 1 - Total Compensation ($):

Position 2 - Name:
Position 2 - Total Compensation ($):

Position 3 - Name:
Position 3 - Total Compensation ($):

Position 4 - Name:
Position 4 - Total Compensation ($):

Position 5 - Name:
Position 5 - Total Compensation ($):
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Victim Services Information

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

· Law enforcement

Purpose of Award

• Continue an OOG-funded victim project funded in a previous year

Type of Crime Funding Distribution

Identify the percent of funding dedicated to each type of victimization. The percentages provided below should not include matching funds. Cumulative total for all types of victimization must equal 100%.

Type of Crime	1 -		f Funds Dedicated to Crime ble percentages only					
Child Physical Abuse	1	1 \$799.02						
Child Sexual Abuse	1	1 \$799.02						
Domestic and Family Violence	7	75 \$59,926.20						
Child Sexual Assault	1				\$799.02			
Adult Sexual Assault	1				\$799.02			
DUI/DWI Crashes	1				\$799.02			
DUI/DWI Crashes	1				\$799.02			
Assault	1	18 \$14,382.29						
Adults Molested As Children	0	0			\$0.00			
Elder Abuse	0	0			\$0.00			
Robbery	1	1 \$799.02			\$799.02			
Survivors of Homicide	1				\$799.02			
Adult Human Trafficking	0				\$0.00			
Child Human Trafficking	0				\$0.00			
Other Violent Crimes	0				\$0.00			
Description:								
Other Non-Violent Crimes	0		\$0.00					
Description:								
SUM of %'s Sum of % MUST = 100%		100	SUM of Funds Sum of Funds MUST = OOG Current E					

Use of Funds

Does this project provide DIRECT SERVICES to victims:

X Yes No

Information and Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.

Personal Advocacy/Accompaniment

- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Transportation assistance (includes coordination of services)

- Interpreter services
- · Victim advocacy/accompaniment to emergency medical care
- · Victim advocacy/accompaniment to medical forensic exam
- · Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)

Emotional Support or Safety Services

- Crisis Intervention (in-person, includes safety planning, etc.)
- On-scene crisis response (e.g., community crisis response)
- · Individual counseling
- · Other therapy (traditional, cultural, or alternative healing
- · art, writing, or play therapy
- etc.)
- Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

Shelter/Housing Services

• Emergency shelter or safe house

Criminal/Civil Justice System Assistance

- · Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Other emergency justice-related assistance
- · Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
- Law enforcement interview advocacy/accompaniment

Assistance in Filing Compensation Claims

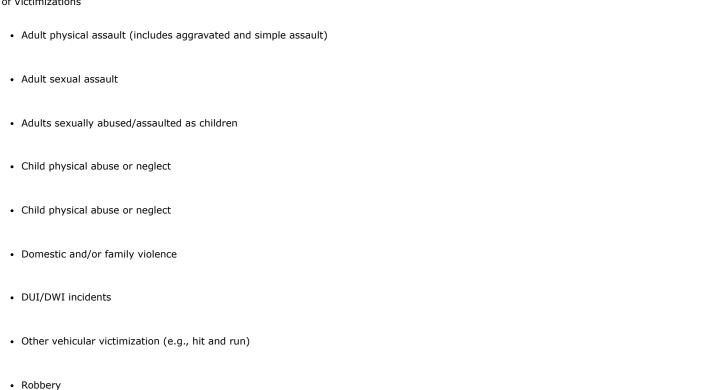
• Assists potential recipients in seeking crime victim compensation benefits

All VOCA-funded direct service projects MUST assist victims with seeking crime victim compensation benefits. Please explain why your agency is not assisting victims with crime victim compensation benefits:

Types of Victimizations

Check the types of victimization that best describe the victims the grant-funded project will serve. "Other" refers to a type that Is Not associated with any of the types provided in the list. Check all that apply:

Types of Victimizations



- · Stalking/harassment
- · Survivors of homicide victims

Budget and Staffing

Answer the questions below based on your current fiscal year. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget, unless the entirebudget is devoted to victim services program.

Annual funding amounts allocated to all victimization programs and/or services for the current fiscalyear:

Identify by source the amount of funds allocated to the victimization program/services budget for youragency. DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY. OTHER FEDERAL includes all federalfunding except the award amount for this grant.

```
OOG Current Budget:
$79,901.60

Other State Funds:
$0.00

Other Local Funds:
$19,975.40

Other Federal Funds:
$0.00

Other Non-Federal Funds:
```

\$0.00

Total Victimization Program Budget:

Total number of paid staff for all grantee victimization program and/or services:

COUNT each staff member once. Both full and part time staff should be counted as one staff member.DO NOT prorate based on FTE.

Total number of staff:

2

Number of staff hours funded through THIS grant award (plus match) for grantee's victimization programs and/or services: Total COUNT of hours to work by all staff supporting the work of this award, including match.

Total number of hours:

2600

Number of volunteer staff supporting the work of this award (plus match) for grantee's victimization programs and/or services: COUNT each volunteer staff once. DO NOT prorate based on FTE.

Total number of volunteer staff:

1

Number of volunteer hours supporting the work of this award (plus match) for grantee's victimization programs: Total COUNT of hours to work by all volunteers supporting the work of the award, including match

Total hours to work by all volunteers:

10

Explain how your organization uses volunteers to support its victimization programs or if your organizationdoes not use volunteers explain any circumstances that prohibit the use of volunteers.

The Crisis Assistance Program offers a volunteer Chaplain to assist with death notifications and crisis counseling to victims and their family members experiencing a crime related traumatic event. We utilize community member volunteers that have graduated from our Citizens Police Academy training program to assist in providing indirect services such as handing out rights and resource brochures at our community events (annual domestic violence awareness walk, crime victim rights week), clerical work in the office, and assist with general information in the police department headquarters' front lobby.

Fiscal Capability Information

Section 1: Organizational Information

*** FOR PROFIT CORPORATIONS ONLY ***

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

_ Yes _ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

_ Yes

No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

3/18/25, 3:13 PM	eGrants - Project Summary (MAKE SURE YOU CLOSE THIS PAGE !!!)
_ Yes _ No	
If you answered 'No' to any question above explain what action will be taken to ensure	e in the Accounting System section, in the space provided below e accountability.
Enter your explanation:	
Section 3: Financial Capability	
income statements are required. A balance	
Select the appropriate response: _ Yes _ No	
Does the organization prepare financial sta	atements at least annually?
Select the appropriate response: _ Yes _ No	
According to the organization's most recen	nt Audit or Balance Sheet, are the current total assets greater than

Select the appropriate response:

_ Yes _ No

the liabilities?

8/18/25, 3:13 PM

explain what action will be taken to ensure accountability.

If you selected 'No' to any question above under the Financial Capability section, in the space provided below

Section 4: Budgetary Controls

Enter your explanation:

Grant agencies should establish a system to track expenditures against budget and / or funded amounts. Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

_ Yes _ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

_ Yes _ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits. Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts,

invoices)?

Select the appropriate response:

_ Yes

_ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

_ Yes

_ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	oog	CASH MATCH	IN- KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Case Manager	TITLE: Crime Victim Liaison - Kimberly Isett DESCRIPTION: Notify victims of Crime Victim	\$0.00	\$14,138.40	\$0.00	\$0.00	\$14,138.40	25

15/18

		Rights and OAG compensation program as required by law. Notify victims of criminal charges, status case, and warrants and assist through the prosecution process. Attend MDT, complete CEUs, and collaborate with DA office and community victim service agencies. Provide training to officers. Assist officers with death notifications related to criminal investigations. Provide personal advocacy and emotional support by providing transportation of victims for exams, court appearances, and protective order hearings as needed to participate in criminal justice proceedings. Testify in court as requested by rposecution subpeonas. CASH MATCH will come from Crime Victim Liaison's salary: Total cash match: \$14,138.40						
Personnel	Clerk	TITLE: Victim Services Clerk: Malorie Lapid. DESCRIPTION: Assist Crime Victim Liaison with case management, direct interaction with victims, and application of victim services. TOTAL Salary and Fringe: \$56,553.60.	\$56,553.60	\$0.00	\$0.00	\$0.00	\$56,553.60	100
Contractual and Professional Services	Non-Substance Abuse-Related Case Management, Forensic Interviews, Counseling, Outpatient, and/or Treatment Services	Provide professional therapy and counseling services, specifically individual counseling and/or trauma-informed therapy to victims and secondary victims of violent crime in accordance with the Victims of Crime Act (VOCA) grant-funded Killeen Police Department's Victim Services Crisis Assistance Program. Pay Rate: A total of eight (8) counseling/therapy sessions at the rate of \$80 per hour, with a total fee of no more than \$640 to each victim/eligible claimant per case and by referral only. The pay rate will not exceed \$81.25/hour or \$650/day. Referrals will be made to the following counselors as per letters of agreement: (1) Stephanie Lalouette (2) Shakinah Marion (3) Sherce Hampton (4) Its A Journey	\$9,100.00	\$2,275.00	\$0.00	\$0.00	\$11,375.00	0
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	NOVA(National Organization of Victim Advocacy) is the leader in National Advocacy training and credentialing. NOVA training will have approximately 100 different workshops covering topics that include child abuse, domestic violence, resillency, human trafficking, crisis intervention, and sexual assault. Each conference hosts approximately 3,000 attendees from across the country which helps agencies learn and train in up to date standardized best practices. The conference will offer great networking, resources and training at the national level that can be incorporated into the state and local level, and an opportunity to explore the most up to date best practices for victims assistance. The NOVA Conference is held in a different state/location every year.NOVA training will be based on 2025 estimates since 2026 details are not yet available. 2025 Registration fee is \$550 (x2), estimated \$1,600 hotel (x1 - sharing room), estimated \$650 flight (X2), estimated per diem \$550(x2), estimated Uber (x1) \$150.	\$4,200.00	\$1,050.00	\$0.00	\$0.00	\$5,250.00	0
Supplies and Direct Operating Expenses	Specialized Computer Software (\$5,000 or less per unit)	Case management: We will utilize VS Tracking Software (through SHI) for tracking and reporting required grant data to the Office of the Governor. Cost was \$4,236.40 in 2025; we are budgeting for a 10% increase in 2026 to estimate a total of \$4,660. Cost is based on COK population.	\$3,728.00	\$932.00	\$0.00	\$0.00	\$4,660.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Paper, pens, folders, postage, business cards and brochures, staples, adhesive tape, printer ink cartridges, pencils, notebooks, binders, highlighters, correction tape, labels, label maker, desk-top printers, binder clips, markers, scissors, sheet protectors, stapler, paper clips, envelopes, legal pads, post-itnotes, staple remover, hole puncher, dividers, organizering and storage, desk pad, business cards, business card holders, tape, brochure holder/displays, letter openr, desk trays, markers, disinfecting wipes,	\$3,200.00	\$800.00	\$0.00	\$0.00	\$4,000.00	0

		air freshener/deodorizer, USB flash drives, self inking stamp, dry erase, paper.							
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Crisis Services includes providing crisis assistance to victims and their dependents/household members with access to emergency services to include: Emergency transportation expenses \$150; Emergency food \$500; Emergency clothing: \$300; Emergency baby essentials, diapers, wipes \$200; Emergency home repairs to ensure victim safety: \$250; Emergency lodging: \$2,500; Allocation of funds based on the needs of victims. No other funding sources are available. No funds will be given directly to victims to include gift cards. All supplies will be purchased by the City on behalf of victims.	\$3,120.00	\$780.00	\$0.00	\$0.00	\$3,900.00	0)

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
City of Killeen General Fund	Cash Match	\$19,975.40

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$19,975.40	\$19,975.40	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	oog	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$9,100.00	\$2,275.00	\$0.00	\$0.00	\$11,375.00
Personnel	\$56,553.60	\$14,138.40	\$0.00	\$0.00	\$70,692.00
Supplies and Direct Operating Expenses	\$10,048.00	\$2,512.00	\$0.00	\$0.00	\$12,560.00
Travel and Training	\$4,200.00	\$1,050.00	\$0.00	\$0.00	\$5,250.00

Budget Grand Total Information:

oog	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$79,901.60	\$19,975.40	\$0.00	\$0.00	\$99,877.00

Condition Of Fundings Information

Condition of Funding / Project Requirement		Date Met	Hold Funds	Hold Line Item Funds
Compliance with State and Federal Laws, Programs and Procedures: Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1)	3/20/2025 9:44:25 AM		Yes	No

require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible grantees/applicants must comply with all provisions, policies, and penalties found in Chapter 752 Subchapter C of the Texas Government Code. Each local unit of government and institution of higher education that operates a law enforcement agency must download, complete and then return the 2026 CEO/Law Enforcement Certifications and Assurances Form certifying compliance with federal and state immigration enforcement requirements.				
Resolution: Applications from nonprofit corporations, local units of governments, and other political subdivisions must submit a resolution electronically using the 'Upload' function in the eGrants system. The resolution must contain the following: • Authorization by your governing body for the submission of the application to OOG that clearly identifies the name of the project for which funding is requested; • A commitment to provide all applicable matching funds; • A designation of the name and/or title of an authorized official who is given the authority to apply for, accept reject, alter, or terminate a grant (Note: If a name is provided, you must update OOG should the official change during the grant period.); and • A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to OOG.	3/20/2025 9:44:47 AM	Yes	No	

You are logged in as $\boldsymbol{\mathsf{User}}\ \boldsymbol{\mathsf{Name}} \colon \mathsf{kisett}$

Statement of Grant Award (SOGA)

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

\$79,901.60

\$19,975.40

\$99,877.00

\$0.00

\$0.00

Award Amount:

Grantee In Kind

Total Project Cost:

Grantee GPI:

Match:

Grantee Cash Match:

Grant Number: 3597607 Date Awarded: 10/31/2025

Grant Period: 10/01/2025 - 09/30/2026

Liquidation Date: 12/29/2026

VA-Victims of Crime Act Formula Grant **Program Fund:**

Program

Grantee Name: Killeen, City of

Project Title: Crisis Assistance Program, Victim Services

Grant Manager: Dolf Montez

Unique Entity Identifier

LKV2KLTN9M48 (UEI):

CFDA: 16.575 - Victims of Crime Act Formula Grant Program

Federal Awarding

U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime Agency:

Federal Award Date: 9/17/2025

Federal/State Award ID

15POVC-25-GG-00366-ASSI Number:

Total Federal

Award/State Funds \$113,501,217.00

Appropriated:

Pass Thru Entity Name: Texas Office of the Governor – Criminal Justice Division (CJD)

Is the Award R&D:

This grant award provides funds from the Crime Victims Fund to enhance crime victim services in

Federal/State Award the State. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by **Description:** the State to local community-based organizations that provide direct services to crime victims

1/1 about:blank

VICTIMS OF CRIME ACT (VOCA) GRANT FOR FY 2026

December 9, 2025

Background

- The Victim Assistance Office of the Police Department has been awarded a one-year grant from the Office of the Governor, Criminal Justice Division, to fund the continuation of the Crisis Assistance Program.
- This grant will provide funding for the Crime Victims Clerk, continued professional counseling services, emergency financial assistance, and temporary shelter services for safety to victims of violent crimes.

Funding

□ Grant funds awarded to the City of Killeen are \$79,901.60.

- There is a 20% cash match requirement in the amount of \$19,975.40.
- □ The total project amount is \$99,877
- Matching funds are already budgeted as part of the Crime Victim Liaison's salary.

Recommendation

Staff recommends that the City Council authorize the City Manager, or their designee, to accept the 2026 VOCA grant for the Killeen Crisis Assistance Program. This approval includes signing the application and the authority to reject, modify, or terminate the grant if needed. The City Manager, or designee, will also be authorized to allocate the required matching cash contributions.

Additionally, the Killeen Police Department will manage the grant under the oversight of the City's Finance Department.



City of Killeen

Staff Report

File Number: RS-25-191

Consider a memorandum/resolution authorizing the award of RFP 25-37, Utility Bill Print and Mail Outsourcing to Info Send, Inc., in the annual amount of \$479,016.00.

DATE: December 9, 2025

TO: Kent Cagle, City Manager

FROM: Judith Tangalin, Executive Director of Finance

SUBJECT: Utility Bill Print and Mail Outsourcing

BACKGROUND AND FINDINGS:

The City of Killeen currently provides water utility services to over 55,000 customers, which generate around 38,000 to 40,000 regular monthly water bills, 11,000 to 15,000 electronic bills, and 11,000-14,000 delinquent notices each month. The Utility Collections Division executes up to fourteen (14) main-cycle bill run mailings per month, in addition to supplemental off-cycle and final billings as required.

With the cost of postage, paper, and envelopes steadily increasing-along with the number of customers due to the City's continued growth-the Finance Department issued Request for Proposals (RFP) 25-37 to assess the cost and effectiveness of outsourcing utility bill printing and mailing services.

On August 14, 2025, at 2:00 p.m., nine (9) proposals were received. Evaluations were conducted by City staff, and the top three (3) vendors were interviewed virtually. InfoSend, Inc. was selected for recommendation based on their detailed implementation process, consistent customer service, and overall cost competitiveness.

