

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 7, 2023

Agenda Item 3.2

Title

Proposed Budget (Fiscal Year 2023-2024)

Item Summary

This item is a proposed budget for Fiscal Year 2023-2024.

The following are key dates to ensure we meet required deadlines:

- A proposed budget must be filed with the Town Clerk no later than August 29, 2023.
- It is proposed that a public hearing be held at the next Commission meeting on September 18, 2023 to vote on a final budget (a public hearing must be held on the same day as the budget is approved. The budget must be approved no earlier than 15 days after filed in the Town clerk office, but before September 29, 2023).
 - A Notice of Public Hearing must be published in the Weatherford Democrat as well as on the Town website between August 29, 2023, and September 8, 2023.

Attachments

1. Proposed Budget (FY 2023-2024)
2. Prior Year Budget (FY 2022-2023)

CITY OF BROCK GENERAL FUND USE
PROPOSED 2024 BUDGET
2023-2024 FISCAL YEAR

Revenues	Actual October 1, 2022 - August 31, 2023	Estimated September 2023	Ending September 2023	Proposed Budget 2023- 2024 Fiscal Year	Comments
Sales & Use Tax	280,220.06	25,475.00	305,695.06	306,000.00	
Franchise Fee	203,164.63	7,330.00	210,494.63	88,000.00	Tri-County Agreement was pending renewal: payment received Aug. 2023 going back to 2021 (\$62,966.98) & 2022 (\$94,144.85). Proposal based on average quarterly deposit.
Mixed Beverage Tax	2,442.36	244	2,686.36	3,000.00	
Permits/Applications/Misc. Revenue	461.76	76.92	538.68	3,500.00	
Total Revenues	486,288.81	33,125.92	519,414.73	400,500.00	Same proposed budget as last FY
Expenditures	Actual October 1, 2022 - August 31, 2023	Estimated September 2023	Ending September 2023	Proposed Budget 2023- 2024 Fiscal Year	Comments
Insurance/Bond	-1,987	-241.25		-5,000.00	Same proposed budget as last FY
Legal/Accounting/Consultants	-57,171.40	-8,500.00		-85,000.00	Note: Additional \$15,000 added for audit of city's financials
Newspaper publications				-750.00	Total of 6 newspaper publications for a total cost of \$413.40 for this FY (note: expenditures fell under Legal as they were previously handling this process).
Administrative Independent Contractor/Office Expense	-14,625.65	-121.36		-37,500.00	Includes Town Clerk pay based on an estimate of 25 hours per week, software subscriptions, office supplies, postage, telephone
Road Repairs	-89,455.41	0		-130,000.00	Same proposed budget as last FY
Rent/Lease	-7,630	0		-9,200.00	Town Hall office lease and Brock Community Center (included 5
Elections	0.00	0		-7,500.00	additional Commission mtgs for possible special mtgs
Misc				-5,000	Potential of 2 elections plus \$634 in incidentals
Total Expenditures	-170,869.46	-8,862.61	-179,732.07	-279,950.00	Un-anticipated expenses
Net	315,419.35	24,263.31	339,682.66	120,550.00	Revenue expected to be greater than Expenditures

City of Brock General Fund Use
Proposed 2023 Budget
2022-2023 Fiscal Year

	Actual Oct. 1, 2021 - August 31, 2022	Estimated September 30, 2022	Ending September 30, 2022	2023 Proposed
Revenues				
Sales & Use Tax	\$ 221,638.90	\$ 22,931.95	\$	\$ 245,000.00
Franchise	\$ 62,966.98	\$ 5,724.27	\$	\$ 80,000.00
Misc Expenses - Permits/Applications	\$ 3,879.35	\$ 1,500.00	\$	\$ 3,500.00
Total Revenue	\$ 288,485.23	\$ 30,156.22	\$ 318,641.45	\$ 328,500.00
Expenditures				
Insurance/Bond	\$ 1,599.25	\$ 201.25	\$	\$ 5,000.00
Legal/Accounting/Consultants	\$ 21,455.46	\$ 4,500.00	\$	\$ 60,000.00
Administrative Employee/Office Exp	\$ 11,694.76	\$ 5,000.00	\$	\$ 50,000.00
Road Repairs	\$ 1,250.00	\$ -	\$	\$ 130,000.00
Elections	\$ -	\$ -	\$	\$ 8,000.00
Total Expenditures	\$ 35,999.47	\$ 9,701.25	\$ 45,700.72	\$ 241,000.00
Net	\$ 252,485.76	\$ 20,454.97	\$ 272,940.73	\$ 87,500.00
Total funds	\$ 540,970.99			\$ 360,440.73

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 21, 2023**

Agenda Item 3.3

Title

Receive results of Town Clerk verification of Petition for Local Option Election to allow the legal sale of malt beverages and wine in the Town of Brock filed July 20, 2023 and consider action regarding the same.

Item Summary

This item is a request from representatives of Semler Companies, LLC, the owner of 129.768 acres of land recently annexed into the Town of Brock on May 31, 2023, to accept a Petition for Local Option Election (the "LOE Petition") to authorize the sale of beer and wine within the newly-annexed area in support of the owner's proposed safari and local tourism business.

Background

On May 1, 2021, the Town of Brock held a local option election (LOE), where a majority of the Brock voters in that election approved the sale of all alcoholic beverages throughout the Town, including mixed beverages.

Notwithstanding Town-wide approval in May, 2021, state law provides that newly annexed areas within the Town do not automatically assume "wet" status upon annexation into the Town. Rather, newly annexed areas retain their "dry" status until a new local option election is held.

On July 20, 2023, a LOE Petition for the Semler property was submitted to the Brock Town Clerk for verification and presentation to the Town Commission.

Requirements of the LOE Petition

Texas Election Code Section 501.032 requires the Town to order a local option election upon receipt of a valid petition containing *verified* signatures equal to or greater than 35 percent of the registered voters in the Town who voted for governor in the most recent gubernatorial election (as indicated by the official returns for that election).

A total of 636 registered voters from Brock voted in the November 8, 2022 Gubernatorial election; therefore, a minimum 223 verified, registered Brock voters are required to sign the LOE Petition.

Once a LOE petition is received, the Town Clerk is required to verify whether the LOE Petition has the minimum number of signatures required by state law. The signature criteria that must be verified is the following:

1. Must live within the city limits of the Town of Brock
2. Must have been registered to vote in Brock as of the date of the issuance of the petition (June 3, 2023)
3. Must appear on the Parker County Election Administrator's official record of registered voters

The Semler LOE Petition

Between July 21st and August 10th, the Town Clerk, in conjunction with the City Attorney's office, conducted two comprehensive reviews to verify the final number of valid signatures on the Semler's LOE Petition. The Town was able to verify 162 signatures and was required to reject 157 signatures for failure to comply with the required criteria. The minimum number needed to call the election is 223.

The following is a breakdown of the rejected signatures:

- 3 signed twice (one of which was registered in Brock)
- 104 were registered to vote, but did not live within the Town of Brock
- 49 of which were not registered to vote in Brock as of June 3, 2023
- 1 was rejected because there were two individuals whose names appeared with only one signature (one of the two individuals were verified)
- 2 of which were registered in the Town after June 3, 2023

State law does not provide the Town Commission discretion to call a local option election without the required number of signatures. Further, the law does not allow the petitioner to supplement or add the needed signatures after the signed petition has been submitted to the Town Clerk's Office for verification. **Accordingly, the Town Commission is unable to call a local option election to be held in November for this petition.**

Recommended Motion

I move that the Town Commission not call a local option election in connection with the petition for local option election filed on behalf of Semler Companies, LLC and that the minutes of this meeting reflect the following information in conformance with Section 501.033 of the Election Code:

- *A Petition for Local Option Election was submitted by representatives of Semler Companies, LLC to the Town Clerk of the Town of Brock on Thursday, July 20, 2023.*
- *The names of the signers contained in the petition filed July 20, 2023 are hereby noted for the record and will remain on file with the Town Clerk's Office.*

Attachment(s)

Town Clerk Certification of Signatures dated August 10, 2023



Town of Brock, Texas

I, Alyssa Vanesler, Town Clerk for the Town of Brock, Texas, hereby certify that I have reviewed the Petition For Local Option Election To Legalize the Sale of Malt Beverages and Wine in the Town of Brock, submitted to this Office on Thursday, July 20, 2023, and certify the findings as follows:

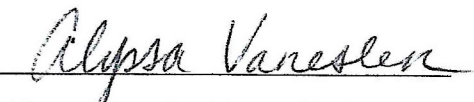
Number of signatures required: 223

Number of signatures of qualified voters: 162

The number of signatures of qualified voters required for this petition to be sufficient is 223. I hereby certify that the Petition as submitted is insufficient to cause the City Council of the Town of Brock, Texas, to order a Local Option Election to Legalize to be held.

Dated this 10th day of August, 2023

TOWN OF BROCK, TEXAS


Alyssa Vanesler, Town Clerk

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 7, 2023

Agenda Item 3.4

Title

Resolution No. R-2023-002

Item Summary

A Resolution of the Town of Brock, Texas approving a final plat for a certain 6.493 acres tract of land out of the LEON COUNTY SCHOOL LAND SURVEY, ABSTRACT No. 799, Parker County, Texas, being addressed as commonly known as 518 Young Bend Road; and providing an effective date.

Upon consideration of this item, the Town Commission may vote to approve, approve with conditions, or deny.

Attachments

1. Resolution No. R-2023-002
2. Minor Plat, Nora Addition (Lots 1-3)
3. City of Brock Zoning Map
4. Google Map

RESOLUTION NO. R-2023-002

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS APPROVING A MINOR PLAT FOR A CERTAIN 6.493 ACRES TRACT OF LAND OUT OF THE LEON COUNTY SCHOOL LAND SURVEY, ABSTRACT NO. 799, PARKER COUNTY, TEXAS, BEING ADDRESSED AS COMMONLY KNOWN AS 518 YOUNG BEND ROAD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock (“Town”) received an application for a minor plat for a certain 6.493 acres of land consisting of Lots 1 through 3 of the Nora Addition, said land being more particularly described in the final plat attached hereto as **Exhibit A** (the “Subject Property”); and

WHEREAS, the Town Commission finds that the plat is in conformance with the Town’s ordinances and should be approved and accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The Town Commission hereby approves and accepts the final plat for the Subject Property attached as **Exhibit A** hereto. The Town Commission further authorizes the Mayor to execute the final plat for recording in the real property records for Parker County, Texas.

