

MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
December 18, 2017  
Killeen Arts and Activities Center  
Community Development Training Room #E105  
802 N. 2<sup>nd</sup> Street, Building E, Killeen TX 76541  
12:00 PM

1. PRESIDING: Ms. TaNeika Driver-Moultrie, Committee Vice-Chairman presided and called meeting to order at 12:02 PM.
2. PRESENT: Committee members present: Riakos Adams (12:36 PM), Richard Banta, Kim Barr, Kathy Bradley, John Driver, Nick Guajardo (12:12 PM), Andre Owens and Ashley Whitworth. Absent: Angelia Batie. City staff present: Leslie Hinkle, Cinda Hayward, Kathy Davis (replacing Traci Briggs), and Celeste Sierra. Record reflects quorum. Committee took a break at the end of Item 5D after the first presentation from 12:48 PM to 12:55 PM to wait for second presenter.
3. APPROVAL OF AGENDA: Mr. Barr moved, seconded by Mr. Banta to approve meeting agenda. Motion carried unanimously.
4. APPROVAL OF MINUTES: Mr. Barr moved, seconded by Mr. Driver to approve May 3, 2017 minutes as written. Motion carried unanimously.
5. AGENDA ITEMS
  - A. Consider election of Chairperson and Vice-Chairperson: Ms. Driver-Moultrie opened the floor for nominations for Committee Chair and Vice Chair. Mr. Barr nominated Ms. Driver-Moultrie for Committee Chair and after no other nominations were submitted, Ms. Driver-Moultrie closed nominations for Chair. Mr. Barr nominated Ms. Whitworth for Vice Chair and after no other nominations were submitted, Ms. Driver-Moultrie closed nominations for Vice Chair. Mr. Driver moved, seconded by Mr. Barr to accept nominations as submitted for Chair and Vice Chair respectively. Motion carried unanimously.
  - B. Receive briefing on Community Planning Meetings schedule: Ms. Hayward advised Community Development meetings were scheduled on February 8 and 21, 2018. Meetings typically start at 6:00 PM; no location for meetings has been identified yet. The public is invited to participate in briefing for CDBG and HOME grants funding and eligible activities and to identify community needs. Last year, two planning meetings were held with 21 persons attending first meeting and 49 attended the second meeting. Staff will provide meeting locations to Committee when identified.
  - C. Discuss and Consider FY2018 Annual Planning Calendar establishing key dates: Ms. Hayward advised Committee on dates for FY 2018 funding process listed on calendar for Committee review. She said Community Development staff will have one-on-one meetings with new applicants between Jan 17-31, 2018 to assist them with the process. Applications for funding will be released at the end of February or beginning of March with two application workshops being held in March. Applications will be due on March 30 and will be reviewed by staff and information will be prepared during April for CDAC review. Two date sessions are available for CDAC to meet, either in late April or the beginning of May. The first public hearing will be held on May 22, 2018, which will start the 30-day public comment period and end June 21, 2018. Second public hearing will be held on June 26 with the Annual Action Plan being due at HUD by August 15, 2018. After Committee discussed possible dates for reviewing applications and hearing presentations, Mr. Driver moved, seconded by Mr. Banta for the Committee to meet as needed on May 2,3, and 4. Motion carried unanimously.
  - D. Receive briefing on Conflict of Interest disclosure forms and form submittal. Ms. Hayward advised that federal grants require that Committee members not be in conflict with the application process and the allocation of federal funds. Ms. Hayward reviewed the form and advised Committee would need to answer questions A, B, and C of the form. Ms. Davis advised Committee to err on the side of caution,

if they believe they are in conflict it is best to disclose the potential conflict as they don't get in trouble for disclosing too much information. If Committee members need additional assistance or have questions, Legal staff is available.