The table below compares the monthly internal cost of utility bill printing and mailing with the proposed outsourcing costs through Info Send, Inc.:

Description Internal External (InfoSend)

38,000 Monthly Bills, Inserts & Return Envelopes \$28,521 \$30,818

12,000 Single Late Notices \$9,271 \$8,100

11,000 E-Bills \$1,000 Equipment Leases \$2,971

Personnel Costs Related to Utility Billing \$4,976

Monthly Total \$45,739 \$39,918 Annual Total \$548,868 \$479,016

Outsourcing utility bill printing and mailing will reduce operational costs, streamline processes, and increase efficiency by allowing Utility Collections staff to focus on higher-value customer service tasks. It will also improve the quality and appearance of bills, providing customers with clearer

account information and a more professional presentation. In addition, outsourcing minimizes risks related to equipment maintenance and supply costs while ensuring the City can easily scale services to accommodate future growth.

The contract term would be for two (2) years with the option to renew for two (2) additional one-year terms.

THE ALTERNATIVES CONSIDERED:

N/A

Which alternative is recommended? Why?

N/A

CONFORMITY TO CITY POLICY:

This item conforms to City Policy and state and local laws.

FINANCIAL IMPACT:

What is the amount of the revenue/expenditure in the current fiscal year? For future years?

The total estimated expenditure for outsourcing utility bill print and mailing services is \$479,016 annually. This cost will fluctuate depending on the amount of water utility customers, paper bills, electronic bills, delinquent notices and insert.

Is this a one-time or recurring revenue/expenditure?

Recurring expenditure

Is this revenue/expenditure budgeted?

Yes, funds are available in the Water and Sewer Fund, Utility Collections operational accounts and will be paid from Professional Services account 550-54250-160-166-000000 for the utility bill printing and mailing services.

Funds for billing inserts are budgeted within the General Fund, Communication's Public Outreach account 100-52145-140-141-000000, and other department's Office Supply accounts XXX-52140-XXX-XXX-000000.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this revenue/expenditure?

Yes

RECOMMENDATION:

City Staff recommends that the City Council authorize the award of RFP 25-37, Utility Bill Print and Mail Outsourcing to Info Send, Inc. and authorize the City Manager or his designee, to enter into a contract with Info Send, Inc. in the amount of \$479,016 annually and execute any and all changes within the amounts set by State and Local Law.

DEPARTMENTAL CLEARANCES:

Finance Legal

ATTACHED SUPPORTING DOCUMENTS:

Agreement RFP 25-37 Evaluation Matrix Certificate of Interested Parties Presentation

InfoSend Master Service Agreement

This Master Service Agreement ("Agreement") is entered into on _______ (the "Effective Date") by and between the City of Killeen, Texas, a municipal corporation, having its main office at 101 N College Street, Killeen, TX 76541 ("Client") and InfoSend, Inc., a California Corporation, having its main office at 4240 E. La Palma Avenue, Anaheim, California 92807 ("InfoSend"). Client and InfoSend are collectively referred to herein as the "parties" and individually as a "party."

In consideration of the mutual promises and upon the terms and conditions set forth below, the parties agree as follows:

1 Definitions

For the purposes of this Agreement, the following terms and words shall have the meaning ascribed to them, unless the context clearly indicates otherwise.

- **1.1 "Affiliate"** means, with respect to a party, any entity or person that, directly or indirectly, owns or is owned by (whether in whole or in part), controls or is controlled by, or is under common control with, such party.
- **1.2 "Agreement"** shall refer to this Agreement, as amended from time to time, which shall constitute an authorization for the term of this Agreement for InfoSend to provide the Services, described herein, to the Client.
- **1.3** "User(s)" shall mean a customer or employee of Client accessing InfoSend hosted applications via the Internet. Users of the System will agree to accept all the terms and conditions herein, and may be issued a unique User ID and/or password by InfoSend or Client.
- **1.4 "Services"** shall include the performance of the Services outlined in Section 2 and detailed in Exhibits A and C of this Agreement.
- **1.5 "System"** shall include all InfoSend hosted data and software applications.
- **1.6 "Client Data"** shall refer to all Client-supplied computer data files that contain personally identifiable information.

2 Services Provided by InfoSend

2.1 Scope of Services

Subject to the terms and conditions of this Agreement, InfoSend, itself and/or through its Affiliate(s), shall provide to Client, and Client shall purchase from InfoSend, the services listed in Exhibit A ("Scope of Primary Services") to this Agreement at the price set forth in Exhibit B ("InfoSend Fees"). In the event Client requires other consulting, installation, development and/or customization services, InfoSend shall perform and Client

shall purchase such services in accordance with the provisions of $\underline{\text{Exhibit C}}$ ("Professional Services") of this Agreement.

2.2 Professionalism

InfoSend and Client shall operate in a professional manner under this Agreement: in providing and receiving Services under this Agreement, the parties will perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession under similar circumstances.

2.3 Time of Performance of Services

InfoSend and Client acknowledge and agree that each party will use reasonable diligence to perform their respective obligations under this Agreement in a timely manner.

3 License Grant and Restrictions

3.1 Grant of License

InfoSend agrees to provide to Users the right to use software and the provision of Services, but in all cases only in full and complete compliance with all of the terms and conditions of this Agreement. Subject to the terms of this Agreement, InfoSend hereby grants, and Client hereby accepts, for the Term (as defined herein) of this Agreement, a non-exclusive, non-transferable license to access and use and to permit its Users to access and use the System via the Internet (the "License").

3.2 License Restrictions

Client hereby agrees not to: (i) reproduce, download, modify, create derivative works from, distribute, or attempt to reverse engineer, decompile, disassemble, or access the source or object code for, the System; (ii) use the System, or any component thereof, in any manner contrary to applicable laws or government regulations; or (iii) otherwise affect or attempt to enable the unauthorized use (with or without User ID and/or password) of the System.

4 Privacy and Security

4.1 Regulatory Compliance

InfoSend will maintain compliance with required Payment Card Industry (PCI) Data Security Standards and Cardholder Information Security Standards, applicable rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA), and applicable sections of the Gramm-Leach-Biley Act of 1999.

5 Term & Termination

5.1 Term

The initial term of this Agreement shall commence on the effective date of this Agreement and continue for a period of two (2) years ("Initial Term") from the Effective Date. This Agreement will automatically renew no more than three (3) times for successive one (1) year periods ("Renewal Terms") unless either Client or InfoSend provides the other party with at least sixty (60) days' written notice prior to the end of the current term indicating that such party elects not to automatically renew the term of this Agreement. The party giving non-renewal notice may indicate if it prefers for the contract to be terminated at the end of the current term or to continue on a month-to-month basis, if mutually agreeable to both parties.

5.2 Termination for Cause

This Agreement may be terminated for cause as follows:

(i) Material Breach

A material breach of this Agreement by either party shall be cured within thirty (30) days after a party notifies the other of such breach. For those breaches which cannot reasonably be cured within thirty (30) days, the breaching party shall promptly commence curing such breach and thereafter proceed with reasonable due diligence to substantially cure such breach (the "Cure Period"). In the event that such material breach has not been cured within the Cure Period, the non-breaching party may terminate this Agreement in its entirety, or as it pertains to a Product, particular Deliverable, Service or Professional Service, by providing the other party with thirty (30) days' written notice as of a date specified in such notice.

(ii) Failure to Pay

After sixty (60) days of nonpayment on undisputed invoices, InfoSend may, at InfoSend's option, terminate this Agreement in its entirety or as it

pertains to a particular Product, Deliverable, Service or Professional Service, by giving written notice to Client, as of a date specified in such termination notice, pursuant to Section 6.3.

(iii) Insolvency or Bankruptcy

In the event that either party becomes or is declared insolvent or bankrupt, is the subject of any proceedings related to its liquidation, insolvency or for the appointment of a receiver or similar officer for it, makes an assignment for the benefit of all or substantially all of its creditors, or enters into an agreement for the composition, extension or readjustment of all or substantially all of its obligations, then the other party hereto may, by giving written notice thereof to such party, terminate this Agreement as of the date specified in such notice of termination.

5.3 Upon Termination

Upon termination of this Agreement, the parties agree to cooperate with one another to ensure that all accounts receivable are accounted for. Upon termination, InfoSend shall cease all Services provided hereunder, unless otherwise directed by the Client in writing and assuming all client fees remain current. Upon termination, Client will promptly pay to InfoSend any and all charges due, without offset, including but not limited to payables that are due pursuant to this Agreement, accrued finance charges, and the Discontinuance Fee set forth below, where applicable.

5.4 Discontinuance Fee

The parties have mutually agreed upon the Fees for the Services to be provided hereunder based upon volumes Client has represented in Exhibit B, Section 2 and the Term of this Agreement. Because of the impracticable or extreme difficulty in ascertaining the actual damages to InfoSend that would result from a termination of the Agreement prior to the expiration of the then-current term, Client agrees to pay a discontinuance fee to InfoSend in the event that (i) Client terminates the Agreement without cause prior to the expiration of the then-current term; or (ii) the Agreement is terminated due to a breach by Client prior to the expiration of the then-current term.

The discontinuance fee will be equal to two (2) months of the Client's average monthly billing for the previous six (6) months of Service (excluding any postage charges and professional services fees that were invoiced in that time period). Client agrees to pay the discontinuance fee prior

to the effective date of such termination and in addition to all other payables then due and owing to InfoSend. The parties agree that the amount of the discontinuance fee is a reasonable forecast of the just compensation for the harm to InfoSend caused by an early termination of this Agreement, and not a penalty.

5.5 Force Majeure

Neither party shall be liable, or deemed to be in default, to the other for any failure or delay in performing an obligation under this Agreement to the extent that its performance is delayed, impaired or rendered impossible by an event beyond its control ("Force Majeure Event") such as natural disasters, war, terrorist acts, riots, labor strikes or shortages, civil disturbances, extra-ordinary losses of utilities (including telecommunications services), computer "hacker" attacks on internet infrastructure, regulatory restrictions, change in law or regulation or other acts of government authority, including civil and military authorities and courts, fuel or energy shortages, transportation stoppages or slowdowns, the inability to procure parts or raw materials, pandemics, supply-chain issues which causes a substantial increase in costs or decrease in availability of materials necessary for InfoSend and/or its Affiliate(s) to perform services under this Agreement, and/or acts or omissions of common carrier. These causes will not excuse Client from paying previously accrued payables due to InfoSend through any available lawful means acceptable to InfoSend.

6 Invoicing and Payments

6.1 Invoicing

InfoSend will invoice Client monthly and Client will pay InfoSend the fees described in and/or computed in accordance with **Exhibit B (InfoSend Fees).** Client payment of these invoices is due upon receipt in U.S. dollars and shall be paid NET 30 unless expressly agreed to by InfoSend.

6.2 Dispute of Invoice

Should Client dispute any invoices, it must do so in writing within sixty (60) days of the invoice date with specific details as to the matters in dispute or any dispute shall be deemed waived.

6.3 Late Payments

InfoSend may elect to assess finance charges on any or all undisputed invoices that become past due at a rate of 1.5% per month.

The recurring nature of InfoSend's Services result in a rapid rise in financial loss to InfoSend if a Client's accounts payable process is delayed, particularly when InfoSend is invoicing Client for postage charges. Therefore, InfoSend reserves the right to suspend Services until payments are brought current if past due account balances cannot be collected from Client. InfoSend's Accounting staff will notify Client in writing before Services are suspended and give Client an opportunity to bring the account current before Services are put on hold. Should a hold be instigated, it will immediately be removed once the account is brought current.

7 Communications

7.1 Notices

Any notice hereunder must be in writing and sent by overnight courier service (such as FedEx or UPS), or USPS certified mail, all with delivery signature requested, to the other party hereto at the respective address set forth below:

To Client: City of Killeen, Texas
C/O (Department): _____
Address: 101 N College Street
Killeen, TX 76541

To InfoSend:

C/O: President

Address: 4240 E. La Palma Avenue

Anaheim, CA 92807

Notice shall be deemed to have been given and received one (1) business day after being sent via overnight courier service, or three (3) business days after being mailed by USPS certified mail. Each party may update its address or email address by providing written notice to the other party of such change in accordance with this section.

8 Confidentiality & Intellectual Property

8.1 Confidentiality

All information and data relating to Client's business, as well as all User information, submitted by Client to InfoSend and/or its Affiliate(s) under this Agreement shall be treated as confidential by InfoSend and shall not, except as required to perform the Services under this Agreement or otherwise required by law, be disclosed to any third party by InfoSend without Client's written consent. Notwithstanding anything to the contrary, the following shall not be deemed confidential: (a) information that is in the public domain through no fault

of InfoSend or its Affiliate(s); (b) information that was known to InfoSend or its Affiliate(s) prior to disclosure by Client; or (c) information that is independently developed by InfoSend or its Affiliate(s) without use of or reference to Confidential Information. InfoSend shall promptly notify Client should InfoSend be served with a summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admission, or other discovery request or court order (a "Request to Disclose") from any third party regarding this Agreement, the Services performed under this Agreement, and/or seeking such information or data. Client shall be responsible to timely make appropriate objections to any Request to Disclose.

Client will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential or proprietary non-public information it obtains from InfoSend during the term of this Agreement InfoSend's business (the "Confidential Information"), which Confidential Information shall include InfoSend's operations, financial condition, technology, systems, suppliers, clients or prospective clients, marketing data, plans, pricing, and models, or personnel, unless required by applicable law. Client will ensure that its employees and agents similarly abide by the requirements hereof. Client will promptly notify InfoSend of its receipt of a Request to Disclose and Confidential Information, and InfoSend shall be responsible to timely make appropriate objections thereto.

InfoSend, and its licensors, where applicable, owns all rights, title and interest, including all related Intellectual Property Rights, in and to InfoSend technology, the content and the Services. The InfoSend name, the InfoSend logo, and the product names associated with the Service are trademarks of InfoSend or third parties, and no right or license is granted to use them.

9 Representations & Warranties

9.1 InfoSend Representations and Warranties

InfoSend represents and warrants that it has the legal power and authority to enter into this Agreement and that Services will be provided in a professional and workmanlike manner.

InfoSend warrants that the Services will materially perform the functions that the Client has selected under normal use and circumstances and that InfoSend shall use commercially reasonable measures to protect Client Data

to the extent that it retains such data in the operation of the Services. Provided that Client gives InfoSend written notice of failure to meet the foregoing warranty within sixty (60) days following delivery of any Services, or as otherwise specified in a Statement of Work ("SOW"), InfoSend warrants that it will use commercially reasonable efforts to correct any Services that fail to comply with the foregoing warranty. If there is no notice by Client within sixty (60) days following delivery of any Services, or as otherwise specified in a Statement of Work ("SOW"), it shall be deemed Client has accepted the Services and waived any claims to the otherwise.

9.2 Client Representations and Warranties

Client represents and warrants that it has the legal power and authority to enter into this Agreement and provide to InfoSend all information and data necessary for InfoSend to perform the Services. Client further warrants that it will comply with all laws, regulations, and compliance requirements applicable to Client's and User's activities covered by this Agreement.

9.3 Warranty Disclaimer

Except as expressly set forth in Section 9.1 above, InfoSend disclaims all other representations or warranties, express or implied, made to Client or any other party, including without limitation, any warranties regarding quality, suitability, merchantability, fitness, for a particular purpose or otherwise of any services or any good provided incidental to the Services provided under this Agreement, to the extent permitted by applicable law.

InfoSend and its licensors and payment processors do not represent or warrant that (i) the use of the Services will be uninterrupted or error-free, or operate in combination with any other hardware, software, system or data; or (ii) the Services will not delay in processing or paying to the extent such delay is caused by things outside the control of InfoSend. Services may be subject to the limitations, delays, and other problems inherent in the use of the Internet and electronic communications. InfoSend is not responsible for any delays, delivery failures, or other damage resulting from such problems.

In performing the Services, InfoSend is responsible for producing for print or online display the content that Client provides to InfoSend. InfoSend is not responsible for reviewing the content for spelling or typos, nor is InfoSend responsible for verifying the accuracy or legality of the content. It is Client's sole responsibility to verify that the content that InfoSend's applications will produce on Client's behalf is appropriate for distribution.

9.4 Inbound Communication Services Disclaimer

InfoSend Inbound Communication services are intended to receive communications and data from clients to facilitate the performance of InfoSend Services. While the inbound services have been created with certain available tools and practices, they are dependent on infrastructure that is inherently not fail-proof, including but not limited to infrastructure such as United States Postal Service ("USPS") delivery standards, software, computer hardware, network services, telephone and SMS services, and email. Examples of situations that could cause failure include but are not limited to: USPS failure to deliver, down phone lines, all lines busy, equipment failure, email address changes, and Internet service disruptions. Client acknowledges that it is aware of the potential hazards associated with using such infrastructure and will be responsible for ensuring InfoSend is in receipt of any communication or data destined for InfoSend. Client releases InfoSend from any and all liability that results from an unsuccessful communication or data transfer to InfoSend, one which does not produce a confirmation receipt from InfoSend.