SECTION 2. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the Town Commission of the Town of Brock, Texas, on August 21, 2023.

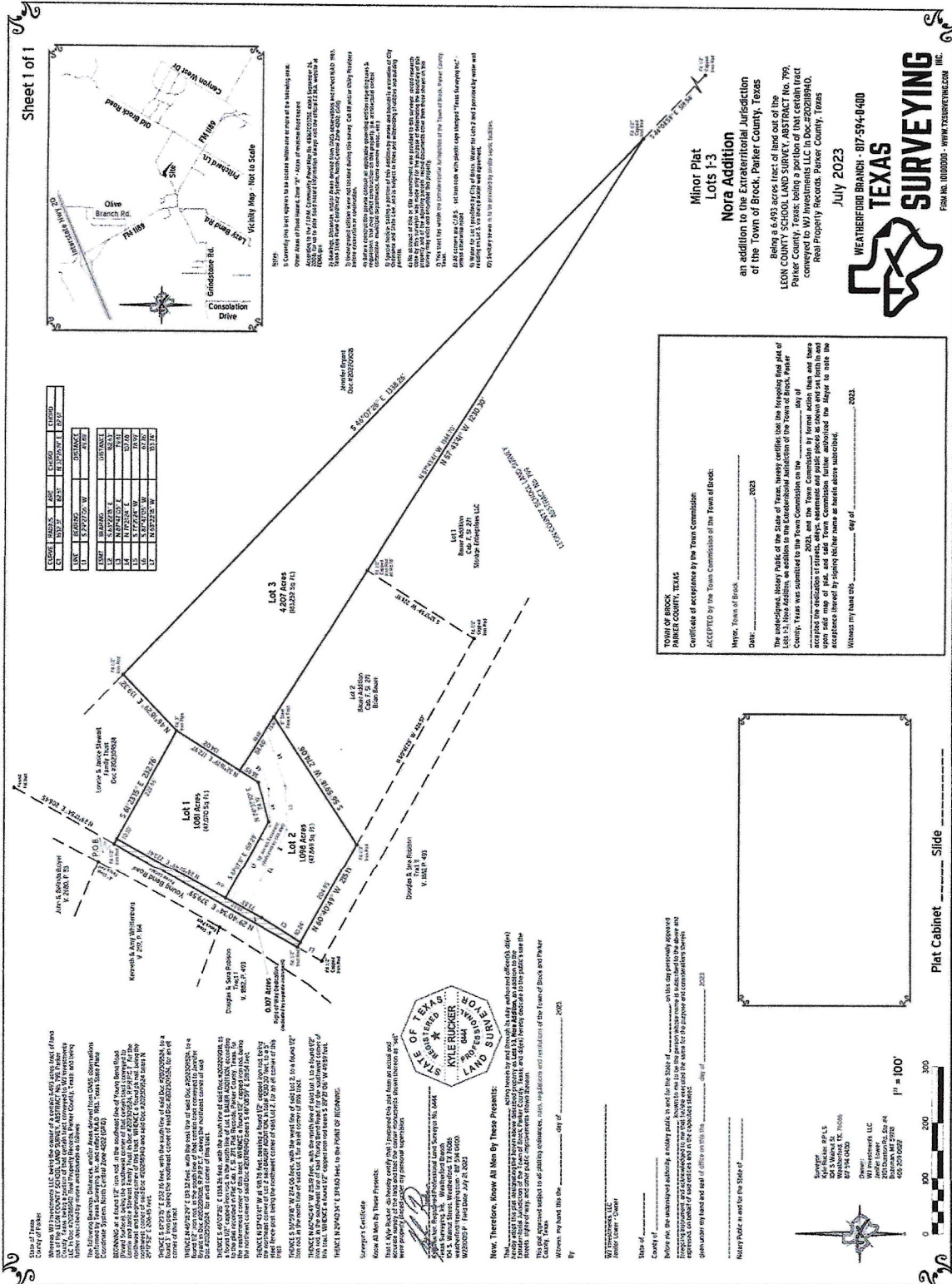
TOWN OF BROCK, TEXAS

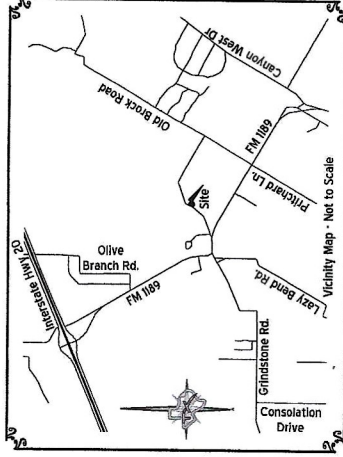
Jay Hamilton, Mayor

ATTEST:

Alyssa Vanesler, Town Clerk

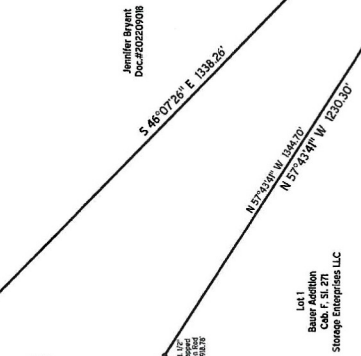
EXHIBIT A





- Notes: 1) Current plat to be located within one or more of the following areas: Other Areas of Flood Hazard, Zone "X", Areas of minimum flood hazard...

Table with columns: CURVE, RADIUS, ARC, CHORD, CHORD. It lists curve data for various lines and bearings.



Lot 1: 1081 Acres (47,070 Sq. Ft.)
Lot 2: 1098 Acres (47,849 Sq. Ft.)
Lot 3: 4207 Acres (183,252 Sq. Ft.)

Notary Public of the State of Texas, hereby certifies that the foregoing final plat of LEON COUNTY SCHOOL LAND SURVEY, ABSTRACT No. 799, Parker County, Texas...

Whereas WJ Investments, LLC, being the owner of a certain 6.493 acres tract of land in Leon County, Texas, being a portion of that certain tract conveyed to WJ Investments, LLC in Doc. #20218940, Real Property Records, Parker County, Texas...

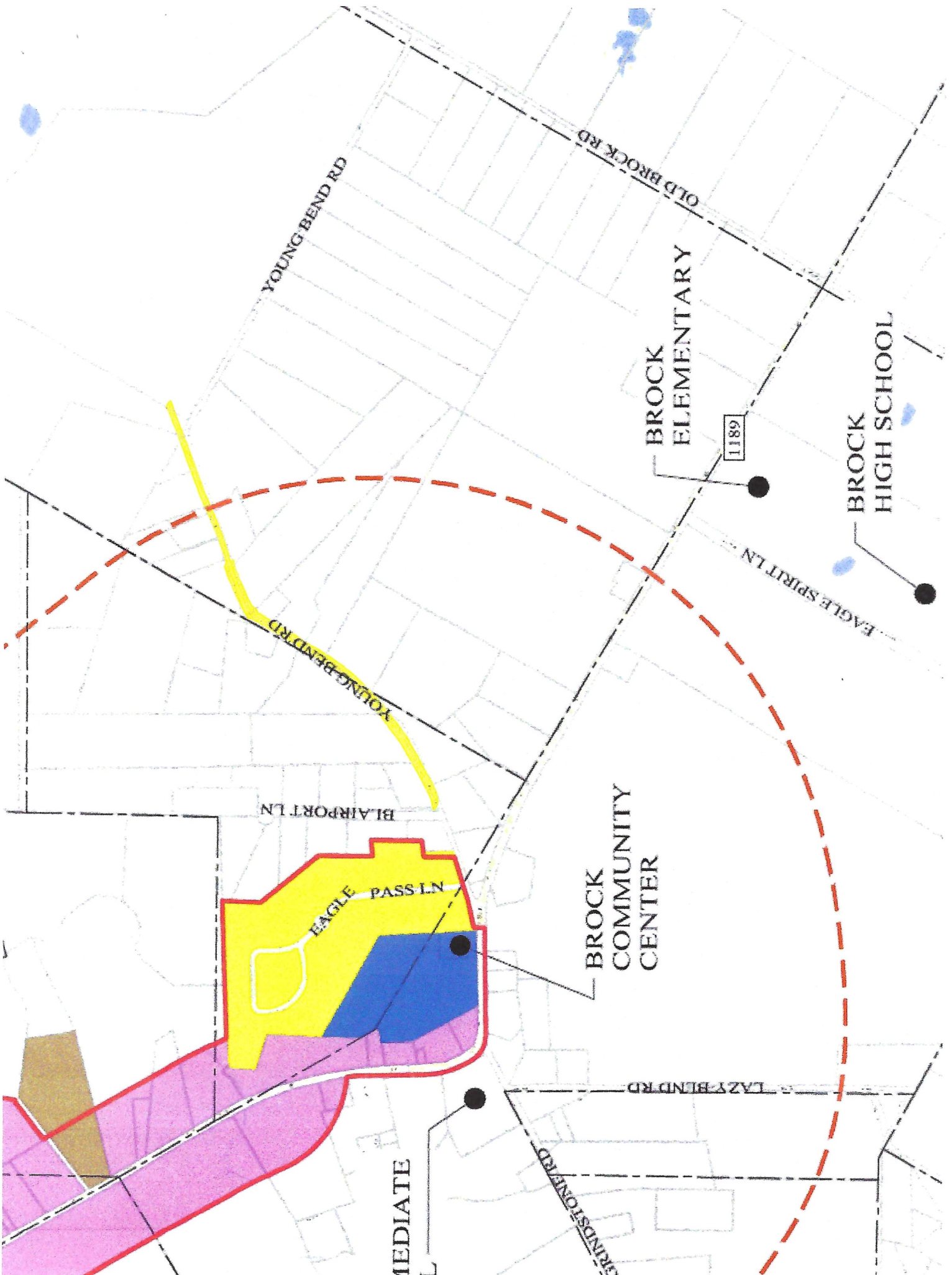


Now, Therefore, Know All Men By These Presents: That I, Kyle Rucker, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown therein as 'set' were properly set by my personal supervision.

Notary Public in and for the State of Texas, on this day personally appeared before me, the undersigned authority, a notary public, in and for the State of Texas, the following named parties, who are known to me to be the persons whose names are expressed on behalf of said entities and in the capacities stated...

Scale bar (0 to 300 feet), North arrow, and title 'Plat Cabinet - Slide'.

Minor Plat Lots 1-3 Nora Addition of the Town of Brock, Parker County, Texas. WEATHERFORD BRANCH - 817-594-0400 TEXAS SURVEYING INC.



