

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

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT
TOWN CLERK ALYSSA VANESLER

MEETING DATE AND TIME:

Monday, August 26, 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 Review Meeting Minutes:
 - (a) July 15, 2024, Meeting Minutes
 - 3.2 Review Monthly Financial Reports
- 4. REGULAR AGENDA: Discussion and Possible action on the following**
 - 4.1** Review proposed budget for FY 2024-2025
 - 4.2** Marina Sears – FM 1189 property zoning
 - 4.3** 2024 Brock Hometown Christmas donation
 - 4.4** Whitestone at Brock Sign Permit Application
 - 4.5** Replat Application(s)
 - (a) Country Place
 - 4.6** Town Procedures_Financial Audit Recommendations
 - (a) Review vendor list – routine monthly expenses
 - (b) Accounts payable procedure
 - (c) VISA CommUNITY Card
 - (d) Review of Roads valuation
 - 4.7** Update on Water/Wastewater project - Provenance Engineering

4.8 Violation Issues:

- (a) Brock Place – lights
- (b) Review status of temporary sign permits which have expired

4.9 Status of Verdunity Map Service Project

4.10 Future meeting items and meeting date

- (a) Public Hearing - Adoption of FY 2024-2025 Budget

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, August 23, 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
AUGUST 26, 2024**

Agenda Item 3.1

Title

Meeting Minutes from the July 15, 2024 Commission Meeting

Item Summary

Approval of the meeting minutes from the July 15, 2024 Commission Meeting

Attachments

1. July 15, 2024 Meeting Minutes

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

MAYOR JAY HAMILTON
COMMISSIONER BEN DAVIS
COMMISSIONER DEBBIE SCRIMSHIRE

ATTORNEY WHITT L. WYATT
TOWN CLERK ALYSSA VANESLER

MEETING DATE AND TIME:
Monday, July 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

Mayor Hamilton called the meeting to order at 6:34 p.m. A quorum was present to include Commissioner Ben Davis and Commissioner Debbie Scrimshire. Also present at the meeting: Town Clerk Alyssa Vanesler and via Zoom call, Attorney Whitt Wyatt.

2. INVOCATION AND PLEDGE

Commissioner Scrimshire led the Commission and attendees in the invocation and the 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 Review Meeting Minutes:

- (a) May 20, 2024 Meeting Minutes
- (b) June 17, 2024 Meeting Minutes

Commissioner Davis made a motion to approve Agenda item 3.1(a) and Mayor Hamilton seconded. Commissioner Davis made a motion to approve Agenda item 3.1(b) and Commissioner Scrimshire seconded. Both motions passed 2-0.

3.2 Review Monthly Financial Reports

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

4.1 Financial Audit Presentation

Kim Knox from BMY presented a general overview of the financial audit report. Ms. Knox discussed the question of how the roads became the property of the Town of Brock. Mayor Hamilton said the streets were designated as Town property by default. The Town is responsible for repairing the roads, and we have an Interlocal agreement with Precinct 3 to perform road repairs. Ms. Knox said that per accounting standards, if the roads belong to the Town, we need to reflect the estimated value of what we own. Town Clerk will look into determining the number of square miles of roads in Brock and then contact Precinct 3 to get an estimated per mile average dollar amount. Ms. Knox discussed the basis of accounting; we currently are on a cash basis; BMY reports financials on an accrual basis. The Mayor recommended including an Agenda item at a

future meeting to discuss cash versus accrual basis. Ms. Knox also recommended that the Town have a second person reviewing the monthly bank reconciliations. The Commission agreed to discuss the reconciliation process at a future meeting. In addition, the Commission will work to review recommendations from the Financial Audit report at each upcoming monthly meeting.

Ms. Knox discussed that the next audit should be less in depth and lower in cost than this initial 2-year audit; it will only cover one fiscal year. The next audit can take place as early as the end of October. Ms. Knox concluded that the financial statements are materially correct.

4.2 Seek direction on drafting budget for FY 2024-2025

The Commission recommended changing the format of the budget to identify any variances between actual and budget; if over budget, designate in red, if under budget, designate in black. The Commission also recommended including a financial audit for next year's budget and decreasing the road repair budget by half of the current fiscal year budget.

4.3 Update on Town Hall office/lease and additional desk

Mayor Hamilton signed the lease agreement. The Commission agreed to get rid of the original, used desk that was purchased for the Town Hall but did not fit in the office.

4.4 Resolution – Payment of Routine expenses

Mayor Hamilton signed Resolution No R-2024-004.

4.5 Update on Water/Wastewater project - Provenance Engineering

No discussion. A representative from Provenance Engineering was not in attendance, but the Town Clerk had communicated with Kent Riker prior to the meeting, and he expects to be at the next Commission meeting.