9.5 Outbound Services Disclaimer

InfoSend Outbound Communication services are intended to create additional methods of communication for clients in support of existing processes. These services are not intended to replace all interaction with clients' end users or employees. While the outbound services have been created with certain available tools and practices, they are dependent on infrastructure that is inherently not failproof, including but not limited to infrastructure such as United States Postal Service ("USPS") delivery standards, software, computer hardware, network services, telephone and SMS services, and email. Examples of situations that could cause failure include but are not limited to: USPS failure to deliver, down phone lines, all lines busy, equipment failure, email address changes, and Internet service disruptions. For this reason, while outbound services are valuable in providing enhanced communication, they are specifically not designed to be used as the sole method to deliver critical messages. Client acknowledges that Client is aware of the potential hazards associated with relying on an automated outbound service feature when using InfoSend services. Client agrees that it is giving up in advance any right to make any claim against InfoSend, and that Client forever releases InfoSend from any and all liability caused by (a) any failed USPS delivery; (b) any failed email delivery; (c) any failed SMS or call attempts (including excess of calls

over and above network or system capacity), incomplete calls, or any busy-outs; or (d) any failure to transmit, obtain or collect data from callers or for human and machine errors, faulty or erroneous input, inarticulate caller communication, caller delays or call lengths exceeding estimated call lengths or omissions, delays and losses in connection with the Services provided hereunder. Such release shall include instances where Client, Client's employees, or Client's end user suffer injury or damage due to the failure of outbound services to operate, even though InfoSend may know or suspect what or how extensive those injuries or damages might be, unless such losses were directly attributable to InfoSend's gross negligence or willful misconduct.

10 Insurance

10.1 InfoSend's Insurance Provisions

InfoSend will maintain the following minimum insurance levels during the Initial Term of this Agreement and any Renewal Terms:

- Commercial General Liability coverage in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate.
- Automobile Liability Insurance coverage in the amount \$1,000,000.00 per occurrence.
- Umbrella Liability Insurance in the amount of \$5,000,000.00 per occurrence and in aggregate.
- Worker's Compensation Insurance with at least the minimum coverage amounts required by law.
- Errors & Omissions Insurance with a \$5,000,000.00 coverage limit.

11. Indemnification & Limitation of Liability

11.1 Indemnification

InfoSend is a service provider. As such, Client acknowledges that data processing involves the risk of human and machine errors and that InfoSend shall not be liable for any errors, omissions, delays or losses.

InfoSend will not be responsible for actions, omissions or delays to Services resulting from incomplete, late or faulty data and/or instructions transmitted by Client. To the extent allowed by the law, Client shall indemnify, defend and hold InfoSend and InfoSend's Affiliate(s) harmless from any and all claims, damages, awards, costs, fees, expenses, interest, and penalties related to or arising from Client's breach of any provision of this Agreement, any unlawful conduct of Client, and/or any event beyond the reasonable control of InfoSend or its Affiliate(s), including,

without limitation, (a) failures or limitations on the availability of third-party telecommunications or other transmission facilities; (b) Client failure to maintain security or confidentiality of data or access credentials; and/or (c) violation of any applicable laws, regulations or industry standards.

11.2 Limitation of Liability

In no event shall InfoSend, or its Affiliate(s) be liable for indirect, special or consequential damages even if InfoSend has been advised of the possibility of such potential claim, loss or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies. The aggregate liability of InfoSend and its Affiliate(s) arising from or relating to this Agreement for any claim shall be limited to the fees that InfoSend received from Client in the preceding twelve (12) months prior to the accrual of the claim.

12 General

12.1 Independent Contractor

Client and InfoSend agree and understand that the relationship between both parties is that of an independent contractor. No joint venture, partnership, employment or agency relationship exists between Client and InfoSend as a result of this Agreement or use of the Service.

12.2 Governing Law

This Agreement shall be governed by the substantive laws of the state of Texas.

12.3 Entire Contract; Amendment

This Agreement (including its Exhibits) contains the entire agreement between the Parties with respect to its subject matter and supersedes all other prior and contemporaneous contracts and understandings between the Parties, whether oral or written. Modifications or changes to this Agreement, other than as specified at Exhibit B, must be in writing and executed by the parties.

12.4 Severability

If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement, and this Agreement shall be read as if said word, sentence or paragraph did not exist.

12.5 Assignment

This Agreement may not be assigned by either party without the prior written approval of the other party, unless it is being assigned to (i) a parent or wholly owned subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

12.6 Survival

All of the terms of this Agreement which by their nature extend beyond the expiration or termination of the Agreement, including but not limited to indemnification obligations, payment obligations, confidentiality obligations and limitations of liability, shall survive expiration or termination of the Agreement and remain in full force and effect.

12.7 Attachments

The following documents are attached hereto as Exhibits, and are incorporated by reference in their entirety:

Exhibit A: Scope of Primary Services

Exhibit B: InfoSend Fees

Exhibit C: Professional Services

12.8 Cooperative Agreement ("Piggybacking")

The parties agree that InfoSend may offer the prices, terms and conditions offered herein to other government agencies that wish to participate in a cooperative purchase program with Client. InfoSend will review these requests from other government agencies on a case-bycase basis to decide whether this Agreement can be extended to the new agency. At minimum, the following requirements must be met for the prices in this Agreement to be extended to the new agency:

- The new agency must require similar types of service for similar document types (i.e., statements, late notices);
- The monthly document volume that InfoSend will produce must be similar, or at a minimum, acceptable:
- The new agency must agree to use InfoSend's standard materials; and,
- The prices in this Agreement must still be profitable.

If the above conditions are not met then InfoSend will provide the new agency with revised pricing that it can elect to accept if it moves forward with the cooperative purchase program. Other agencies will be responsible for entering into separate Agreements with the contract and for all payments thereunder made directly to InfoSend. InfoSend reserves the right not to extend this

Agreement's terms in whole or in part to other agencies for any reason.

This Agreement is the result of an open, competitive procurement process conducted in accordance with applicable law. The provisions of this Agreement may be

extended to other government agencies within the same jurisdiction, at InfoSend's discretion.

[SIGNATURE PAGE FOLLOWS]

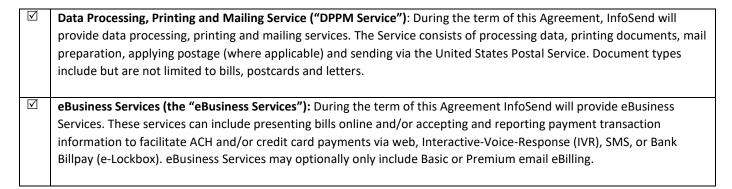
Agreement is entered into by and between:

Client: City of Killeen, Texas	InfoSend:
By:	By: Roxana Weil
Name:	Name: Roxana Weil
Title:	Title: EVP
Date:	Date: 11/24/2025

Exhibit A - Scope of InfoSend Primary Services

This Exhibit A is an integral part of and is subject to the terms and conditions of the Master Service Agreement (the "Agreement") between InfoSend, Inc. ("InfoSend") and the City of Killeen, Texas ("Client"). This Exhibit A provides the Services which InfoSend, and/or its Affiliate(s), shall deliver to Client to permit Client's customers ("Users") to use the products and services to view and pay their bills. To the extent that any term is not expressly defined herein, it shall have the meaning set forth in the Agreement.

Client will select one or more of InfoSend's Primary Services from the list below by checking the box next to the Primary Service name. Any Primary Services not selected prior to the execution of this Agreement can be added at a later date via an Agreement Amendment.



Section 1. Data Processing, Printing and Mailing (DPPM) Service Description

A. Data Transfer and Processing

- Client to transmit data to InfoSend in an agreed upon format. Should Client make changes to data file format after initial setup is complete, it agrees to pay for the professional services required to accommodate the new file format. See Exhibit C Professional Services for information on initial setup and ongoing programming changes.
- Client will monitor transfer confirmation emails to ensure InfoSend is in receipt of the data. Client acknowledges that
 InfoSend will not be responsible or liable for any transferred data which does not result in a confirmation receipt to Client.
- A File Transfer Report will be emailed to the Client representatives who have opted-in to this email. A copy of this report is also available to download from the InfoSend website.
- Client will have access to an online Job Tracking application that shows the progress of each file as it is processed and becomes a batch of documents to be printed and mailed. Client can see both the original input file name and the InfoSend-assigned "Job Code".
- InfoSend will process the mailing addresses and perform the following functions:
 - Apply CASS-certified address validation
 - o Comply with USPS requirements to obtain pre-sort automation rates for qualified client mail pieces
 - Stay current with all USPS regulations required to mail presorted first-class mail
- InfoSend will optionally provide proofs of the final print-ready PDF files to Client to be reviewed and approved before printing begins (if requested).

B. Document Printing and Mailing

- Batches are printed by InfoSend using a high-speed production process onto the agreed upon forms.
- Printed documents are put through a quality control process and then released to the mailing department to be inserted into outgoing envelope. A return envelope and any applicable inserts are included as defined by client workflow.
- After a batch of mail is completed in InfoSend's system it will be marked as such in the online Job Tracker and a Process Confirmation Report will be emailed to the Client representatives who have opted-in to this email. A copy of this report is also available to download from the InfoSend website.

Section 2. eBusiness Service Description – Basic Email eBilling Service

A. General System Description

- Email-only service that sends eBills to customers via email (no portal to view prior eBills).
- Complements an existing online payment system by providing eBills electronically.
- Works with client data file flag or supplemental file with customer email addresses.
- Styled HTML email template featuring client branding, including banner image.

- Bill particulars such as Account Number, Due Date and Amount Due are contained in the email body, as well as link to payment portal.
- Includes a PDF of the document attached to an email

B. Scope

- Client will transmit billing data with email address values if sending raw data
 - o If PDF files for input data, client will embed tags with email addresses
 - Alternatively, client may send a companion file with accounts and email addresses for processing against the billing file
- InfoSend will suppress eBill accounts from printing during processing
- InfoSend will document eBill suppressions in the process summary file
- InfoSend will email eBills upon batch completion
- InfoSend will create a styled HTML email template featuring client branding, including banner image.
- InfoSend will provide bill particulars such as Account Number, Due Date, and Amount due are contained in the email body, as well as link to payment portal.
- InfoSend will include a PDF of the document attached to an email, if applicable.
- InfoSend will provide back-end reporting and a Customer Service Portal for administration

C. Features

Security: eBilling services using an advanced platform (three-tier) architecture that maximizes security, encrypting all data transmission using SSL technology, and protecting customer data securely behind a robust firewall.

PDF Bill Delivery: The system will email PDF replicas of the printed bill to the customers email address. Bills shall contain identical information and have identical appearance to the paper statements customers would otherwise receive.

Email Notices: Additionally, InfoSend shall provide system generated emails for certain events, including new bill notifications, customer service replies and email address or preference modifications.

Link to Payments: The eBilling service must recognize that the Client contracts with third party portals or is supported by the Client developed portal and will link the customer to the portal.

Customer Service Admin Portal: InfoSend shall provide Client's customer service representatives with a portal for managing the application. This portal includes the ability to enroll customers in eBilling services, resend bills, update email addresses and otherwise manage eBilling settings at a customer's request. Client's customer service representatives shall also be provided access to securely view archived eBills.

Customer Service Tracking: InfoSend shall provide a two way secure communication tool as part of the application, whereby residents can submit requests securely via the user portal to the Client's customer service representative portal. Customer service representatives shall have the ability to respond and "close" the request when resolved. Communications are to be permanently archived.

Reporting: Provide a listing of all currently active email addresses and all associated demographic data, at least monthly, or upon request of the Client.

Exhibit B - InfoSend Fees

This Exhibit B is an integral part of and is subject to the terms and conditions of the Master Service Agreement (the "Agreement") between InfoSend, Inc. ("InfoSend") and the City of Killeen, Texas ("Client"). This Exhibit B provides the Fees which InfoSend shall bill to Client in exchange for Services. To the extent that any term is not expressly defined herein, it shall have the meaning set forth in the Agreement.

Section 1. Price Escalations to InfoSend Fees

InfoSend reserves the right to increase InfoSend Fees on an annual basis starting with the first anniversary of the Effective Date to account for increases in the cost of materials, labor, and other overhead. The Client will be notified, in writing, at least thirty (30) days prior to such price increase. An amendment to the Agreement will not be required if the Fees are changed, unless other terms or conditions of the Agreement have changed. Postage fees can change at any time per USPS regulations and do not require an amendment to the Agreement.

Additionally, if Client uses DPPM Services, InfoSend reserves the right to increase paper, form, and envelope fees as needed, with thirty (30) days' written notice to Client, in the event of extraordinary increases to the cost of paper.

InfoSend pricing is predicated on Client representations of Client and Client User transactional usage. Should Client's actual continuous volume and/or recurring frequency deviate by more than thirty percent (30%) from what Client has represented to InfoSend in Section 2 below, then InfoSend reserves the right to invalidate the Fees listed in this Agreement. Should this situation arise then InfoSend will notify Client immediately and negotiate with Client in good faith to pass on any increased costs to Client, in accordance with actual Client and Client User transactional usage. Should InfoSend and Client fail to agree upon updated Fees, InfoSend reserves the right to terminate this Agreement with one hundred and eighty (180) days' notice.

Section 2. Client Representations

Client Volume Representations

Customers Contacted or Billed Monthly

38,000 - 40,000 Regular Monthly Water Bills

11,000 - 14,000 Delinquent Notices

Number of Batches Monthly

Daily

Section 3. DPPM Fees

Document Production Summary	
Option 1: Statements & Notices - InfoSend Standard Envelopes Package includes: Data processing, one printed page up to 4/1 ink, InfoSend outgoing #10 envelope, InfoSend #9 return envelope **InfoSend will add the perforation, where needed, inline as we are printing the documents. InfoSend does not charge an additional fee for the perforation.	\$0.109 per document
Option 2: Statements & Notices - Custom Return Envelopes Package includes: Data processing, one printed page up to 4/1 ink, InfoSend outgoing #10 envelope, Custom #9 non-window return envelope (white paper) **InfoSend will add the perforation, where needed, inline as we are printing the documents. InfoSend does not charge an additional fee for the perforation.	\$0.111 per document

Finished mail pieces are delivered to the USPS within one (1) business day. If electronic PDF samples (proofs) are requested then the mailing will be completed within one day of sample approval. File upload deadline for next-day mailing is 1:30 PM local time at the production facility designated for your account. If samples are required then they must be approved by 3:30 PM local time for the file to be mailed by the next business day.

The below provides the components of the summary price given above. All pricing is based on "Client Volume Assumptions" listed and excludes applicable sales tax.

Data Processing				
Setup Fee - Express PDF Input Files	\$0.00 (Waived during initial install)			
Setup Fee – Data Only Input Files	\$0.00 (Waived during initial install)			
Document Re-Design Fee	\$0.00 (Waived during initial install)			
Data Processing Fee (per document)	\$0.01			

Printing and Mailing Service					
Statement and Notices - Printing & Mailing Fee with up to 4/1 Ink \$0.036					
USPS Postage	Pass-through**A postage deposit will be required prior to starting service.				
Print Color Options (colors per side) *	\$0.036 for up to 4/1 printing \$0.041 for up to 4/4 printing				
Inline Insert Print Fee*	\$0.036 Black printing \$0.041 Color printing				
Batch Fee (per mailing batch under 200 mail pieces)	\$5.00				
Excess Pages Handwork Surcharge (per mail piece)	\$0.35				
Address Updates – per "hit" (address that gets updated)	\$0.30 NCOA \$0.30 ACS				

^{*}Prices assume normal ink/toner coverage for business documents. Flood coating the entire page in color or other types of extremely high coverage designs may cost more or not be technically feasible. Extremely high coverage designs can cause content to bleed through to the other side of the page or to cause the page to curl too much to work properly with high-speed mail inserting equipment.

^{**}The postage deposit is subject to ongoing review and may be adjusted at any time to account for changes to Client average mailing volume or changes to USPS postage rates with at least thirty (30) days' written notice to Client.

Materials*	
Standard 8.5" x 11" Paper Stock (per sheet)	\$0.016
Standard Double Window Outgoing #10 Envelope	\$0.025
Standard Single Window Return #9 Envelope	\$0.022
Custom #9 Non-Window Envelope (white paper)	\$0.024
Outgoing Flat Envelope – used for mail pieces with excess pages	\$0.17

Insert Services						
InfoSend Produced	Quoted based on specification					
E. Currently all the water bill inserts are printed double sided on 8.5x11", 24#/60 bond, 4/4 offset. A four (4) page PDF would be finished as a two (2) page, double sided document. Pages one (1) and two (2) printed on one (1) page and pages three (3) and four (4) printed on page two (2). No folding is required with the current style of printing of the inserts. * Insert pricing valid for up to 180 days. Pricing beyond 180 days quoted at time of order.	\$0.099 each for 38,000 17 x 11 sheets = \$3,762.00					
Envelope Messaging (Snipes)	Quoted based on specification					
Electronic Inserts	\$0.010					

Inserting Fee	\$0.010 per insert
Fee to insert an InfoSend produced or Client provided marketing or informational insert. Client provided (drop-shipped) inserts must be professionally packaged and ready for usage. If folding is required then additional fees apply based on folding requirements. Minimum fee is \$0.01 per insert for folding. If inserts are not professionally packaged and damaged in shipment or require additional labor to prepare for inserting then additional fees can apply.	
Per item fee assumes the insert will be included in all mail pieces. Selective inserting is available but requirements must be reviewed on a case by case basis to determine if additional fees will apply for setup and handling.	