YOUNG BEND RD

OLD BROCK RD

BROCK
ELEMENTARY

1189

BROCK
HIGH SCHOOL

EAGLE SPIRIT LN

BLAIRPORT LN

EAGLE PASS LN

BROCK
COMMUNITY
CENTER

LAZY BLIND RD

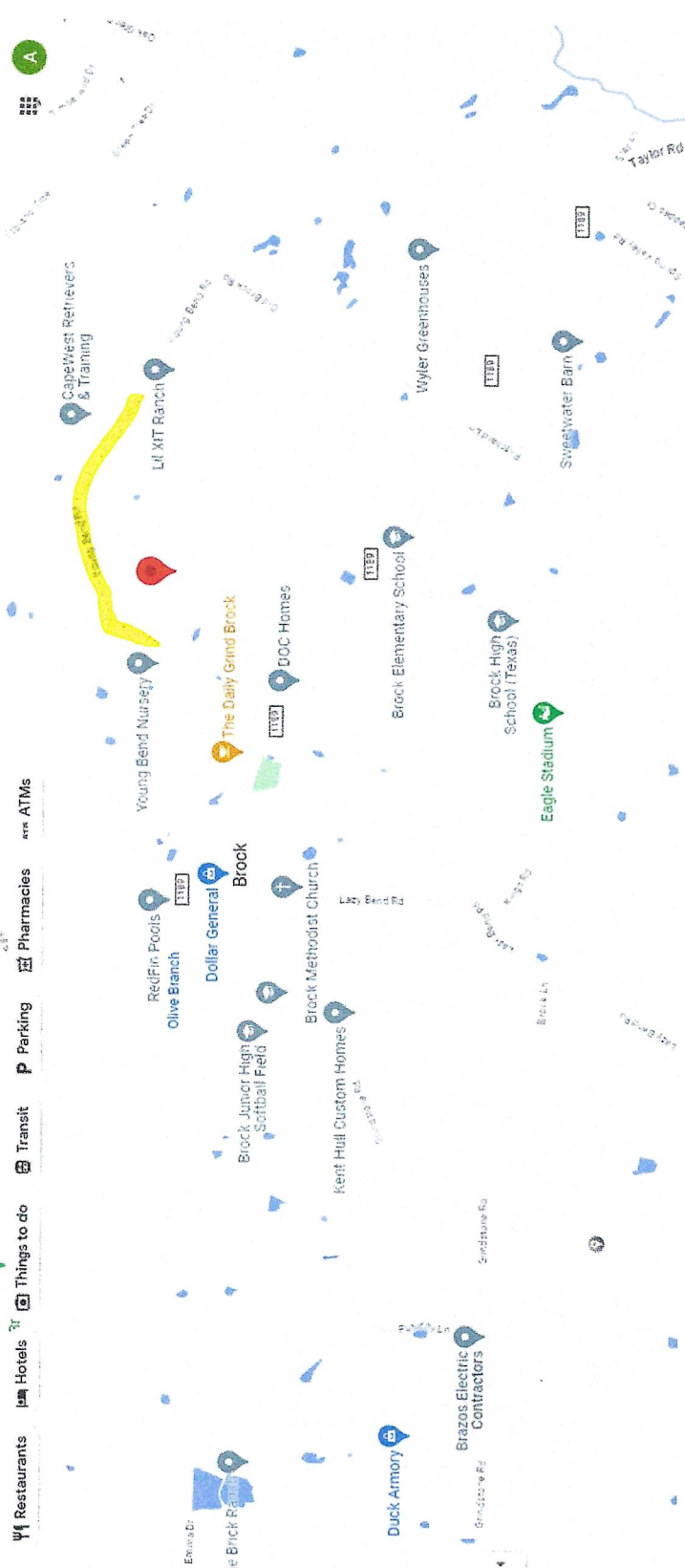
MEDIATE
L

GENTLEFORD



518 Young Bend Rd

- 📍 [Directions](#)
- 📌 [Save](#)
- 📶 [Nearby](#)
- 📄 [Send to phone](#)
- 🔄 [Share](#)
- 📍 **518 Young Bend Rd, Brock, TX 76087**
- 📍 **M3HC+C8 Brock, Texas**
- ✎ [Suggest an edit on 518 Young Bend Rd](#)
- 🔍 [Add a missing place](#)
- 🏢 [Add your business](#)
- 🏠 [Add a label](#)



TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 21, 2023

Agenda Item 3.8

Title

Discuss adoption of an ordinance establishing a permitting requirement for mobile food vendors

Item Summary

This is a discussion item for the Town Commission's to discuss the potential adoption of a local permitting ordinance for food trucks (mobile food vendors).

The operation of food trucks is currently permitted by the Town's Zoning Ordinance in the following districts:

- Local Retail
- General Retail
- Planned Development

They are also allowed by Conditional Use Permit only in the other districts.

The purpose of this item is to receive direction of the Town Commission on whether it would like to adopt an ordinance and, if so, what specific regulations are desired. The Town will proceed based upon the direction of the Town Commission.

Attachments

1. SAMPLE Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, PROVIDING A DEFINITION OF A FOOD TRUCK; ADOPTING REGULATIONS RELATED TO THE OPERATION OF A FOOD TRUCKS; ADOPTING A PERMIT REQUIREMENT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS/REPEALING CLAUSE; PROVIDING FOR A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock, Texas (hereinafter, “Town”) is a general law municipality organized and existing by virtue of the laws of the State of Texas and located within Parker County, Texas; and

WHEREAS, the Comprehensive Zoning Ordinance provides for the use of Food Trucks in the Town in certain Land Use Districts; and

WHEREAS, the Town finds it advisable to regulate the operations of mobile food trucks within the Town; and

WHEREAS, the Town finds it advisable to require a permit to operate a food truck within the Town; and

WHEREAS, such regulation is necessary for the health, sanitation, safety and welfare of the residents of the Town.

NOW, THEREFORE, the Town of Brock, Texas, acting by and through its duly elected Commission, does ordain as follows:

SECTION 1. Recitals. The Recitals above are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. Definitions.

Food Truck is defined as a vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily movable, and constructed of corrosion resistant material; structure placed on a trailer shall be permanently affixed.

SECTION 3. Permits and Exemptions.

A person may not operate a food truck in the Town without a permit issued by the Town. Permits are not transferrable from one person to another. A valid permit must be posted in or on every food truck operating in the Town.

SECTION 4. Application for Permit and Fees.

- A. Any person desiring to operate a food truck must make a written application for a permit on forms provided by the Town.
- B. The application must contain the name and address of each applicant, the proposed location and type of the proposed food truck and the applicable fee.

- C. An incomplete application will not be accepted. Failure to provide all required information, or falsifying information required may result in denial or revocation of the permit.
- D. Renewals of permits are required on an annual basis and the same information is required for a renewal permit as for an initial permit.
- E. A food truck that does not agree to comply with state laws and rules, including the Texas Food Establishment Rules (TFER) regarding mobile food units, will be denied a permit or the renewal of a permit, including the remittance of all applicable local sales tax.

SECTION 5. Regulations.

- A. A food truck may only operate on private property with the written approval of the property owner.
- B. A food truck may only operate on Town property with the written approval of the Mayor.
- C. A food truck may only operate in the land use districts in which food truck operations are allowed in the Comprehensive Zoning Ordinance. The districts currently allowing for food truck operations are Local Retail (LR), General Retail (GR), and Planned Development (PD). For all other districts, a Conditional Use Permit application must be considered and approved by the Town Commission.
- D. If a Conditional Use Permit is granted, it shall be effective for one (1) year.
- E. A food truck that does not maintain compliance with state laws and rules, including the Texas Food Establishment Rules (TFER) regarding mobile food units, will be denied a permit or the renewal of a permit, including the remittance of all applicable local sales tax.

SECTION 5. Suspension of Permit.

- A. The Town may, without warning, notice, or hearing suspend any permit to operate a food truck if the operation of the food truck constitutes an imminent hazard to public health. Suspension is effective upon service of the notice required by Paragraph (5) (B) of this ordinance. When a permit is suspended, food operations shall immediately cease. Whenever a permit is suspended, the holder of the permit shall be afforded an opportunity for a hearing within 20 days of receipt of a request for a hearing.
- B. Whenever a permit is suspended, the holder of the permit or the person in charge shall be notified in writing that the permit is, upon service of the notice, immediately suspended and that an opportunity for a hearing will be provided if a written request for a hearing is filed with the regulatory authority by the holder of the permit within ten days. If no written request for hearing is filed within ten days, the suspension is sustained. The Town may end the suspension at any time if reasons for suspension no longer exist.

SECTION 6. Revocation of Permit.

- A. The Town may, after providing opportunity for a hearing, revoke a permit for serious or

repeated violations of any of the requirements of these rules or for interference with the Town in the performance of its duties. Prior to revocation, the Town shall notify the holder of the permit or the person in charge, in writing, of the reason for which the permit is subject to revocation and that the permit shall be revoked at the end of the ten days following service of such notice unless a written request for a hearing is filed with the Town by the holder of the permit within such ten day period.

- B. If no request for hearing is filed within the ten day period, the revocation of the permit becomes final.

SECTION 7. Severability.

Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or of the Comprehensive Zoning Ordinance of the Town of Brock, as amended hereby, be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinances, as amended hereby, which shall remain in full force and effect.

SECTION 8. Savings and Repealer Clause.

All ordinances of the Town in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the Town not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 9. Penalty Clause.

Any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be guilty of a misdemeanor and upon conviction, shall be fined a sum not to exceed \$2,000.00 for each offense, and each and every violation or day such violation shall continue or exist, shall be deemed a separate offense.

SECTION 10. Effective Date.

This ordinance shall become effective from and after its passage and approval and after publication as may be required by law.

PASSED AND APPROVED by the Town Commission of the Town of Brock, Texas, on this the ____ **day** of **AUGUST** 2023.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

APPROVED AS TO FORM:

Alyssa Vanesler, Town Secretary

Whitt Wyatt, Town Attorney

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 7, 2023

Agenda Item 3.9

Title

Town Hall Sign and Logo

Item Summary

A new two-sided aluminum sign panel is requested at the Town Hall location. The sign panel will be comparable to the existing panels installed at the Town Hall location, with a fee of \$395, and a turnaround time of 7-10 business days.

Blueridge signs has developed two design options for the Commission's review (see Attachment 1).

Brock ISD has a license agreement that has to be signed in order to use the Brock Eagles Logo. The annual licensing fee is \$300.