4.6 Violation Issues:

- (a) Brock Place – lights

Commissioner Davis made a motion to Table Agenda item 4.6(a) until the next Commission meeting. Commissioner Scrimshire seconded. The motion to table this agenda item passed 3-0.

4.7 Status of Verdunity Map Service Project

Commissioner Davis made a motion to Table Agenda item 4.7 until the next Commission meeting. Commissioner Scrimshire seconded. The motion to table this agenda item passed 3-0.

4.8 Future meeting items and date

- (a) Public Hearing – Adoption of FY 2024-2025 Budget

The Commission agreed that the next meeting will be held on August 26, 2024. The Commission will review the proposed budget at the August 26th meeting and a public hearing will be held at the September Commission meeting.

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

Commissioner Davis made a motion to adjourn the meeting at 7:49 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, June 14, 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
August 26, 2024

Agenda Item 3.2

Title

Review Town monthly financial reports

Item Summary

Review recent activity of public funds checking account and EOM report.

Attachments

1. Town of Brock-Public Funds checking account activity
2. Monthly Pledging Report

Town of Brock - Public Funds Checking Account

Per Bank Activity:

Beginning Balance (as of May 31, 2024)	\$1,041,984.96
Deposits	\$75.00
Sales Tax Income	
Franchise Tax Income	
Permit Revenue	\$75.00
Disbursements	
Ending Balance (As of June 13, 2024)	<u>\$1,042,059.96</u>

Beginning Balance (as of June 30, 2024)	\$1,061,954.58
Deposits	\$28,215.67
Sales Tax Income	\$28,215.67
Franchise Tax Income	
Permit Revenue	
Disbursements	\$4,464.50
Ending Balance (As of July 12, 2024)	<u>\$1,085,705.75</u>

Beginning Balance (as of July 31, 2024)	\$1,080,410.97
Deposits	\$38,866.07
Sales Tax Income	\$37,795.47
Franchise Tax Income	\$570.60
Permit Revenue	\$500.00
Disbursements	\$2,648.20
Ending Balance (As of August 19, 2024)	<u>\$1,116,628.84</u>

Note: Current Invoices To-Be Paid	Amount	Payment Method
Verdunity Invoice	\$862.50	Check
Wyatt Hamilton Findlay 7.31.24 Invoice	\$1,867.50	ACH
Nextlink Monthly Phone Svc	\$45.80	ACH
Provenance Engineering ARPA Water_WasteWater Invoices	\$66,800.00	Check pending Parker County Advance Funding

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
AUGUST 26, 2024**

Agenda Item 4.1

Title

Review proposed budget for FY 2024-2025

Item Summary

Review draft budget; final budget is anticipated to be presented at a public hearing during the September monthly Commission meeting.

Attachments

1. Draft Budget for FY 2024-2025

EXHIBIT A
TOWN OF BROCK, TEXAS FISCAL YEAR 2024-2025 DRAFT BUDGET

Revenues	BUDGET CURRENT FY 2023- 2024	PROJECTED TOTAL FOR FY 2023-2024	OVER/UNDER	ACTUAL (YTD) October 1, 2023 - July 31, 2024	ESTIMATED August & September 2024	Proposed Budget FY 2024-2025	Comments
Sales & Use Tax	\$306,000.00	\$335,097.25	\$29,097.25	\$271,097.25	\$64,000.00	\$320,000.00	
Franchise Fee	\$88,000.00	\$102,892.53	\$14,892.53	\$77,892.53	\$25,000.00	\$100,000.00	
Mixed Beverage Tax	\$3,000.00	\$3,244.18	\$244.18	\$2,344.18	\$900.00	\$3,000.00	
Permits/Applications/Misc. Revenue	\$3,500.00	\$6,643.92	\$3,143.92	\$5,843.92	\$800.00	\$6,000.00	
ARPA Water/Wastewater Study Grant	\$518,500.00	\$518,800.00	\$300.00	\$315,000.00	\$203,800.00	\$231,200.00	Based on remaining ARPA grant funds per contract
Total Revenues	\$919,000.00	\$966,677.88	47,677.88	\$672,177.88	\$294,500.00	\$660,200.00	
Expenditures	BUDGET CURRENT FY 2023- 2024	PROJECTED TOTAL FOR FY 2023-2024	OVER/UNDER	ACTUAL (YTD) October 1, 2023 - July 31, 2024	ESTIMATED August & September 2024	Proposed Budget FY 2024-2025	Comments
Comprehensive Plan and Map Updates	-\$60,000.00	-\$15,000.00	\$45,000.00	\$0.00	-\$15,000.00	-\$60,000	Same proposed budget as current FY
Insurance/Bond	-\$5,000.00	-\$2,690.74	\$2,309.26	-\$2,294.24	-\$396.50	-\$5,000	Same proposed budget as current FY
Legal/Accounting/Consultants	-\$85,600.00	-\$81,385.58	\$4,214.42	-\$64,885.58	-\$16,500.00	-\$90,000	\$15,000 added for Financial Audit for FY 2024-2025
ARPA Water/Wastewater Study Grant	-\$518,500.00	-\$518,800.00	-\$300.00	-\$315,000.00	-\$203,800.00	-\$231,200.00	ARPA Funded Project
Newspaper publications	-\$1,200.00	-\$1,086.15	\$113.85	-\$786.15	-\$300.00	-\$1,200	Same proposed budget as current FY
Office Expense	-\$37,500.00	-\$24,671.87	\$12,828.13	-\$23,071.87	-\$1,600.00	-\$7,500	Included Town Clerk Independent Contractor Status thru 3/31/24, software subscriptions, office supplies, postage, telephone, County filing fees
Town Clerk	-\$25,000.00	-\$16,394.98	\$8,605.02	-\$10,494.98	-\$5,900.00	-\$39,000	Includes Town Clerk employee wages/taxes
Road/Sign Repairs	-\$130,000.00	-\$237.80	\$129,762.20	-\$237.80	\$0.00	-\$65,000	Half of proposed budget as current FY
Rent/Lease	-\$9,200.00	-\$7,385.00	\$1,815.00	-\$7,385.00	\$0.00	-\$9,200	Town Hall office rent and Brock Community Center (included 5 additional Commission mtgs for possible special mtgs)
Elections	-\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	-\$7,500	Same proposed budget as current FY
Community Events	-\$10,000.00	-\$10,000.00	\$0.00	-\$10,000.00	\$0.00	-\$10,000	Same proposed budget as current FY
Total Expenditures	-\$889,500.00	-\$677,652.12	\$211,847.88	-\$434,155.62	-\$243,496.50	-\$525,600.00	
TOTAL				238,022.26	51,003.50	\$134,600.00	Revenue expected to be greater than Expenditures