Optional Document Services					
Print Image Archiving (Per Document Image), with included USPS mail tracking	\$0.010 - For 12 Months of Retention \$0.015 - For 18 Months of Retention \$0.020 - For 24 Months of Retention \$0.025 - For 36 Months of Retention \$0.030 - For 60 Months of Retention				
Print Image Archive API Monthly Support Fee	\$150.00				
Final Doc Transfer (FDT)	Option 1: \$0.009 per document. One PDF will be provided per batch with multiple documents in it. InfoSend standard batch file format provides account and page numbers for each record in the batch. Option 2: \$0.015 per document. Each document will be provided in a separate PDF file. A custom batch file format can be provided if the InfoSend standard format will not work.				
Professional Services Rate (per hour)	\$205.00				
Returned Mail Handling	\$0.35 per reported returned mail piece				
Remit Tracking	\$50.00 monthly support fee				
eBills: Email Statement to Customers	\$0.05 each				

Section 3.1. Custom Forms/Envelopes

If Client has selected the Printing and Mailing Service and at any time requests that InfoSend Fees include the cost of custom Client-specific materials (either in this Agreement or since its execution), then Client understands and accepts that these materials will be purchased in bulk to achieve the lowest possible per-unit cost. Client agrees to purchase any remaining supplies of requested custom materials (normally forms or envelopes) if Client stops using InfoSend's Service for any reason. Client agrees to purchase the remaining supply of custom forms/envelopes upon Client's request to change the custom forms/envelopes before the supply has been depleted.

Section 3.2. USPS Postage Rates

Postage rates are determined by the United States Postal Service. All postage rate changes are determined directly by USPS and are independent of any InfoSend service or materials fees. In no event shall any change in the postage rates affect the InfoSend service or materials fees. The Client will be invoiced the amount of excess for overweight and foreign mail.

Section 3.3. Postage Deposit

InfoSend purchases the postage needed to mail Client documents on the day of mailing. The postage charges are later invoiced to Client based on the Client's payment terms. InfoSend requires Client to submit a postage deposit prior to the first mailing to facilitate the payment terms. This amount will remain in deposit for the duration of the Agreement. Upon Agreement expiration or termination Client must pay in full any outstanding invoices from InfoSend for payables created under this Agreement; the postage deposit will be refunded within fifteen (15) days of the date that the last open invoice is paid.

The postage deposit amount is calculated by multiplying the estimated number of mail pieces per month by the current 5-Digit presorted first class postage rate. The postage deposit amount due for your account is:

49,000 mail pieces per month x \$0.593 x 2 = \$58,114.00

The postage deposit is subject to ongoing review and may be adjusted at any time to account for changes to Client average mailing volume or changes to USPS postage rates with at least thirty (30) days' written notice to Client.

Section 4. eBusiness Service Fees

Not applicable

Section 5. Client Go-Live and Fees

InfoSend will provide Client with a Demo instance of the System to approve configuration and simulation of Services. Upon Client approval of the Demo instance of the System and sample outputs from Services, InfoSend will create a copy of Demo System in Production for completion of final User Acceptance Testing (UAT). Client will be given the UAT Period to complete internal testing prior to initiating Go-Live. All Setup and recurring Monthly Fees will become due upon the sooner of (a) Client Go-Live with the application or (b) 60 days from InfoSend delivery of Production System for UAT.

Section 6. Implementation Project Cost Subsidization:

InfoSend's internal costs to complete the project is higher than the Setup fees given. InfoSend has subsidized these fees by factoring in years of service given the term of the Agreement. Should Client cancel the project or terminate the Agreement at its convenience less than one (1) year from the Effective Date then it must pay according to the below:

- DPPM Setup Fee: Waived during initial implementation
- EBPP Setup Fee: Waived during initial implementation

Exhibit C - Professional Services

This Exhibit C is an integral part of and is subject to the terms and conditions of the Master Service Agreement (the "Agreement") between InfoSend, Inc. ("InfoSend") and the City of Killeen, Texas ("Client"). This Exhibit C provides InfoSend's Professional Services Fees which InfoSend shall bill to Client in exchange for Professional Services. To the extent that any term is not expressly defined herein, it shall have the meaning set forth in the Agreement.

Section 1. Price Escalations to InfoSend Professional Services Fees

InfoSend Professional Services Fees can be adjusted once every twelve (12) months to account for increases to the cost of providing these services. InfoSend reserves the right to increase Professional Services Fees on an annual basis, starting with the first anniversary of the Agreement date, if needed. The Client will be notified, in writing, at least thirty (30) days prior to such price increase. An amendment to the Agreement will not be required if the Professional Services Fees are changed, unless the terms or conditions of the Agreement have changed.

Section 2. Definition of Professional Services

InfoSend Professional Services are the technical services that are required to perform the initial setup of the InfoSend Primary Services defined in Exhibit A and the technical services required to make changes to these Primary Services after the initial setup is complete. Once any Primary Service is live and operational Professional Services will not be required unless Client requests a change or makes changes to its data file format or business rules which necessitates a change to InfoSend's system configuration or programming. Examples of InfoSend Professional Services:

- Project requirements gathering and analysis hours
- Project management and/or consulting hours
- Software development and system configuration hours related to the processing of Client's data
- Software development and system configuration hours related to document design, web portal setup, business rule configuration, or any other applicable technical services
- Application testing and deployment hours

Section 3. Professional Services Fee and Process for Approval and Payment of Fee

The current Professional Services Fee is \$205.00 per hour. In the event that a project will incur billable Professional Services hours, Client will be informed before work begins. InfoSend and Client will execute a Statement of Work for the project that Client wants InfoSend to undertake. The payment terms for the project depend on the size and scope of the project. The Statement of Work can include payment terms that are different than the terms listed in this Agreement for InfoSend Fees, otherwise these terms will apply and the project fees will be invoiced upon project completion. Small projects that incur less than five (5) hours of Professional Services can be initiated without a Statement of Work if Client accepts and executes a Programming Quote for this work.

Any project that will take more than five (5) hours of Professional Services work will require both parties to execute a formal Statement of Work. Depending on the nature of the work required, InfoSend will provide one of the following quotation methods:

- **Fixed Quote** a fixed project cost will be set. InfoSend may elect to waive this cost in some circumstances. Client understands and accepts that it must accept the terms and conditions of the Statement of Work for the project and that changes made to the project requirements, data file structure, etc., after the Statement of Work and any amendments to it have been finalized will require Client to pay for these changes on a Time and Materials basis. Client will be notified immediately if this scenario arises and will be given an option to keep the original project specifications to keep the fixed quote in place.
- Time and Materials Quote should it not be possible to provide a fixed quote due to the nature of a Client's requested project, then InfoSend will provide an estimated number of hours to complete the project and bill the hours on a Time and Materials basis. The Statement of Work will include the terms and conditions for these project types and Client will be invoiced weekly for the hours spent on the project.

Section 4. Initial Setup Cost: InfoSend Primary Services

The Initial Setup cost for the InfoSend Primary Services selected in Exhibit A are listed in Exhibit B. These costs have been provided using a Fixed Quote process, explained in Section 3 above. Client understands and agrees to these terms, and to the project-specific terms and conditions that will be provided in the Statement of Work that will be created to capture Client's specific requirements and data types.

RFP 25-37 Utility Bill Print and Mail Outsourcing Evaluation Matrix - Consensus Scorecard

	Evaluation Criteria	Pricing and	Service and	Customer	Branding and	Licensing and	Delivery and Job	Subcontractor Information and	Final Evaluation and	
Vendor	and Weighting	Payment Terms	Technical Support	Service Program	Marketing	Certification	Requirements	Additional Considerations	Selection	Total Score
Amaru Book Club A.B.C	C	1	1.6	1.6	2	3.4	4.8	0.8	0	15.2
CW PRINT SERVICES	0.2	. 7	7.2	7.6	10.4	9.4	10.2	3.8	0.2	56
ECA Direct	0.2	10.6	8	8.8	8.6	8.4	12	4	0	60.6
InfoSend, Inc.	1	13.4	11.8	11.8	20	9.8	21.4	8	1	98.2
Matrix Imaging Solutions, LLC.	1	. 13	12	12	18.6	10	21.8	7.8	1	97.2
One2One Communications, LLC	0.8	12.4	8.2	8.6	12.2	9.4	14.2	6.2	0.8	72.8
The Market Builder, Inc.	C	7.4	5.6	6.6	8.4	. 4	10.4	4.2	0	46.6
The PLD Group Inc.	0.2	7.2	6.6	9.2	10.6	5.6	16	7.4	0	62.8
VariVerge, LLC	0.8	13.6	11.8	11	16.2	9.8	18.4	7.6	0.8	90

CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

					1 0f 1	
	Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested par	CE	OFFICE USE ONLY CERTIFICATION OF FILING			
	Name of business entity filing form, and the city, state a of business.		Certificate Number: 2025-1388919			
	nfoSend, Inc.		D.44	. eg. a		
	Anaheim, CA United States Name of governmental entity or state agency that is a pa	arty to the contract for which the form	4 4 14	Date Filed: 11/13/2025		
	peing filed.	arty to the contract for which the form				
(City of Killeen, Texas		Date	Date Acknowledged:		
•	Provide the identification number used by the government description of the services, goods, or other property to		identify the c	ontract, and pro	ovide a	
	RFP 25-37 Utility Bill Print and Mail Outsourcing					
4		1		Nature	of interest	
_	Name of Interested Party	City, State, Country (place	of business)	•	ipplicable)	
				Controlling	Intermediary	
Rez	ai, Mahmood	Anaheim, CA United Stat	es	X		
Rez	ai, Russ	Anaheim, CA United Stat	es	Х		
We	il, Roxana	Anaheim, CA United Stat	es	Х		
5 (Check only if there is NO Interested Party.					
6 L	INSWORN DECLARATION					
N	My name is Roxana Weil	, and my	date of birth i	s_09/1982_		
N	My address is 4240 E. La Palma Ave.	Anaheim		92807	_, USA	
		(city)	(state)	(zip code)	(country)	
ļ	declare under penalty of perjury that the foregoing is true a	and correct.				
E	Executed in Orange	County, State of California	on the 13	_{_day of} Novemb	oer _{, 20} 25	
		Royana Weil		(month) (year)	
	Signature of authorized agent of contracting business entity (Declarant)					

UTILITY BILL PRINT AND MAIL OUTSOURCING

December 9, 2025

Background

- City of Killeen has over 55,000 water utility customers which generates 14 regular bills cycles a month in addition to supplemental off cycles and final billings
 - 38,000-40,000 regular bills
 - 11,000-15,000 electronic bills
 - 11,000-14,000 delinquent notices
- With increasing cost of paper, envelopes and postage along with continuous growth of water utility customers a request for proposal was issued to explore outsourcing of utility bill print and mailing

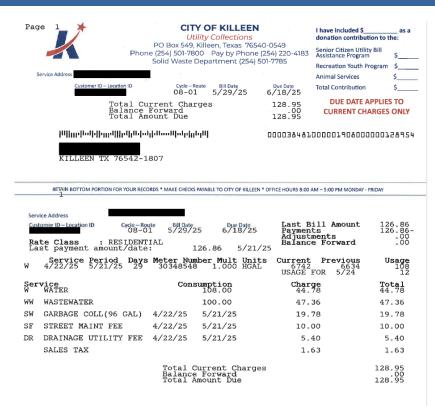
Background continued

- RFP 25-37 closed August 14, 2025
 - 9 proposals were received
 - Top 3 proposers were interviewed virtually, and a demo was conducted
 - InfoSend, Inc was selected based on their detailed implementation process, consistent customer services, and overall cost competitiveness

Description	Internal	External (InfoSend)
38,000 Monthly Bills, Inserts & Return Envelopes	\$28,521	\$30,818
12,000 Single Late Notices	\$9,271	\$8,100
11,000 E-Bills		\$1,000
Equipment Leases	\$2,971	
Personnel Cost Related to Utility Billing	\$4,976	
Monthly Total	\$45,739	\$39,918
Annual Total	\$548,868	\$479,016

- 5
- Reduces operational cost
- Streamlines processes
- Increases efficiency by allowing Utility Collections
 Staff to focus on higher-value customer service tasks
- Improves the quality and appearance of bills
- Minimizes risks related to equipment maintenance and supply costs

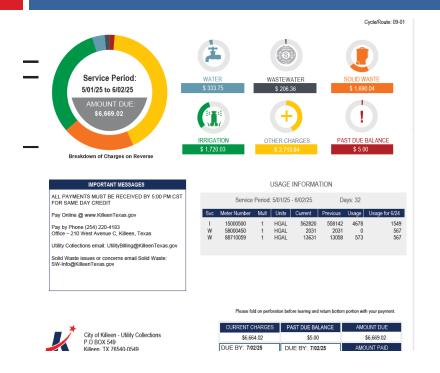
Current Bill



Current E-Bill

```
Electronic Notification Information
You have a new e-notification from: CITY OF KILLEEN UTILITY COLLECTIONS
Account number: 253423-123456 Cycle/Route: 10-02
Location Address:703 JOHN DOE LN
City/State/Zip: KILLEEN TX
                                     76542
Customer Name : BILLY BOB
Mailing Address: 703 JOHN DOE LN
City/State/Zip: KILLEEN TX 76542-6541
Bill Period : 11/25
Bill Date
              :11/17/25 Auto pay date :12/01/25
*** Auto Pay (CREDIT CARD) do not pay ***
Current charges:
                       $71.61
Account balance as of 11/17/25:
                                      $71.61
To view this bill please select or copy and paste the URL below into your
Web browser address field:
http://www.killeentexas.gov
Payments are due by 5:00 pm CST on the due date indicated. Payments
received after this time are subject to late penalties.
Due dates apply to current charges only.
Payments can be made online at www.killeentexas.gov.
Phone payments are available by calling (254)220-4183.
Reply to address: utilitybilling@killeentexas.gov
```

Bill with Info Send



Billing Detail			
WATER	Water Service Charge		\$50.74
基	Consumption:573		\$283.28
	Total Water		\$333.75
WASTEWATER	Consumption: 518.70		\$206.36
	Total Wastewater		\$206.36
SOLID WASTE	8 Yard 5 Pickup	5/01/25-6/02/25	\$1,690.04
	Total Solid Waste		\$1,690.04
IRRIGATION	Consumption: 4,678.0	0	\$1,720.03
	Total Irrigation		\$1,720.03
OTHER CHARGES	Other Charges		\$2,713.84
+			
	Total Irrigation		\$2,713.84
PAST DUE BALANCE	Past Due Amount		\$5.00
1	Total Past Due		\$5.00
TOTAL AMO	UNT DUE t Due Amount		\$6,669.02

9

City Council authorize the award of RFP 25-37, Utility Bill Print and Mail Outsourcing to Info Send, Inc. and authorize the City Manager or his designee, to enter into a contract with InfoSend, Inc. in the amount of \$479,016, annually, and execute any and all changes within the amounts set by State and Local Law



City of Killeen

Staff Report

File Number: RS-25-192

Consider a memorandum/resolution authorizing an agreement with Quick Roofing (TIPS Contract #25010401) for roof replacement at the Killeen Arts and Activities Center, Building G, in the amount of \$181,126.32.

Commercial Proposal



10880 Hodge Canyon Dr Salado, TX 76571

> Job Location: City of Killeen - BLDG G 801 N Fourth Street Killeen, TX 76543

TIPS Contract #25050401











RCAT Commercial & Residential Licensed Contractor

- Verified Contractors You Can Trust: RCAT's voluntary licensing program ensures you're hiring roofing professionals who meet high standards for experience, insurance, and ethical business practices giving you confidence that your property is in capable hands.
- Reduced Liability & Fewer Headaches: Working with RCATaffiliated contractors helps minimize risk, delays, and code violations. You get peace of mind knowing your roofing project will be done right the first time, with fewer disruptions to your tenants and operations.
- Long-Term Value & Property Protection: RCAT promotes the use of quality materials and proper installation practices that extend roof life and reduce costly repairs safeguarding your investment and preserving property value over the long term.

Mule-Hide Certified



- Durable & Reliable Roofing Solutions: Exceptional durability and weather resistance, ensuring long-lasting protection for your property.
- Expert Installation & System Warranty Assurance: Precise installation, backed by comprehensive Mule-Hide warranties, safeguarding your investment.
- Cost-Effective & Energy-Efficient: Diverse product line includes energy-efficient roofing solutions, helping reduce your operational costs while providing a reliable and cost-effective roofing system.

