Attachments

1. Sign design options
2. Sign location



BROCK TOWN OFFICE

Suite B

(817) 396-5333



BROCK TOWN OFFICE

Suite B

(817) 396-5333



TEXAS TITLE

HALL & STEPHEN, P.C.
ATTORNEYS AT LAW

SSAutoSTX LLC

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ATTORNEYS AT LAW
John C. Stephen - (214) 777-2340
Real Estate • Business • Construction • P.A.

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 7, 2023**

Agenda Item 3.10

Title

Discuss and consider an ordinance cancelling the November 7, 2023 General Election and declaring unopposed candidates for the two Commissioners and Mayor seat be elected to office.

Item Summary

The deadline to file an application for place on the November 7, 2023 Ballot for the two Commissioners and Mayor races is 5:00 PM on August 21, 2023. No action will be taken on this agenda if there are multiple candidates for any of the three offices.

If the Mayor and two Commissioners are unopposed, consider adopting Ordinance No. O-2023-005.

Attachments

1. Ordinance No. O-2023-005
2. Certification of Unopposed Candidates by the Town Clerk

ORDINANCE NO. O-2023-005

AN ORDINANCE OF THE TOWN OF BROCK, PARKER COUNTY, TEXAS, CANCELLING THE NOVEMBER 7, 2023 GENERAL ELECTION FOR THE TOWN OF BROCK, AND DECLARING UNOPPOSED CANDIDATES FOR THE OFFICES OF MAYOR AND TWO COUNCILMEMBERS AS ELECTED; REQUIRING POSTING OF THIS ORDINANCE AT EACH POLLING PLACE IN ACCORDANCE WITH STATE LAW; REQUIRING THE ISSUANCE OF A CERTIFICATE OF ELECTION TO EACH CANDIDATE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 17, 2023, the Town Commission for the Town of Brock, Parker County Texas passed Ordinance No. 2023-003 ordering a General Election be held on November 7, 2023, for the purpose of electing the Mayor and two (2) Commissioners each to serve for a regular two (2) year term; and

WHEREAS, pursuant to the Texas Election Code, the deadline for filing applications for a place on the ballot and declaration of write-in candidacy for the Town's General Election has expired; and

WHEREAS, Section 2.053, Texas Election Code, authorizes the Town Commission, by ordinance, to declare each unopposed candidate elected to office and cancel the election; and

WHEREAS, the Town Clerk, in accordance with Section 2.052, Texas Election Code, has certified in writing to the Town Commission that Jay Hamilton is unopposed for election to the office of Town Mayor, Debbie Scrimshire is unopposed for election to the office of Town Commissioner, and Ben Davis is unopposed for election to the office of Town Commissioner; and

WHEREAS, the Town Commission hereby finds and determines that said candidates whose names are to appear on the ballot in said election are unopposed, there are no declared write-in candidates, and no propositions to appear on the ballot for said election; and

WHEREAS, under these circumstances, the Town Commission desires to declare the candidates elected to office and cancel the General Election as authorized by state law.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS:

SECTION 1. That Pursuant to Section 2.053(b), Texas Election Code, the General Election for purpose of electing the Mayor and two (2) Commissioners each to serve for a regular two (2) year term called and ordered by Ordinance No. 2023-003 for November 7, 2023, shall not be held and is hereby canceled.

SECTION 2. That in accordance with Section 2.053(a), Texas Election Code, the following unopposed candidates are hereby declared duly elected to the respective office shown and shall be issued a certificate of election on November 7, 2023, the date which the General Election for the Mayor and two (2) Commissioners was to have been held:

<u>Jay Hamilton</u>	Mayor, for a term of two (2) years;
<u>Debbie Scrimshire</u>	Town Commissioner, for a term of two (2) years; and
<u>Ben Davis</u>	Town Commissioner, for a term of two (2) years.

SECTION 3. That the Town Clerk hereby is directed to cause a copy of this Ordinance to be posted on Election Day at each polling place that would have been used in the election. The Town Clerk is directed to issue a Certificate of Election to each of the above named members of the Town Commission and Mayor. Each person elected must qualify for the office in the manner provided by the Texas Constitution and laws of the State of Texas.

SECTION 4. That it is declared to be the intent of the Town Commission that the phrases, clauses, sentences, paragraphs, and section of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of the ordinance is declared invalid by the judgment or

decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the Town Commission would have enacted them without the invalid portion.

SECTION 5. That this ordinance shall take effect immediately from and upon its final passage, as the law in such cases provides.

PASSED AND APPROVED BY THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS ON THIS THE 21ST DAY OF AUGUST, 2023.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

APPROVED AS TO FORM:

Alyssa Vanesler, Town Clerk

Whitt Wyatt, Town Attorney

STATE OF TEXAS §
COUNTY OF PARKER §
TOWN OF BROCK §

**TOWN OF BROCK, TEXAS
CERTIFICATION OF UNOPPOSED
CANDIDATES BY THE TOWN CLERK**

I, Alyssa Vanesler, the undersigned, certify that I am the Town Clerk of the Town of Brock, Parker County, Texas, and the authority responsible for preparing the ballot for the November 7, 2023 general municipal election. I further certify that no person has made a declaration of write-in candidacy, and all of the following candidates for office are unopposed for said election:

Jay Hamilton

Mayor, for a term of two (2) years;

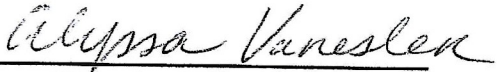
Debbie Scrimshire

Town Commissioner, for a term of two (2) years; and

Ben Davis

Town Commissioner, for a term of two (2) years.

WITNESS MY HAND AND SEAL OF OFFICE in Brock, Texas, this 21st day of August, 2023.


Alyssa Vanesler, Town Clerk
Town of Brock, Texas

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 7, 2023**

Agenda Item 3.11

Title

Meeting Minutes from the July 17, 2023 and August 7, 2023 Commission Meetings

Item Summary

Review of Meeting Minutes by the Commission, from the last two Commission Meetings held on July 17, 2023 and August 7, 2023.

Attachments

1. July 17, 2023 Meeting Minutes
2. August 7, 2023 Meeting Minutes

**NOTICE OF MEETING
THE CITY COMMISSION OF BROCK, TEXAS**

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT
TOWN CLERK ALYSSA VANESLER

MEETING DATE AND TIME:
Monday, July 17, 2023 at 6:30 PM

MEETING LOCATION:
Brock Community Center
2115 FM 1189 Brock TX 76087

REGULAR AGENDA

Unless specifically noted otherwise, action may be taken on any item listed below.

1. CALL TO ORDER AND ANNOUNCE QUORUM

Mayor Hamilton called the regular meeting to order at 6:33 P.M. and announced that a quorum of Commissioners was present. Commissioners present at meeting: Ben Davis and Debbie Scrimshire. Also present was Town Clerk Alyssa Vanesler. Attorney Whitt Wyatt attended the meeting via phone.

2. INVOCATION AND PLEDGE

Mayor Hamilton led the Commission and attendees in the invocation. Mayor Hamilton led the Commission and meeting attendees in the pledge.

3. REGULAR AGENDA: Discuss and consider possible action of the following:

3.1 Approve minutes from the June 26, 2023 Town Commission Meeting.

Commissioner Ben Davis made a motion to approve Item 3.1 pending revision on Section 5.3 of the meeting minutes, which clarifies the review of zoning applications and Plan review. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.2 Approval of Town hall lease extension for one year

Commissioner Ben Davis made a motion to approve Item 3.2. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.3 Discuss CPA Services

Request from Town Clerk to utilize Snow Garrett Williams CPA services for up to approximately 2 hours, to set up proper account reconciliation in QuickBooks.

Commissioner Ben Davis made a motion to approve Item 3.3. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.4 Discuss purchase of a cabinet for the Town Hall office to aid in organization of historical files.

File Cabinet found on Wayfair website for \$189.99. Commissioner Ben Davis made a motion to approve Item 3.4. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.5 Approval of Invoices for Payment:

(a) Brock-Dennis Community Center (\$585.00)

(b) Legal Services – WHF Invoice #140 (\$7,353.60)

Commissioner Ben Davis made a motion to approve Item 3.5. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.6 An ordinance ordering a General Election to be held November 7, 2023 for the purpose of electing a Mayor and Two Commissioners and Authorizing the Mayor to enter into a Joint

Election Agreement and Contract for Election Services with the Parker County Elections Administrator in the total estimated amount of \$3433.00.

Commissioner Ben Davis made a motion to approve Item 3.6 pending review of payment deadline, considering a possible scenario in which an election is cancelled if Commissioners run un-opposed. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.7 Authorizing execution of Ordinance No. O-2023-002 approved by the Town Commission on May 31, 2023 for the voluntary annexation of approximately 129.768 acres of land described as 6021 Quanah Hill Rd, 140 Olive Branch Rd, and 219 Olive Branch Rd.

Commissioner Ben Davis made a motion to approve Item 3.7. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.8 Ratify Ordinance No. 2021-003 (Ordinance Regulating Sale of Alcoholic Beverages). Previously approved by the Town Commission on July 15, 2021.

Commissioner Ben Davis made a motion to approve Item 3.8. Commissioner Debbie Scrimshire seconded. The motion passed 3-0.

3.9 TABLED FROM THE JUNE 26, 2023 TOWN COMMISSION MEETING: Public hearing to consider approval of AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY REZONING APPROXIMATELY 11.51± ACRES OF LAND GENERALLY LOCATED AT 1700 FM 1189, FROM LOCAL RETAIL (LR), TO A NEW PLANNED DEVELOPMENT (PD) ZONING DISTRICT TO ALLOW A MIXED USE DEVELOPMENT COMPRISED OF OFFICE, RESTAURANT AND RETAIL, USES, AND ASSOCIATED PUBLIC AND PRIVATE OPEN SPACE AND COMMON AREAS; FURTHER PROVIDING FOR THE APPROVAL OF A CONCEPT PLAN AND BUILDING ELEVATIONS; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00); PROVIDING FOR SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE. **Public hearing tabled.**

3.10 Town Maps

No motion to approve.

4. REPORTS

4.1 Review Town checking account deposits/disbursements

The Commission reviewed the current Town Checking account deposits and disbursements.

5. **CITIZEN COMMENTS**: The public may address the Commission regarding any item. Persons desiring to address the Commission must register on the sign-in sheet prior to the start of the meeting. Comments are limited to three (3) minutes.

Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response; or (2) A recitation of existing policy in response; (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Dr. Ryan Cate provided Citizen Comments

6. **EXECUTIVE SESSION**: The Commission reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed on the agenda, as authorized by Texas Government Code Section 551.071, CONSULTATION WITH ATTORNEY.