\$1,080,410.97 Public Fund Checking Acct Balance as of 7/31/2024
\$51,003.50 Estimated August & September 2024
\$134,600.00 Projected Un-allocated cash reserves for FY 2024-2025
1,215,010.97 Estimated Account Balance for FY 2024-2025

**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 26, 2024**

Agenda Item 4.4

Title

Review sign requests/applications.

Item Summary

Review submitted sign requests and applications.

Attachments

- 1. WhiteStone at Brock**



**TOWN OF BROCK
COMMISSION AGENDA BRIEFING
AUGUST 26, 2024**

Agenda Item 4.5

Title

Review plat application known as The Country Place, Section A.

Item Summary

Review plat application known as The Country Place, including a request to waive groundwater survey

Attachments

1. The Country Place Section A, Preliminary Plat

State of Texas
County of Parker

Whereas Steven Nye and Rachel Nye, being the sole owners of a 11.006 acres tract of land consisting of all of Lot 26R and Lot 27R, The Country Place, Section A, an addition to Parker County, Texas, according to the plat as recorded in Cabinet A, Slide 366, Plat Records, Parker County, Texas; same being a portion of that certain tract of land conveyed to Steven Nye and Rachel Nye in Document No. 202208483, Real Property Records, Parker County, Texas; and being further described by metes and bounds as follows:

The following Bearings, Distances, and/or Areas derived from GNSS observations performed by Texas Surveying, Inc. and reflect N.A.D. 1983, Texas State Plane Coordinate System, North Central Zone 4202 (GRID: US Survey Feet):

BEGINNING at a set 1/2" iron rod with plastic cap stamped "Texas Surveying, Inc." in the west right-of-way of Country Place Road (called 60' wide), being the most southerly corner of Lot 25R, said The Country Place, Section A, for the most easterly corner of said Lot 26R and this tract.

THENCE with the west line of said Country Place Road the following:

Southwesterly along the arc of a curve to the left, having a radius of 519.65 feet, an arc length of 144.52 feet, and whose chord bears S 40°59'59" W 144.05 feet, to a found 1/2" iron rod, for a corner of said Lot 26R and this tract.

Southwesterly along the arc of a curve to the left, having a radius of 637.09 feet, an arc length of 104.71 feet, and whose chord bears S 28°19'27" W 104.59 feet, to a found 1/2" iron rod, being the common east corner of said Lot 26R and said Lot 27R, for a corner of this tract.

S 23°36'58" W 43.40 feet, to a found 1/2" iron rod for a corner of said Lot 27R and this tract.

Southwesterly along the arc of a curve to the left, having a radius of 2671.95 feet, an arc length of 223.08 feet, and whose chord bears S 21°13'25" W 223.02 feet, to a set 1/2" iron rod, being the northeast corner of Lot 26R, said The Country Place, Section A, for the most southerly corner of said Lot 27R and this tract.

THENCE N 61°58'56" W 771.46 feet, to a point on the southeast edge of a 2" steel fence corner post, for the most westerly corner of said Lot 27R and this tract.

