



EVERMAN COMMUNITY DEVELOPMENT CORPORATION

Thursday, June 05, 2025 at 6:00 PM
213 North Race Street Everman, TX 76140

AGENDA

1. MEETING CALLED TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS

A. Swearing In - Michelle Hudson

5. CONSENT AGENDA

A. Previous Meeting Minutes -

April 3, 2025

6. CITIZEN'S COMMENTS

7. DISCUSSION ITEMS

A. Financial Report - Executive Directors

B. Business Improvement Grant Application Consideration for KJ's Cutz and Suite Spot - 1707 Everman Parkway, Everman, TX 76140

C. Strategic Planning Workshop

D. FY2026 Budget Workshop

8. CONSIDERATION AND POSSIBLE ACTION

A. A RESOLUTION OF THE CITY OF EVERMAN COMMUNITY DEVELOPMENT CORPORATION TEMPORARILY SUSPENDING THE INITIATION OF NEW GRANT PROGRAMS AND THE ACCEPTANCE OF NEW GRANT APPLICATIONS, PENDING COMPLETION OF THE STRATEGIC PLANNING PROCESS; AND PROVIDING FOR EXCEPTIONS.

B. Setting of Future Agenda Items

9. EXECUTIVE SESSION

10. ADJOURN

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Monday June 2, 2025.

/s/ Mindi Parks
City Secretary

Citizens may watch meetings live on YouTube. A link to the City of Everman YouTube channel is provided on the city website at: www.evermantx.us/government/citycouncil/

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

Pursuant to Section 551.071, Chapter 551 of the Texas Government Code, Boards & Commissions reserve the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting, to receive advice from its attorney on any posted agenda item, as permitted by Law. Additionally, Boards & Commissions may convene into Executive Session to discuss the following:

- A. Section 551.071 - Pending or Contemplated Litigation or to Seek Advice of the City Attorney.
- B. Section 551.072 - Purchase, Sale, Exchange, Lease, or Value of Real Property.
- C. Section 551.073 - Deliberation Regarding Prospective Gift.
- D. Section 551.074 - Personnel Matters.
- E. Section 551.087- Deliberation Regarding Economic Development Negotiations.
- F. Section 551.089 - Deliberations Regarding Security Devices or Security Audits.

According to the City of Everman Policy on Governance Process, individual citizen comments will be restricted to three (3) minutes unless otherwise determined by a majority vote of the Council. The Presiding Officer of the Board or Commission is responsible to enforce the time limit. Citizens may address the Board or Commission either during the Citizen Comments portion of the meeting or during deliberation of a listed agenda item. Members of the Board or Commission are only permitted by Law to discuss items that are listed on the agenda. Citizens wishing to make comments should notify the City Secretary as soon as possible.

City Hall is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpretative services must be made 48 hours prior to the meeting. To make arrangements, call 817.293.0525 or TDD 1.800.RELAY TX, 1.800.735.2989.



ECONOMIC DEVELOPMENT CORPORATION MEETING

Thursday, April 03, 2025 at 6:00 PM
213 North Race Street Everman, TX 76140

MINUTES

1. MEETING CALLED TO ORDER

President Richardson called meeting to order at 6:07pm.

PRESENT

Ray Richardson
Johnnie Allen
Miriam Davila
Ricky Garcia
Burl Hollingsworth
Jim Bauer

ABSENT

Michelle Hudson

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. PRESENTATION

A. Swearing In - Michelle Hudson

5. CITIZEN'S COMMENTS

6. CONSENT AGENDA

A. Previous Meeting Minutes -

April 29, 2024

May 7, 2024

August 19, 2024

Motion made by Bauer, Seconded by Garcia.

Voting Yea: Richardson, Allen, Garcia, Hollingsworth, Bauer

Motion Carried.

7. DISCUSSION ITEMS

A. Financial Report - Interim Executive Director

Craig Spencer presented the board with the Economic Development Financial Report through April 2025. The budget is looking good. He then went over the sales tax revenue and projections and performance. He also asked the board if there was anything else besides what he has presented tonight. The board would like to see this report.

B. Discussion regarding the development and implementation of an Community Development Strategic Plan

Craig stated that the CDC has not ever put together a Strategic Plan. He wanted to explain to the CDC what this helps the CDC to stay on track and keep up with all going on in the city. This is a good tracking system also. This would be a big benefit and gives proactive management. Strategic Priorities could be put into place in this plan. Internal- free, external- cost \$10-30 thousand. Craig is looking for guidance on how to go about the Strategic Plan. The board is in agreeance that the staff would be a route they would like to take. Everyone is ok with doing the internal. Craig will move forward with this guidance.