Reference List



- Bloomer Trailer Mfg., Inc.
 - 14563 S IH 35 Service Rd, Salado, TX 76571
 - Kim Bloomer
 - **254-913-6918**
 - kim@bloomertrailers.com
 - Mule-Hide TPO System, Metal Wall Panels, Roll-Up Doors
- City of Belton
 - Police Department, Fire Station 2, Harris Community Center
 - Mario Hinojosa
 - **254-317-1392**
 - mhinojos@beltontexas.gov
 - Asphalt Shingles, Mule-Hide TPO System, Seamless Gutters
- Jimmy Clark
 - 1406 South FM 116, Copperas Cove, TX 76522
 - Jimmy Clark
 - 254-290-1021
 - jimmy@jimmyclarkhomes.com
 - Mule-Hide TPO System, Box Gutters









FSR LLC P.O. Box 1055 Salado, TX 76571 Phone: (254) 227-0950

801 N Fourth Street -**BLDG** G

09/18/2025

Company Representative Jay Glazener Phone: (254) 338-4564 jayglazener@yahoo.com

801 N Fourth Street BLDG G - City of Killeen

801 North 4th Street Killeen, TX 76541 (254) 462-3214

Roofing - TPO Section

Mule-Hide 60 mil TPO System	Qty	Unit
MH 6'x100' 60 mil TPO Roll	22.00	EA
Mule-Hide G2 APP Base Sheet (3 sq)	317.00	RL
MH TPO Bonding Adhesive Solvent Base	7.00	EA
Mule-Hide Helix Low Rise Adhesive Tank - Part A (44.5 lb)	7.00	вх
Mule-Hide Helix Low Rise Adhesive Tank - Part B (44.5 lb)	7.00	BX
MH TPO Cut Edge Sealant	15.00	EA
MH Thermo Plastic Pourable Sealer (1 Part)	5.00	EA
MH TPO Tape Primer	3.00	EA
MH Weathered Membrane Cleaner - 5 Gallon	1.00	EA
MH Universal Single Ply Sealant	48.00	EA
MH Water Cut Off Mastic	50.00	EA
MH TPO Pre-Molded Pipe Seal	5.00	EA
MH TPO Molded Sealant Pockets	5.00	EA
MH TPO Universal Corners	60.00	EA
MH TPO T-Joint Covers	150.00	EA
MH 2.2" Poly ISO 20 PSI	680.00	EA
TruFast FM-90 Base Sheet Fasteners - 1 2/3" (1000 Cnt)	80.00	BX
Mulehide 1-5/8" #12 Standard Fasteners	2.00	EA
Mulehide All Purpose Bar	100.00	EA
Mulehide 4" Aluminator Drain w/ TPO Flange	6.00	EA
Mulehide 1.5" Aluminator Drain w/ TPO Flange	3.00	EA
9" Roller Frame	10.00	EA
9" Roller Cover	10.00	EA
Zamac Masonry Anchor	6.00	EA
Counter Flashing	41.00	EA
MH 20-Year No-Dollar-Limit Warranty	10950.00	SF
DUMPSTER RENTAL	8.00	DA
FORKLIFT/SKYTRACK RENTAL	1.00	WK
TPO LABOR	110.00	SQ

\$206,500.00

TOTAL	\$206,500.00

Finance as m

Customer Signature

Customer Signature

	TOTAL		\$206,50	0.00
uch as \$10	00,000•Starting	at\$1,025/monthwith	*Acorn •	APPLY
		Date		_
		Date		_



8707 CR 6820 Unit A Lubbock, TX 79407 Phone: 806-503-6350

ESTIMATE

Estimate # 897213

Date 11-25-2025

x_Steven McCord

Date <u>11/25/2025</u>

Bi	II '	Tο

City of Killeen

801 N 4th St B Killeen, TX 76541

Phone:

Email: tswanson@killeentexas.gov

Job Address

KAAC Bldgs G - to deck TPO/ISO 801 N 4th St B

801 N 4th St B Killeen, TX 76541

Phone:

Description	<u>Oty</u>	<u>Price</u>	Ext. Price
Quick Roofing Proposal			
KAAC Building G roof - Sq Ft including waste	13,864		\$0.00
Total	1		\$181,126.32
Demo existing Membrane, ISO and built up roofing down to d	ecking		
Mechanically attach 4.4" ISO			
Mechanically attach 60 mil TPO membrane			
Standard color drip edge with cleat			
Clean up work area, haul off and dispose of job related waste fees			
Tapered ISO around drains			
Retro drains			
Flashing all roof penetrations, plumbing pipes and RTUs			
TPO premium walkways for maintenance to access RTUs			
TIPS #25010402			
City of Killeen Authorized Representative	Salesperson: Ste		
Print Name	Phone: 806-577-8 Email: steven.mcc		ng.com

Date _____



8707 CR 6820 Unit A Lubbock, TX 79407 Phone: 806-503-6350

ESTIMATE

Estimate # 897213

11-25-2025 **Date**

Description <u>Oty</u> **Price** Ext. Price

> \$181,126.32 Total

> > Date 11/25/2025

This proposal is for removal all existing roof layers down to decking. The existing roof layer of TPO/ISO system will be removed and replaced with the same type reinstalled. As the building currently has (TPO/ISO), there should be no expectation of structural changes needed. The new roof system in this estimate will carry a 20 year No Dollar Limit manufacturers warranty. Proposal does not include any engineered stamped plans. If engineering is requested from Quick Roofing, there will be an additional charge to the customer for the expense of an engineers work plus 10% overhead. TIPS #25010402. Pricing Valid through 01/31/2026

City of Killeen Authorized Represen	ıtative	Salesperson: Steven McCord Phone: 806-577-8423
Print Name		Email: steven.mccord@quickroofing.com
~	Data	y Steven McCord Date 11/25/

Date

The Interlocal Purchasing System

Purchasing Made Personal



Printed 25 November 2025

www.quickroofing.com

Quick Roofing LLC

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM PO AND QUOTE MUST REFERENCE VENDOR TIPS CONTRACT NUMBER ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

 PAYMENT TO
 TIPS CONTACT

 ADDRESS
 925 E, Kennedale Parkway
 NAME
 David Mabe

 CITY
 Kennedale
 PHONE (866) 839-8477

 STATE
 TX
 FAX (866) 839-8472

 ZIP
 76060
 EMAIL david.mabe@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N HUB: N

SERVING STATES

TX | OK | MN | FL | AL | LA | IA | NE | NM | NV | AR | TN | GA | IA | CO

Overview

Quick Roofing is a full-service roofing company that specializes in commercial roof replacement, restoration, repair and maintenance,

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
25010401	Trades, Labor, and Materials (NON-JOC)	04/30/2030	See EDGAR Certification Doc.
25010402	Trades, Labor, and Materials (JOC)	04/30/2027	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

25010401			
Steven McCord	Manager	(806) 577-8423	Steven.McCord@quickroofing.com
Daniel Halpain	Manager	(806) 500-9129	daniel.halpain@quickroofing.com
25010402			
Steven McCord	Manager	(806) 577-8423	Steven.McCord@quickroofing.com
Daniel Halpain	Manager	(806) 500-9129	daniel.halpain@quickroofing.com

KILLEEN ARTS AND ACTIVITIES CENTER, BUILDING G, ROOF REPLACEMENT

December 9, 2025

Background

- On May 16, 2024, the city filed a claim with the Texas Municipal League (TML) for damage to several roofs, including the Killeen Arts and Activities Center (KAAC), Building G, after high winds and rain.
- An adjuster was on site June 18, 2024.
- □ The initial claim amount from TML was \$90,248.00 for KAAC Building A and G.

Background

- While working with the adjuster, there was a change in personnel at TML, and a new adjuster was assigned to the claim.
- The new adjuster subsequently approved the claim for expanded repair to the damaged roof.
- Replacement of the roof is necessary to ensure a safe and healthy work environment and to protect recent renovations to the work area.

TIPS Contract

- Staff obtained two quotes through the TIPS cooperative purchasing program.
 - QR Quick Roofing \$181,126.32
 - FSR Roofing \$206,500.00
- Quick Roofing conforms to city policy through their TIPS Contract (#25010401).
 - Purchases made through a cooperative contract are exempt from the competitive bidding process as stated in the Texas Local Government Code (TLGC) section 271.102(c).
- □ Funding will be included in the FY 2026 year-end budget amendment in conjunction with insurance proceeds.

Scope of Work

- Demo existing Membrane, ISO and built-up roofing down to decking.
- Mechanically attach 4.4 ISO.
- Mechanically attach 60 mil TPO per membrane.
- Standard color drip edge with cleat.
- Flashing all roof penetrations, plumbing pipes and RTUs with walkway for maintenance access.
- 20-year No Dollar Limit (NDL) warranty.

Recommendation

Staff recommends that City Council authorize the City Manager, or his designee, to enter into an agreement with Quick Roofing for the KAAC, Building G, roof replacement in the amount of \$181,126.32.



City of Killeen

Staff Report

File Number: PH-25-075

Hold a public hearing and consider an ordinance requested by Republic Engineering & Development and the Sheryl Yowell on behalf of Hereford Development, LLC Anderson **Z25-36)** amending the Planned Unit Development (PUD) zoning approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177. The subject property is generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas.

DATE: December 9, 2025

TO: Kent Cagle, City Manager

FROM: Wallis Meshier, Exec. Dir. Of Dev. Serv.

SUBJECT: Zoning Case # Z25-36: Preserve at Thousand Oaks PUD Amendment

BACKGROUND AND FINDINGS:

Property Information:

Property Owner: Hereford Development, LLC, and the Sheryl Yowell Anderson

1998 Trust ETAL.

Agent: Republic Engineering & Development Services **Current Zoning:** "PUD" (Planned Unit Development)

Proposed Zoning: "PUD Amendment" (Planned Unit Development Amendment)

Current FLUM Designation: 'Residential Mix' (RM)

Summary of Request:

Republic Engineering & Development Services, on behalf of Hereford Development, LLC, and the Sheryl Yowell Anderson 1998 Trust ETAL, request to amend the existing Planned Unit Development for approximately 390.72 acres, located at 4244 Stagecoach Road. The purpose of the amendment is to revise the phasing, update the minimum lot width to 45' (ft.) in the "SF-2" (Single-Family Residential District), with a minimum lot area of 4,500 square feet, and to modify the Parks and Open Space plan by reducing the number of fenced dog parks from two to one.

Lot Size and Yard Requirements:

1. SF-2 (50'), Single Family Residential Base Zoning

a. This base zoning will meet all the City of Killeen's zoning regulations for District

- "SF-2", single-family residential district, as of the date of the approved PUD with the following exception:
 - i. There shall be a front yard having a depth of not less than twenty (20) feet.
 - ii. There shall be a side yard on each side of the lot having a width of not less than five (5) feet. A Side yard adjacent to a side street shall not be less than fifteen (15) feet.
- b. A typical lot size for this base zoning is 50 feet by 120 feet. This results in a 6,000 square foot lot, which exceed the required 5,000 square foot requirement.
- 2. SF-2 (45') Single Family Residential Base Zoning
 - a. This base zoning will meet all the City of Killeen's zoning regulations for District "SF-2", single-family residential district, as of the date of the approved PUD with the following exception:
 - i. There shall be a front yard having a depth of not less than twenty (20) feet.
 - ii. There shall be a side yard on each side of the lot having a width of not less than five (5) feet. A Side yard adjacent to a side street shall not be less than fifteen (15) feet.
 - iii. The minimum lot width shall be 45' with a minimum lot area of 4,500 square feet.
 - b. A typical lot size for this base zoning is 50 by 120 feet.45 feet by 110 feet.

 This results in a 6,000 square foot lot, which exceed the required 5,000 square foot requirement. This results in a 4,950-square-foot lot.

Amended Number of Lots Zoning **Original Number of Lots Difference** SF-2 (45') 0 284 +284SF-2 (50') 241 283 +42 R-1 151 408 -257 226 -2 R-2 228 46 46 SR-1 0 SR-2 31 30 -1 AR-1 13 13 0 B-5 2 2 **TOTAL LOTS** 969 1,033 +64 **TOTAL UNITS** 1197 1254

The amended lot table shows a total increase of 66 lots, rising from 969 to 1,033 not including the commercial lots. The most notable change introduction of SF-2 (45') and is the previously grouped under SF-2, adding 284. The R-1 category saw decrease, dropping by 257 lots, from 408 to 151. There were minor reductions in R-2 (-2) and SR-2 (-1), while categories like SR-1, AR-1, and B-5 remained unchanged. The total unit count also increased by 57, from 1,197 to 1,254.

Park/Open Space (approximately 91 acres)

The Parks/Open spaces and amenities shall be maintained by the city.

- 2. The following are minimum requirements for the approximate 91 acres of parks/open space in the PUD Concept Plan, with the sizes to be determined based on protecting existing trees and natural topography of the area.
 - a. One (1) playground/playscape area.
 - b. One (1) fenced dog park.
 - c. Three (3) Covered Pavilions. 30'x30 (approximately 2,700 2,500 square feet)
 - d. Approximately fourteen thousand, eight hundred (14,800) feet of Trail system. Trails are to be 8' wide and concrete.
- 3. The park amenities shall be built with the phase of the development in which they are located.

Park amenities in each phase shall be completed before the 100th certificate of occupancy is granted for that specific phase of the development.

Zoning/Plat Case History:

The subject property was annexed into the city limits on March 16, 2004, by Ordinance No. 04-12. It was zoned "A" (Agricultural District) on April 26, 2005, by Ordinance No. 05-31, and was subsequently rezoned from "A" (Agricultural District) to "PUD" (Planned Unit Development) in 2022 by Ordinance No. 22-058. The property was preliminarily platted in 2022, with amendments to the preliminary plat approved in 2023 and again in 2025.

Character of the Area:

North: Single-family homes on large lots zoned R-1 (Single-Family Residential District)

East: Single-family homes zoned R-1 (Single-Family Residential District), existing mobile home park zoned RMH (Mobile Home District), and existing commercial property zoned B-5 (Business District)

South: Single-family homes on large lots zoned A (Agricultural District) and A-R1 (Agricultural Single-Family Residential District), undeveloped property zoned A-R1 (Agricultural Single-Family Residential District), and Fire Station 8 zoned R-1 (Single-Family Residential District)

West: Undeveloped property and single-family homes zoned Planned Unit Development (PUD) w/ R-1 (Single-Family Residential District)

Future Land Use Map Analysis:

The subject property is located within the 'Intended Growth' (IG) on the Growth Sector Map and designated 'Residential Mix' (RM) and 'Regional Commercial' (RC) on the Future Land Use Map (FLUM) of the Killeen 2040 Comprehensive Plan.

The 'Intended Growth' sector includes property that is in close proximity to existing development and has access to existing or planned infrastructure. Development in this sector should align with the Big Ideas of this plan, particularly those related to diversifying the housing and neighborhood options in the city.

The 'Residential Mix' place type creates neighborhoods built with a traditional walkable block/street grid network that allows a flexible mix of residential building typologies. Aside from large multiplex garden apartments, most housing types should be allowed here. This place type encourages most as single-family detached, townhouses, small-plex (2-4 units), residential uses such etc. This place type encourages twenty-five percent (25%)nonresidential ninety-five (95%)and percent residential use mix.

The request supports the following Comprehensive Plan recommendations:

- LU1 Use place types and complete neighborhoods as building blocks
- LU2 Improve the fiscal productivity of development
- LU3 Encourage incremental evolution of neighborhoods
- NH3 Diversify housing mix (types and price points)
- NH4 Build complete neighborhoods
- MC1 Adjust planning approach to consider non-vehicular trips
- MC2 Coordinate land use and mobility strategies to create commercial nodes in each development zone of the city and within neighborhoods
- MC4 Design neighborhood streets to prioritize people, place, and fiscal productivity

Comprehensive Idea #5 promotes neighborhoods, Plan's Big not subdivisions, designed built to intentionally mix housing and commercial opportunities together so that the majority of daily needs are accessible within a safe and walkable distance that fosters a unique sense of place. Neighborhoods are flexible places with a mixture of housing and services that provide value directly to the people who reside there. The Comprehensive Plan also emphasizes the need for expanding the variety of neighborhood styles, housing types and price points available affordability and quality of life mean different things to different people.

Additionally, the Comprehensive Plan highlights building a diverse mix of housing options in order to keep housing in a community affordable and to attract and retain people in different stages of life and different socioeconomic levels. Several elements that contribute to creating a neighborhood include housing and commercial options, parks and public spaces, and street design that prioritizes walkability and human interaction over automobiles. The applicant's proposed PUD includes a mix of housing types including, single-family detached, and multifamily apartments, neighborhood amenities such common clubhouse with leasing center, fitness, postal/package pavilion outdoor amenity and activity areas, and streets that include sidewalks and street trees.

Development Zone Analysis:

This property is located within the City of Killeen Development Zone #8. This development zone is south of Stagecoach Road, east of State Highway 195, and west of East Trimmier Road. This development zone consists of 60.33% residential uses and 39.67% commercial uses.

The current land use mix within this area comprises of the following acreages and percentages approximately:

DistrictAcresPercentageSpecial Districts463.6113.19%

Totals	3516.15	100.00%
Agricultural	1203.59	34.23%
Commercial	191.31	5.44%
Industrial	0.00	0.00%
Residential	1657.65	47.14%

Water, Sewer and Drainage Services:

Provider: City of Killeen Within Service Area: Yes

Feasibility Study or Service Commitment: Water, sanitary sewer, and utility services are located within the City of Killeen municipal utility service area and available to the subject tract.