6.1 Section 551.071(2) and 551.087(2) - Regular Agenda Item 3.9

The Town Commission entered Executive Session at 7:30 PM and exited executive session at 8:00 PM. No action taken.

7. ADJOURN

Commissioner Ben Davis made a motion to adjourn the meeting. Commissioner Debbie Scrimshire seconded. The motion passed 3-0 and the meeting was adjourned at 8:00 PM.

**NOTICE OF MEETING
THE CITY COMMISSION OF BROCK, TEXAS**

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT
TOWN CLERK ALYSSA VANESLER

MEETING DATE AND TIME:
Monday, August 7, 2023, 6:30 PM

MEETING LOCATION:
Brock Community Center
2115 FM 1189 Brock TX 76087

REGULAR AGENDA
Begins at 6:30pm

Unless specifically noted otherwise, action may be taken on any item listed below

1. **CALL TO ORDER AND ANNOUNCE QUORUM**
Mayor Hamilton called the meeting to order at 6:32 PM and announced that a quorum was present. Commissioners present at meeting: Ben Davis. Also present was Town Clerk Alyssa Vanesler. Attorney Whitt Wyatt attended the meeting via Teams Meeting.
2. **INVOCATION AND PLEDGE**
Mayor Hamilton led the Commission and attendees in the invocation. Mayor Hamilton led the Commission and meeting attendees in the pledge.
3. **REGULAR AGENDA: Discussion and Possible action on the following**
 - 3.1 **PUBLIC HEARING** on an Ordinance of the Town of Brock, Texas granting a conditional use permit to allow a veterinary clinic with indoor kennels and large animal clinic services on approximately 3.34 acres of land described as Lot 1 of The Brock Place Addition, located at 1433 FM 1189 in Brock, Texas.
At 6:37 PM, Mayor Hamilton opened the Public Hearing. Dr. Ryan Cate and Scott Crawford, PE, were in attendance for the Public Hearing. Mayor Hamilton asked if there were any objections or questions; there were no objections or questions raised. Commissioner Ben Davis made a motion to approve Ordinance No. O-2023-004, and Mayor Hamilton seconded. The motion passed 2-0. At 6:39 PM, Mayor Hamilton motioned to close the public hearing, and Commissioner Ben Davis seconded.
4. **REPORTS:**
5. **CITIZEN COMMENTS:** The public may address the Commission regarding any item. Persons desiring to address the Commission must register on the sign-in sheet prior to the start of the meeting. Comments are limited to three (3) minutes.

Limited reply by the Commission is allowed under The Texas Open Meetings Act as follows: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response; or (2) A recitation of existing policy in response; (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting

None

6. **EXECUTIVE SESSION:** The Commission reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed on the agenda, as authorized by Texas Government Code Section 551.071, CONSULTATION WITH ATTORNEY.

Discuss and consider action following executive session.

7. **ADJOURN**

Commissioner Ben Davis made a motion to adjourn the meeting. Mayor Hamilton seconded. The motion passed 2-0 and the meeting was adjourned at 6:41 PM.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, August 4, 2023, prior to 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock Texas 76087 and at Brock Town Hall, 2451 FM 1189, Brock, Texas 76087.

Alyssa Vanesler

Alyssa Vanesler
Town Clerk

ACCESSIBILITY STATEMENT

In compliance with the Americans with Disabilities Act, reasonable accommodations for persons attending meetings will be provided. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Alyssa Vanesler at townclerk@brocktx.net or via phone 817-396-5333.

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 7, 2023

Agenda Item 3.12

Title

Approval of Invoices for Payment

Item Summary

Review of attached invoices for payment.

Attachments

1. Brock-Dennis Community Center for 8/7/23 Special Meeting (\$45)
2. Legal Services-WHF Invoice #156 (\$9,847.50)
3. Parker County Precinct #3 Stop Sign Repair (\$207.70)
4. Nextlink monthly phone service - (\$42.07)
5. The Weatherford Democrat publications - (\$127.50)

BROCK - DENNIS COMMUNITY CENTER

INVOICE

Town of Brock
attn: Alyssa Vanesler

817-368-0388
sbrockm@gmail.com

Date: 8/7/23
Town of Brock Meetings for the year 2023
Special Meeting

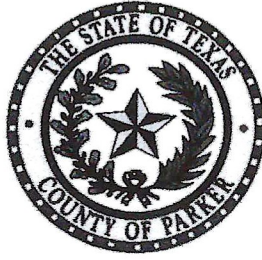
2115 FM 1189
Brock, TX 76087

Description	Quantity	Unit Price	Cost
Town Hall mtg	1	\$45.00	\$45.00
Subtotal			\$45.00
Total			\$45.00

Thank you for your business!
Please make check payable to: Brock Community Center

Please mail check to: Stephanie Brock
990 Grindstone Rd
Brock, TX 76087

Stephanie Brock-McCullough
817-368-0388



PARKER COUNTY PRECINCT #3

Larry Walden
1111 FM 1189
Weatherford, TX 76087
817-594-0371

August 2, 2023

Repair Stop Sign at Country Place Road

Labor - \$112.96
Equipment - \$39.74
Material - \$55.00

Total - \$207.70

We had to replace the sign, it was an emergency being a stop sign.

Please remit check to Parker County Precinct #3, 1111 FM 1189
Weatherford, TX 76087.

Thank you,

A handwritten signature in black ink that reads "Kim Hardin".

Kim Hardin
Office Manager



BILLING STATEMENT

NextLink Internet
P.O. Box 224704
Dallas, TX 75222-4704
855-698-5465
www.nextlinkinternet.com

Alyssa Vanesler
City Of Brock
2451 FM 1189, STE B,
BROCK, TX 76087-5602

Billing Statement Summary

Account 125199003
Reference Billing Statement
B125199003-35
Date 08/06/2023
Beginning Balance (\$) 88.82
Amount Due (\$) 42.07
Due Date 09/05/2023
Login to your account online at
nextlinkinternet.com/my-account

SALES

Phone Rental	0.00
Service Dates: 07/07/2023 to 08/05/2023	
Phone Rental	0.00
Service Dates: 08/06/2023 to 09/05/2023	
VoIP Line	19.95
Service Dates: 08/06/2023 to 09/05/2023	
Phone Rental	11.00
Service Dates: 08/06/2023 to 09/05/2023	
Sub Total	30.95

TAXES AND FEES

TX Sales Tax	2.22
Parker County Sales Tax	0.18
Hudson Oaks Sales Tax	0.53
FUSF (VoIP)	1.62
FCC Regulatory Fee (VoIP)	0.03
TX E911 Equalization Surcharge	0.06
TX Texas Universal Service	1.73
Parker County E-911 (VoIP Business)	0.50
E911 Recovery Fee	0.99
Paper Statement Fee	2.99
State Cost - Recovery Fee	0.27
Sub Total	11.12

Please tear off and return the bottom portion below with your check to expedite the payment being applied to your account. Thank you.

Alyssa Vanesler
City Of Brock
2451 FM 1189
BROCK, TX 76087-5602



NextLink Internet
P.O. Box 224704
Dallas, TX 75222-4704

Payment Summary

Account 125199003
Reference Billing Statement
B125199003-35
Due Date 09/05/2023
Amount Due (\$) 42.07
Amount Enclosed
Check Number
Please make checks payable to NextLink Internet



Advertising Invoice

Lone Star News Group
 Cleburne & Weatherford
 512 Palo Pinto Street
 Weatherford, TX 76086
 www.cleburnetimesreview.com
 www.weatherforddemocrat.com

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Phone: 817-594-7447 Fax:

Town Clerk
 Town of Brock
 2451 FM 1189
 WEATHERFORD, TX 76087

Acct #: 08119225
Phone: (325)668-1241
Date: 07/31/2023
Due:

Date	Trans #	Type	Description	Runs	Inches	Amount	Balance
07/31/2023	00267916	INV	PH Aug 7th	1	5.78	63.75	63.75
07/31/2023	00267803	INV	PH 1433 FM 1189	1	5.78	63.75	63.75

Remarks

Thank you for your business.

Total Due: 127.50

0 - 0 :	127.50	1 - 30 :	0.00	31 - 60 :	0.00	61 - 90 :	0.00	91 - 120 :	0.00
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TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 21, 2023

Agenda Item 4.1

Title

City Attorney Update re the Town's Comprehensive Plan, Zoning Ordinance and Development Codes.

Item Summary

This item is a presentation by the City Attorney to provide an overview of the process to update the Town's Comprehensive (Vision) Plan for the Town. The Comprehensive Plan Update process would include updating the Town Maps, Zoning Ordinance and possibly building codes.

The City Attorney has reached out to a couple Texas firms that provides both Comp Plan and map update services, as well as ongoing Town map updates and GIS services. One company – Verdunity - has provided an overview of their firm that is included with this briefing.

The Town will proceed based upon the direction of the Town Commission.

Attachments

1. Verdunity Firm Information



Whitt Wyatt
Wyatt Hamilton Findlay, PLLC

RE: On-Call Planning and Engineering Support for Brock, Texas

Mr. Wyatt,

Thank you for contacting Verdunity about our experience supporting small communities throughout Texas and our interest in partnering with the City of Brock for visioning, GIS mapping, and on-call planning and engineering support. I appreciate the detail you shared about the current context and priorities the city's leaders have to help manage the pending growth.

We want to help. **Verdunity** is a Texas-based, award-winning consulting firm with innovative approaches we've developed to help communities manage growth and development in a more fiscally responsible manner. We produced our first-ever comprehensive plan for Royse City in 2017, and it received the Texas APA Comp Plan of the Year award. In the years since, we have refined our fiscally-focused approach and produced Comprehensive Plans for larger cities like Killeen and Waxahachie and smaller communities such as Taylor, Sweetwater, and Parsons, Kansas. The Taylor, Parsons, and Sweetwater plans were all recently announced as winners of the 2022 and 2023 Vernon Deines (national) Awards for Comprehensive Plans for Small Towns and Rural Communities. We pride ourselves in customizing our process and deliverables to fit the needs and resources of the community.

In addition to our experience in visioning and comprehensive plans, our team has also supported small communities with on-call mapping, planning, and engineering support. We can assist Brock with setting up GIS data and mapping, updating development codes and design guidelines, designing city infrastructure, and reviewing plans for proposed development projects. Our team has been providing a mix of services similar to what Brock is looking for to the City of Fate, TX dating back to 2015. I'd encourage you to contact Fate's City Manager, Michael Kovacs to learn more about how we've supported them through rapid growth.

