

**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, January 15, 2024, 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

2. INVOCATION AND PLEDGE

3. **CONSENT AGENDA:** All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

3.1 Approve Meeting Minutes from December 11, 2023, meeting.

3.2 Approval of Invoices for Payment:

- (a) Legal Services – WHF Invoice #237 (\$3117.50)
- (b) Nextlink monthly phone service – 2/5/2024 Invoice (\$42.40)
- (c) Provenance Engineering – ARPA Funds
 - A. Wastewater Master Plan (\$32,000)
 - B. Water Master Plan (\$74,500)

3.3 Review Town checking account deposits/disbursements

4. REGULAR AGENDA: Discussion and Possible action on the following

4.1 Review Sign Permit Applications

- (a) Brock Futurity Group
- (b) John McGuire, Brandy Shires
- (b) RTB Custom Homes and DreamWorx
- (c) Scoops Ice Cream
- (d) Brock Liquor

4.2 Buckshot Ranch Plat

4.3 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.

4.4 Provenance Engineering – Water Supply/Wastewater progress update

4.5 Discuss/Review vendor proposal for Comprehensive Plan

4.6 Master Fee Schedule

4.7 Social media policy/Resolution

4.8 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING: Discuss fire certification of occupancy inspection.

5. REPORTS:

6. **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

7. **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.

8. ADJOURN

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, January 12, 2024, 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
January 15, 2024**

Agenda Item 3.1

Title

Meeting Minutes from the December 11, 2023 Commission Meeting

Item Summary

Review of the meeting minutes from the December 11, 2023 Commission Meeting

Attachments

1. December 11, 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, December 11, 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 6:30 p.m. and announced that a quorum was present. Commissioners present at the meeting: Debbie Scrimshire and Ben Davis. Also present at the meeting: Town Clerk Alyssa Vanesler.

2. INVOCATION AND PLEDGE

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

3. REGULAR AGENDA: Discussion and Possible action on the following

3.1 Provenance Engineering – Water supply/wastewater project schedule and execution plan

Kent Riker gave a presentation to the Commission on the water/wastewater schedule and plan. Kent said that they are on a tight time schedule for all tasks, with the first chapter due in a month. Kent asked about the best way to disseminate information to the Commission. The Commission agreed to have Special Meetings, approximately one per quarter. Commission meetings require a minimum of 3-day notice prior to the meeting date, and Kent offered Provenance Engineering as a meeting location (note: the Brock Community Center is currently only scheduled for 1 meeting a month in 2024). Kent will reach out to each Commission member individually to provide detailed information prior to the meeting (about a week prior to the meeting).

Kent also asked about how the Commission wants to prioritize the projects. The Commission agreed that the priority is providing fresh water to existing residents. The next priority is providing wastewater services for commercial customers. Kent verified that the plan will include options on how to pay for these services. Kent is working with local agencies, and this will also be part of the master plan.

A discussion occurred regarding a census for the Town of Brock. Jay confirmed we don't have a census (difficult to collect census data as Brock doesn't have a post office or zip code), but there are approximately 4,000 residents in the city limits as of two years ago. Alyssa will send Kent the number of registered voters in Brock as another data point.

In a discussion on how far the services would extend, the Commission agreed for Provenance to cover as much of the Town and ETJ as possible.

The vision of the plan will include Upper Trinity projections, to show why our needs are so great. The water master plan is expected to be an 18-month project, and the wastewater plan to be a 9-month project.

3.2 Master Fee Schedule

Commissioner Davis made a motion to table Item 3.2 until the January 15, 2024 meeting. Commissioner Scrimshire seconded. The motion passed 3-0.

3.3 CivicPlus Annual Contract Renewal

Mayor Hamilton asked for Town Clerk Alyssa Vanesler to check with CivicPlus to see if our website is linked to our Google Shared Drive. Commissioner Scrimshire made a motion to approve Item 3.3. Commissioner Davis seconded. The motion passed 3-0.

3.4 Social media policy/Resolution

Commissioner Davis made a motion to table Item 3.4 until the January 15, 2024 meeting. Commissioner Scrimshire seconded. The motion passed 3-0.

3.5 Discuss/Review vendor proposal for Comprehensive Plan

Commissioner Scrimshire made a motion to table Item 3.5 until the January 15, 2024 meeting. Commissioner Davis seconded. The motion passed 3-0.

3.6 Approve Meeting Minutes from October 16, 2023 & November 20, 2023 Commission Meetings.

Commissioner Davis made a motion to approve the October 16, 2023 Meeting Minutes. Commissioner Scrimshire seconded. The motion passed 2-0. Commissioner Scrimshire made a motion to approve the November 20, 2023 Meeting Minutes. Mayor Hamilton seconded. The motion passed 2-0.

3.7 Speakers/microphone for Commission Meetings

Commissioner Davis wanted to look further into how the system will support hearing Whitt Wyatt on the Zoom calls, however, Commissioner Scrimshire made a motion to approve Item 3.7, and Commissioner Davis seconded. The motion passed 3-0.

3.8 Approval of Invoices for Payment:

- (a) Legal Services – WHF Invoice #225 (\$4,722.50)
- (b) Nextlink monthly phone service – 12/06/23 Invoice (\$42.39)
- (c) Texas Municipal League – 12/01/23 Invoice (\$396.50)
- (d) 2024 Brock Community Center - Commission meetings (\$540)
- (e) Town Hall Lease Payment (JAN-MARCH 2024 - \$2100)
- (f) 1099 Tax filing fees (approximately \$500)

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

3.9 Review Town checking account deposits/disbursements

3.10 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.

4. REPORTS:

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

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

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.

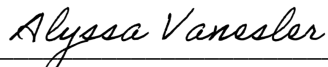
Discuss and consider action following executive session.

7. ADJOURN

Commissioner Davis made a motion to adjourn the meeting at 8:00 p.m. Commissioner Scrimshire seconded. The motion passed 3-0.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on or before Friday, December 8, 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
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
January 15, 2024**

Agenda Item 3.2

Title

Approval of Invoices for Payment

Item Summary

Review of attached invoices for payment.

Attachments

1. Legal Services – WHF Invoice #237 (\$3,117.50)
2. Nextlink monthly phone service - (\$42.40)
3. Provenance Engineering (ARPA Funds)
 - a. Wastewater Master Plan (\$32,000)
 - b. Water Master Plan (\$74,500)



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 B125199003-40
Date	01/06/2024
Beginning Balance (\$)	42.39
Amount Due (\$)	42.40
Due Date	02/05/2024

Login to your account online at
nextlinkinternet.com/my-account

SALES

VoIP Line	19.95
Service Dates: 01/06/2024 to 02/05/2024	
Phone Rental	11.00
Service Dates: 01/06/2024 to 02/05/2024	
Phone Rental	0.00
Service Dates: 01/06/2024 to 02/05/2024	
Sub Total	30.95

TAXES AND FEES

FUSF (VoIP)	1.92
FCC Regulatory Fee (VoIP)	0.03
TX Sales Tax	2.24
TX E911 Equalization Surcharge	0.06
TX Texas Universal Service	1.73
Parker County Sales Tax	0.18
Parker County E-911 (VoIP Business)	0.50
Hudson Oaks Sales Tax	0.54
E911 Recovery Fee	0.99
Paper Statement Fee	2.99
State Cost - Recovery Fee	0.27
Sub Total	11.45

PAYMENTS AND CREDITS

12/19/2023 Payment - Thank You! Check 001214	-42.39
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*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 B125199003-40
Due Date	02/05/2024
Amount Due (\$)	42.40
Amount Enclosed	
Check Number	

Please make checks payable to NextLink Internet





PROVENANCE ENGINEERING

Rooted to Be *Uniquely Different*

January 10, 2024

Mrs. Alyssa Vanesler
Town of Brock
2481 FM 1189
Brock, Texas 76087

Subject: Brock Wastewater Master Plan – Project Status Report No. 1

Dear Mrs. Alyssa Vanesler:

Provenance Engineering is pleased to provide this Project Status Report (PSR) for the Wastewater Master Plan. The following table shows the work completed to date.

% Done	Task	Due By	Status
20%	1.0 Project Management	Aug 2024	In Progress
100%	2.0 Data Gathering & Review	Jan 2024	Completed
40%	3.0 Wastewater Flow Projections	Feb 2024	In Progress
10%	4.0 Wastewater Infrastructure Analysis	Mar 2024	In Progress
0%	5.0 Wastewater Treatment & Disposal Analysis	April 2024	Not Started
5%	6.0 Capital Improvements Plan	May 2024	In Progress
0%	7.0 Rate Study Analysis	Aug 2024	Not Started
5%	8.0 Regulatory & Stakeholder Coordination	Aug 2024	In Progress
12.5%	Total Project	Aug 2024	In Progress

We are well under way and making progress. Please see the attached invoice for the service performed. Should you have any questions, please do not hesitate to call me at 817.694.6324.