THENCE N 19°49'21" E 699.64 feet, with the west line of said Lot 27R and said Lot 26R, to a found 1/2" iron rod, being the most westerly corner of said Lot 25R, for the most northerly corner of said Lot 26R and this tract.

THENCE S 50°10'24" E 893.30 feet, with the common line of said Lot 25R and said Lot 26R, to the POINT OF BEGINNING.

Surveyor's Certificate

Know All Men By These Presents:

That I, Micah Hamilton, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as "set" were properly placed under my personal supervision.

Preliminary: this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Micah Hamilton, Registered Professional Land Surveyor No. 5865
Texas Surveying, Inc. - Weatherford Branch
104 S. Walnut Street, Weatherford, Texas 76086
weatherford@txsurveying.com - 817-594-0400
Project ID: W2406001-RP
Field Date: June 27, 2024
Preparation Date: July 22, 2024

Surveyor's Notes:

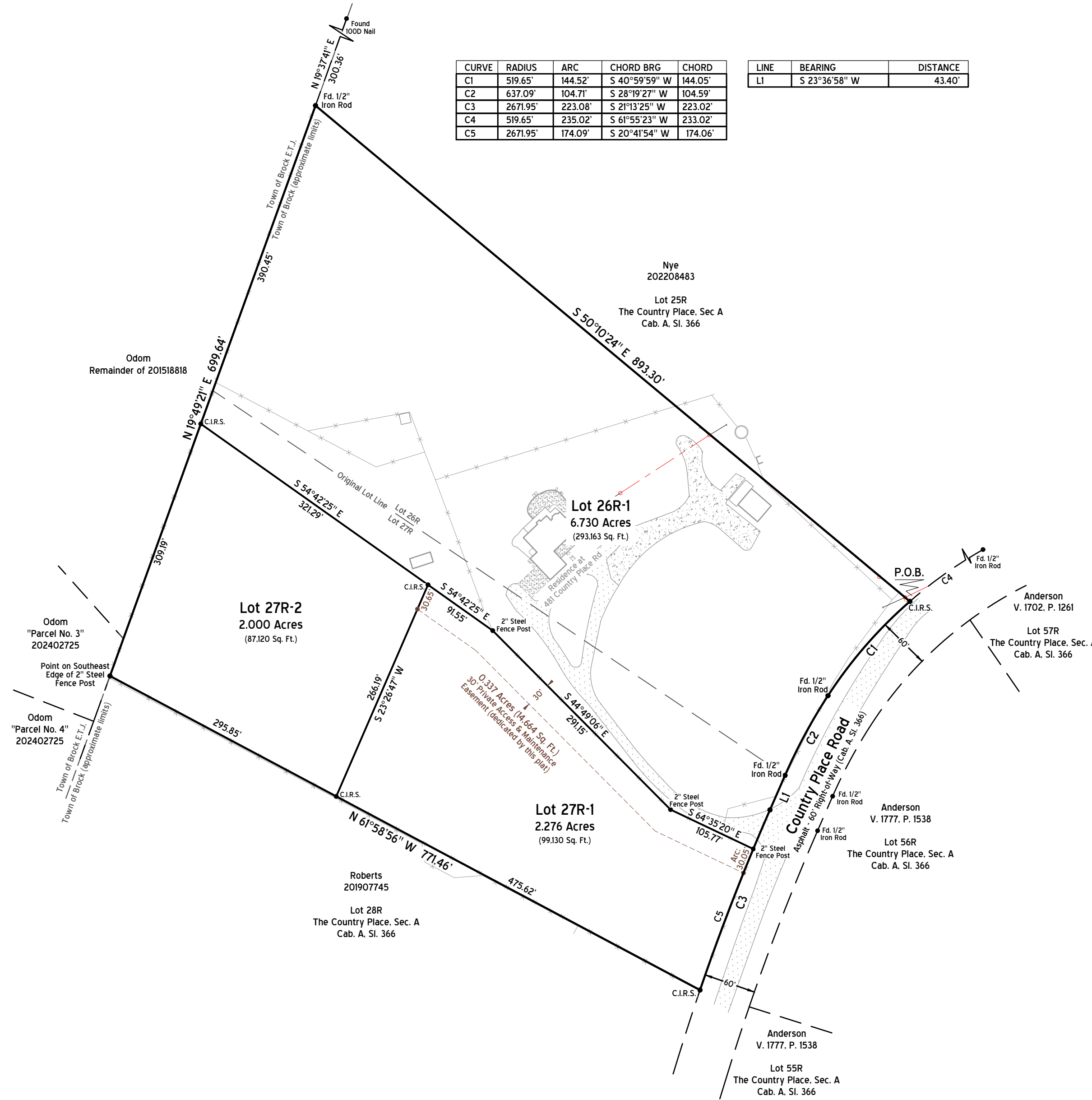
- A) No abstract of title or title commitment was provided to this surveyor. Record research performed by this surveyor was made only for the purpose of determining the boundary of this property and of the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property.
- B) Currently this tract appears to be located within one or more of the following areas:
Other Areas of Flood Hazard, Zone "X" - Areas of minimal flood hazard
according to the F.I.R.M. Community Panel Map No. 48367C0375E, dated September 26, 2008; for up to date flood hazard information always visit the official F.E.M.A. website at FEMA.gov.
- C) Bearings, Distances, and/or Areas derived from GNSS observations and reflect N.A.D. 1983, Texas State Plane Coordinate System, North Central Zone 4202 (Grid - US Survey Feet).
- D) Underground utilities were not located during this survey. Call 811 and/or Utility Providers before excavation or construction.
- E) Before construction please consult all applicable governing entities regarding rules & regulations, that may affect construction on this property, (i.e. architectural control committee, municipal departments, home owners assoc., etc.)
- F) All property corners are points, unless otherwise noted.