Water, wastewater, and drainage services are currently under construction for the entire tract. Engineering plans will be reviewed and approved by the city with each phase of development.

Transportation and Thoroughfare Plan:

Access to the property is via Stagecoach Road (Variable ROW) and East Trimmier Road (Variable ROW), both of which are classified as Minor Arterials in the currently adopted Comprehensive Plan. Due to the increase in the number of lots comprising this Planned Unit Development, the existing Traffic Impact Study will need to be updated, and additional right-of-way dedications may be required.

The current zoning classification for the property is "Planned Unit Development, which contains the zoning classifications SF-2, R-1, R-2, SR-1, SR-2, A-R1, and B-5". The property is currently under zoning classification amendment is "Planned construction. The proposed under this Development, containing the zoning classifications SF-2 (45'), SF-2 (50'), R-1, R-2, SR-1, SR-2, A-R1, and B-5". The stated use for the amended planned unit development is a master planned residential community.

The stated use for the amended planned unit development is a master planned residential community.

If the conditions or assumptions used in the development of the current Traffic Impact Determination change, a revised determination may be warranted at that time.

Environmental Assessment:

The property is in the Stillhouse Hollow Lake / Lampasas River Watershed. The property is located in Zone AE Special Flood Hazard Area (1% Annual Chance Flood Hazard Area), per Federal Emergency Management Agency Flood Insurance Rate Map 48027C0290E with an effective date of September 26, 2008.

The property is impacted by freshwater ponds, freshwater forested/shrub wetlands, freshwater

emergent wetlands, and riverine habitats, as shown on the National Wetlands Inventory maps for the property. No visual evidence of other environmental impediments is apparent on the property at this time.

Public Notification:

Staff notified three hundred and fourteen (314) surrounding property owners regarding this request.

As of the date of this staff report, staff has received two (2) responses in opposition and none in support regarding this request.

Staff Findings:

Staff finds that the proposed amendment to the Planned Unit Development (PUD) is consistent with the intent and purpose of the City's zoning regulations and Comprehensive Plan. The revisions update the mix of housing types and lot sizes to better align with current market conditions. The inclusion parkland, trail connectivity, and open space features of ensures promote a high-quality residential neighborhood that supports livability and development continues to walkability. The proposed PUD amendment retains the overall design integrity of the previously approved plan.

THE ALTERNATIVES CONSIDERED:

The City Council may:

- Recommend disapproval of the applicant's PUD request;
- Recommend approval of the proposed PUD with conditions; or
- Recommend approval of the PUD as presented by the applicant.

Which alternative is recommended? Why?

Staff recommends approval of the applicant's request as presented.

CONFORMITY TO CITY POLICY:

This zoning request conforms to the City's policy and procedures, as detailed in Chapter 31 of the Killeen Code of Ordinances.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

This zoning request does not involve the expenditure of City funds. However, long-term maintenance of all proposed municipal infrastructure will be the City's responsibility.

Is this a one-time or recurring expenditure?

This is not applicable.

Is this expenditure budgeted?

This is not applicable.

If not, where will the money come from?

This is not applicable.

Is there a sufficient amount in the budgeted line-item for this expenditure?

This is not applicable.

RECOMMENDATION:

Staff recommends approval of the applicant's request as presented.

At their regular meeting on November 10, 2025, the Planning and Zoning Commission recommended approval by a vote of 3 to 1, with Commissioner Sabree in opposition.

Commissioner Sabree stated that she is opposition because she believes that the development will become congested. She stated that there should not be any more houses built and she was in support of the originally approved Planned Unit Development.

DEPARTMENTAL CLEARANCES:

This item has been reviewed by the Planning and Legal staff.

ATTACHED SUPPORTING DOCUMENTS:

Maps

Site Photos

Minutes

Ordinance

Letter of Request

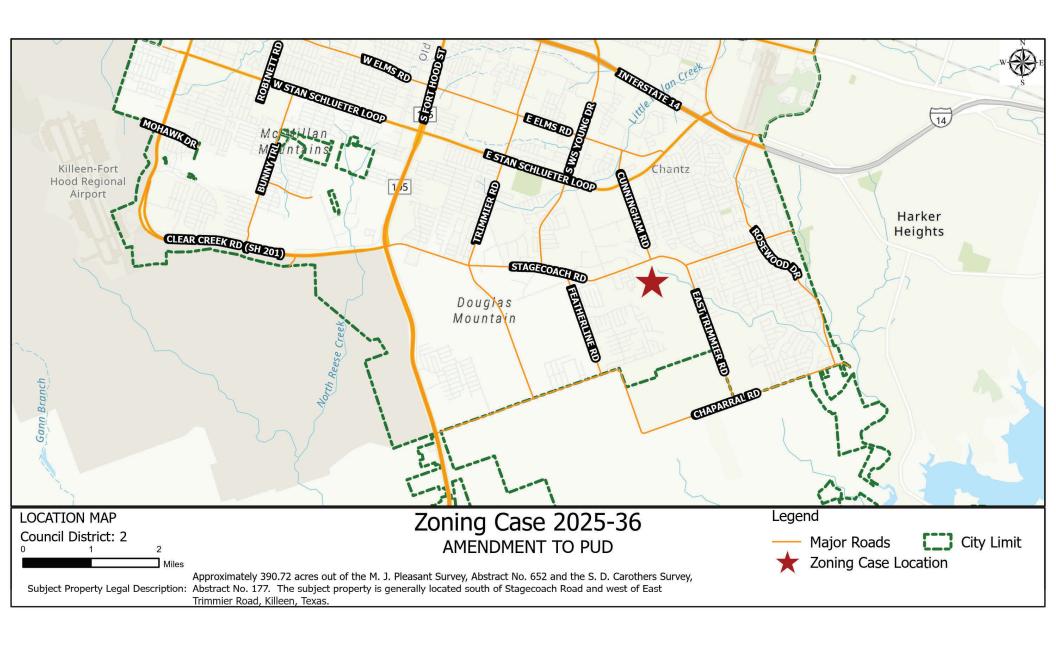
PUD Features and Regulations - Amended

Concept Plan - Amended

Park & Open Space Plan - Amended

Responses

Presentation





AERIAL MAP Council District: 2

Feet

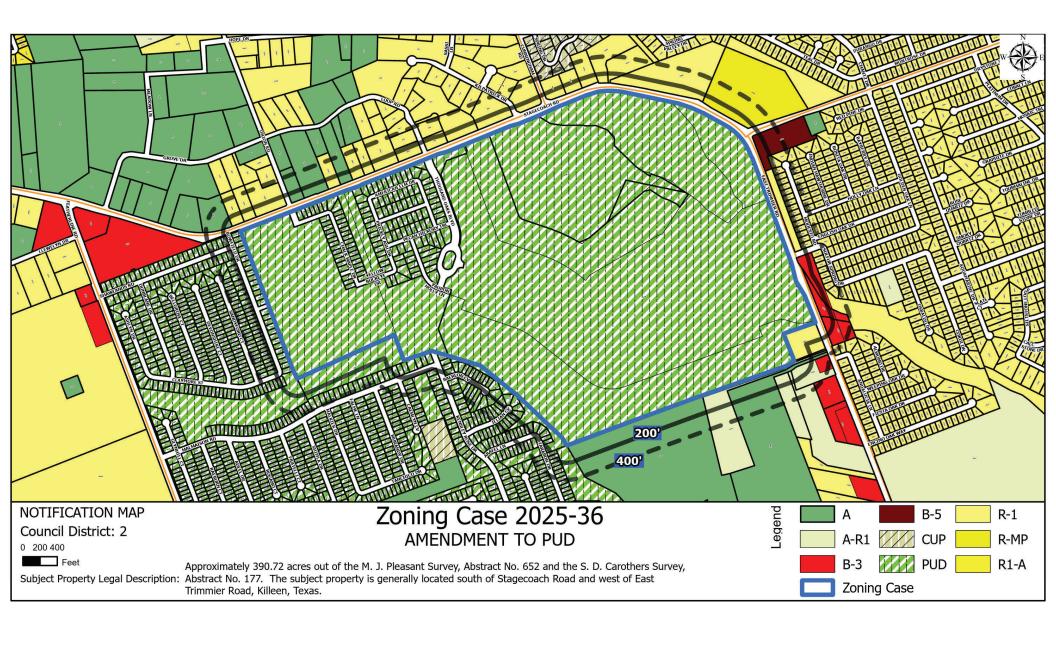
Zoning Case 2025-36
AMENDMENT TO PUD

Legend



Zoning Case

Approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177. The subject property is generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas.



SITE PHOTOS

Case #Z25-36: "PUD" to "PUD" Amendment



View of the subject property facing south on Stagecoach Road:







SITE PHOTOS

Case #Z25-36: "PUD" to "PUD" Amendment



View from Stagecoach Road facing east.





MINUTES PLANNING AND ZONING COMMISSION MEETING NOVEMBER 10, 2025 CASE # Z25-36 PUD AMENDMENT

Hold a public hearing and consider a request submitted by Republic Engineering & Development Services on behalf of Hereford Development, LLC and the Sheryl Yowell Anderson 1998 Trust Etal (Case# Z25-36) to amend the Planned Unit Development (PUD) zoning designation of approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177. The subject property is generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas.

This item was presented to the Commission during their Work Session. Mr. Hermosillo was available to answer questions.

Craig Lanford of Flintrock Builders was present to represent the request. Mr. Langford stated that the developer and staff have been collaborating to create this revised Planned Unit Development. The revisions were made to ensure more availability of affordable housing and reconfigure the amenities supplied by the development.

Chairman Purifoy opened the public hearing at 5:18 p.m.

Ms. Heather McNealey spoke in opposition to the request. She expressed her dissatisfaction that an environmental study had not already been completed for the previously approved Planned Unit Development and the amendment that removed the flower garden, that could negatively impact research done in neighboring universities, due to the development. She expressed further concern regarding continued flooding within the area. Ms. McNealey stated that a survey was presented to City Council that residents surrounding the development are more interested in the development of larger lots over availability.

Ms. Melissa Brown requested that staff presentation be presented again.

Mr. Hermosillo presented the staff report for this item again.

Commissioner Moss asked if there was an agreement between the City of Killeen and the developer about the inclusion of a wildflower garden. Ms. Meshier stated the Parks Concept Plan that was approved with the original Planned Unit Development included a wildflower preserve.

Mr. Langford addressed the Commission regarding the wildflower preserve. He stated that the developer still intends to plant wildflowers within the proposed development, and that anything that was originally proposed as 'green space' will remain.

Commissioner Moss asked how the City of Killeen determines if a new Traffic Impact Analysis will be required. Mr. Zagars stated they will not be required to complete a new study, but they will have to update the current Traffic Impact Analysis to reflect the changes if this request is approved.

Commissioner Moss asked staff about the citizen survey that was mentioned. Mrs. Meshier stated that the citizen survey was a random sample of approximately five hundred (500) citizens within the City of Killeen.

Ms. Melissa Brown spoke in opposition to the request. Ms. Brown stated that she is still in opposition because staff has not adequately determined if a new Traffic Impact Analysis is required at this time. She also expressed concerns about lack of proper drainage and the accessibility of the available amenities to the high-density areas of the development.

Dr. Cameron Cochran spoke in opposition to the request. He stated that the Mayor has cited concerns regarding a food desert. He further stated that by increasing the number of units within the development, we are increasing the problem. Dr. Cochran also had questions about the details of the survey that was presented to City Council.

There was further discussion regarding the citizens' survey and the location of amenities within the proposed amended Planned Unit Development.

With no one else wishing to speak, the public hearing was closed at 5:49 p.m.

Commissioner Moss moved to recommend approval of the request as presented. Commissioner Giacomozzi seconded, and the motion passed by a vote of 3 to 1 with Commissioner Sabree in opposition.

Commissioner Sabree stated that she is opposition due to concerns regarding traffic congestion. She stated that she is not in favor of adding additional houses, and that she was in support of the originally approved Planned Unit Development.

AN ORDINANCE AMENDING THE CITY OF KILLEEN ZONING ORDINANCE BY CHANGING THE ZONING OF APPROXIMATELY 390.72 ACRES OUT OF THE M. J. PLEASANT SURVEY, ABSTRACT NO. 652 AND THE S. D. CAROTHERS SURVEY, ABSTRACT NO. 177, TO AMEND THE PLANNED UNIT DEVELOPMENT (PUD); PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 211 of the Texas Local Government Code and Section 31-39 of the City of Killeen Code of Ordinances, the City Council, upon application, may amend the City of Killeen Zoning Ordinance following a recommendation by the Planning and Zoning Commission and a public hearing;

WHEREAS, Republic Engineering & Development Services, on behalf of Hereford Development, LLC and the Sheryl Yowell Anderson 1998 Trust ETAL, presented to the City of Killeen, a request for an amendment to the City of Killeen Zoning Ordinance by changing the classification of approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177., generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas, to amend the Planned Unit Development (PUD);

WHEREAS, the Planning and Zoning Commission of the City of Killeen, following a public hearing on November 10, 2025, duly recommended approval of the application for amendment;

WHEREAS, due notice of the filing of said request and the date of hearing thereon was given as required by law, and hearing on said request was set for 3:00 P.M., on December 9, 2025, at the City Hall, City of Killeen; and

WHEREAS, the City Council at said hearing duly considered said request, the action of the Planning and Zoning Commission, and the evidence in support thereof, and the City Council being of the majority opinion that the applicant's zoning request should be approved as recommended by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

SECTION I. That the zoning classification of approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177, generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas, to amend the Planned Unit Development (PUD).

SECTION II. That should any section or part of this ordinance be declared unconstitutional or invalid for any reason, it shall not invalidate or impair the validity, force, or effect of any other section or parts of this ordinance.

SECTION III. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION IV. That this ordinance shall take effect immediately upon passage of the ordinance.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas, this 9th day of December 2025, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, § 551.001, *et seq*.

	APPROVED:
	Debbie Nash-King, MAYOR
ATTEST:	
Laura J. Calcote, CITY SECRETARY	
APPROVED AS TO FORM	
Holli C. Clements, CITY ATTORNEY Case #25-36 Ord. #25	



☑ info@RepublicEDS.com

P.O. Box 3123 Harker Heights, TX 76548

979.234.0396

October 9, 2025

City of Killeen 200 East Avenue D Killeen, Texas 76541

Attn: Planning & Development Services Department

To Whom It May Concern,

The purpose of this letter is to request the re-zoning of approximately 390.54 acres of land located at 4244 Stagecoach Rd, from a Planned Unit Development (PUD) to a Planned Unit Development (PUD). The purpose of the re-zoning is to change the phasing and mix of lot sizes in accordance with market changes and the 45' lot width that is now allowable. The current mixed-use zoning allows Single-Family (SF-2, R-1, SR-1, SR-2 & A-R1), Two-Family (R-2), and Commercial (B-5) development. This proposed PUD is consistent with current zonings in the area. With the property being bounded by single-family residential and commercial to the east (across E. Trimmier Rd), large lot residential to the south (with a large buffer of the proposed open space/park land), single-family residential zoned as a PUD to the west and southwest, and single-family residential to the north (across Stagecoach Rd), we feel this zoning change will not negatively affect the surrounding properties.

Sincerely,

Christopher A. Doose



P.O. Box 3123 Harker Heights, TX 76548

979.234.0396

The Preserve at Thousand Oaks Planned Unit Development (PUD) Features & Regulations

Lot Size and Yard Requirements:

- 1. SF-2 (50'), Single Family Residential Base Zoning
 - a. This base zoning will meet all the City of Killeen's zoning regulations for District "SF-2", single-family residential district, as of the date of the approved PUD with the following exception:
 - i. There shall be a front yard having a depth of not less than twenty (20) feet.
 - ii. There shall be a side yard on each side of the lot having a width of not less than five (5) feet. A Side yard adjacent to a side street shall not be less than fifteen (15) feet.
 - <u>b.</u> A typical lot size for this base zoning is 50 feet by 120 feet. This results in a 6,000 square foot lot, which exceed the required 5,000 square foot requirement.
- 2. SF-2 (45') Single Family Residential Base Zoning
 - a. This base zoning will meet all the City of Killeen's zoning regulations for District "SF-2", single-family residential district, as of the date of the approved PUD with the following exception:
 - i. There shall be a front yard having a depth of not less than twenty (20) feet.
 - ii. There shall be a side yard on each side of the lot having a width of not less than five (5) feet. A Side yard adjacent to a side street shall not be less than fifteen (15) feet.
 - iii. The minimum lot width shall be 45' with a minimum lot area of 4500 square feet.
 - b. A typical lot size for this base zoning is 45 feet by 110 feet. This results in a 4,950 square foot lot.
- 2.3.R-1, Single Family Residential Base Zoning
 - a. This base zoning will meet all the City of Killeen's zoning regulations for District "R-1", single-family residential district, as of the date of the approved PUD with the following exceptions:
 - i. There shall be a front yard having a depth of not less than twenty (20) feet, unless the lot faces a collector road, in which case it will have a front yard having a depth of not less than twenty five (25) feet.