Sincerely,

Kent Riker, PE
President | Servant Leader

Enclosure
Invoice No. 1



PROVENANCE ENGINEERING

Rooted to Be *Uniquely Different*

Provenance Engineering, LLC.
ATTN: Kent Riker
401 Russell Ln.
Weatherford, TX 76087
817.785.7172

INVOICE

INVOICE #007.23.02 - 01
DATE: 01/10/24

BILLED TO:

Town of Brock
2481 FM 1189
Brock, Texas 76087
email: townclerk@brocktx.net

FOR:

Engineering Master Services Agreement
Brock Wastewater Master Plan
Provenance Engineering PN 007.23.02

PHASE	CONTRACT AMOUNT	PERCENT COMPLETE	PRIOR BILLED	CURRENT BILLED	TOTAL BILLED
1.0 – Project Management	\$20,000.00	20%	\$0.00	\$4,000.00	\$4,000.00
2.0 – Data Gathering & Review	\$10,000.00	100%	\$0.00	\$10,000.00	\$10,000.00
3.0 – WW Flow Projections	\$25,000.00	40%	\$0.00	\$10,000.00	\$10,000.00
4.0 – WW Infrastructure Analysis	\$40,000.00	10%	\$0.00	\$4,000.00	\$4,000.00
5.0 – WW Treatment & Disposal Analysis	\$40,000.00	0%	\$0.00	\$0.00	\$0.00
6.0 – Capital Improvements Plan	\$60,000.00	5%	\$0.00	\$3,000.00	\$3,000.00
7.0 – Rate Study Analysis	\$35,000.00	0%	\$0.00	\$0.00	\$0.00
8.0 – Regulatory and Stakeholder Coordination	\$20,000.00	5%	\$0.00	\$1,000.00	\$1,000.00
	\$250,000.00	12.5%	\$0.00	\$32,000.00	\$32,000.00

We appreciate the opportunity to serve you and your staff.

Thank you in advance for payment of **\$32,000.00**

TERMS Net 30 days

Thank you for your business!

Kent Riker, PE
President | Servant Leader



PROVENANCE ENGINEERING

Rooted to Be *Uniquely Different*

January 10, 2024

Mrs. Alyssa Vanesler
Town of Brock
2481 FM 1189
Brock, Texas 76087

Subject: Brock Water Master Plan – Project Status Report No. 1

Dear Mrs. Alyssa Vanesler:

Provenance Engineering is pleased to provide this Project Status Report (PSR) for the Water Master Plan project. The following table shows the work completed to date.

% Done	Task	Due By	Status
20%	1.0 Project Management	Mar 2025	In Progress
100%	2.0 Data Gathering & Review	Feb 2024	Completed
50%	3.0 Demand Projections	Mar 2024	In Progress
10%	4.0 Water Supply Planning	Oct 2024	In Progress
5%	5.0 Capital Improvements Plan	Dec 2024	In Progress
0%	6.0 Rate Study Analysis	Feb 2025	Not Started
5%	7.0 Regulatory & Stakeholder Coordination	Mar 2025	In Progress
15%	Total Project	Mar 2025	In Progress

We are well under way and making progress. Please see the attached invoice for the service performed. Should you have any questions, please do not hesitate to call me at 817.694.6324.

Sincerely,

Kent Riker, PE
President | Servant Leader

Enclosure
Invoice No. 1



PROVENANCE ENGINEERING

Rooted to Be *Uniquely Different*

Provenance Engineering, LLC.
ATTN: Kent Riker
401 Russell Ln.
Weatherford, TX 76087
817.785.7172

INVOICE

INVOICE #007.23.01 - 01
DATE: 01/10/24

BILLED TO:

Town of Brock
2481 FM 1189
Brock, Texas 76087
email: townclerk@brocktx.net

FOR:

Engineering Master Services Agreement
Brock Water Master Plan
Provenance Engineering PN 007.23.01

PHASE	CONTRACT AMOUNT	PERCENT COMPLETE	PRIOR BILLED	CURRENT BILLED	TOTAL BILLED
1.0 – Project Management	\$40,000.00	20%	\$0.00	\$8,000.00	\$8,000.00
2.0 – Data Gathering & Review	\$25,000.00	100%	\$0.00	\$25,000.00	\$25,000.00
3.0 – Demand Projections	\$20,000.00	50%	\$0.00	\$10,000.00	\$10,000.00
4.0 – Water Supply Planning	\$250,000.00	10%	\$0.00	\$25,000.00	\$25,000.00
5.0 – Capital Improvements Plan	\$100,000.00	5%	\$0.00	\$5,000.00	\$5,000.00
6.0 – Rate Study Analysis	\$35,000.00	0%	\$0.00	\$0.00	\$0.00
7.0 – Regulatory and Stakeholder Coordination	\$30,000.00	5%	\$0.00	\$1,500.00	\$1,500.00
	\$500,000.00	15%	\$0.00	\$74,500.00	\$74,500.00

We appreciate the opportunity to serve you and your staff.

Thank you in advance for payment of **\$74,500.00**

TERMS Net 30 days

Thank you for your business!

Kent Riker, PE
President | Servant Leader

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
January 15, 2024**

Agenda Item 3.3

Title

Review Town checking account deposits/disbursements

Item Summary

Review recent activity of public funds checking account

Attachments

1. Town of Brock-Public Funds checking account activity

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	<u>-\$30,535.72</u>
Ending Balance (As of July 14, 2023)	<u><u>\$644,085.05</u></u>
Beginning Balance (as of July 31, 2023)	\$636,850.17
Deposits	\$228,619.80
Disbursements	<u>-\$4,130.89</u>
Ending Balance (As of August 18, 2023)	<u><u>\$861,339.08</u></u>
Beginning Balance (as of August 31, 2023)	\$849,298.36
Deposits	\$25,259.69
Disbursements	<u>-\$2,008.50</u>
Ending Balance (As of September 15, 2023)	<u><u>\$872,549.55</u></u>
Beginning Balance (as of September 30, 2023)	\$842,229.71
Deposits	\$26,266.32
Disbursements	<u>-\$1,905.61</u>
Ending Balance (As of October 12, 2023)	<u><u>\$866,590.42</u></u>
Beginning Balance (as of October 31, 2023)	\$857,341.87
Deposits	\$59,163.96
Disbursements	<u>-\$2,550.00</u>
Ending Balance (As of November 16, 2023)	<u><u>\$913,955.83</u></u>
Beginning Balance (as of November 30, 2023)	\$899,662.68
Deposits	\$0.50
Disbursements	<u>-\$1,181.25</u>
Ending Balance (As of December 7, 2023)	<u><u>\$898,481.93</u></u>
Beginning Balance (as of December 31, 2023)	\$917,002.07
Deposits	\$244.47
Disbursements	<u>-\$4,203.25</u>
Ending Balance (As of January 11, 2023)	<u><u>\$913,043.29</u></u>

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
January 15, 2024

Agenda Item 4.1

Title

Sign Permit applications for existing signs

Item Summary

Review and consider approval of the attached Sign Permit Applications for the existing signs.

Attachments

1. Brock Futurity Group (AC Works & Farmhouse Pools)
2. John McGuire & Brandy Shires
3. RTB Custom Homes & DreamWorx
4. Scoops Ice Cream
5. Brock Liquor

48 in



TACLB131251E

96 in

Call us for all your HVAC needs!

817-341-2576

- SERVICE WORK
- SYSTEM REPLACEMENT
- INDOOR AIR QUALITY
- DUCT CLEANING
- AND SO MUCH MORE!

ACWorks365.com

Go Eagles!

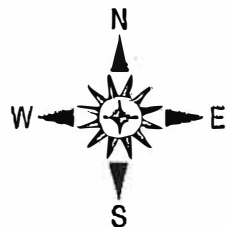
Proud supporter of the Brock Community

FARMHOUSE — POOLS — SOUTHERN BUILT

817.823.4444

Δ 4°04'15"
R 1907.59'
L 135.53
T 67.80
Ch B N65°14'24"E
Ch L 135.50'

Δ 7°59'25"
R 1840.74'
L 256.70
T 128.66
Ch B N20°08'47"W
Ch L 256.49'



Barron-Stark
Engineers

6221 Southwest Boulevard, Suite 100
Fort Worth, Texas 76132
(O) 817.231.8100 (F) 817.231.8144
Texas Registered Engineering Firm F-10898
Texas Registered Survey Firm F-10158800
www.barronstark.com

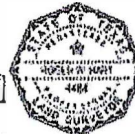
NOTE:

- OPEN CIRCLE INDICATES 1/2" CAPPED IRON ROD SET / FOUND STAMPED BARRON STARK
- SOLID CIRCLE INDICATES CONTROL MONUMENT FOUND AS LABELED

I, Roger W. Hart, hereby certify that this Plat was prepared from an actual, on the ground, survey made under my personal supervision in May, 2023.

Roger W. Hart
07/13/2023

Revised 07/17/23



Quanah Hill Road

Brock Spur

Lot 1
Block 1
2.00 AC.
(87,189 S.F.)

N57°13'37"E
181.67'

S66°47'20"W
350.52'

REMAINDER BLACKWATER RANCHES LLC
INSTRUMENT NUMBER 202112296
O.P.R.P.C.T.

REMAINDER BLACKWATER RANCHES LLC
INSTRUMENT NUMBER 202112296
O.P.R.P.C.T.

Notes:

- 1 Bearings based on the Texas State Plane Coordinate System, North Central Zone and were obtained by GPS observations using the Texas Real Time Kinetic Network.
- 2 This property is subject to the easement to American Telephone and Telegraph Company recorded in Volume 268, Page 151, Deed Records, Parker County, Texas.
- 3 This property is subject to the easement to Tri-County Electric Cooperative, Inc. recorded in Volume 1689, Page 1036, Deed Records, Parker County, Texas.