Town of Brock Notes:

- 1) Special notice: selling a portion of this addition by metes and bounds is a violation of city ordinance, and is subject to fines.
- 2) At time of plat, this tract appears to lie within the limits of the Town of Brock.
- 3) Sanitary sewer is to be provided by on-site septic facilities.
- 4) Water is to be provided by private water well.
- 5) This plat represents property which has been platted without a groundwater certification as prescribed in the Texas Local Government Code, Section 232.0032. Buyer is advised to question the seller as to the availability.
- 6) Lots shown hereon require reflective address numbers, visible from the public road during the day and night.
- 7) A private contractor recommended an 18" culvert to be installed at the end of the driveway. At the time of this plat, the culvert was not installed.
- 8) The nearest driveway distance is 14' from the proposed shared access easement listed on this plat document.
- 9) The waiver for a groundwater study was approved by the Town of Brock Committee on August _____, 2024.

CURVE	RADIUS	ARC	CHORD BRG	CHORD
C1	519.65'	144.52'	S 40°59'59" W	144.05'
C2	637.09'	104.71'	S 28°19'27" W	104.59'
C3	2671.95'	223.08'	S 21°13'25" W	223.02'
C4	519.65'	235.02'	S 61°55'23" W	233.02'
C5	2671.95'	174.09'	S 20°41'54" W	174.06'

LINE	BEARING	DISTANCE
L1	S 23°36'58" W	43.40'



Now, Therefore, Know All Men By These Presents:

that Steven Nye and Rachel Nye, acting herein by and through its duly authorized officer(s), do(es) hereby adopt this plat designating the herein above described property as Lots 26R-1, 27R-1 and 27R-2, The Country Place, Section A, an addition to the Town of Brock, Parker County, Texas; and do(es) hereby dedicate to the public's use the streets, rights-of-way and easements shown thereon.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of Parker County, Texas.

Witness, my hand, this the _____ day of _____, 2024.

By:

Steven Nye (Owner)

Rachel Nye (Owner)

State of Texas
County of _____

Before me, the undersigned authority, a notary public in and for the State of Texas, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed, on behalf of said entities and in the capacities stated.

given under my hand and seal of office on this the _____ day of _____, 2024.

Notary Public in and for the State of Texas

State of Texas
County of _____

Before me, the undersigned authority, a notary public in and for the State of Texas, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed, on behalf of said entities and in the capacities stated.

given under my hand and seal of office on this the _____ day of _____, 2024.

Notary Public in and for the State of Texas

Town of Brock
Parker County, Texas

Certificate of Acceptance by the Town Commission:

Accepted by the Town Commission of the Town of Brock:

Mayor, Town of Brock _____ Date: _____, 2024.

The undersigned, Notary Public of the State of Texas, hereby certifies that the foregoing final plat of Lots 26R-1, 27R-1 and 27R-2, The Country Place, Section A, an addition to the Town of Brock, Parker County, Texas was submitted to the Town Commission on the _____ day of _____, 2024, and the Town Commission by formal action then and there accepted the dedication of streets, alleys, easements and public places as shown and set forth in and upon said map of plat, and said Town Commission further authorized the Mayor to note the acceptance thereof by signing his/her name as herein above subscribed.

Witness my hand this _____ day of _____, 2024.