- ii. There shall be a side yard on each side of the lot having a width of not less than five (5) feet. A Side yard adjacent to a side street shall not be less than fifteen (15) feet.
- iii. There shall be a rear yard having a depth of not less than twenty (20) feet.
- b. A typical lot size for this base zoning is 60 feet by 110 feet. This results in a 6,600 square foot lot, which exceed the required 6,000 square foot requirement.

3.4.R-2, Two-Family Residential Base Zoning

- a. This base zoning will meet all the City of Killeen's zoning regulations for District "R-2", two-family residential district, as of the date of the approved PUD with the following exceptions:
 - i. There shall be a front yard having a depth of not less than twenty (20) feet.
 - ii. There shall be a side yard on each side of the lot having a width of not less than five (5) feet. A Side yard adjacent to a side street shall not be less than fifteen (15) feet.
 - iii. There shall be a rear yard having a depth of not less than twenty (20) feet.
- b. A typical lot size for this base zoning is 60 feet by 120 feet. This results in a 7,200 square foot lot, which exceed the required 7,000 square foot requirement.

4.5. SR-1, Suburban Residential Single Family Base Zoning

- a. This base zoning will meet all the City of Killeen's zoning regulations for District "SR-1", suburban residential single-family district, as of the date of the approved PUD with the following exception:
 - i. There shall be a rear yard having a depth of not less than twenty (20) feet.
- b. A minimum lot size for this base zoning is 100 feet by 100 feet. This results in a 10,000 square foot lot, which exceed the required 8,400 square foot requirement.

5.6.SR-2, Suburban Residential Single Family Base Zoning

- a. This base zoning will meet all the City of Killeen's zoning regulations for District "SR-2", suburban residential single-family district, as of the date of the approved PUD.
- b. A typical lot size for this base zoning is 150 feet by 130 feet. This results in a 19,500 square foot lot, which exceed the required 15,000 square foot requirement.

6.7. A-R1, Agricultural Single Family Base Zoning

- a. This base zoning will meet all the City of Killeen's zoning regulations for District "A-R1", agricultural single-family district, as of the date of the approved PUD.
- b. A typical lot size for this base zoning will have a minimum width of 100' and area of at least 1 acre. All lots in this zoning will meet or exceed the required width and area regulations.



Landscaping Requirements:

- 1. Each residential lot shall be landscaped per the City of Killeen's standards for their respective underlying zoning, as of the date of the approved PUD, with the following additions:
 - a. All trees shall be at least two (2) caliper inches.
 - b. All two-family structures shall have two (2) front yard trees.
- 2. Trees The following requirements shall apply to tree landscaping:
 - a. Newly planted trees shall measure at least two (2) caliper inches and six (6) feet high at the time of planting and shall be planted in a permeable area not less than three (3) feet in diameter. Tree plantings shall be of a recommended species detailed in section 8-530 of the City of Killen Code of Ordinances, as of the date of the approved PUD.
 - b. Existing trees to be used for landscape credit shall be in a healthy physical state, shall measure at least two (2) caliper inches.
 - c. Should a newly planted tree used for landscape lot requirements dies, it shall be replaced with a new landscaping according to the requirements of this section.
 - d. Each canopy tree maintained in excess of the total number of trees required by this section may reduce the number of shrubs required by four (4). Each non-canopy tree maintained in excess of the total number of trees required by this section may reduce the number of shrubs required by two (2). Each two (2) square feet of planting bed used and maintained for the purpose of rotating live decorative planting materials shall reduce the number of shrubs required by one (1).
 - e. The placement of shrubbery shall take into consideration the plant size at maturity and shall be located so as not to conflict with vehicular or pedestrian traffic visibility.
- 3. Ground Cover The following requirements shall apply to ground cover landscaping:
 - a. Ground cover or grass shall be planted in the remaining area of the lot or parcel not planted in trees, shrubbery, planning beds, or covered by structures, pavement, or impervious surfaces.
 - b. The planting of St. Augustine grass is prohibited.
 - c. Approved non-vegetative ground cover materials (such as washed gravel, bark mulch, lava rock, or other decorative covers generally used in landscaping) may be used to meet the provisions of this section. Where approved, non-vegetative ground cover shall be porous and form a uniform appearance free from weeds and grasses.



Tree Preservation Credit and Street Trees

- 1. All hardwood trees retained outside the floodplain areas (as shown on the PUD Park Plan) shall be credited towards any current or future Street Tree requirement, if applicable to this development, on an inch-per-inch basis, excluding the street trees to be planted along the collector streets as defined below.
- 2. All collector roads (roads connecting to the traffic circles) shall have one (1) street tree per lot or every 60' if not adjacent to residential lots. Street trees shall be planted halfway between the back-of-curb and sidewalk. Street trees are to be planted after driveway construction for each individual lot.
- 3. There are approximately one thousand (1000) hardwood trees that are planned to be retained, totaling an estimated fourteen thousand two hundred and eighty-eight (14,288) inches of street tree credit.

Fencing Requirements

- 1. All fencing shall be constructed of pre-stained wood or wood-based material and shall not exceed six (6) feet in height with the following exception:
 - a. Perimeter fencing, where required, around the boundary of the development along Stagecoach Rd. and E. Trimmier Rd, adjacent to some ROWs, and adjacent to some park areas shall be 6' masonry excluding those areas in the floodplain. (See Park and Fencing Plan for locations)
 - b. Lot fencing adjacent to certain park areas shall be wrought iron. (See Park and Fencing Plan for locations)

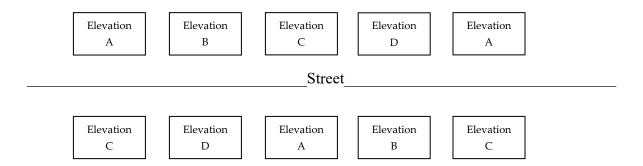
Park/Open Space (approximate 91 acres)

- 1. The Parks/Open spaces and amenities shall be maintained by the city.
- 2. The following are minimum requirements for the approximate 90 acres of parks/open space in the PUD Concept Plan, with the sizes to be determined based on protecting existing trees and natural topography of the area.
 - a. One (1) playground/playscape area.
 - b. Two-One (21) fenced dog parks.
 - c. One Three (43) Covered Pavilions. 30'x30' (approximately 2,700 square feet total)
 - d. Approximately fourteen thousand, eight hundred (14,800) feet of Trail system. Trails are to be 8' wide and concrete.
- 3. The park amenities shall be built with the phase of the development in which they are located.
- 4. Park amenities in each phase shall be completed before the 100th certificate of occupancy is granted for that specific phase of the development.



Plan Repetition

1. A house elevation can be repeated every fifth Lot (example: Elevation A, Elevation B, Elevation C, Elevation D and Elevation A) or every third Lot on the opposite side of the street.

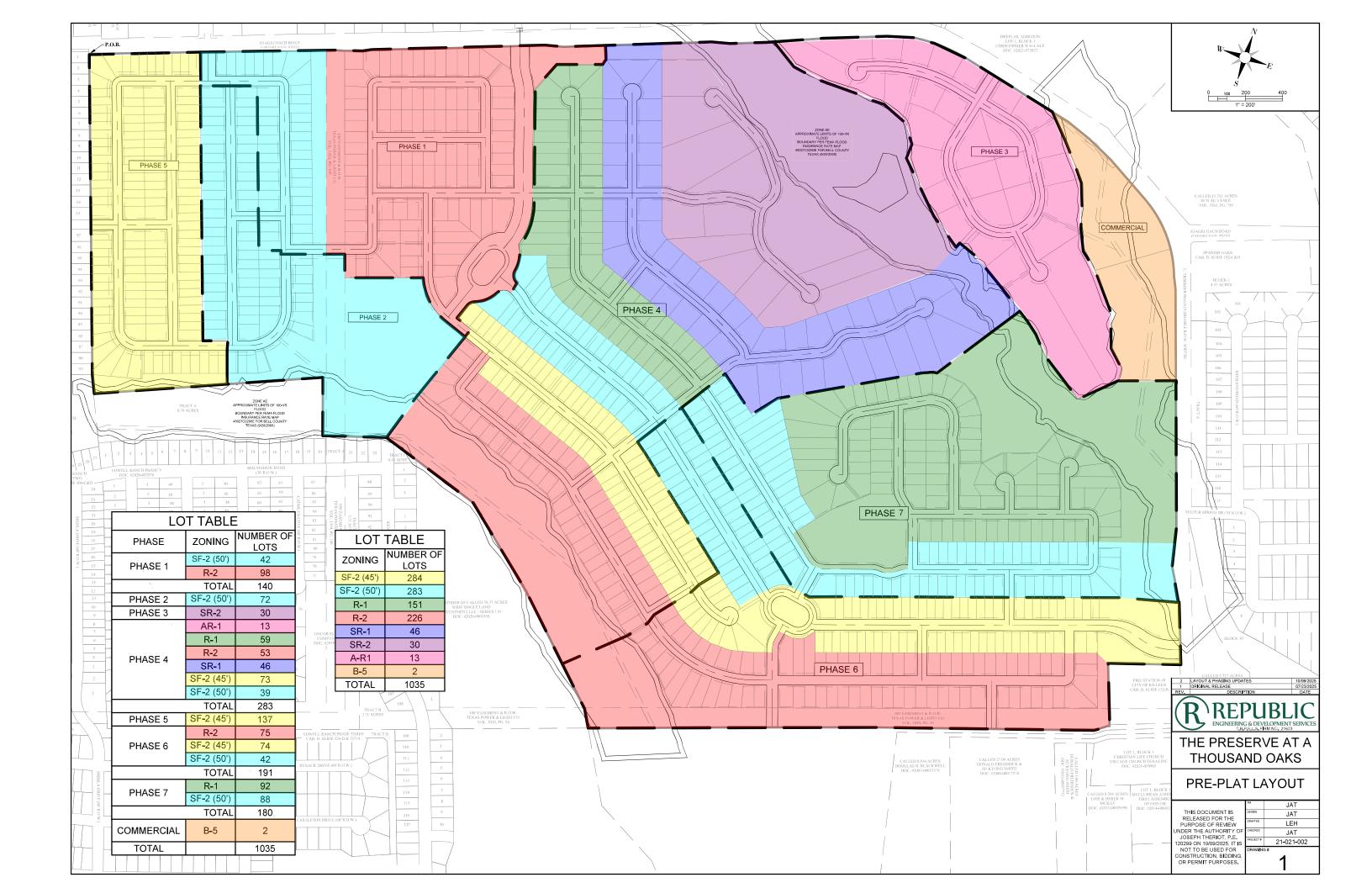


Architectural Standards

All new single-family and two-family structures shall follow the City of Killeen's Architectural Standards that are relevant at the time of home construction.

Corner Lots and Lots Backing up to Existing or Proposed Streets

All lots whose side or rear lot line is adjacent to a street shall be one (1) story.









November 15, 2025

City of Killeen Development Services – Planning P.O. Box 1329
Killeen, TX 76541

Subject: Protest Against Proposed Zoning Change – Case #Z25-36 (PUD Amendment)

Dear Planning and Zoning Commission and City Council Members,

We, Roman Gorlov and Tatiana Gorlova, owners of the property located at 7300 E Trimmier Road, Killeen, Texas, respectfully submit this letter to formally protest the proposed zoning change described in Case #Z25-36, the amendment to the Planned Unit Development (PUD) located south of Stagecoach Road and west of East Trimmier Road.

Our property lies within the affected notification area, and we have serious concerns about the impact this proposed rezoning and development would have on our neighborhood and community.

Our Concerns:

- 1. **Traffic and Road Conditions:** The existing roads, including East Trimmier Road and connecting streets, are already overused and in poor condition. There are no plans for expansion or improvement, and additional traffic from such a large development will worsen congestion and increase safety risks.
- 2. **Public Safety and Police Resources:** The proposed density increase would put additional strain on law enforcement services. The police district remains the same, with no increase in staffing or patrol coverage, raising concerns about response times and community safety in an area already facing rising crime.
- 3. **Loss of Rural and Agricultural Character**: Our property and the surrounding area are home to animals and open land. The proposed dense development would eliminate remaining rural space, reduce habitat for wildlife, and create an environment unsuitable for small-scale animal keeping or agricultural use.
- 4. **Drainage and Flooding:** Additional impervious surfaces (roofs, pavement) from new construction would significantly increase runoff. The area already experiences drainage issues, and further development could lead to flooding and erosion on nearby properties.
- 5. **Environmental and Noise Impact:** Increased traffic, lighting, and construction activity will raise noise and pollution levels, negatively affecting quality of life and property values for existing residents.
- 6. **Infrastructure Strain:** Water, sewer, and power infrastructure in this area are already under strain. There has been no clear plan presented to ensure sufficient capacity for such a large-scale development.

7. **Public Schools and Services:** The proposed population increase will put additional stress on local schools, emergency services, and healthcare access, all of which are already operating at or near capacity.

We respectfully request that the City deny or postpone approval of Case #Z25-36 until a comprehensive plan is provided that addresses infrastructure, safety, and environmental concerns, and ensures that existing residents are not negatively impacted.

Thank you for your time and attention to this matter.

Sincerely,

Roman Gorlova
Tatiana Gorlova

7300 E Trimmier Rd Killeen, TX 76542

(254) 300-8008

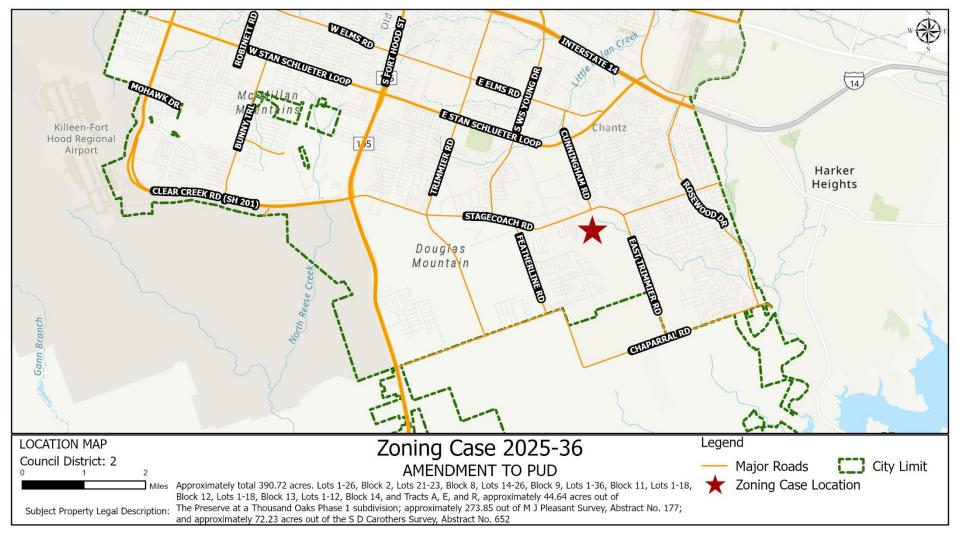
CURRENT ADDRESS: 5210 Sulfur Spring ADDRESS OF PROPERTY OWNED: 5210 Sulfur Spring COMMENTS:	PHONE NUMBER: 238-3495
CURRENT ADDRESS: 5210 Salfur Spring	Dr. Killean TX 74592
ADDRESS OF PROPERTY OWNED: 5240 Sulf	W Soring Dr. Killeen, TX 74547
COMMENTS:	ar spring Dir Filter, I've 1931.
We oppose this request.	
	DECENTED
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	By UL
SIGNATURE: Rug	REQUEST: PUD Amendment
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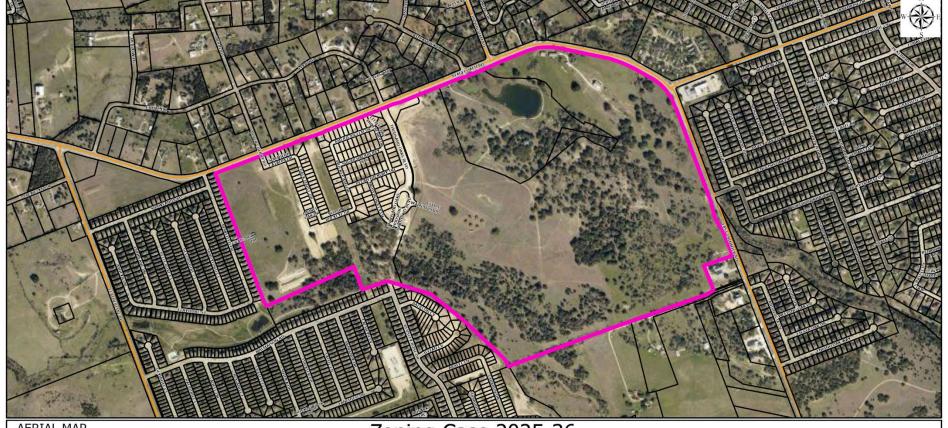
CASE #Z25-36:
PUD AMENDMENT —
PRESERVE AT THOUSAND
OAKS

December 9, 2025

Case #Z25-36: PUD Amendment

Hold a public hearing and consider a request submitted by Republic Engineering & Development Services on behalf of Hereford Development, LLC and the Sheryl Yowell Anderson 1998 Trust ETAL (Case# Z25-36) to amend the Planned Unit Development (PUD) zoning designation of approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177. The subject property is generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas.