C. Discussion related to the setting of quarterly meeting dates

Craig stated that it would be beneficial for the CDC to have these meetings planned out and already set bimonthly or quarterly. After discussion among the CDC they would like to meet bimonthly starting April on the First Thursday of the month. June 5th would be the next meeting date.

8. CONSIDERATION AND POSSIBLE ACTION

A. Setting of Future Agenda Items

Status report on Projects add to the agenda.

9. EXECUTIVE SESSION

6:37pm.

7:36PM.

A. Texas Government Code section 551.074 – Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: EEDC Executive Director

Executive session opened at 6:37pm.

B. Texas Government Code section 551.087 – Deliberation Regarding Economic Development Negotiations – to discuss or deliberate the offer of a financial or other incentive to a business prospect that the EEDC seeks to have locate, stay, or expand in or near the territory of the City and with which it is conducting economic development negotiations, to wit: Timberview Farmstead

10. CONSIDERATION AND POSSIBLE ACTION AS A RESULT OF EXECUTIVE SESSION

11. ADJOURN

I hereby certify that this agenda was posted on the City of Everman bulletin board at or before 5:00 p.m. on Friday March 28, 2025.

/s/ Mindi Parks
City Secretary

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EVERMAN COMMUNITY DEVELOPMENT CORPORATION

Strategic Plan Working Outline

1. Executive Summary

- Brief overview of the purpose and scope of the plan
 - Summary of strategic priorities and intended outcomes
 - Message from the Executive Director(s) or Mayor
-

2. Introduction

- Background on the Everman CDC (formation, purpose, role)
 - Need for strategic planning (first-ever plan, community development context)
 - Planning process overview (how the plan was developed, who was involved)
-

3. Organizational Foundation

- **Mission Statement** (*Why we exist*)
 - **Vision Statement** (*What we aim to achieve long-term*)
 - **Core Values** (*The principles that guide our decisions*)
-

4. Community & Economic Profile

- Overview of Everman's demographics, economic trends, and community assets
 - Summary of stakeholder input (if collected)
 - Key data and community challenges/opportunities
-



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5. SWOT Analysis

- **Strengths** (e.g., location, engaged leadership, available land)
 - **Weaknesses** (e.g., limited funding, aging infrastructure)
 - **Opportunities** (e.g., corridor redevelopment, partnerships)
 - **Threats** (e.g., regional competition, rising construction costs)
-

6. Strategic Priorities & Goals

(Each priority includes a goal statement, objectives, and sample initiatives.)

Priority 1: Business Growth & Retention

- Goals: Support existing businesses and attract new investment
- Sample Objectives: Launch incentive programs, improve permitting process

Priority 2: Housing & Neighborhood Revitalization

- Goals: Promote quality housing and improve blighted areas
- Sample Objectives: Identify infill opportunities, partner on rehab projects

Priority 3: Infrastructure & Site Development

- Goals: Prepare sites for development and improve key corridors
- Sample Objectives: Conduct site assessments, pursue infrastructure grants

Priority 4: Community Engagement & Marketing

- Goals: Strengthen local identity and citizen involvement
 - Sample Objectives: Launch "Invest in Everman" brand, host community events
-

7. Implementation Plan



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- Initiative matrix (who, what, when, how)
 - Timeline (short-term, mid-term, long-term)
 - Resource needs (funding, partnerships, staffing)
 - Accountability (assigned leads, reporting process)
-

8. Performance Measurement

- Key Performance Indicators (KPIs)
 - Data collection and tracking methods
 - Annual review and progress reporting process
-

9. Appendices

- Community Survey Results (if applicable)
- Stakeholder Interview Summaries
- Funding Source Inventory (TIRZ, 4B funds, grants, etc.)
- Maps or Site Readiness Inventory
- CDC Bylaws or enabling legislation excerpt



EVERMAN COMMUNITY DEVELOPMENT CORPORATION

Strategic Plan Timeline

Phase 1: Launch & Orientation

June 2025

- ✓ *Appoint strategic planning facilitator or lead (internal or external)*
- ✓ *Review and adopt planning timeline*
- ✓ *Begin drafting Mission, Vision, and Core Values*
- ✓ *Gather background documents, past project data, and demographic info*

◆ CDC Meeting #1 – June

- Introduce strategic planning process
- Approve mission/vision drafting process
- Assign initial SWOT brainstorming homework

Phase 2: Environmental Scan & SWOT

July – August 2025

- ✓ *Conduct SWOT survey of stakeholders and commission members*
- ✓ *Summarize Everman economic/demographic profile*
- ✓ *Identify development trends, gaps, and assets*

◆ CDC Meeting #2 – August

- Review SWOT findings
- Finalize mission, vision, values
- Discuss community input options (surveys, open house, etc.)