Revision of Plat Lots 26R-1, 27R-1 and 27R-2 The Country Place, Section A an addition to the Town of Brock, Parker County, Texas

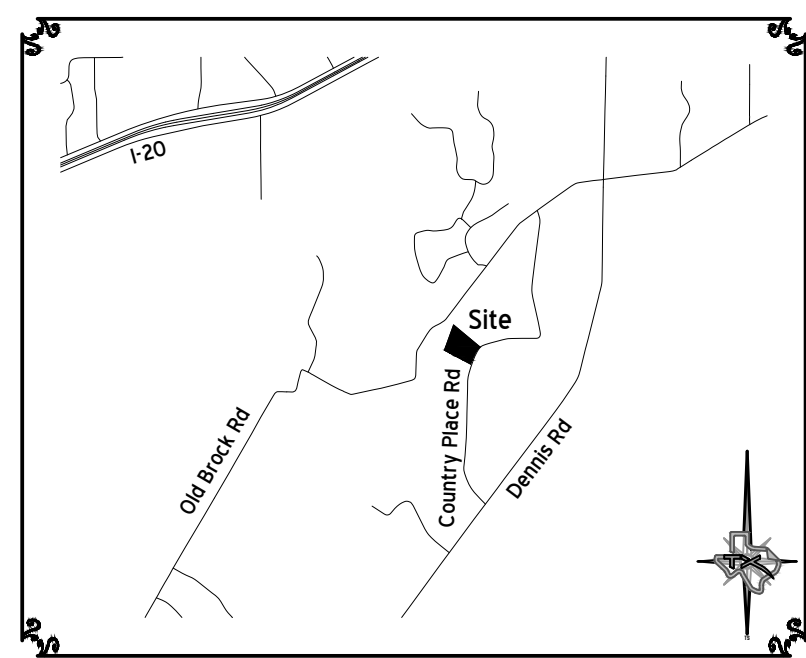
Being a 11.006 acres tract of land, said tract being all of Lot 26R and Lot 27R, The Country Place, Section A, an addition to the Town of Brock, Parker County, Texas, according to the plat as recorded in Cabinet A, Slide 366, Plat Records, Parker County, Texas

August 2024
WEATHERFORD BRANCH - 817-594-0400
TEXAS SURVEYING
INC.
FIRM No. 10100000 - WWW.TXSURVEYING.COM

1" = 100'

Surveyor:
Micah Hamilton, R.P.L.S.
104 S. Walnut St
Weatherford, TX, 76086
817-594-0400

Owner:
Steven & Rachel Nye
481 Country Place Rd
Weatherford, TX 76087



Vicinity Map (1" = 5,000')

Reserved for
Parker County Clerk

Plat Cabinet _____ Slide _____

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 26, 2024

Agenda Item 4.6

Title

Town Procedures

Item Summary

Review town procedures as addressed in the Financial Audit

Attachments

1. Vendor List for payables
2. Accounts payable procedure
3. VISA CommUNITY Card

TOWN OF BROCK

DRAFT Accounts Payable Procedures

A. Documentation:

- Documentation, such as invoices, agreements, contracts, and requests, must sufficiently describe the purpose of the disbursement.
- Documentation must identify the payee's name and address.
- Documentation for disbursements must be retained electronically on the Town's shared drive.

B. Approval for Payment:

- Per Resolution No. R-2024-004, the Town Commission has granted the authority to the Town Administrator to review and pay routine monthly expenses on behalf of the Town.
 - Routine monthly expenses include rent, phone, internet and utilities, Texas Municipal League Town membership dues, Town insurance policy premiums.
- Office supplies can be purchased by the Town Clerk, with a monthly amount limited to \$150. Any office supply purchases over \$150 will require advance approval from the Town Commission.
- Payroll payments are processed by the Town Clerk, followed by an email to the Commission which includes the Paycheck Stub detail and Timesheet.
- All other expenses require advance approval from the Commission before each expense is incurred.

C. Processing payments:

- Each invoice must be reviewed to ensure accuracy of charges.
- All non-routine invoices will be listed on a monthly Public Checking Account roster and included in each month's Agenda Packet for the Commission to review.
 - Invoices are to be paid after the Commission's review at the monthly Commission meeting.
 - For payments made via check, the Town Clerk prepares checks and takes them to the next monthly Commission meeting for the Mayor's signature.
 - Payments made via ACH are to be tracked by the Town Clerk on the banking website. All ACH exceptions will be resolved by the Town Clerk.

- The Town Clerk ensures that each expense is entered into the QuickBooks Bank Register and uploads all documentation into the Shared Drive once the Reconciliation process is completed.
- Town Clerk reviews budget to ensure adequate funds are available.