Plat Showing
Survey of Lot 1, Block 1
Brock Crossing
An addition to Parker County, Texas, according to the plat recorded in Cabinet F, Slide 522, Plat Records, Parker County, Texas.



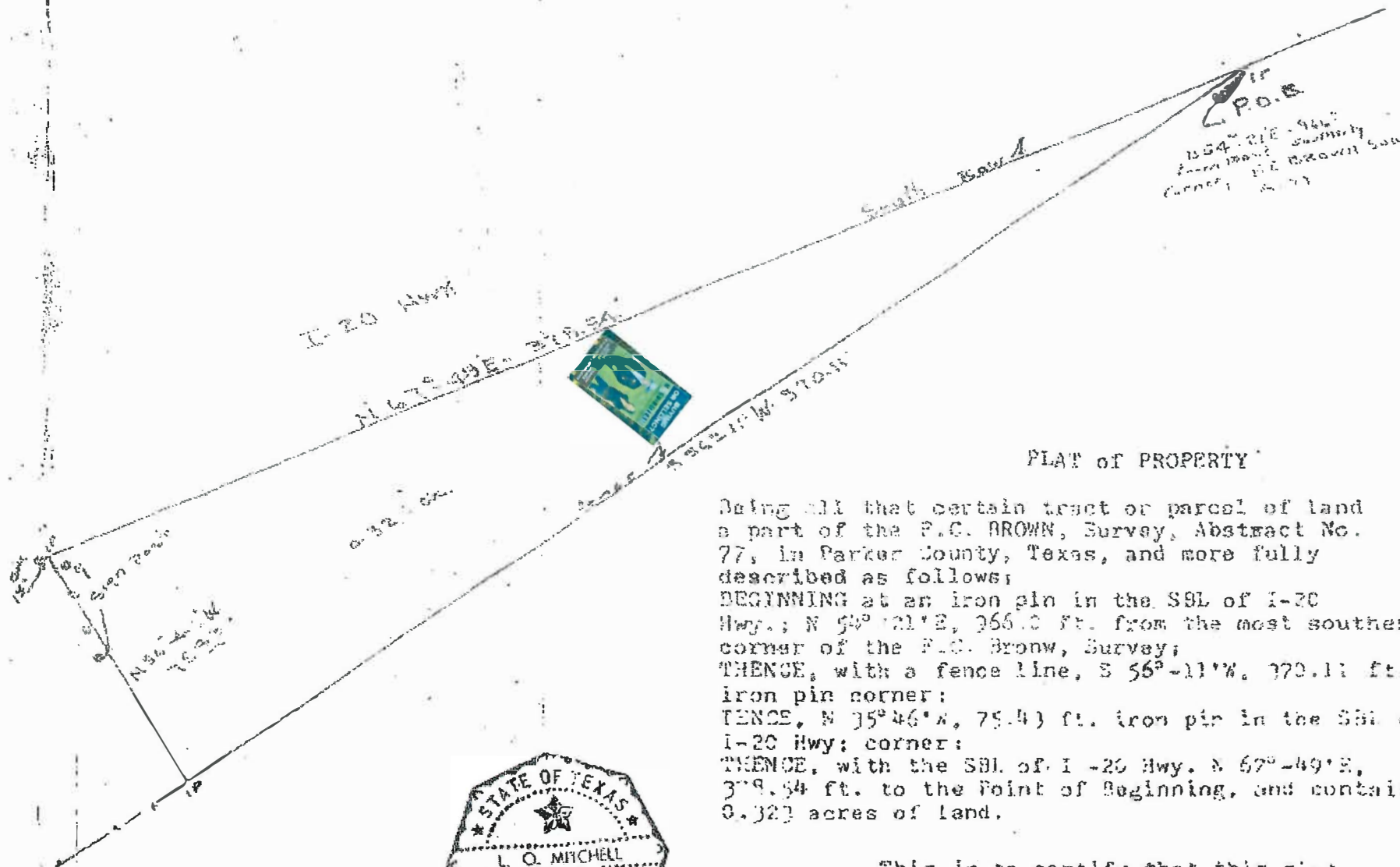
**BUYING
OR SELLING?**

MCGUIRETEAM
CLARK REAL ESTATE GROUP



**JOHN
MCGUIRE**
817.597.8776

**BRANDY
SHIRES**
817.613.6709



This is to certify that this plat correctly reflects a survey as made by me, on the ground.

L. O. Mitchell

P.O.B.
 154-21E-966
 Parker County Survey
 Corner of P.C. Brown Survey



RTB CUSTOM HOMES
AND CONSTRUCTION

17-901-7963

CKBURN

RTBCONSTRUCTION24@GMAIL.COM



DREAMWOEX

LANDSCAPE ARCHITECTS



EXCAVATION
MULCHING
LAND-CLEARING
PASTURE MOVING
DRAINAGE
DUST CONTROL

817-901-7963 817-694-3011

www.dreamwoex.com

GRIMCO INC

11745 Sappington Barracks Rd, St. Louis MO 63127

MAX METAL

Structural panels/siding

Conditions of Use:

1. Environmental Suitability: Wet, Damp or Dry Location.
2. A letter made from a structural panel shall have at least two points of support and shall have no point more than 10 in. from a point of support.
3. Environmental Suitability: Wet, Damp or Dry Location.
4. Have been evaluated for wet location with 50°C ambient.
5. Illustrate the proper cutting, pointing, installation, component securement and securement to a building surface of a structural panel.
6. May be employed as external decorative faces and are acceptable for support of complete electrical enclosures, plastic faces, and moldings that are reliably secured to the panel.
7. Not suitable to be used as the enclosure of bare live parts or wiring.
8. Nuts and bolts must be used when fastening a ballast or transformer weighing more than 7-1/2 lbs (3.4 kg).

Report Date: 2019-02-26

Last Revised: 2019-03-04

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Product Specification Data

maxmetal™ 6 MM

Description

MAX-metal™ 6mm is an aluminum composite material, engineered with two pre-painted sheets of .21mm aluminum bonded to a solid polyethylene core. What sets MAX-metal™ 6mm apart from other MAX-metal™ products is the .21mm thickness of the aluminum face and the thicker polyethylene core. Despite the increased thickness, MAX-metal™ 6mm is still light in weight and is more durable than MDO and aluminum.

Product Properties

Weight (Kg/m ²)	6.19
Water Absorption % by volume	0.01
Thermal Performance R Values	0.0057
Core Composition	Polyethylene
Flammability	ASTM E 84 Class 1/Class A

Panel Dimensions

Panel Thickness (mm)	6
Aluminum Thickness (mm)	0.2
Standard Sizes:	4' x 8'

Dimensional Tolerances

Thickness (mm)	-0 + 0.2
Width (mm)	±2
Length (mm)	±3
Diagonal (mm)	±5
Thermal Expansion	2.4mm/m @ 100°C Temp Difference
Aluminum Thickness (mm)	±0.02

Product Code

MM846MW	White
MM846MBK	Black

Surface Properties

Paint Thickness (micron)	20
Pencil Hardness	>HB
Toughness of Coating	3T
Temperature Resistance	-50°C to +80°C
Impact Strength (kg cm ²)	42
Boiling Water Resistance	Boiling for 2 hours without change
Acid Resistance	Immersed surface in 2% HCl for 24hrs without change
Alkali Resistance	Immersed surface in 2% NaOH for 24hrs without change
Oil Resistance	Immersed surface in 20# engine oil for 24hrs without change
Solvent Resistance	Cleaned 100 times with Dimethylbenzene without change
Cleaning Resistance	>1000 times without change
Peel Strength	>5 Newton/mm



Statement of Practical Use

We believe the information on this product to be accurate. However, since we cannot anticipate or control the conditions under which this information or our products may be used, we cannot guarantee results obtained through their use. Tests of our products should be made by users to determine the suitability of these products for a specific purpose. The products are sold without warranty, either express or implied. The purchaser should refer to Grimco, Inc's price list for terms and conditions of sale, including disclaimer of warranties and limitation of liability.

Brock Liquors-Free Standing Flags



TOWN OF BROCK
COMMISSION AGENDA BRIEFING
January 15, 2024

Agenda Item 4.3

Title

Grindstone Creek Development

Item Summary

Consider approval to amend the Comprehensive Zoning Ordinance by rezoning land located at 1700 FM 1189 from Local Retail (LR) to a New Planned Development (PD) Zoning District. Review of building plans.