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Phase 3: Define Strategic Priorities

September – October 2025

- ✓ Draft 3–5 strategic focus areas (with goals and objectives)
- ✓ Align focus areas with current and future funding capacities
- ✓ Host optional stakeholder meeting or community roundtable

◆ CDC Meeting #3 – Oct

- Review and refine draft strategic priorities
- Set direction for major initiatives under each priority

Phase 4: Build the Implementation Plan

November – December 2025

- ✓ Develop action plans: timelines, leads, and required resources
- ✓ Identify KPIs and tracking methods
- ✓ Draft initial funding alignment strategy

◆ CDC Meeting #4 – Dec

- Review draft implementation matrix
- Discuss resource gaps and partnership strategies

Phase 5: Draft and Review the Full Plan

January – February 2026



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- ✓ Prepare full draft Strategic Plan
- ✓ Share draft with CDC members for comment
- ✓ Circulate for stakeholder feedback (City Council, staff, partners)

◆ CDC Meeting #5 – Feb

- Conduct full review of draft plan
- Make final edits based on feedback

Phase 6: Adoption & Launch

March – April 2026

- ✓ Final Strategic Plan presented for adoption
- ✓ Prepare Executive Summary and rollout materials
- ✓ Share with City Council and public

◆ CDC Meeting #6 – April

- Vote to adopt the Strategic Plan
- Launch implementation phase

■ Annual Review

Every April (Beginning 2027)

- Track progress on initiatives
- Review KPIs and update priorities as needed
- Publish annual progress summary



EVERMAN COMMUNITY DEVELOPMENT CORPORATION

Organizational Foundation

Mission Statement

To foster sustainable economic development, enhance neighborhood vitality, and improve the quality of life for Everman residents by investing in strategic opportunities that grow our local economy and strengthen our community.

Vision Statement

A thriving, inclusive, and resilient Everman where strategic investment, strong partnerships, and community pride drive continued growth and prosperity.

Core Values

1. _____
2. _____
3. _____
4. _____
5. _____



EVERMAN COMMUNITY DEVELOPMENT CORPORATION

Strategic Priorities

Each priority is aligned with the CDC's mission and grounded in local needs and opportunities.

Priority 1: Business Growth & Retention

Goal: Strengthen the local economy by supporting existing businesses, attracting new enterprises, and streamlining development processes.

Key Objectives:

- Develop a small business grant or façade improvement program
- Market Everman's development-ready sites and incentives
- Streamline permit and zoning assistance for new businesses

Priority 2: Housing & Neighborhood Revitalization

Goal: Promote vibrant neighborhoods through housing redevelopment, infill development, and property improvement initiatives.

Key Objectives:

- Identify and support redevelopment of underutilized properties
- Partner with housing nonprofits or developers to expand housing options
- Explore tools for land banking and infill development

Priority 3: Infrastructure & Site Development

Goal: Prepare Everman's infrastructure and real estate assets for future economic investment and population growth.

Key Objectives:

- Conduct a development site readiness assessment
 - Pursue funding for streets, drainage, and utilities in priority areas
 - Support corridor improvement efforts and public realm upgrades
-



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Priority 4: Community Engagement & Marketing

Goal: Build community pride and external visibility by promoting Everman's assets, culture, and growth potential.

Key Objectives:

- Launch a "Grow with Everman" marketing campaign
- Engage residents through surveys, open houses, and listening sessions
- Create an annual report to highlight CDC accomplishments

Priority 5: Organizational Capacity & Governance

Goal: Strengthen the CDC's ability to lead development efforts with clear policies, transparency, and capacity-building.