Our team will be led by AJ Fawver and myself, with AJ leading planning tasks and me leading engineering tasks. I have lived and worked in the DFW area for nearly 30 years and have experience with visioning, planning, municipal infrastructure design, and fiscal analysis for cities throughout Texas. Prior to joining Verdunity, AJ led planning and development services departments

for multiple Texas municipalities, so she understands what it takes to create a healthy culture inside and outside City Hall, along with an actionable plan. Together, we bring over 50 years of experience working for and with local governments throughout Texas and across the country. Other members of our team will be available to provide technical support as needed to support projects and priorities as directed by yourself and city leadership.

Thank you for considering our qualifications. We would welcome the opportunity to partner with you and the City to create a vision, plan, and tools to position Brock for a vibrant and prosperous future!



Kevin Shepherd, PE, ENV-SP
President & CEO, Project Principal

Prime Firm: Verdunity, Inc. (Texas S Corp est. April 2011)

Address: 1001 N. Goliad, Rockwall, Texas 75087

Contact: Kevin Shepherd, Founder/CEO

214.425.6720 | kevin@verdunity.com

All members of our team are available and committed to meeting the obligations of this contract.

Firm Overview

**Prosperity for your city doesn't come from endless new growth, it's cultivated.
Here's how we help you do that:**



We do the math
to understand the true costs of your city's business model and establish a common language in your community.



We help you align
your people and resources to build consent, train change agents, and make meaningful progress right now.



Cultivate fiscal health and local wealth
by prioritizing people and place-based development and building incrementally with locals.

Our 'Why'

Most cities say they want to be fiscally responsible, environmentally resilient, and socially inclusive. Unfortunately, policies and investments rarely align with these desired outcomes. Daily decisions often cater to a vocal minority and prioritize growth and expansion without fully considering long-term costs and impacts. We're left with generic, unhealthy places that residents and businesses struggle to connect and invest in, aging neighborhoods and infrastructure, and expensive liabilities which future generations will have to find a way to pay for.

We believe when cities align their vision, policies, and daily decisions around cultivating fiscal health (in the city) and local wealth (for residents and local businesses), more people will have access to a prosperous life and vibrant community at a cost they can afford. Our team is proud to be leading this cultural shift with the work we do.

Company Highlights

- Verdunity, Inc. is a Texas-based S-Corporation established in 2011. TBPE Firm Registration No. F-13496
- Ownership: Our Founder and President Kevin Shepherd, PE has over 27 years of experience in community development, served as National Director of HDR's Community Planning Practice and member of their Sustainable Solutions Leadership Team prior to founding Verdunity, and has worked with close to 200 cities across North America (100+ in Texas).
- Primary Office: 1001 N. Goliad, Rockwall, Texas 75087
- Staff size: 8 in 4 locations (Dallas, Lubbock, Austin, and Shreveport, LA) Collectively, we have over 70 years of experience working with and for city planning, engineering, and development departments.
- Verdunity has had over 60 clients in the past 5 years. **Over 80%** of our work comes from repeat clients or referrals.
- Multiple award-winning projects, including Texas APA's 2017 Comprehensive Plan of the Year (Royse City 2030 Plan) and 2021 & 2022 Vernon Dienes Awards (Parson's [KS] Comprehensive Plan, Envision Taylor [TX] Comprehensive Plan, Sweetwater [TX] Comprehensive Plan)

"Politicians and decision makers are not easily-swayed by creative thinking and tend to be risk-adverse when it comes to heretofore unheard of re/development strategies and tactics. So, how do we easily translate our tactics and well-informed best practices into a language the everyone can hear and understand; The language of money? Enter Verdunity- a team that speaks the native tongue of the engineer, have the hearts of planners, and the minds of financial officers. Those skills combine to produce an easily understood set of scenarios, maps and accompanying data that communicate the positive/negative effects of any given land use decision on a City's tax base. When decision makers can see and easily conclude where and how money is lost or gained- all of us win; especially the tax payers."

Sheena Salvino

Pasadena Economic Development Corporation

"Kevin and his team are leaders in the field. These guys checked out of the big consulting world and are working to carve out a spot for themselves doing principled, Strong Towns-like work. It is tough to be such a pioneer, but we need small firms of innovators like Verdunity if the Strong Towns approach is going to become the default approach for local governments."

Chuck Marohn, PE, AICP

Founder & President, Strong Towns

"Verdunity is the planning and engineering connection we've been looking for as city managers. They have a fiscal and environmental sustainability approach that minimizes infrastructure costs as opposed to maximizing them. Their team of professionals is intelligent, responsive, and innovative. Verdunity offers a fresh approach that is fantastic for mediating issues that often arise between developers & the City, and between cities."

Michael Kovacs

City Manager, Fate, TX



Kevin Shepherd PE

Founder + CEO

kevin@verdunity.com | 214.425.6720 | @k_shepherd

Kevin has over 27 years of experience in civil engineering, planning, municipal finance, site development, and community engagement. Considered to be a thought leader and pioneer in the planning/engineering field, Kevin leverages his unique background and passion for initiator change to educate, challenge traditional silos, and bring perspectives together to encourage communities to build in a manner that is more fiscally responsible, healthy and sustainable.

Kevin spent the first 17 years of his career working for large engineering firms in various roles related to the planning, design, and construction of infrastructure and site development projects. In 2009, his career changed course when he was offered the opportunity to serve as National Director of HDR's Community Planning & Urban Design practice and member of the firm's Sustainable Solutions Leadership Team. It was during this period that Kevin realized that many communities across the country were headed down a path that was depleting our natural resources and that would lead many cities to fiscal insolvency. He left HDR in 2011 to start Verdunity and focus on helping Texas communities address these challenges. Most recently, he started the Go Cultivate! podcast and workshop programs to expand educational efforts and implementation of Strong Towns principles in cities across the country.

The fiscally-based planning approach Kevin has advocated for and implemented on recent projects is receiving attention from city managers, planners and finance directors across the country, including large metros like Fort Worth, mid-size cities like Shreveport, LA, fast-growth suburbs and rural towns. Kevin is a vocal advocate for Strong Towns and Congress for the New Urbanism, and speaks and writes regularly on the concepts of fiscally-based planning, place-based design and economic gardening.

EDUCATION

B.S. Civil Engineering
Texas A&M University

REGISTRATIONS & CERTIFICATIONS

Professional Engineer TX 88642

PROFESSIONAL AFFILIATIONS

American Planning Association, CNU-NTX Board Member, **ISI Envision, STAR** Technical Advisor, **Strong Towns** Fellow, **Urban Land Institute**

INDUSTRY EXPERIENCE

Verdunity	2011-Present
HDR	1996-2011
LAN	1994-1996

STRENGTHSFINDER TOP 5

Achiever, Individualization, Competition, Maximizer, Strategic

VERDUNITY PROJECT EXPERIENCE

Comprehensive Plan | Sweetwater, TX
Comprehensive Plan | Waxahachie, TX
Comprehensive Plan | Killeen, TX
Comprehensive Plan | Parsons, KS
Comprehensive Plan | Royse City, TX | **Awarded 2017 TX APA Comprehensive Plan of the Year**
Land Use Fiscal Analysis & Comprehensive Plan | Taylor, TX
On-Call Planning & Engineering Support | Fate, TX
Strategic Plan & Fiscal Analysis | Pasadena, TX
Economic Development Strategic Plan | Texoma COG
Downtown Master Plan | Burkburnett, TX
Downtown Master Plan (Community Engagement, Mobility & Open Space Lead) | Frisco, TX
Hwy 380 Overlay District Plan (Mobility & Open Space Lead) | Frisco, TX
Old Town Concept Planning and Design Guidelines | Fate, TX
Land Use Fiscal Analysis | Brownsville, Pflugerville, Bastrop, Victoria, Pilot Point, Nacogdoches, TX
East Side Area Plan (Mobility Lead) | Farmers Branch, TX



AJ Fawver

AICP, CNU-A, CPM
Associate

aj@verdunity.com | 325.650.3264 | @planning_guru

AJ Fawver leads the Community Consulting Program for Verdunity. She speaks, podcasts, and writes on planning and community topics, and spends her free time in a variety of mentoring and volunteer positions within several organizations such as the American Planning Association. From 2007 to 2019, she worked to challenge the status quo, bring sound planning practices, and improve collaboration through leadership positions in several cities within the region of Texas where she was born and raised. In recognition of this work, she was named to the Traeger List, an annual list of the top 100 local government leaders in the nation, on three separate occasions.

AJ brings to Verdunity her experience navigating the unique dynamics of local government. Her former colleagues have described her as dedicated, innovative, respected, and tenacious. She is a master at cutting through and bringing efficiency to processes and adopted documents, building relationships with stakeholders, aligning plans and codes for maximum effect, and providing training and instruction to planners, the public, and decision-making bodies. AJ is driven by her passion for bringing *connection* and *trust* back to city governance, and is a spirited advocate for rural communities, diversity and inclusion, and meaningful engagement.