Attachments

1. Master Development Plan Map
2. Floor Plan
3. Roof Plan
4. Exterior
5. Foundation Plan

(817) - 894 - 6234
www.nicklokken.com

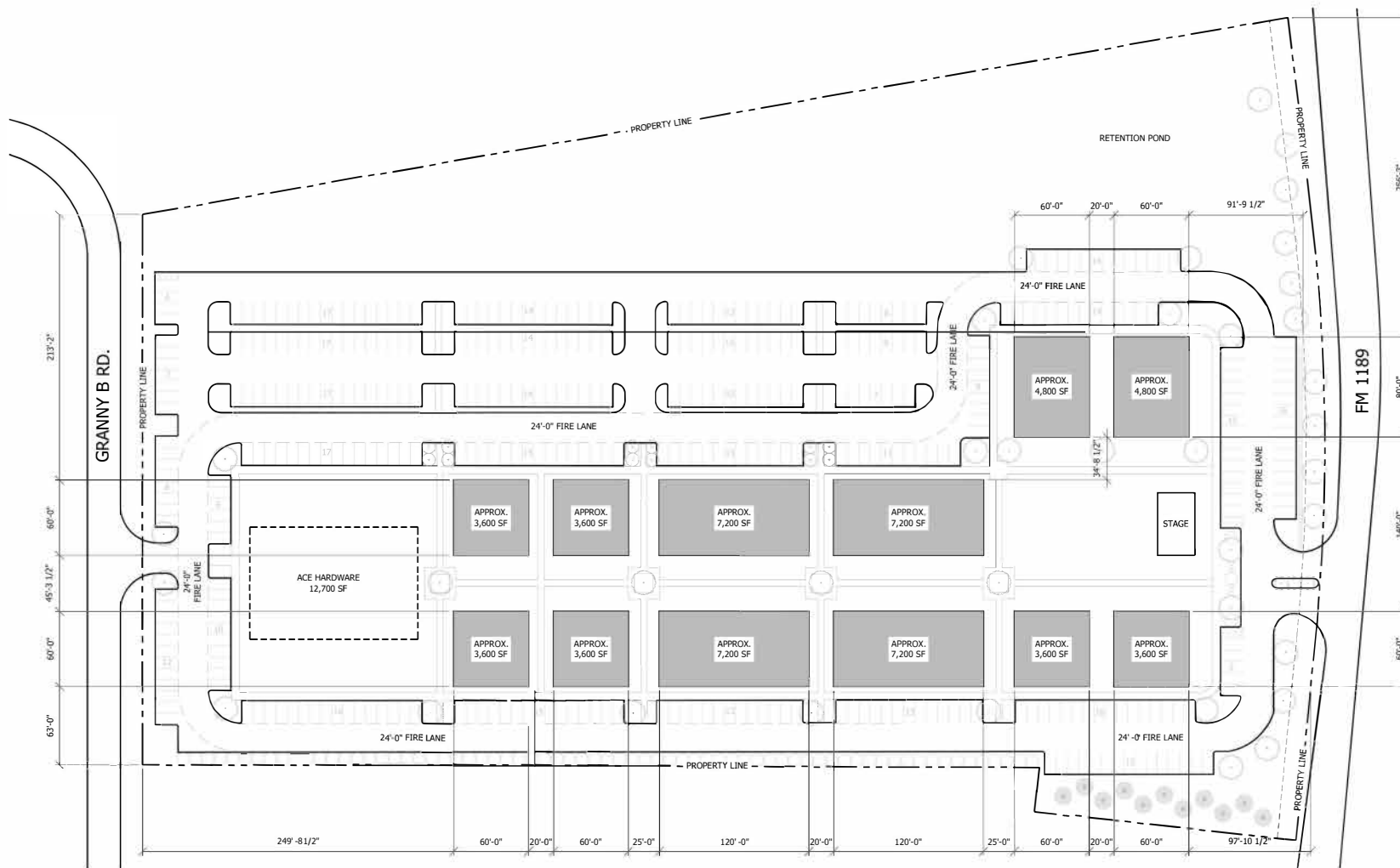
60 X 60 STRUCTURE (3600 SQ FT)
1700 FM 1189 BROCK,
TX 76087

[illegible]

Project number	Project Number
Date	Issue Date
Drawn by	INZAMAM
Checked by	Checker

A-001

Scale 1" = 40'-0"



Sheet No.	Sheet Name
A-001	COVER
A-101	FLOOR PLAN
A-102	ROOF PLAN
A-201	ELEVATIONS
A-202	ELEVATIONS
A-301	FOUNDATION PLAN

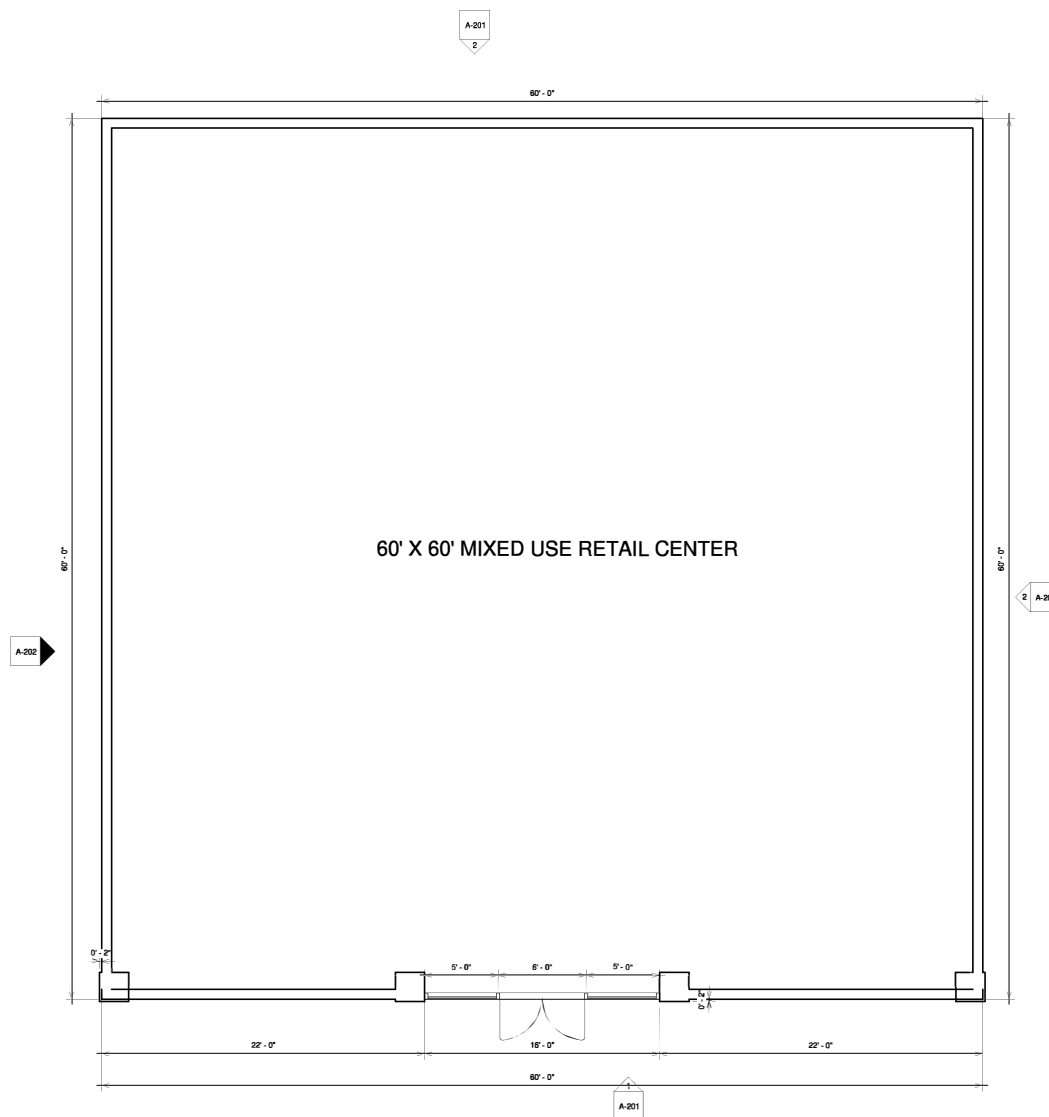
MASTER DEVELOPMENT PLAN MAP
scale: 1" = 40'-0"

TOTAL APPROXIMATE BUILDING AREA: (RETAIL / RESTAURANT / OFFICE USES)	
6 X 3,600 SF =	21,600 SF
4 X 7,200 SF =	28,800 SF
2 X 4,800 SF =	9,600 SF
ACE HARDWARE =	12,700 SF
DEVELOPMENT	
APPROX. TOTAL	72,700 SF

DEVELOPMENT TOTAL PARKING COUNT:
400 PARKING SPACES

(817) - 894 - 6234
www.nicklokken.com

60 X 60 STRUCTURE (3600 SQ FT)
1700 FM 1189 BROCK,
TX 76087



FOOR PLAN
1/4" = 1'-0"

[illegible]

FLOOR PLAN

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A-101

Scale $1/4" = 1'-0"$

(817) - 894 - 6234
www.nicklokken.com

60 X 60 STRUCTURE (3600 SQ FT)
1700 FM 1189 BROCK,
TX 76087

[illegible]