Business Card Details

Benefits/Services

- Visa Spend Clarity - online tool that allows you to access and track card transaction data, helping you manage your cash flow more efficiently and make more informed decisions about your expenses
- Zero fraud liability protection for unauthorized use of your account
- Emergency card replacement if you lose your wallet while traveling
- Mobile payment capability for added convenience
- Free online expense reporting tools
- Account and Transaction Notifications

Billing Options

- **Central Bill** - Authorized Officer receives one monthly statement that lists all of the employee cardmember transactions and is responsible for making the payment
- **Central Bill with Memo Statement** - Authorized Officer receives one monthly statement that lists all of the employee cardmember transactions and is responsible for making the payment; each employee cardmember receives a memo statement detailing their individual transactions
- **Individual Bill** - each employee cardmember receives their own monthly statement which they are responsible for paying (*not available for Company and Community cards*)

Employee Cards

- Employee cards can be requested at time of application or after the account is established
- Employee credit limits can be set by the Authorized Officer
- Authorized Officer determines whether cardmember has cash access

Underwriting Guidelines

Small business cards:

- New applications with credit limits up to \$50,000
- Completed application only. No financials required.
- New applications with credit limits of \$50,001 and up
- Completed Application
- \$50,001 to \$100,000 - most recent fiscal year's financial statements or tax returns required
 - If most recent full year financials statements are more than 5 months old, include interim Income Statement & Balance Sheet
- \$100,001 to \$500,000 - most recent 2 years of third-party prepared financial statements or tax returns required
 - If most recent third-party prepared statements are more than 5 months old, include interim Income Statement & Balance Sheet
- Credit limit is based on Authorized Officer's Credit Bureau Report and Score, the Business Credit Report and Score and financial statement review. Credit Reports are not pulled on employee cardmembers.
- All Small Business Cards offer Joint and Several Liability (the Company and Authorized Officer are liable for repayment)

Company card application requirements:

- Completed Application*
- Proof of Incorporation, LLC, LLP or LP
- Minimum \$5 million in annual net sales, for each year of financials/tax returns required
- Established minimum 2 years
- Established credit history (greater than 1 year preferred)

Anticipated Monthly Spend

- \$25,000 to \$50,000 - most recent years' third-party prepared financials or tax returns required
 - If most recent full year financials statements are more than 5 months old, include interim Income Statement & Balance Sheet
- \$50,001 to \$500,000 - most recent 2 years of third-party prepared financial statements (in order of preference):
 - Audited Statements OR
 - Reviewed Statements OR
 - Compiled Statements OR
 - Company's Tax Returns
- If most recent full year financials statements are more than 5 months old, include interim Income Statement & Balance Sheet

Community card application requirements:

- Completed Application*
 - Proof of Nonprofit 501c3/c4 or Municipality status
 - Established minimum 2 years
 - Established credit history (greater than 1 year preferred)
- #### Anticipated Monthly Spend
- \$500 to \$50,000 - most recent fiscal year-end financials (Income Statement & Balance Sheet) or tax return required
 - \$50,001 to \$500,000 - most recent 2 years of third-party prepared financial statements (in order of preference):
 - Audited Statements OR
 - Reviewed Statements OR
 - Compiled Statements OR
 - Organization's Tax Returns
 - If most recent full year financials statements are more than 5 months old, include interim Income Statement & Balance Sheet
- Nonprofits (501c3/c4) may include: religious organizations, educational institutions, cultural groups, social services and foundations
 - Municipalities may include: school districts, small municipalities, city or county offices, fire, police, sheriff departments, and public housing administrations

IMPORTANT PHONE NUMBER FOR CARDMEMBERS
<p>Cardmember Service (Business) 866.552.8855</p>
IMPORTANT CONTACT INFORMATION FOR BRANCH EMPLOYEES
<p>Client Services 800.523.5354, option 4 clientservices@elanfs.com</p>
<p>Relationship Support Team 800.523.5354, option 2, then 1 relationshipsupportteam@elanfs.com</p>
<p>Card Underwriting 800.523.5354, option 2, then 2 underwriting@elanfs.com (Business Fax) 866.509.6772</p>

*Please refer to the Application Checklists on the Company and COMMUNITY applications for details on what needs to be included for an application to be considered complete.

Business Card Product Reference Guide









VISA

Visa® Business Cash Preferred Card
 Visa® Business Real Rewards Card
 Smart Business Rewards Visa® Card
 Visa® Business Card
 Visa® Business Company Card
 Visa® COMMUNITY Card

FOR INTERNAL USE ONLY. DO NOT DISTRIBUTE.