EDUCATION

B.A. Government

Angelo State University

M.P.A. Public Administration (incomplete)

University of Texas – Arlington

Certificate, Advanced Public Engagement

Pepperdine University

REGISTRATIONS & CERTIFICATIONS

AICP – No. 207628, CNU-A, CPM

PROFESSIONAL AFFILIATIONS

National Diversity Council, National Trust for Historic Preservation, League of Women in Government, Engaging Local Government Leaders, Strong Towns, APA – Texas, Congress for the New Urbanism, Future Cities

INDUSTRY EXPERIENCE

Verdunity	2019-Present
City of Lubbock	2018-2019
City of Amarillo	2016-2018
City of San Angelo	2006-2016

STRENGTHSFINDER TOP 5

Achiever, Individualization, Competition, Maximizer, Strategic

VERDUNITY PROJECT EXPERIENCE

- Comprehensive Plan | Liberty Hill, TX
- Comprehensive Plan | Sweetwater, TX
- Comprehensive Plan | Killeen, TX
- Comprehensive Plan | Waxahachie, TX
- Comprehensive Plan | Parsons, KS
- MUD #1 Parks Master Plan | Williamson-Travis Counties, TX
- Fiscal Impact Model | Bastrop, TX
- Fiscal Analysis | Brownsville, TX
- Downtown Master Plan | Burkburnett, TX
- Crestview Estates Fiscal Impact Model | Canyon, TX
- Canyon Citywide Fiscal Impact Model & Workshop | Canyon, TX
- Processes, SOPs, & Performance Standards | Englewood, CO
- Levine Academy Planned Development Amendment | Dallas, TX
- Comprehensive Plan and Zoning Ordinance Diagnostic | Parsons, KS
- Legacy Business Park Site Development Plan | Plano, TX
- Comprehensive Plan | Taylor, TX
- Fiscal Analysis | Victoria, TX

PREVIOUS PROJECT EXPERIENCE

- PlanLubbock 2040 Comprehensive Plan | City of Lubbock
- North Heights Neighborhood Plan | City of Amarillo
- Comprehensive Plan | City of San Angelo
- Lake Nasworthy Master Plan | City of San Angelo
- Downtown Development Area Plan | City of San Angelo



Maddie Bonney AICP

Community Cultivator/Planner

maddie@verdunity.com | 214.430.4450 ext. 203

Madeleine “Maddie” Bonney is experienced in both public and private sector planning, design, and implementation. She understands the importance of creating positive impact through the planning process and does so with dedication from start to finish. Her experience includes site analysis and design, entitlements, master planned community planning and design, comprehensive planning, parks and recreation master planning, downtown master planning, and gathering space design. She coordinates and leads community engagement events and activities, provides municipal development review services, creates renderings and illustrations, performs GIS analysis and mapping, and crafts policies based on community feedback, research, and best practices. One of Maddie’s biggest interests in planning and design is the integration of beautiful and functional parks, patios, plazas, and other gathering spaces that create landmarks, honor history, provide green space, and create a well-knit sense of place.

EDUCATION

B.S. Urban & Regional Planning
Texas A&M University

REGISTRATIONS & CERTIFICATIONS

AICP – No. 35012

PROFESSIONAL AFFILIATIONS

APA – Texas

INDUSTRY EXPERIENCE

Verdunity 2023-Present
Peloton Land Solutions 2018-2023

STRENGTHSFINDER TOP 5

Achiever, Includer, Developer, Positivity,
Individualization

RELEVANT PROJECT EXPERIENCE

Comprehensive Plan | Liberty Hill, TX
Comprehensive Plan | Kyle, TX
Comprehensive Plan | Dalhart, TX

PREVIOUS PROJECT EXPERIENCE

Downtown Master Plan | Gunter, Texas | Peloton Land Solutions
Parks & Recreation Master Plan | Lavon, Texas | Peloton Land Solutions
Comprehensive Plan | Lavon, Texas | Peloton Land Solutions
Comprehensive Plan | Hudson Oaks, Texas | Peloton Land Solutions
Strategic Plan | Glen Rose, Texas | Peloton Land Solutions
Comprehensive Plan | Glen Rose, Texas | Peloton Land Solutions
Downtown Master Plan | Greenville, Texas | Peloton Land Solutions



Katherine Linares

Community Cultivator/Planner

katherine@verdunity.com | 214.430.4450 ext. 207

Katherine Linares is a rising planning professional and the newest member of the Verdunity Team. She brings a background in sustainability and development. Through her education, she has been exposed to multi-faceted approaches of the integration of sustainability and the beneficial impacts it can have on not only the community, but the planet and local economy. Her most recent experience is in local municipal planning ranging from current planning to planned developments and long-range and area planning.

Katherine coordinates and leads community engagement events and activities, performs GIS analysis and mapping, and drafts codes and policies based on community feedback, research, and best practices. One of Katherine's long-term goals as a planner is to offer and connect communities with resources that will assist in the successful implementation of the communities' plans and vision and ensure that communities are livable, vibrant spaces for people to reside, work and play in.

EDUCATION

M.A. Sustainability and Development
Southern Methodist University

B.A. Environmental Studies
Southern Methodist University

PROFESSIONAL AFFILIATIONS

APA – North Central Texas Section

INDUSTRY EXPERIENCE

Verdunity 2023-Present
City of Cedar Hill 2019-2023

STRENGTHSFINDER TOP 5

Deliberative, Restorative, Harmony,
Input, Achiever

RELEVANT PROJECT EXPERIENCE

Comprehensive Plan | Dalhart, TX

PREVIOUS PROJECT EXPERIENCE

Midtown Master Plan | Cedar Hill, Texas | City of Cedar Hill
Comprehensive Plan | Cedar Hill, Texas | City of Cedar Hill



Tim Wright PE

Project Engineer, Fiscal Impact Analyst

tim@verdunity.com | 972.802.2864 | @tim12wright

Tim Wright is a project engineer with a broad expertise in technical skills and client management. He also has experience in fiscal impact analysis and practice in community understanding that broadens his role. From college, he's shown a desire to have a well-rounded education and experience in engineering, knowing about all facets of a project he's involved in. He has experience in water and wastewater main design, GIS, pavement and striping plans, and most recently, site developments projects that combine many of these knowledge areas in the complex field of land development.

Tim's experience in fiscal impact analyses and community projects also broadens his role with Verdunity. Working on these analyses to reveal the true impacts of development, especially from an engineering perspective, has given him an in depth understanding of how engineering decisions affect cities' fiscal position. He also started a non-profit, Reform Shreveport, that advocates for smarter land use and transportation policies. This has given him an understanding of local politics and community dynamics that are indispensable in working on our projects.

EDUCATION

B.S. Engineering – Civil Concentration
LeTourneau University

REGISTRATIONS & CERTIFICATIONS

Professional Engineer
State of Louisiana – No. 44264
State of Texas – No. 137991

PROFESSIONAL AFFILIATIONS

ASCE - Shreveport Branch President (2017-2018)
Shreveport Common Board Member
ReForm Shreveport Cofounder
A-Truss Bridge Steering Committee

INDUSTRY EXPERIENCE

Verdunity 2018-Present
Half Associates 2015-2018

STRENGTHSFINDER TOP 5

Strategic, Developer, Context, Includer, Empathy

RELEVANT PROJECT EXPERIENCE

Comprehensive Plan | Dalhart, TX
Land Use Fiscal Analysis | Bryan, TX
Land Use Fiscal Analysis | Josephine, TX
Land Use Fiscal Analysis | Albemarle, NC
Comprehensive Plan | Waxahachie, TX
Comprehensive Plan | Killeen, TX
WTC MUD 1 Parks Master Plan | Williamson & Travis Counties, TX
Cedar Springs Streetscape Improvements | Dallas, TX
Howard Street Paving & Utility Improvements | Royse City, TX
Woodcreek Development Fiscal Impact Analysis | Fate, TX
Fiscal Impact Analysis Tool Development | Fernley, NV
FEMA Project ROI Analysis | Pasadena, TX
Mall Redevelopment Fiscal Impact Analysis | Pasadena, TX
Crestview Estates Fiscal Impact Model | Canyon, TX
Enclave on Independence Site Development | Port Lavaca, TX
Konnor's Court Site Development | Port Lavaca, TX
Roseland Condominiums Site Development | Dallas, TX
Mckell Condominiums Site Development (ongoing) | Dallas Texas
Nayar Homes On-Call Services (ongoing) Site Development | Dallas, TX
Brooks at Caney Creek Site Development | Wharton, TX
Nash + Berry Due Diligence & Concept Submittal | Grapevine, TX
Legacy Business Park Site Plan & Parking Analysis | UNT IDIQ | Denton, TX



Matthew Meals EIT

Civil Engineer in Training

matthew@verdunity.com | 469.525.3556

In his relatively short professional career, Matthew has played a role in a wide variety of projects including commercial/residential land development, Americans with Disabilities Act retro-fits, GIS land use analysis and more. Matthew is skilled in multiple design softwares and lead project layout, public infrastructure design, and site grading in past projects. He strives to build social capital through engineering by having pedestrian-centric designs that foster community.

As Matt continues to gain experience, his passion for sustainability and environmentalism will bring the right headspace to be an innovative thinker in the field. His formal and informal education gives him the background knowledge to escape the analytics of engineering. He can relate how the design impacts the big picture and the stakeholders it affects.

EDUCATION

B.A. Environmental Studies

McKendree University

M.S. Environmental Engineering

Southern Methodist University

REGISTRATIONS & CERTIFICATIONS

Engineer in Training

State of Texas – No. 75956

LEED Green Associate

No. 11440915

INDUSTRY EXPERIENCE

Verdunity

2023-Present

Pape-Dawson Engineers

2021-2023

STRENGTHSFINDER TOP 5

Learner, Context, Communication, Intellection, Input

RELEVANT PROJECT EXPERIENCE

Comprehensive Plan | Dalhart, TX

Land Use Fiscal Analysis | Bryan, TX

Land Use Fiscal Analysis | Josephine, TX

Land Use Fiscal Analysis | Albemarle, NC

PREVIOUS PROJECT EXPERIENCE

What-A-Burger Developments | Katy/Frisco/Saginaw, Texas; Murfreesboro, Tennessee | Pape-Dawson Engineers

Creekside Subdivision Phases 1B-3 | Royse City, Texas | Pape-Dawson Engineers

Creekside Off Site Sewer | Royse City, Texas | Pape-Dawson Engineers

Big Sky Estates Phase 2 | Ponder, Texas | Pape-Dawson Engineers

Cedar Ridge Subdivision | Anna, Texas | Pape-Dawson Engineers

ADA RetroFit | McAllen, Texas | Pape-Dawson Engineers

ADA RetroFit | Athens, Texas | Pape-Dawson Engineers

ADA RetroFit | Angleton, Texas | Pape-Dawson Engineers

ADA RetroFit | Galveston, Texas | Pape-Dawson Engineers

ADA RetroFit | Clarksville, Texas | Pape-Dawson Engineers

Water Master Plan GIS Updates | Shreveport, Louisiana

Southern Hills Sewer Interceptor | Shreveport, Louisiana

Cleveland Gibbs Road Improvements | Northlake, Texas

Sweetwater Comprehensive Plan

Sweetwater, Texas

Project Details

PROJECT CONTACTS

Dana Schoening
Former Assistant City Manager
405-381-2335
dschoening@cityoftuttle.com