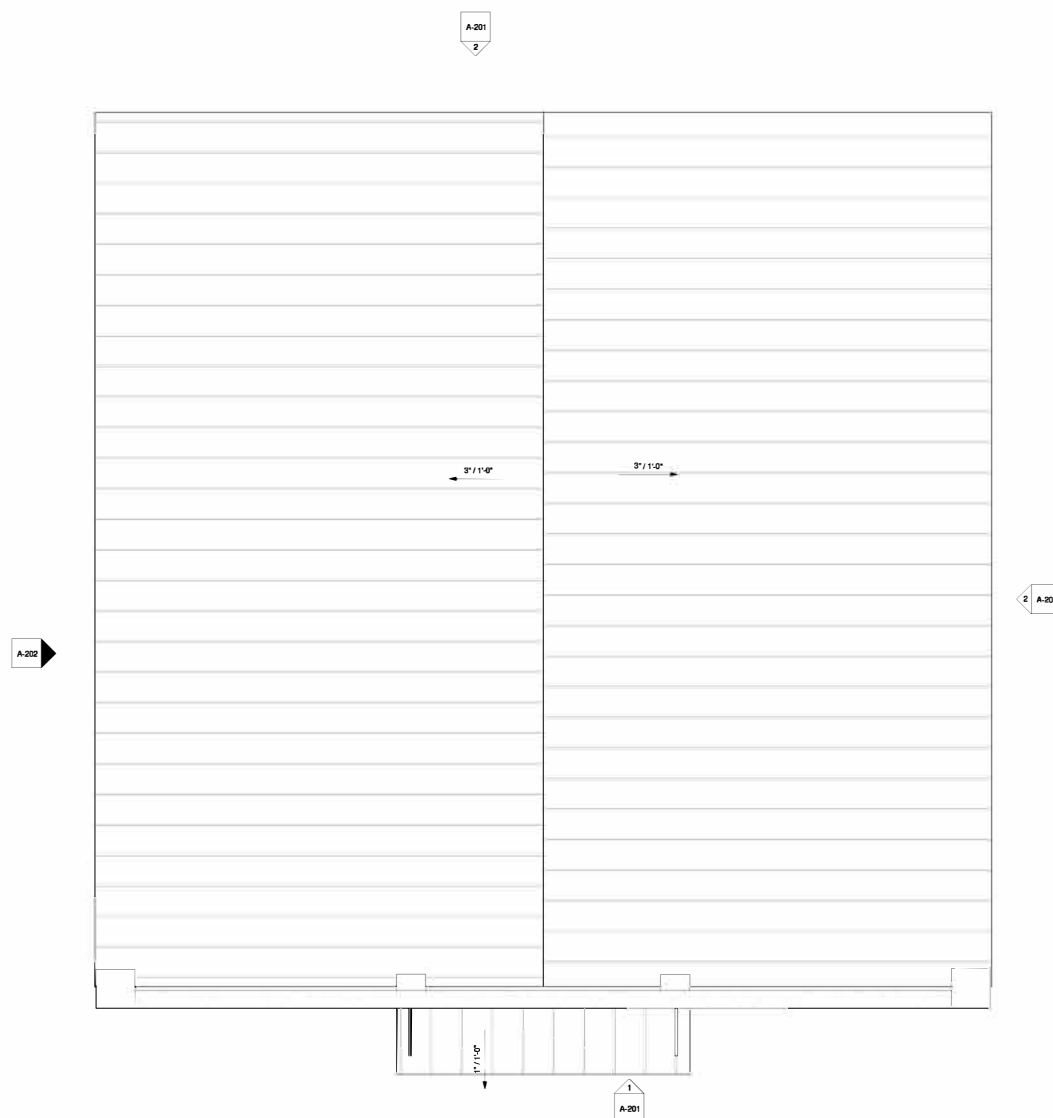
ROOF PLAN

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A-102

Scale $1/4" = 1'-0"$

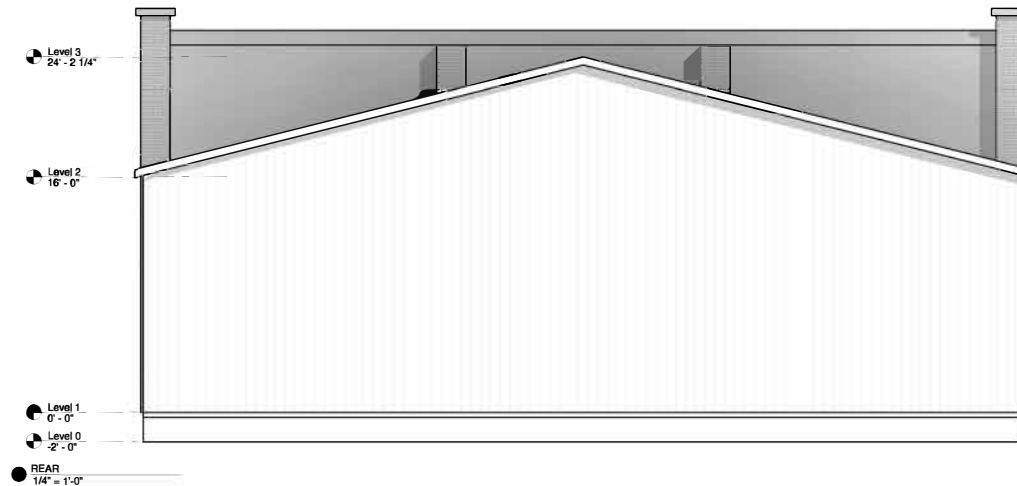
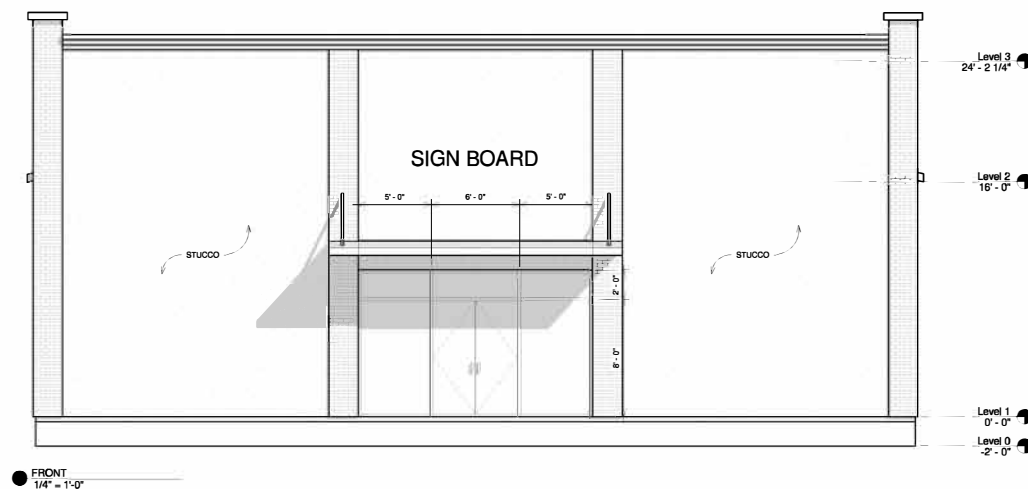
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● ROOF PLAN
1/4" = 1'-0"

(817) - 894 - 6234
www.nicklokken.com

60 X 60 STRUCTURE (3600 SQ FT)
1700 FM 1189 BROCK,
TX 76087

[illegible]

ELEVATIONS

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
A-201	
Scale	1/4" = 1'-0"

(817) - 894 - 6234
www.nicklokken.com

60 X 60 STRUCTURE (3600 SQ FT)
1700 FM 1189 BROCK,
TX 76087

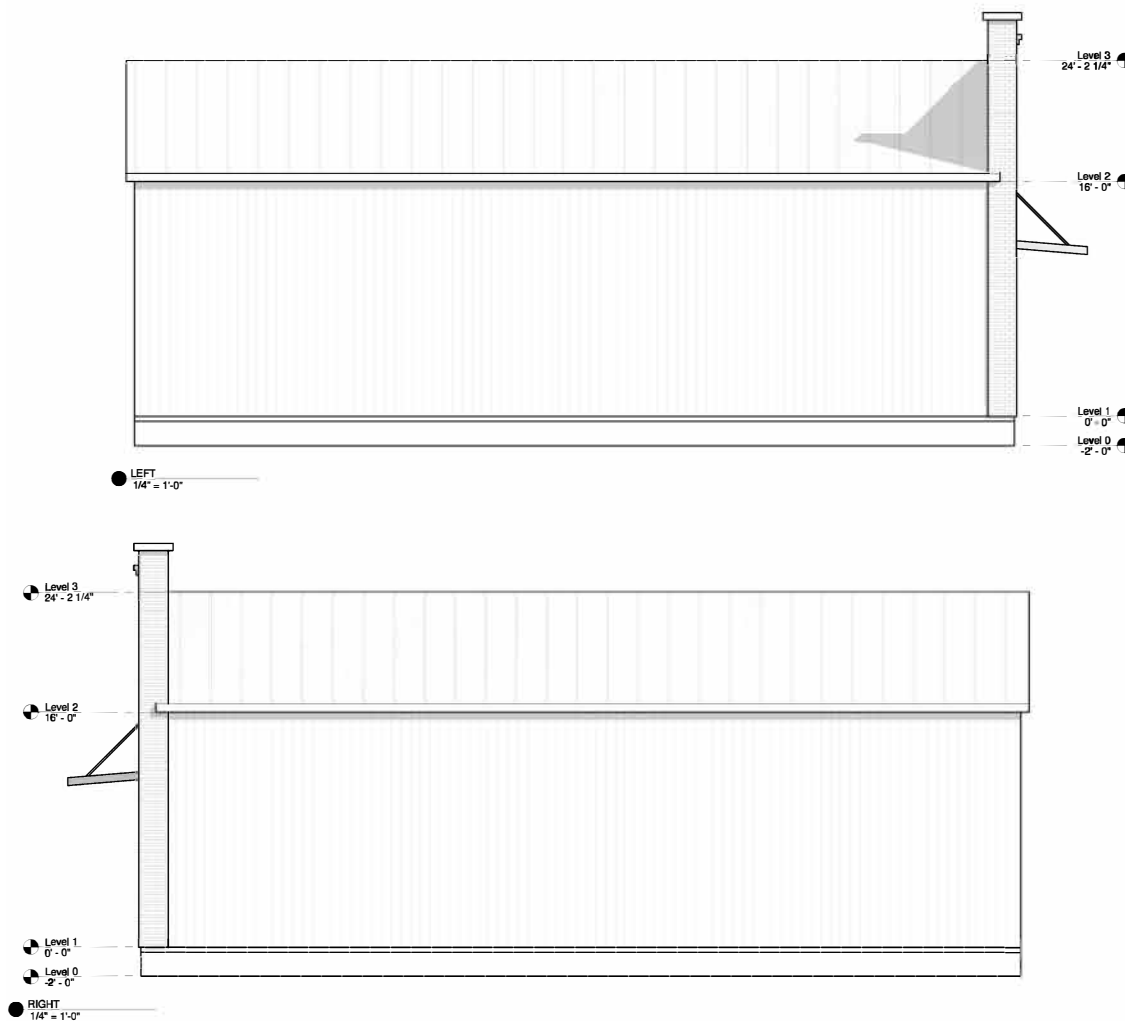
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ELEVATIONS