Business Card Product Reference Guide

<input type="checkbox"/> Small To Medium Size Businesses Less than \$5 million Annual Net Sales	<input type="checkbox"/> Small To Large Size Businesses	<input type="checkbox"/> Medium To Large Size Businesses \$5 million or more Annual Net Sales	<input type="checkbox"/> Nonprofits (501c3/c4) and Municipalities		
Visa® Business Cash Preferred Card	Visa® Business Real Rewards Card	Visa® Business Card	Smart Business Rewards Visa® Card	Visa® Business Company Card	Visa® CommUNITY Card
 <ul style="list-style-type: none"> • Triple cash back for your business 	 <ul style="list-style-type: none"> • Earn 1.5X rewards with no limits 	 <ul style="list-style-type: none"> • Extended low intro rate 	 <ul style="list-style-type: none"> • 2X rewards in top 2 categories 	 <ul style="list-style-type: none"> • No personal guarantor • Consolidated statements • Dedicated account manager 	 <ul style="list-style-type: none"> • No personal guarantor • Consolidated statements
Minimum Requirements <ul style="list-style-type: none"> • Authorized Officer must be at least 18 years of age, have a U.S. address and a Social Security number • No minimum time in business requirement 	Minimum Requirements <ul style="list-style-type: none"> • Authorized Officer must be at least 18 years of age, have a U.S. address and a Social Security number • No minimum time in business requirement 	Minimum Requirements <ul style="list-style-type: none"> • Authorized Officer must be at least 18 years of age, have a U.S. address and a Social Security number • No minimum time in business requirement 	Minimum Requirements <ul style="list-style-type: none"> • Authorized Officer must be at least 18 years of age, have a U.S. address and a Social Security number • No minimum time in business requirement 	Minimum Requirements <ul style="list-style-type: none"> • Minimum \$5 million in annual net sales, for each year of financials/tax returns • Proof of Incorporation, LLC, LLP or LP • Financial statements or tax returns • Must pay balance in full each month • Established a minimum of 2 years 	Minimum Requirements <ul style="list-style-type: none"> • Proof of nonprofit 501c3/c4 or municipality status • Financial statements or tax returns • Must pay balance in full each month • Established a minimum of 2 years
Credit Limit <ul style="list-style-type: none"> • Up to \$500,000 	Credit Limit <ul style="list-style-type: none"> • Up to \$500,000 	Credit Limit <ul style="list-style-type: none"> • Up to \$500,000 	Credit Limit <ul style="list-style-type: none"> • Up to \$500,000 	Credit Limit <ul style="list-style-type: none"> • \$25,000 to \$500,000 	Credit Limit <ul style="list-style-type: none"> • \$500 to \$500,000
Annual Fee <p>No annual fee</p>	Annual Fee <p>No annual fee</p>	Annual Fee <p>No annual fee</p>	Annual Fee <p>\$0 introductory annual fee for the first year, then \$95 after that</p>	Annual Fee <ul style="list-style-type: none"> • Non-Rewards: No annual fee • Rewards: \$99 	Annual Fee <ul style="list-style-type: none"> • Non-Rewards: No annual fee • Rewards: \$99
Bonus Offer <ul style="list-style-type: none"> • \$25 cash back awarded after first purchase 	Bonus Offer <ul style="list-style-type: none"> • 2,500 bonus points (\$25 cash back) awarded after first purchase 	Bonus Offer <p>N/A</p>	Bonus Offer <ul style="list-style-type: none"> • 20,000 bonus points (\$200 cash back) after \$500 is spent in the first 90 days 	Bonus Offer <p>N/A</p>	Bonus Offer <p>N/A</p>
Earning Rewards <ul style="list-style-type: none"> • 3% cash back on eligible purchases at gas and EV charging stations, cell phone service providers, office supply stores and on dining, including takeout and restaurant delivery • 1% cash back on all other eligible purchases • No limit on the total cash back earned 	Earning Rewards <ul style="list-style-type: none"> • 1.5X points per \$1 spent on all eligible purchases • No caps or limits on total points earned 	Earning Rewards <p>N/A</p>	Earning Rewards <ul style="list-style-type: none"> • 2X points per \$1 spent in top two spend categories each month – automatically • 1X points monthly per \$1 spent on all other eligible purchases • No caps or limits on total points earned 	Earning Rewards <ul style="list-style-type: none"> • Optional rewards program • 1 point per \$1 spent on all eligible purchases • No caps or limits on total points earned • A non-rewards Company Card is also available 	Earning Rewards <ul style="list-style-type: none"> • Optional rewards program • 1 point per \$1 spent on all eligible purchases • No caps or limits on total points earned • A non-rewards CommUNITY Card is also available
Redeeming Rewards <ul style="list-style-type: none"> • Cash Back 	Redeeming Rewards <p>Choice of:</p> <ul style="list-style-type: none"> • Cash Back • Merchandise • Gift Cards • Travel 	Redeeming Rewards <p>N/A</p>	Redeeming Rewards <p>Choice of:</p> <ul style="list-style-type: none"> • Cash Back • Merchandise • Gift Cards • Travel 	Redeeming Rewards <p>Choice of:</p> <ul style="list-style-type: none"> • Cash Back • Merchandise • Gift Cards • Travel 	Redeeming Rewards <p>Choice of:</p> <ul style="list-style-type: none"> • Cash Back • Merchandise • Gift Cards • Travel

TOWN OF BROCK
COMMISSION AGENDA BRIEFING
August 26, 2024

Agenda Item 4.8

Title

Violation Issues

Item Summary

Review current violation issues, to include temporary sign permits which have expired.

Attachments

- Brock Place - lights
- DreamWorx
- RTB Custom Homes
- The McGuire Team