AERIAL MAP Council District: 2

Feet

Feet

Subject Property Legal Description:

Zoning Case 2025-36
AMENDMENT TO PUD

Legend



Zoning Case

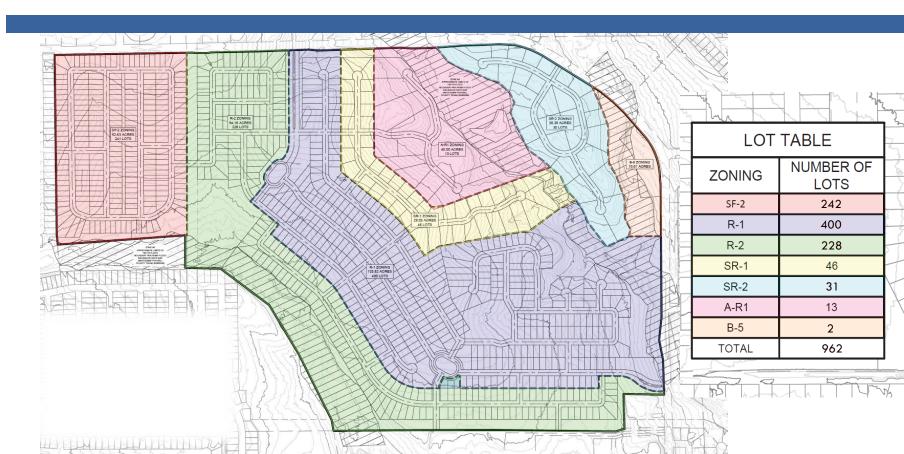
Approximately 390.72 acres out of the M. J. Pleasant Survey, Abstract No. 652 and the S. D. Carothers Survey, Abstract No. 177. The subject property is generally located south of Stagecoach Road and west of East Trimmier Road, Killeen, Texas.

- The City Council approved a Planned Unit Development (PUD) for the subject property on August 9, 2022.
- The purpose of the proposed amendment is to modify the PUD Concept Plan by adding 73 lots to the development.
- The proposed PUD amendment introduces an additional 45 ft. wide lot option with a minimum lot area of 4,500 square feet.

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□ If approved, the proposed PUD amendment will change approximately two-thirds of the area identified for 60-ft. lots to 45 ft. and 50 ft. lots, and approximately half of the area identified for 50-ft. lots to 45-ft. lots.

Original PUD Concept Plan



Proposed PUD Concept Plan



Case #Z25-36: PUD Amendment

Zoning	Original PUD	Amendment	Difference
SF-2 (45')	0	284	+284
SF-2 (50')	242	283	+41
R-1 (60')	400	151	-249
R-2 (60' Duplex)	228	226	-2
SR-1 (70')	46	46	0
SR-2 (90')	31	30	-1
A-R1 (1 acre)	13	13	0
Total Lots:	960	1,033	+73
Total Dwelling Units:	1,188	1,259	+71
Dwelling Units Per Acre:	3.04	3.22	+0.18

Case #Z25-36: PUD Amendment

The proposed amendment also includes modifications to the Parks & Open Space Plan, including reducing the number of dog parks from two (2) to one (1), and changing the covered pavilion requirements from one large pavilion to three smaller pavilions.

Original Parks & Open Space Plan



Proposed Parks & Open Space Plan



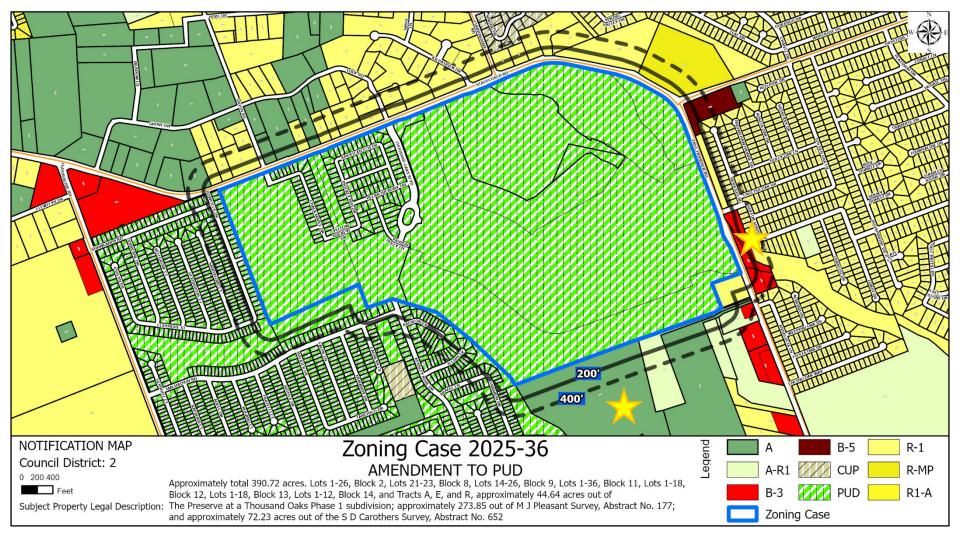
Case #Z25-36: PUD Amendment

The subject property is located within the 'Intended Growth' (IG) on the Growth Sector Map and designated 'Residential Mix' (RM) on the Future Land Use Map (FLUM) of the Killeen 2040 Comprehensive Plan.

Public Notification

Staff notified owners of three hundred fourteen (314)
 surrounding properties regarding this request.

□ To date, staff has received two (2) written responses in opposition to this request.



Staff Recommendation

- Staff finds that the proposed PUD amendment aligns with the spirit and intent of the original PUD while maintaining a significant amount of open space and park amenities.
- Staff is of the determination that the proposed addition of 71 dwelling units will not significantly impact the character of the development.
- Therefore, staff recommends approval of the applicant's request as presented.

Commission Recommendation

- At their regular meeting on November 10, 2025, the Planning and Zoning Commission recommended approval of the applicant's request by a vote of 3 to 1.
- Commissioner Sabree voted in opposition to motion, citing concerns regarding traffic congestion.



City of Killeen

Staff Report

File Number: DS-25-056

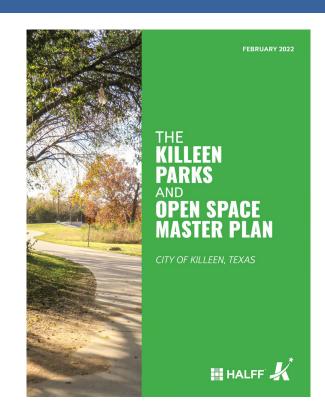
Parks Master Plan Progress Update

KILLEEN PARKS & OPEN SPACE MASTER PLAN UPDATES 2022-2025

December 9, 2025

Why We're Here

- 2022 Master Plan adopted to guide 10 year park system improvements.
- Plan goal: Complete Parks for All that are safe, connected, equitable, and sustainable
- □ This update reflects three years of progress, investment, and partnership.



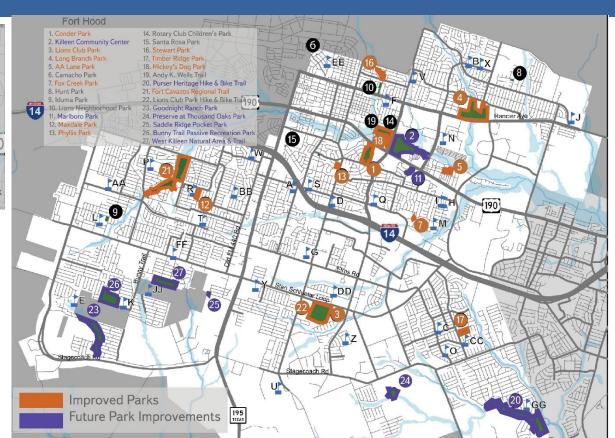
System Snapshot 2022 - 2025

Indicator	2022	2025
Total Park Acreage	508.5 acres	610.4 acres; additional parkland anticipated through future dedications
Park Conditions	10 Parks rated in "Poor/Fair" condition	7 of these improved or planned for improvements in 2026
Park Improvements	23 parks in Killeen	19 parks have been improved or slated for improvements in 2026
Trail Milage	8.9 miles	11.13 miles
Operations & Maintenance	Traditional mowing & reactive repair	Grow Zones , preventative maintenance, and contracted services improving efficiency
Planning & Policy Framework	Master Plan & Ordinance updated	Park Planner position added 2024

Improved Parks & Future Park Improvements

1. Conder Park 14. Rotary Club Children's Park 2. Killeen Community Center 15. Santa Rosa Park 3. Lions Club Park 16. Stewart Park 4. Long Branch Park 17. Timber Ridge Park 5. AA Lane Park 18. Mickey's Dog Park 6. Camacho Park 19. Andy K. Wells Trail 7. Fox Creek Park 20. Purser Heritage Hike & Bike Trail 8. Hunt Park 21. Fort Cavazos Regional Trail 22, Lions Club Park Hike & Bike Trail 90 9. Iduma Park 10. Lions Neighborhood Park 23. Goodnight Ranch Park 11. Marlboro Park 24. Preserve at Thousand Oaks Park 12. Maxdale Park 25. Saddle Ridge Pocket Park 13. Phyllis Park 26. Bunny Trail Passive Recreation Park

27. West Killeen Natural Area & Trail



Conder Park Improvements

Parks Maintenance Facility (Design & Construction)

Improvements	Year	Funding
Restroom building, playground w/ shade, field lighting, multi-purpose field, resurfaced parking, curb stops, striping, picnic tables, & grills	2022	ARPA, CIP, CDBG, Parks
2 nd Restroom building, skate park renovations, drainage enhancements, & a pedestrian bridge	2023	ARPA, CDBG
Solar lighting, resurfaced basketball court, new basketball goals, shade over bleachers, & planted 20 trees with irrigation	2024	ARPA, Parks, CDBG
Soccer field fence installed, backstops, soccer goals, trail renovated/installed .98 miles	2025	ARPA, Parks
South playground, shade structure, 12 trees with irrigation, benches, and a water fountain	Future 2026	CDBG

26-27

CO Bond 23'

Conder Park Improvements













Long Branch Park Improvements

Improvements	Year	Funding
Restrooms, splash pad renovated, shade structures, and 20 trees planted with irrigation	2022	ARPA, Parks
Renovated pavilion, replastered pool, replaced picnic tables, and 20 trees planted with irrigation	2023	ARPA, Parks, CIP
Trail installed .82 miles, solar lighting	2024	ARPA, Parks
New pool house, new maintenance shed, painted picnic pavilions, picnic tables, benches, shade structures, pickleball court conversion, and add 25 trees with irrigation	2025	ARPA, TPWD, Parks, Trees for Houston
New pool slide	Dec. 2025	ARPA

Long Branch Park Improvements













Lions Club Park & Family Aquatic Center

Improvements	Year	Funding
Shade canopy & playground equipment installed	2022	Parks, CIP
Planted 20 trees & irrigation	2023	Parks
Landscape plantings (FAC)	2024	Parks
Slide refurbishment (FAC), renovate medians, add maintenance shed, replace Book-Nook	2025	CIP, Parks, Library











AA Lane Park Improvements

Improvements	Year	Funding
Drainage improvements, added playground w/ shade structure	2023	CDBG
Bleacher renovation & painting for Love My Park Day	2024	Parks
Pavilion renovation	2025	Parks







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Improvements	Year	Funding
ADA & sidewalk improvements	2024	Parks
New playground, shade structure, picnic tables, grill, & basketball court concrete overlay	2025	Parks
Monarch Way Station (Butterfly Garden)	2026	Parks









Maxdale Park Improvements

Improvements	Year	Funding
Paint pavilion, new picnic tables, planted 20 trees & irrigation	2024	Parks, Trees for Houston







Marlboro Park Improvements

Improvements	Year	Funding
New bleachers, new picnic tables, & grill	2025	Parks
Playground replacement, basketball court resurfacing, & 12 trees funded	Future 26'-27'	CDBG







Improvements	Year	Funding
Add multipurpose field with irrigation	2022	ARPA
Installed limestone block road barriers	2023	Parks
Basketball court resurfaced, new goals, & shade structures added	2024	ARPA, Parks
Installed loop trail 21 miles	2025	ΔΡΡΔ









Stewart Park Improvements

Improvements	Year	Funding
Multipurpose field & irrigation added, playground w/ shade structures, benches	2023	ARPA, Parks
Playground border/surfacing replaced, & ADA improvements	2024	ARPA, Parks
Trail added .21 miles	2025	ARPA









Mickey's Dog Park

Improvements	Year	Funding
Fence replaced	2025	Parks
Replace play equipment and provide access	Future	Parks
path to covered areas	2026	







Purser Heritage Hike & Bike Trail

Improvements	Year	Funding
27 disc golf tee boxes and holes	2023	Parks
Installed benches and water fountain	2024	ARPA
Addition of a playground, splash pad, and restroom at the trailhead	Future	CO Bond
(Design & Construction)	2026-27	23'
		(reallocated in





March 2025)

Other Park Improvements & Ongoing

- □ **Timber Ridge Park**: 20 trees planted/irrigation completed.
- Continued renovation RHKCC, Pickleball Courts & Gym Floor renovation, 2026.
- Addition of field tarps to KAC & LCP to protect fields, save time, labor & maintenance costs.
- Automated Field Painter for improved efficiency of operations on athletic fields reducing labor & material costs.
- Protected park staff resources by outsourcing non-park related maintenance - city facilities.
- Installed (2) water fountains at Fort Cavazos
 Regional Trail.





Trails, Connectivity & Green Infrastructure

- 2.23 miles of trail added/currently under construction.
- 2.5+ miles to be added through new development.
- **145** trees planted at Long Branch Park (65), Maxdale Park (20), Timber Ridge Park (20), Conder Park (20) & Lions Club Park (20).
- 7 acres of wildflower seeds to be sown in 4 Community Parks, Long Branch, Conder, Lions Club & Killeen Community Center Parks December 2025.
- □ Grow Zones implemented at **9** parks to reduce mowing demands and improve maintenance efficiency while supporting native habitat.





Park Growth & Land Development

- Parkland Dedication Ordinance (2022) implemented; new subdivisions now dedicate land and fees for parks.
- Dedications & developer coordination underway at Preserve at Thousand Oaks, Cosper Heights, Bunny Trail & future developments.
- 103 acres of parkland dedicated



Partnerships & Joint-Use Initiatives

- Continued MOU with KISD for school park access at Maxdale, Iduma, Timber Ridge
- Exploration of expanded MOU with KISD for gym space and collaborative programming
- Working with TAMUCT for potential program expansion to include nature trail walks at Bald Knob
- YMCA MOU for lifeguard training
- Rotary Club tree planting & mulch spreading
- Worked with local **Disc Golf Club** to install 27 hole layout at Purser Heritage Hike & Bike Trail.
- Trees for Houston donated 65 trees



Exploring Funding Sources

- Confirmed Sponsorship Agreements:
 - First National Bank Texas \$1,260,000 total commitment for complete contract term, with two (2) seven (7) year optional extensions
 - Zenner \$375,000 total commitment complete contract term, with two (2) five (5) year optional extensions
- Additional opportunities under discussion:
 - Continued sponsorship opportunities in progress
 - Exploring future partnership models





Community Engagement & Volunteerism 2022-2025

- Love My Park Day, 4 events
- Movies in the Park, 14 events
- National Arbor Day & Texas ArborDay in April & November, 8 plantings
- Adopt-A-Park, 22 parks are adopted by community stakeholders.
- Trail Programming- Cen-Tex RaceSeries, 20 races



Looking Ahead

Current/ Future Projects	Year	Funding	Amount
Purser Heritage Hike & Bike Trailhead (Design & Construction)	2026-27	CO Bond 23'	\$1,984,200
Goodnight Ranch Community Park (Design & Construction)	2026-27	CO Bond 23'	\$1,862,000
Saddle Ridge Pocket Park (Design & Construction)	2026-27	CO Bond 23'	\$213,000
West Killeen Natural Area & Trail & Bunny Trail Passive Recreation Park (Design)	2026	CO Bond 23'	\$98,800
Parks Maintenance Building (Design & Construction)	2026-27	CIP FY23'	\$2,944,875
		TOTAL	\$7,102,875

Looking Ahead

- Continue incremental improvements of parks considered poor/fair condition, i.e. Hunt, Camacho, & Santa Rosa Park
- Continue incremental improvements & planning of 27 current/future parks and 11.13 miles of trails throughout the system
- Evaluate inclusive play opportunities citywide with support from the Parks & Recreation Advisory Board & Town Hall on **January 12, 2026**, 6:30pm
- Continue exploring opportunities for efficiency and assess need to add staff for park maintenance and program growth



Closing Message

Every improvement since 2022, from local park upgrades to future parkland dedication, reflects Killeen's commitment to the Complete Parks vision of safe, welcoming, and connected public spaces for residents.



Questions?