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A-202

Scale $1/4" = 1'-0"$



(817) - 894 - 6234
www.nicklokken.com

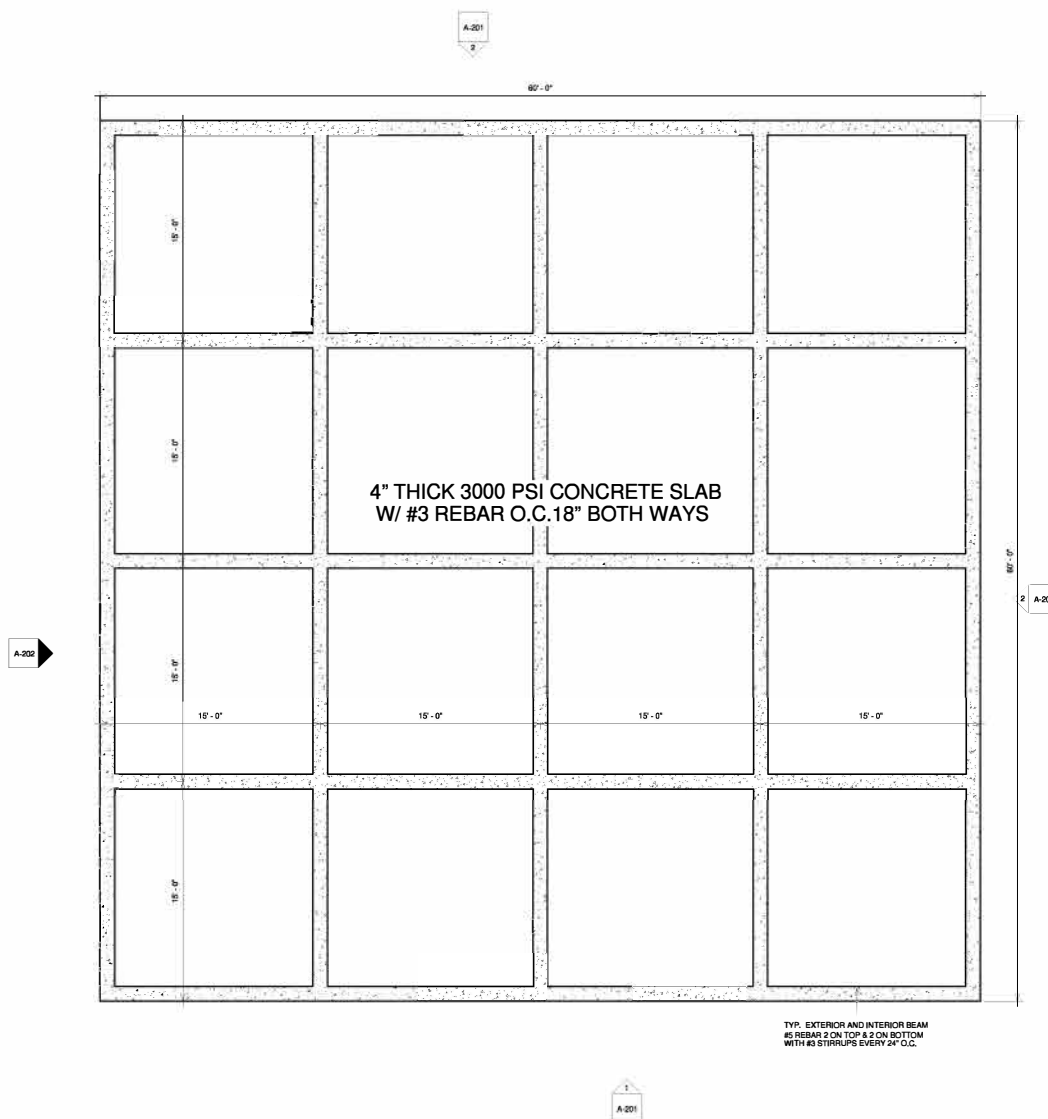
60 X 60 STRUCTURE (3600 SQ FT)
1700 FM 1189 BROCK,
TX 76087

[illegible]

FOUNDATION PLAN

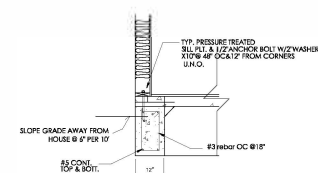
Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

A-301

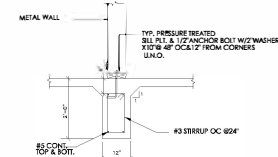
Scale $1/4" = 1'-0"$ 

① FOUNDATION PLAN
1/4" = 1'-0"

TYP. EXTERIOR AND INTERIOR BEAM
#5 REBAR 2 ON TOP & 2 ON BOTTOM
WITH #3 STIRRUPS EVERY 24" O.C.



TYP. EXT. FOOTING



INT. BRG. FOOTING

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
January 15, 2024

Agenda Item 4.5

Title

Vendor Selection for the Brock Comprehensive Plan Update, including Zoning Ordinance and Town Maps

Item Summary

This item is presented for the Town Commission to consider action on the process for selecting a consultant to work with the Commission to update the Brock Comprehensive Plan, including updating the Town Maps and Zoning Ordinance.

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, Incluser, 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

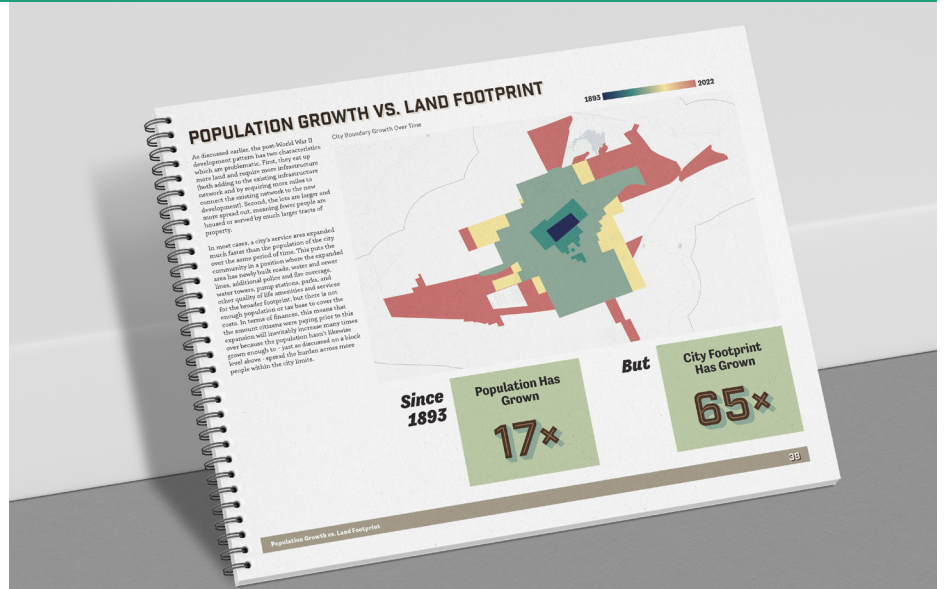
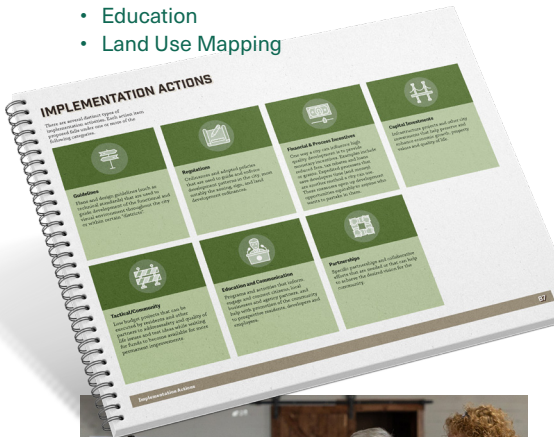
TEAM MEMBERS

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 / lelandgcrooks@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