E. Discuss and consider approval of applications submitted for FY2016i Public Facilities and Public Improvements proposed activities for recommendation to City Council:

FAMILIES IN CRISIS PARKING LOT: The committee heard from William Hall, Director of Families in Crisis, Inc. He is seeking funding to reconstruct the agency's parking lot on Rancier. Due to constant activity from all the programs that are administered by the agency, the parking lot has deteriorated and in need of replacement. The cracks in the asphalt allow for water to get underneath the asphalt to further deteriorate the parking lot. In response to questions asked by CDAC, Mr. Hall responded that no pictures are available for committee review, only the front section of the parking will be reconstructed and does not include the side strip that goes to the back of the facility, increased use of the parking lot is based on all the programs that are provided by the shelter, shelter has operated at full capacity during the past five years. Ms. Hinkle advised that the agency was allocated CDBG funds to reconstruct the parking lot back in 2002. Mr. Hall advised the agency had patched holes in 2008 but repairs only lasted for a short while. After no further questions, Committee thanked Mr. Hall for his presentation.

GILMORE SENIOR CENTER RESTROOM & ENTRY RENOVATIONS: After a break, the Committee then heard a presentation by Brett Williams, Executive Director of Community Services for improvements to the Bob Gilmore Senior Center, to include architecture design and construction costs for accessibility renovations to the center entry and the entry into the restroom area and restrooms. Mr. Williams advised the current entrance leads directly into the street and creates a safety issue with Center members exiting the facility. Entrance renovation will substantially increase overall accessibility to the Center by elderly residents. The restroom improvements will add increased functionality and comfort for physically disabled patrons. In response to questions about the project, Mr. Williams responded that the senior center will remain open during renovations with either some activities being moved to the adjacent community center building which is closed to the public during the morning time, seniors can also use the community center restrooms while renovations take place, both city operated senior centers assist a different population of seniors. Members at the BGSC tend to not drive, and live mainly in the northeast, northwest part of town and communities surrounding the center. If project is not funded, Mr. Williams will continue to request through the City's budget process and will begin with the entrance renovations, if CDBG funds are allocated, the project will meet the time frame for expenditures, currently, the entrance to the restrooms is not ADA accessible. Mr. Williams also answered that long term capital improvements include renovations to the kitchen, backside of the center and utilities upgrades. Center has not received CDBG funding in the last 15-20 years. After no further questions, Committee thanked Mr. Williams for his presentation.

STEWART NEIGHBORHOOD SIDEWALK – PHASE 4.2: Due to illness, project staff from the Street Dept. was unable to make their presentation for funding. Ms. Hayward received presentation from Street Dept. staff via e-mail to provide to Committee. Ms. Hayward provided slide presentation and showed what project areas the funding will provide for. Project area will provide pedestrian access to the park via sidewalks and addresses connectivity of surrounding area to the park and continued access to the elementary school. Current sidewalks are 3 ft. wide where reconstructed sidewalks will be 4 ft. wide providing for two persons to walk side by side or for a person pushing a baby carriage and a child walking beside it. Project addresses sidewalks with overgrown trees that have damaged the sidewalk and makes it unsafe to walk or travel on. The project compliments the City's Vision 2030 Goal #1 for quality community development and revitalization of neighborhoods. There are 4650 persons benefiting from the project with 3310 of those persons being low income. Process for project will be development bid and awarded in January and will be third quarter work and completed before end of 4<sup>th</sup> quarter. Street Dept. is highly qualified to undertake work but will be contracted out

because city staff may need to be pulled from project to work on other areas. Street staff has over 40 years combined experience. Street Dept. has undertaken the Stewart Neighborhood Improvements projects for the past three years. If Committee has any questions they may be addressed to Mr. John Koester, Street Director. After no further questions for Ms. Hayward, Committee thanked Ms. Hayward for the presentation.

Chairman Driver-Moultrie then advised there was funding available in the amount of \$209,248.00. After discussions of the projects, Mr. Riakos moved, seconded by Mr. Guajardo to fully fund the Gilmore Senior Center Restroom and Entry Renovations project in the amount of \$209,248.00. Motion carried unanimously.

Ms. Driver-Moultrie advised Committee to fill out and sign the project evaluation and assessment review and the conflict of interest forms and submit to City staff prior to leaving. She asked if there was any additional business to conduct before adjourning and Ms. Hayward advised there would be changes to the Citizen Participation Plan coming. Nothing further.

6. ADJOURNMENT: Mr. Driver moved, seconded by Mr. Adams to adjourn meeting. Motion passed unanimously and meeting adjourned at 1:25 PM.

Celestina Sierra, CD Specialist: \_\_\_\_\_