Key Objectives:

- Adopt performance metrics and progress tracking tools
- Provide training for CDC members on development finance and incentives
- Review and update CDC bylaws, procedures, and project criteria



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Sample Core Values

◆ Governance & Integrity

- **Accountability** – We take responsibility for our decisions and performance.
 - **Transparency** – We operate in an open and honest manner with the public.
 - **Ethics** – We uphold high standards of honesty and fairness in all actions.
 - **Stewardship** – We manage public resources responsibly and with care.
 - **Credibility** – We earn trust through consistent, principled leadership.
-

◆ Community & Equity

- **Inclusivity** – We ensure all voices are heard and valued in our work.
 - **Equity** – We pursue fair outcomes and equitable access to opportunity.
 - **Respect** – We treat all individuals with dignity and consideration.
 - **Service** – We are driven by a commitment to serve our community's best interests.
 - **Empowerment** – We support people and neighborhoods to reach their full potential.
 - **Neighborhood Pride** – We celebrate and invest in the unique character of our community.
-

◆ Economic & Social Impact

- **Opportunity** – We create conditions that allow people and businesses to thrive.
- **Prosperity** – We work toward broad-based, sustainable economic well-being.
- **Growth** – We support responsible development that benefits the entire city.
- **Revitalization** – We focus on renewing underutilized and distressed areas.
- **Resilience** – We invest in long-term solutions that withstand change and adversity.



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◆ Innovation & Progress

- **Vision** – We plan and act with a long-term, forward-thinking perspective.
 - **Creativity** – We value new ideas and bold thinking in solving community challenges.
 - **Adaptability** – We remain flexible and responsive in a changing environment.
 - **Excellence** – We pursue high-quality outcomes in all our efforts.
 - **Initiative** – We take proactive steps to create momentum and results.
-

◆ Collaboration & Leadership

- **Partnership** – We believe in working together with others to achieve shared goals.
 - **Engagement** – We actively seek input and collaboration from residents and stakeholders.
 - **Leadership** – We guide, influence, and advocate for strategic growth.
 - **Communication** – We listen first and communicate clearly and consistently.
 - **Responsiveness** – We act quickly and effectively on the needs of our community.
-

◆ Sustainability & Environment

- **Sustainability** – We promote environmentally and fiscally responsible development.
- **Balance** – We weigh economic growth, quality of life, and natural resources together.
- **Environmental Stewardship** – We support green infrastructure and responsible land use.

CITY OF EVERMAN, TEXAS
RESOLUTION NO. CDC 2025-06-01

A RESOLUTION OF THE CITY OF EVERMAN COMMUNITY DEVELOPMENT CORPORATION TEMPORARILY SUSPENDING THE INITIATION OF NEW GRANT PROGRAMS AND THE ACCEPTANCE OF NEW GRANT APPLICATIONS, PENDING COMPLETION OF THE STRATEGIC PLANNING PROCESS; AND PROVIDING FOR EXCEPTIONS.

WHEREAS, the City of Everman Community Development Corporation (CDC) is in the process of developing its first Strategic Plan to guide future investments, programs, and priorities for community and economic development; and

WHEREAS, the CDC recognizes the importance of aligning its grant funding and programmatic efforts with the long-term goals, objectives, and strategic focus areas established in the Strategic Plan; and

WHEREAS, placing a temporary hold on the creation of new grant programs and the acceptance of new applications will allow the CDC to evaluate its current offerings, funding capacity, and community impact in the context of its strategic planning process; and

WHEREAS, the CDC remains committed to honoring all obligations and pending activities related to previously approved grants and submitted applications;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVERMAN COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS THAT:

1. Temporary Suspension

The CDC hereby authorizes a temporary hold on:

- The development or launch of any new grant programs; and
- The acceptance of new applications for existing grant programs.

2. Exceptions

This suspension **shall not apply to:**

- Any grant applications that were submitted **prior to the effective date** of this resolution; or
- Any grant agreements that were previously reviewed and approved by the CDC Board.

3. **Duration of Suspension**

This hold shall remain in effect until such time that the CDC Board formally adopts the Strategic Plan and evaluates alignment of grant programming with strategic priorities.

4. **Administrative Direction**

The CDC Executive Director or designee is authorized to take all necessary administrative actions to implement this resolution, including notifying applicants, updating program materials, and coordinating communication with stakeholders.

PASSED AND APPROVED by the City of Everman Community Development Corporation Board of Directors this ____ day of _____, 2025.

APPROVED:

Ray Richardson, President

ATTEST:

Mindi Parks, City Secretary

APPROVED AS TO FORM:

Victoria Thomas, City Attorney