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

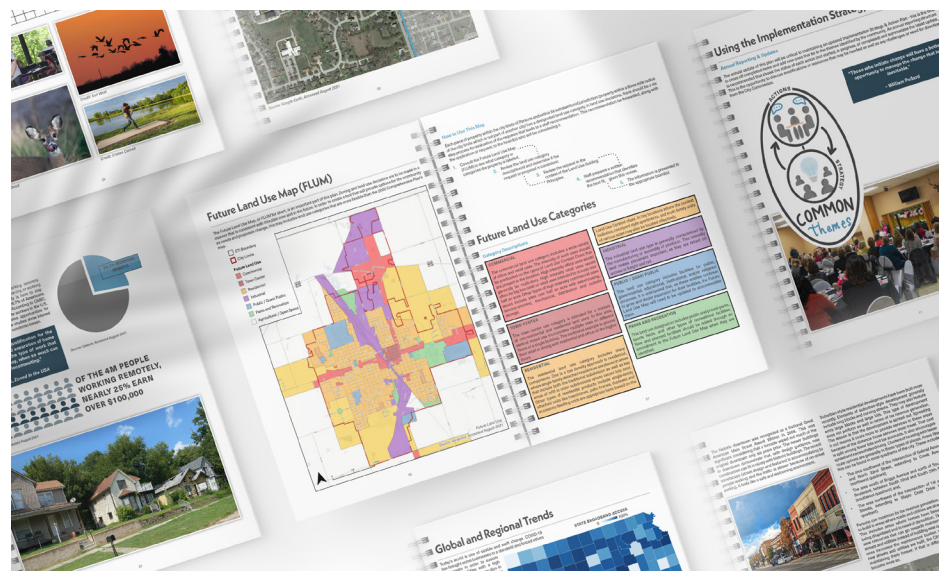
Project Description

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.



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 the 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
COMMISSION AGENDA BRIEFING
January 15, 2024**

Agenda Item 4.6

Title

Discuss and Consider an Ordinance Adopting a Master Fee Schedule

Item Summary

The Town's records indicate that the Town previously adopted a master schedule of all Town fees in 2019. The previously adopted fee schedule is now out of date and needs to be updated to reflect the current charges that are incurred by the Town for both development services through Bureau Veritas as well as various other administrative fees charged by the Town.

The main updates are summarized as follows:

1. Updated development services fee schedules provided by Bureau Veritas;
2. Updated local alcoholic beverage permit fees necessary to comply with current Texas Alcoholic Beverage Commission (TABC) rules; and
3. New permit fee for mobile food vendors (subject to approval of mobile food vendor ordinance)

Attachments

1. Ordinance Adopting an Amended and Restated Master Fee Schedule
 - a. Exhibit A – Master Fee Local Schedule

ORDINANCE NO. O-2023-009

AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE TOWN'S MASTER FEE SCHEDULE; PROVIDING AN UPDATED DEVELOPMENT FEE SCHEDULE; PROVIDING AN UPDATED ALCOHOLIC BEVEREDGE FEE SCHEDULE; PROVIDING NEW FEES FOR MOBILE FOOD VENDORS AND OTHER ADMINISTRATIVE EXPENSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock, Texas ("Town") previously adopted a master fee schedule in 2019 providing a comprehensive schedule of Town fees for development services and other administrative expenses (the "Master Fee Schedule"); and

WHEREAS, the Town Commission finds it necessary to update the Master Fee Schedule to provide for updated development fees in conformance with the Town's current development services contract with Bureau Veritas; and

WHEREAS, the Town Commission further finds it necessary to update the Master Fee Schedule to incorporate and update the current local alcoholic beverage permit fees authorized by the Texas Alcoholic Beverage Commission ("TABC"); and

WHEREAS, following adoption of the Master Fee Schedule in 2019, the Town Commission has established other user and administrative fees, including local permit fees for mobile food vendors operating within the Town; and

WHEREAS, the Town Commission desires to amend and restate the Master Fee Schedule to incorporate the foregoing updates and provide a comprehensive list of current Town fees.

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

SECTION 1. The Town's Master Fee Schedule is hereby amended and restated with the fee schedule attached as **Exhibit A** to this ordinance. The Town Clerk shall publish and maintain a copy of the adopted Master Fee Schedule on the Town's website and in the Town's files.

SECTION 2. The Town Commission is authorized to make future amendments to the Master Fee Schedule by resolution of the Town Commission, except where an ordinance is required by law.

SECTION 3. 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 4. 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 January 15, 2024.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

APPROVED AS TO FORM:

Alyssa Vanesler, Town Secretary

Whitt Wyatt, Town Attorney

MASTER FEE SCHEDULE

Revised by Ordinance 23-009, December 11, 2023

GENERAL ADMINISTRATIVE FEES

Sign Permit Fees*

Attached/Wall Sign	\$100
Monument Sign	\$150
Pole Sign	\$500
Offsite Sign	\$3,000 (Requires site plan review)
Electronic Message Center	\$1,000
Temporary Sign	\$75
Weekend Builders Advertising (annual)	\$75

**All sign permits require an additional plan review fee equal to 65% of the amount of the sign permit. A building permit may be required for all new and certain existing permanent signs. An SUP is required for pole and offsite signs.*

Special Event Permit Fees

Special Event Permit	\$100
Special Event Permit (Local Non-Profit)	\$50
Special Event Mobile Food Vendor Permit	\$50

[QUESTION: Does the Commission want to create a single event permit/fee?]

Miscellaneous Permit Fees

Accessory Building	\$100
Demolition Permit	\$150
Fence Permit	\$70
Residential Rental Property Certificate*	\$150

**Required for change in occupancy*

DEVELOPMENT AND CONSTRUCTION SERVICES

Application & Administrative Fees

Preliminary Plat	\$300 + \$15 per lot
Final Plat	\$300 + \$25 per lot
Easement Modification/Vacation	\$100
Variance/Special Exception	\$150 + \$50 per additional variance/exception
Rezoning Application	\$250 + \$10 per lot
Annexation Application	\$150
Planned Unit Development Application	\$500
Special Use Permit	\$250
Site Plan	\$150
Miscellaneous/Other Building Permit	\$100
Master Contractor Registration (annual)	\$120
Certificate of Occupancy*	\$150
Publication Fee**	\$50 per publication (per day)
County Clerk Filing Fee**	\$26 for first page + \$4 for each additional page

** Required for all new buildings (green tag) or change in commercial occupancy*

***Applicable to ordinances that require publication*

ALCOHOLIC BEVEREGE PERMITS

Local Permit Fees

TABC Code	Title	Fee*
AW	Agent's Manufacturing Warehouse Permit	\$750
BB	General Distributor's License	\$300
BC	Branch Distributor's License	\$75
BD	Local Distributor's License	\$37.50
BE	Retailers On-Premise Permit	\$150
BF	Retailers Off-Premise Permit	\$60
BG	Wine and Beer Retailer's Permit	\$175
BN	Nonresident Brewer's License	\$0
BP	Brewpub License	\$250
BQ	Wine and Beer Retailer's Off Premise Permit	\$30
BS	Nonresident Manufacturer's License	\$0
BW	Brewer's Permit	\$1500
C	Carrier's Permit	\$0
CD	Consumer Delivery Permit	\$5,000
D	Distiller's & Rectifier's Permit	\$750
DS	Direct Shipper's Permit	\$0
ET	Local Cartage Transfer Permit	\$0
FC	Forwarding Center Authority	\$0
G	Winery Permit	\$75
J/JD	Bonded Warehouse Permit	\$75
LI	Local Industrial Alcohol Manufacturer's Permit	\$50
LP	Local Distributor's Permit	\$50
LX	Local Class Wholesaler's Permit	\$37/50
MB	MB-Mixed Beverage Permit	Year 1-3 - \$0.00 Year 4 - \$1,125 Years 5 & 6 - \$1,500 Every 2-year renewal period thereafter - \$750
MR	Market Research Packager's Permit	\$50
MW	Manufacturer's Warehouse License	\$150
N/NB/NE	Private Club Permits	\$0
NT	Nonprofit Entity Temporary Event Permit	\$0
P	Package Store Permit	\$500
PR	Promotional Permit	\$300
Q	Wine Only Package Store	\$75
S	Non-Resident Seller's Permit	\$150
SD	Brewer's Self-Distribution License	\$600
TR	Passenger Transportation Permit	\$0
W	Wholesaler's Permit	\$1,875
WP	Water Park Permit	\$0
X	General Class B Wholesaler's Permit	\$300

**All fees are annual fees unless otherwise specified*

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
January 15, 2024**

Agenda Item 4.7

Title

Social Media Policy and Resolution

Item Summary

This item is to discuss the adoption of a Social Media policy and Resolution

Attachments

1. Resolution NO R-2023-004 document
2. Exhibit A – *Town of Brock Social Media Terms and Conditions for Users*

RESOLUTION NO. R-2023-00__

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS APPROVING A TOWN OF BROCK SOCIAL MEDIA TERMS AND CONDITIONS FOR USERS, ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Brock (“Town”) recognizes the need for use of social media to promote public awareness and boost participation of the Town’s programs, policies and services; and

WHEREAS, the Town recognizes the inexpensive and effective method and popularity of the use of various social media platforms by and amongst Town elected and appointed officials and the public; and

WHEREAS, the Town has determined that adopting social media policy outlining the guidelines for the public’s use of the Town’s social media platforms will help balance the Town’s need to ensure the accuracy and consistency of information being disseminated on the Town’s social media sites with the public’s First Amendment freedom of speech rights under the U.S. Constitution; and

WHEREAS, the Town Commission finds that Town of Brock Social Media Terms and Conditions for Users attached hereto and incorporated herein as Exhibit “A” is in the best interest of the Town and its inhabitants.