David Vela
City Manager
325-236-6313
dvela@coswtr.org

TIMELINE

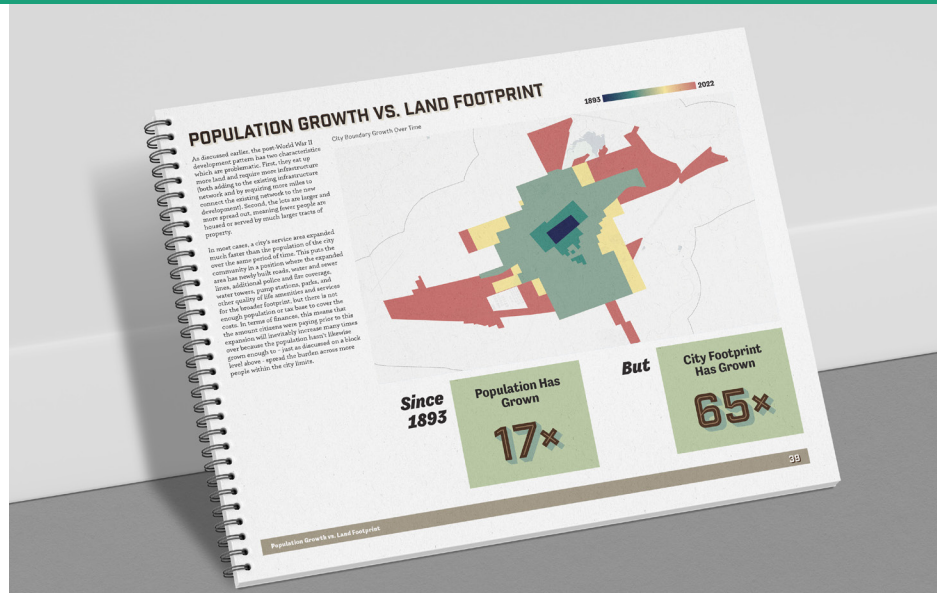
October 2021 – November 2022

TEAM MEMBERS

AJ Fawver – Project Manager
Kevin Shepherd
Marshall Hines
Karina Castillo
Ryan Lozano

ROLE/SERVICES PROVIDED

- Land Use Fiscal Assessment & Analysis
- Community Engagement
- Land Use Category Creation
- Education
- Land Use Mapping



Project Description

The City of Sweetwater, Texas is a rural community just under 11,000 people, located in Nolan County, Texas. This is the first comprehensive plan ever created for Sweetwater. As part of a shift to long-term visioning and planning in its governance, the City Council completed a special election in 2018 to amend its city charter in order to establish a comprehensive planning element.

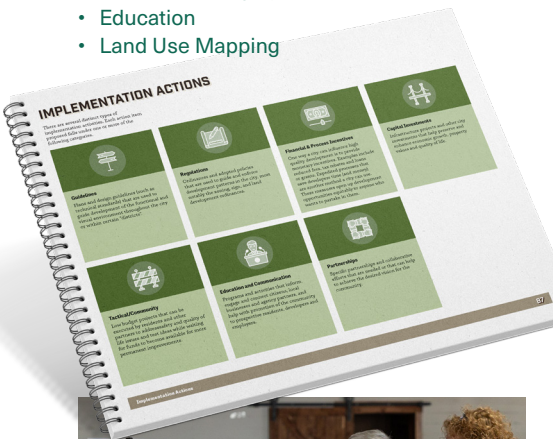
The plan is written for all audiences, and intentionally focuses on using approachable language and curated graphics to translate its concepts to residents of all backgrounds as well as city officials. The plan does not stop with answering the question of what Sweetwater needs to do – it provides the knowledge and explanation about why and how it should be done. Any layperson can refer to the Introduction to learn what a comprehensive plan is, how it serves to guide the community, how it should be used, and how residents can be a part of that.

The document takes a community-based approach to collaborative and collective improvement. Readers can follow the clear path of what engagement was collected and how it was used to inform the plan, which allows the plan to stand the test of time and helps new residents, staff, and officials understand the work that was done in 2021-2022. A chapter is devoted to helping explain, using local examples and clear math, what types of development patterns are generating the highest value, establishing an educational foundation for this fiscally-based plan with an emphasis on resource stewardship.

The implementation actions in the plan are grouped by strategy and tied back to the aspirations identified by the community. This deliberate, and visual connection was important so that residents could see how their feedback is connected to actual actions.

Key Takeaway for Brock

Verdunity understands small communities and is committed to helping them receive the kind of high-quality, customized planning typically reserved for large cities.



Comprehensive Plan Update

Parsons, Kansas

Project Details

PROJECT CONTACT

Leland Crooks, Commissioner
620.421.3304 / lelandcrooks@gmail.com

TIMELINE

January 2021– December 2021

TEAM MEMBERS

AJ Fawver – Project Manager

Kevin Shepherd
Ryan Lozano

ROLE/SERVICES PROVIDED

- Mapping
- Land Use Planning
- Meeting Facilitation
- Zoning & Sign Code Analysis
- Mobility & Connectivity Planning
- Housing & Neighborhood Planning
- Engagement
- Identification of Catalyst Locations

Project Description

Parsons, Kansas brought Verdunity in to create a new comprehensive plan. Their existing plan dated back to 2000, and did not provide the actionable steps and unified vision that decision makers desired. Due to challenges with housing and population decline, a focus on fiscal health had emerged from the City Commission's ongoing discussions.

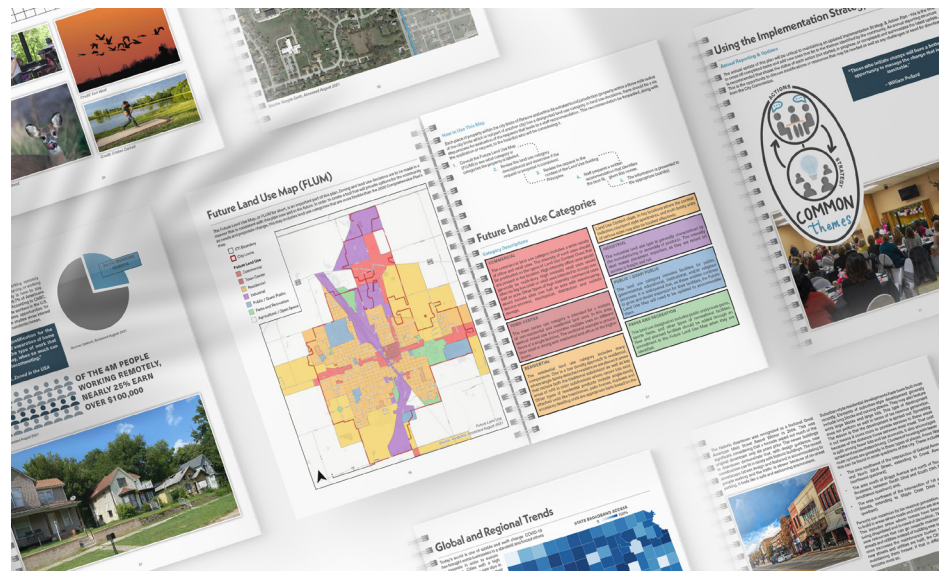
Part of the planning contract also included a full code diagnostic, an in-depth review of the city's zoning and sign regulations, and a resulting report of suggested changes in areas where the regulations impede fiscally sound, incremental development. Verdunity's planning effort utilized a community approach that takes stock of Parsons' resources - both within the city staff as well as its residents - to achieve more.

The team examined the various development patterns present in Parsons and used graphics to illustrate which patterns create a return on investment. Recommendations were customized to Parsons to fit the community values, regional trends, rural character, and local assets. In the approach to future land use planning, the project team took a simplified approach that minimizes bureaucracy in application but makes room for the types of redevelopment the community needs.

A great deal of the writing process concentrated on creating a document relatable to residents that explains and engages them in the process of governance. The implementation plan is specific, prioritized, and equips Parsons to reverse the trend of apathy and disengagement they have seen for many years. The contents of the implementation plan were carefully curated; only actions which could be tied back to community input made the cut. It provides direct guidance on how policy decisions should be made and communicated. An appendix full of templates and guides for annual plan updates and low cost projects was also included.

To say you exceeded my expectations is an understatement. Concise actionable items, clear descriptions of our challenges, presented in an easy to read and easily digestible document.

Leland Crooks
Parsons City Commissioner



Key Takeaway for Brock

The plans which Verdunity produces are carefully crafted to fit each community and our clients end with a thorough guide for utilizing the plan that aligned with the community's expressed values.



Professional References

"Verdunity is the planning and engineering connection we've been looking for as city managers. They have a fiscal and environmental sustainability approach that minimizes infrastructure costs as opposed to maximizing them. Their team of professionals is intelligent, responsive, and innovative. Verdunity offers a fresh approach that is fantastic for mediating issues that often arise between developers & the City, and between cities."



Michael Kovacs
City of Fate
City Manager

972-771-4601
mkovacs@fatetx.gov

"Verdunity's fiscal analysis and presentations played a key role in educating residents, elected officials and city staff about how our land use patterns have led to our infrastructure funding gap and the value of changing those patterns back to the more traditional development patterns that existed prior to the predominance of auto-oriented development trends. After Verdunity's presentations, over 80% of respondents to our surveys supported the infill scenario and associated development principles. Verdunity has played an important role in our community's conversation about the future."



Tom Yantis
City of Taylor
Assistant City Manager

512-352-5990
tom.yantis@taylortx.gov

"How do we easily translate our tactics and well-informed best practices into a language the everyone can hear and understand; The language of money? Enter Verdunity- a team that speaks the native tongue of the engineer, have the hearts of planners, and the minds of financial officers. Those skills combine to produce an easily understood set of scenarios, maps and accompanying data that communicate the positive/negative effects of any given land use decision on a City's tax base. When decision makers can see and easily conclude where and how money is lost or gained- all of us win; especially the tax payers."



Sheena Salvino
Pasadena EDC
Redevelopment Mgr.

713-920-7967

"The City of Killeen desired to develop an economically sustainable master plan to guide development for the next twenty years. Verdunity proved to be an excellent choice. They are truly helping the City Council and staff produce a plan with specific implementation steps, they helped educate the community on the financial impacts of various types of new development. I'm confident he City Council will have analytical tools and the knowledge to evaluate new development and its financial impact on future generations. It has been a real joy to work with Kevin and his team."



Kent Cagle
City of Killeen
City Manager

254-501-7700
kcagle@killeentexas.gov

Town of Brock - Public Funds Checking Account

Per Bank Activity:

Beginning Balance (as of June 30, 2023)	\$645,433.87
Deposits	\$29,186.90
Disbursements	-\$30,535.72
Ending Balance (As of July 14, 2023)	<u>\$644,085.05</u>
Beginning Balance (as of July 31, 2023)	\$636,850.17
Deposits	\$228,619.80
Disbursements	-\$4,130.89
Ending Balance (As of August 18, 2023)	<u>\$861,339.08</u>