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

SECTION 1. That the Town of Brock Social Media Terms and Conditions for Users attached hereto and incorporated herein as Exhibit “A” is hereby approved and adopted.

SECTION 2. That all provisions of the resolutions of the Town of Brock, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 3. 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 the _____ day of _____ 2023.

TOWN OF BROCK, TEXAS

Jay Hamilton, Mayor

ATTEST:

Alyssa Vanesler, Town Clerk

EXHIBIT A

Town of Brock Social Media Terms and Conditions for Users

PURPOSE. Because many of our citizens and other stakeholders utilize social media for news and communications, the Town of Brock has developed its own social media accounts, which help us inform the public about our work and mission.

Brock has an important interest in assuring the accuracy and consistency of information associated with our social media sites. We also respect the First Amendment to the U.S. Constitution and the constitutional right to freedom of speech. These terms and conditions establish guidelines for the public's use of social media that balance these values.

DEFINITIONS

1. "Social media" means digital content created by us and communicated on platforms that allow sharing, commenting, and engagement from the public. Examples of social media accounts we may use are Facebook, X (formerly Twitter), and Instagram.
2. "Comments" include any digital content, information, links, images, videos, or any other form of communicative content posted in reply or response to a social media account operated by us.
3. "User" means a member of the public who views or interacts with one or more of our social media accounts.

GENERAL GUIDELINES

1. These terms and conditions apply to all our social media sites. Where possible, a link to these terms and conditions will be made available as a hyperlink or posted as text somewhere on our social media account(s).
2. Users should know that social media posts we make, comments and replies to those posts, and any direct or private messages sent to us may be public records subject to applicable public records release.
3. Our social media accounts are not monitored 24/7 and no one should utilize our social media accounts to seek emergency services. Anyone in need of emergency help should call 9-1-1.
4. We do not guarantee we will respond to comments or messages sent on our social media accounts.

EXPECTATIONS

1. We believe that honest, civil, and productive discussions provide the best environment for citizens to understand the work of their government and participate in constructive engagement.
2. We ask users to consider that our social media feeds may be viewed by children and other impressionable people. Please avoid profanity, personal attacks, bullying, or use of incorrect information.

CONTENT MODERATION

1. **Limited Public Forum.** Our social media accounts are created and maintained as limited public forums under the caselaw pertaining to the First Amendment to the U.S Constitution. We invite members of the public to view and, where possible, provide comments or other engagement on our social media accounts. However, the law permits us to hide and/or delete comments that are not protected speech under the First Amendment and relevant case law. As a general rule, we will not hide and/or delete comments solely because such comments are critical of Brock, its officials, or employees.
2. **Prohibited Content.** Relevant First Amendment caselaw permits us to hide or delete certain comments on our social media accounts. The following will be hidden or deleted per this policy:
 - a. Comments directly advocating violence or illegal activity;
 - b. Comments containing obscenity, which is defined as sexually explicit and/or pornographic content that is (1) patently offensive, (2) appeals to prurient interest, and (3) lacks serious literary, artistic, political, or scientific value;
 - c. Comments that directly promote or advocate that we illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class;
 - d. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, or browser;
 - e. Duplicate comments to the same post within a short period of time that appear to be autogenerated or generic in nature;
 - f. Defamatory comments either as determined by a court or comments that are patently defamatory by easily discoverable facts;
 - g. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else;

- h. Comments that contain a hyperlink to any website other than those controlled by the Town of Brock. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.
- 3. **Retention.** When a comment containing any of the above prohibited content is posted to our social media account(s) and is removed according to this policy, a copy or electronic record of that content may be retained or archived pursuant to our records retention policy, along with a brief description of the reason the specific content was deleted. Once documented, the content will be removed, where possible, from our social media account(s).
- 4. **Right of Appeal.** If our staff hides or deletes a user's comment pursuant to these terms and conditions, staff will provide the user with the policy violation upon request. The user has the right to appeal that decision by sending an email to townclerk@brocktx.net or a letter to Town of Brock, 2451 FM 1189 Ste B, Brock, Texas 76087 within five business days of the removal.

Upon receipt of an appeal, our attorney will determine whether the comment at issue contained content protected by the First Amendment. In the event the attorney determines that a violation has not occurred, the comment may (if possible) be restored for public view, or the user may be permitted to repost the comment. Upon a determination that the comment was not protected by the First Amendment, the user will be notified that the removal shall stand.

- 5. **Blocking or Banning a User.** When the Town of Brock determines that a user has violated these terms and conditions on three or more occasions within a twelve-month rolling period, we may block or ban the offending user from the social media account where the violations occurred.

If we block or ban a user, we will (a) reasonably attempt to notify the user; (b) describe the violation(s); and (c) explain the appeal process.

In the event it is determined the user has not violated this policy three times within a rolling 12-month period, we will unblock or unban the user from the social media account. Otherwise, our decision will stand.

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
January 15, 2024**

Agenda Item 4.8

Title

Fire Inspection

Item Summary

Discuss when a fire certification of occupancy inspection should be ordered in addition to a building certification of occupancy inspection through Bureau Veritas.

Attachments

1. Certificate of Occupancy Inspection
2. Fire Safety Inspection Report



Certificate of Occupancy Inspection Information

NOTE: A **BUILDING PERMIT** is required for any **alteration or construction work**.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas.
Phone: (817) 335-8111/ toll free (877) 837-8775
Email: inspectionstx@us.bureauveritas.com
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.



**BUREAU
VERITAS**

Fire Safety Inspection Report

Address: _____

Jurisdiction: _____

Name of Business: _____

Action Taken

Passed

☐

Re-Inspection
Required

(Refer to page 2 for
corrective items)

☐

Closure

☐

DATE			PERMIT #	OCCUPANCY TYPE	TYPE OF INSPECTION
					CO/Const. Annual/Routine Re-Inspection - 1 st 2 nd Complaint
S	V	N/A	GENERAL • Exterior Fire Safety Inspection		
			1. Fire lane required, properly painted and in a legal configuration.		
			2. Adequate and maintained access for emergency personnel. No overhang obstructions, parked vehicles, dumpsters.		
			3. No rubbish, trash, weeds, brush, and general vegetation next to structure that may add to fire load.		
			4. Fire hydrants painted appropriately / in good working order. Last date hydrant system was flushed.		
			5. Building address visible from the street and/or fire lane. Address on the front and rear of building.		
			6. Knox Box required and/or present and properly located.		
			7. Hazardous Materials onsite. Combustible and/or Flammable liquids stored properly.		
			8. Generators - Verification of starting and testing procedures for generators, fire protection and physical protection.		
			9. Proper shut offs for gas and electrical systems.		
S	V	N/A	EXITS AND EGRES6 - Interior/Exterior Fire Safety Inspection		
			10. All exits doors and exit passageways are unobstructed. Adequate number of egress doors provided.		
			11. All exit doors work properly. Required exit hardware installed, door opens towards path of egress.		
			12. Exit signage properly installed and illuminated as required (battery backup functioning properly).		
			13. Proper and safe flow away from property. Area of refuge meets requirements.		
			14. Maximum occupancy loads are posted.		
S	V	N/A	15. Emergency lighting operable.		
			FIRE PROTECTION SYSTEMS - Interior Fire Safety Inspection		
			16. Adequate # of fire extinguishers and are properly located. Proper types and sized of fire extinguishers for hazards.		
			17. Proper testing and tagging of fire extinguishers (annual basis). Date Serviced: _____ MFG date: _____		
			18. Type K extinguisher resent and in proper working order.		
			19. Cooking equipment is under hood. Flow nozzles under or in area of hood.		
			20. Kitchen hood and duct system free of grease waste. No presence of grease laden vapors / materials.		
S	V	N/A	21. Ansul system connected to fire alarm, Date Serviced: _____		
			FIRE SPRINKLER /FIRE ALARM SYSTEMS -Interior Fire Safety Inspection		
			22. Alarm systems tested annually. Date Serviced: _____ . All areas protected as required in structure .		
			23. Alarm panel in visible location and unobstructed.		
			24. Sprinkler systems tested annually. Date Serviced: _____ . All areas protected as required in structure.		
			25. No storage within 18" of sprinkler heads. Adequate clearance around Sprinkler risers and FDC access points.		
			26. All valves open where required. No damage present to components.		
			27. Proper requirement for elevators and re-call system (if required).		
			28. Adequate access to riser rooms for FD personnel. Spare heads and wrench in riser rooms.		
s	V	N/A	GENERAL - Interior Fire Safety Inspection		
			29. No storage in electrical, mechanical or riser room.		
			30. Doors closed and properly covered in all electrical room.		
			31. Proper venting on all gas / combustible systems.		
			32. Proper installations and labeling on all electrical / mechanical systems.		
			33. No extension cords used for permanent wiring.		
			34. Approved safety / storage containers being used.		
S = SATISFACTORY			V = VIOLATION		
			N/A = NOT APPLICABLE		

BV Inspector:

Inspector Phone #:

Company Representative (Print and Sign):

Contact Phone #: