

**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, November 20, 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**

**2. INVOCATION AND PLEDGE**

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

**3.1 Sign Applications:**

- (a) Brock Liquor
- (b) Chef's Pantry
- (c) Eagle Eye Center

**3.2 New Commercial Site Plan – Josh Harendt**

**3.3 Issue Certificates of Election, Administer Oaths of Office and Receive Statements of Officers** for elected officers in relation to General Election for the Mayor and two (2) Commissioners for the Town of Brock.

**3.4 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING:** Discuss amending the comprehensive zoning ordinance by amending the off-street parking regulations and providing for variances to off-street parking regulations in certain districts.

**3.5 TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING:** Discuss an Ordinance establishing a permitting requirement for mobile food vendors

**3.6 Brock Hometown Christmas**

**3.7 Review RFQ for audit services received**

**3.8 Master Fee Schedule.**

**3.9TABLED FROM THE 10/16/23 TOWN COMMISSION MEETING:** Discuss fire certification of occupancy inspection.

**3.10 Approve Meeting Minutes from October 16, 2023 Commission Meetings.**

**3.11 Approval of Invoices for Payment:**

- (a) Legal Services – WHF Invoice #209 (\$3,803.75)
- (b) Nextlink monthly phone service – 11/6/23 Invoice (\$42.39)
- (c) Filing Fee w/ County Clerk office for Annual Budget and Semler Annexation (\$108)
- (d) Bureau Veritas Invoice (\$76.92)

**3.12 Review Town checking account deposits/disbursements**

**3.13 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.

**6.1** Texas Government Code 551.071(2) - Discuss zoning on 933 FM 1189

**6.2** Texas Government Code 551.071(2) - Discuss sign ordinance and building codes

Discuss and consider action following executive session.

**7. ADJOURN**

### **CERTIFICATION**

I hereby certify that the above notice of meeting was posted on or before Friday, November 17, 2023, prior to 6:30 p.m. at the Brock Community Center, 2115 FM 1189 Brock Texas 76087 and at Brock Town Hall, 2451 FM 1189, Brock, Texas 76087.

Alyssa Vanesler  
Alyssa Vanesler  
Town Clerk

### **ACCESSIBILITY STATEMENT**

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

**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
November 20, 2023**

**Agenda Item 3.1**

**Title**

Sign Permit applications for three new businesses in Town of Brock

**Item Summary**

Review and consider approval of the attached Sign Permit Applications for:

- (1) Brock Liquor – Front of store channel letters sign & refacing monument sign
- (2) Chef's Pantry – Temporary Banner sign, Monument Sign on the north side of the property, and small hanging sign above doors.
- (3) Eagle Eye Center

**Attachments**

1. Brock Liquor Sign Permit Application
2. Chef's Pantry Sign Permit Application
3. Eagle Eye Center Sign Permit Application



DiscountLED

11261 Harry Hines Blvd #A 120 Dallas,  
TX 75229 | (833) 347-2533

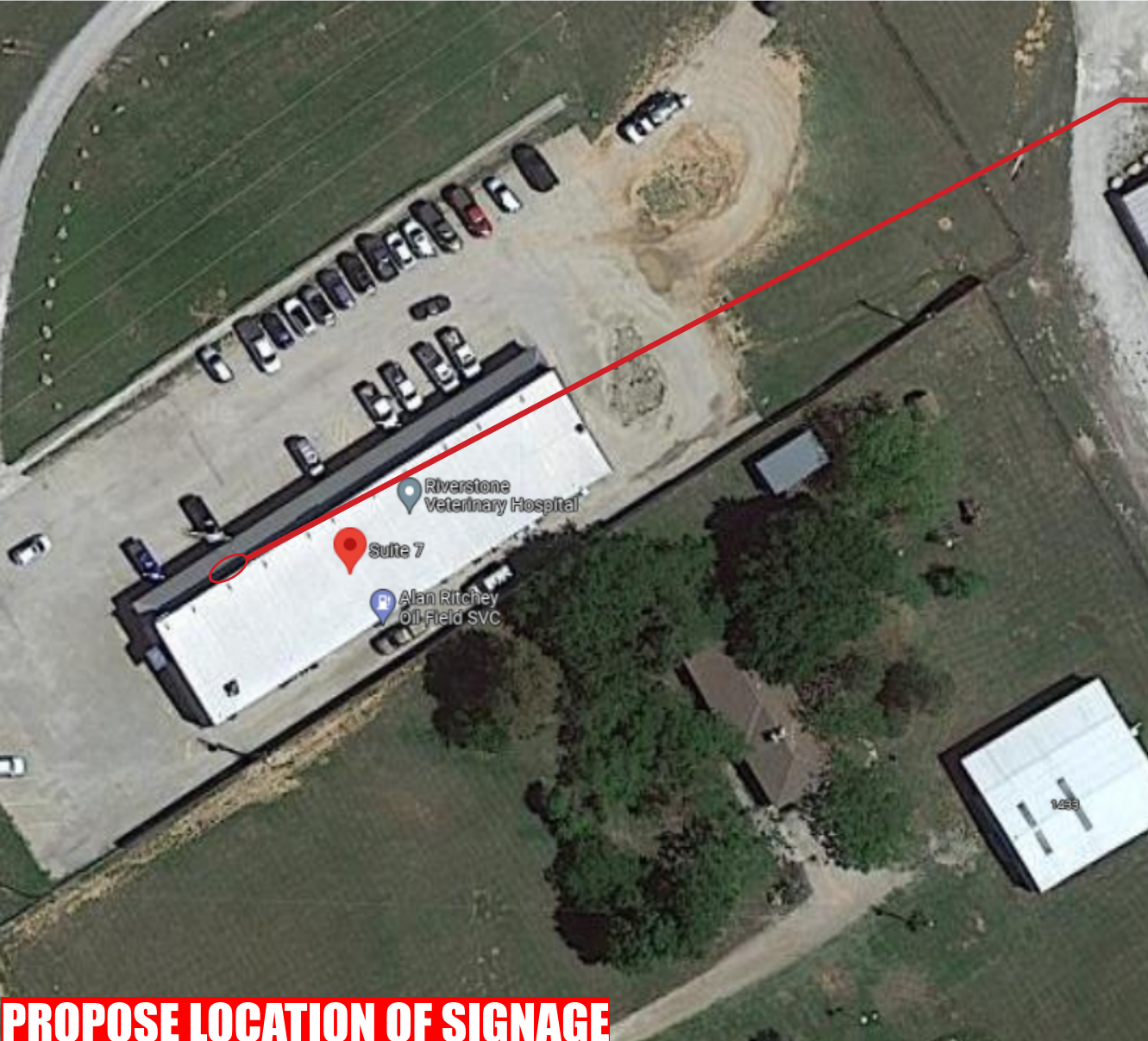
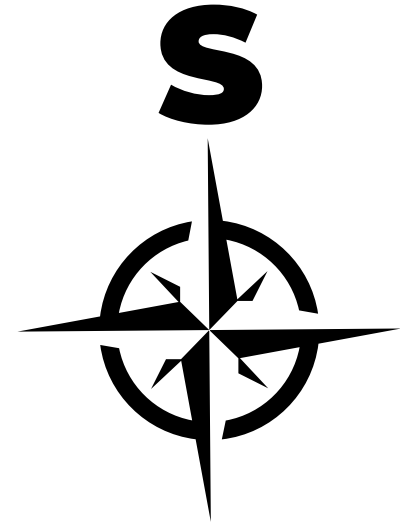
# Front Store Channel Letter Sign BROCK LIQUORS

Address:

1421 FM1189, Suite 7, Brock,  
TX 76087



SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S).  
INSTALL IN ACCORDANCE WITH ARTICLE 600 OF  
NATIONAL ELECTRIC CODES.



**PROPOSE LOCATION OF SIGNAGE**

## LANDLORD APPROVAL

The undersigned consent to the installation and maintenance of this sign on my property in accordance with the agreement between Discount LED LLC. and my tenant(s) and extensions, renewals or modifications thereof

Property Owner / Authorized Agent :

Date :

## DESIGN, SPECIFICATION, & COLOR APPROVALS

The drawing is the property of Discount LED LLC. and all right to its reproduction are reserved by Discount LED LLC

Customer :

Date :

DiscountLED

11261 Harry Hines Blvd #A 120 Dallas,  
TX 75229 | (833) 347-2533

# Front Store Channel Letter Sign BROCK LIQUORS

Address:

1421 FM1189, Suite 7, Brock,  
TX 76087

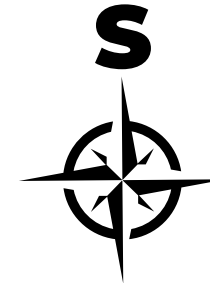
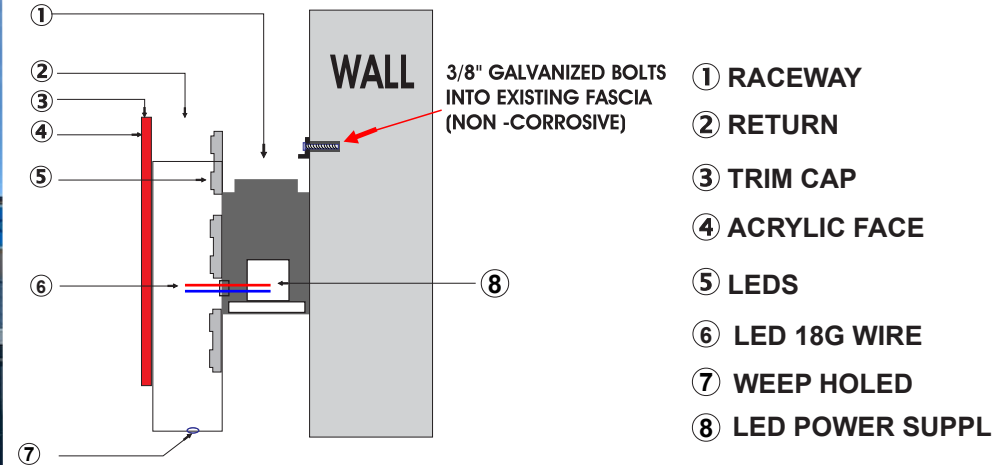


SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S).  
INSTALL IN ACCORDANCE WITH ARTICLE 600 OF  
NATIONAL ELECTRIC CODES.

PROPOSED



## LED CHANNEL LETTER ON RACEWAY



EXISTING



NV



### LANDLORD APPROVAL

The undersigned consent to the installation and maintenance of this sign on my property in accordance with the agreement between Discount LED LLC. and my tenant(s) and extensions, renewals or modifications thereof

Property Owner / Authorized Agent :

Date :

### DESIGN, SPECIFICATION, & COLOR APPROVALS

The drawing is the property of Discount LED LLC. and all right to its reproduction are reserved by Discount LED LLC

Customer :

Date :



DiscountLED

11261 Harry Hines Blvd #A 120 Dallas,  
TX 75229 | (833) 347-2533

# PYLON SIGN DOUBLE SIDED REFACING BROCK LIQUORS

Address:

1421 FM1189, Suite 7, Brock,  
TX 76087



SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S).  
INSTALL IN ACCORDANCE WITH ARTICLE 600 OF  
NATIONAL ELECTRIC CODES.

**SIGN  
A**



**PROPOSE LOCATION OF SIGNAGE**

## LANDLORD APPROVAL

The undersigned consent to the installation and maintenance of this sign on my property in accordance with the agreement between Discount LED LLC. and my tenant(s) and extensions, renewals or modifications thereof

Property Owner / Authorized Agent :

Date :

## DESIGN, SPECIFICATION, & COLOR APPROVALS

The drawing is the property of Discount LED LLC. and all right to its reproduction are reserved by Discount LED LLC

Customer :

Date :

DiscountLED

11261 Harry Hines Blvd #A 120 Dallas,  
TX 75229 | (833) 347-2533

## PYLON SIGN DOUBLE SIDED REFACING BROCK LIQUORS

Address:

1421 FM1189, Suite 7, Brock,  
TX 76087

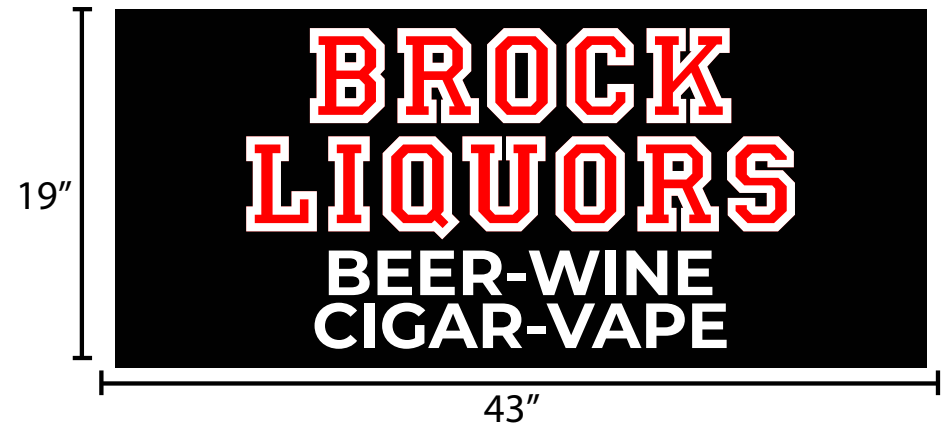


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INSTALL IN ACCORDANCE WITH ARTICLE 600 OF  
NATIONAL ELECTRIC CODES.

PROPOSED



EXISTING



### LANDLORD APPROVAL

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Property Owner / Authorized Agent :

Date :

### DESIGN, SPECIFICATION, & COLOR APPROVALS

The drawing is the property of Discount LED LLC. and all right to its reproduction are reserved by Discount LED LLC

Customer :

Date :





LOCAL FOOD MERCHANTS

SINCE 2023

*Chef's Pantry*

1891 FM 1189  
BROCK TX

WINE & CRAFT BEER • GRAB AND GO





LOCAL FOOD  
MERCHANTS



FINE WINE &  
CRAFT BEER



GRAB AND GO



1189 FM 1189 • BROCK TX





#### DESCRIPTION

ALUMINUM  
PAINTED LETTERS  
STUD MOUNTED  
TO ALUMINUM  
BACKER PANEL

BACKER PANEL  
ATTACHED TO  
BUILDING WITH  
BLUE TAPCON  
SCREWS

#### COLOR SPECIFICATIONS



PMS 108



PMS 2768



WHITE



501 EAST KIMBLE BL. SUITE 200  
WICHITA, KS 67201



OWNER: EAGLE EYE CARE	DATE: 1/1/2018		<small>ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM WEATHERFORD SIGN CO.</small>
ADDRESS: 106	DATE: 1/1/2018		
LOCATION: 106	DATE: 1/1/2018		





All Adventures RV

1189

Brock-Dennis Fire  
ESD 9 Station 1

Eagle Eye Care -  
Temporary Banner  
(60 days maximum)

Comfort Kitchen To Go  
American

Parker County Precinct 3

Brock Family Dental

Eagle Eye Care -  
Exterior Signage

Eagle Eye Care -  
Monument Signage

1189

Clearfork Pharmacy

Mr Jims Pizza  
Pizza Delivery • S.

1189

Google



**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
September 18, 2023**

**Agenda Item 3.2**

**Title**

New Commercial Site Plan – Brock Crossing

**Item Summary**

Review preliminary site plan for a business/retail center, located at Brock Spur and Quannah Hill

**Attachments**

1. Application for Zoning and Land Development



## TOWN OF BROCK APPLICATION FOR ZONING AND LAND DEVELOPMENT

PLATS	ZONING	DEVELOPMENT PLAN APPROVAL
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change	<input checked="" type="checkbox"/> Preliminary Site Plan
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Replat/Amended Plat	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Subdivision variance	<input type="checkbox"/> Zoning Variance	

Submittal Date: 11/16/23 Address (if assigned): TBD Quanah Hill, Millsap, TX 76087  
Legal description of subject property (metes & bounds must be described on an attached sheet)  
Lot Number 1 Number of Lots: 1 Block 1 Name of Addition Brock Crossing  
Gross Acreage: 2 Present Zoning Classification: General # of New Street Intersections: 2

I hereby certify that the information in this application is true and correct to the best of my knowledge.

### PROPERTY OWNER: (Required)

Name: (printed) Brock Futurity Group, LLC.

Address: Po Box 225

City: Dennis State: TX

Zip: 7604397

Signature: [Signature]

Contact: Josh Harendt

Phone: 817-888-7660

Email: brockfuturitygroup@gmail.com

See ***Town of Brock Master Fee Schedule***. All reasonable fees and/or costs, which are required by the City of Brock for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

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**City Use Only**

Project #: \_\_\_\_\_ Completed Application Received on: \_\_\_\_\_

Fees Collected: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Project #: \_\_\_\_\_

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*All Plat and Zoning applications, including Conditional Use Permits (CUPs), are subject to administrative review for completeness. Only complete applications will be considered filed and eligible to be scheduled for public hearing and consideration by the Town Commission.*

*All public hearings will be opened, and testimony given by applicants and all interested persons.*

*Any changes to a site plan (no matter how minor or major) approved in connection with a Conditional Use Permit (CUP) are required to be approved by the Town Commission through the public hearing process.*

**I HAVE READ AND UNDERSTAND THE REQUIREMENTS AS SET FORTH BY THE APPLICATION FOR AND ACKNOWLEDGE THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT AND THAT ALL REQUIREMENTS OF THIS APPLICATION HAVE BEEN MET AT THE TIME OF SUBMITTAL.**

Applicant's Signature

11/16/23

Date

Josh Harendt

Applicant's Name (Print)

Owner's Signature (If different)

Date

Owner's Name (Print)



## II. GENERAL:

Name of Addition: N/A  
Applicant: Brock Futurity Group, LLC.  
Property Owner(s): Joshua Harendt, Gregory Bratton, Steve Baldridge  
Location of Addition: Southeast corner of Quanah Hill & Brock Spur

## II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

- ☐ Preliminary Plat Application (original signatures)
- ☐ Preliminary Plat Drawing (5 paper copies & 1 digital)
- ☐ Preliminary Drainage Analysis (5 paper copies & 1 digital)
- ☐ Concept Construction Plan (5 paper copies & 1 digital)
- ☐ Tree Survey
- ☐ Location and Dimensions of Existing Structures
- ☐ Sectionalizing or Phasing of Plats
- ☐ Zoning Classification of All Properties Shown on the Plat
- ☐ Dimensions of all Proposed or Existing Lots
- ☐ Location of 100-year Flood Limits Where Applicable
- ☐ Underground water study

## III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- ☐ Final Plat Application (original signatures)
- ☐ Final Plat Drawing (5 paper copies & 1 digital)
- ☐ Drainage Study (5 paper copies & 1 digital)
- ☐ Submit 1 mylar copy and 1 paper copy from county filing
- ☐ Written Metes and Bounds Description
- ☐ Dimensions of All Proposed or Existing Lots
- ☐ Area in acres for each lot
- ☐ Any Existing Structures which Encroach and Setback Lines
- ☐ Parker County Tax Certificate
- ☐ Plans for all water & sewer lines
- ☐ Plans for fire hydrants
- ☐ Plans for all proposed streets and sidewalks

- \_\_\_ Location and Dimensions of Public Use Area
- \_\_\_ Graphic Scale of Not Greater than 1" =200'
- \_\_\_ All Existing and Proposed Street Names
- \_\_\_ Dimensions of All Existing and Proposed Right-of-way as Specified on Master Thoroughfare Plan
- \_\_\_ Subdivision Boundary in Bold Lines
- \_\_\_ Subdivision Name
- \_\_\_ Title Block Identifying Plat Type
- \_\_\_ Key Map at 1" =200'
- \_\_\_ Surveyor's Certification of Compliance
- \_\_\_ Texas NAD83 State Plane Coordinates (Grid) (at least 2 comers)
- \_\_\_ Show relationship of plat to existing "water, sewage, and drainage."

## **VII. ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS**

- A. A written and notarized statement describing the minimum Improvements which the subdivider agrees to provide, conditional upon Town Commission approval of the final plat.
- B. A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner or owners (original and one copy)
- C. A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property (if applicable).

PLEASE NOTE: After staff approval, additional paper copies may be required for review by the Town Commission.



Please direct questions to the Town Clerk: [townclerk@brocktx.net](mailto:townclerk@brocktx.net) or (817) 396-5333

Delivery and Correspondence Address (Please schedule an Appointment)

2451 FM 1189 Ste B  
Brock, TX. 76087



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

Quanah Hill Road

N67°13'37"E  
181.67'

Asphalt Pavement

Brock Spur

PRO 58" IR

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

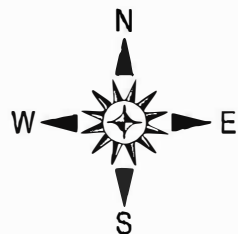
S27°35'30"E  
289.16'

REMAINDER BLACKBURN RANCHES LLC  
INSTRUMENT NUMBER 202112298  
O.P.R.P.C.T.

Δ 7°59'25"  
R 1840.74'  
L 256.70  
T 128.56  
Ch B N20°09'47"W  
Ch L 256.49'

S66°47'20"W  
350.55'

REMAINDER BLACKBURN RANCHES LLC  
INSTRUMENT NUMBER 202112298  
O.P.R.P.C.T.



GRAPHIC SCALE 1"=30'  
30 0 30 60

**B**  
**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-10998  
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

USE OF THIS ELECTRONIC SEAL/SIGNATURE  
AUTHORIZED BY ROGER W. HART, S.P.L.S.  
TEXAS REGISTRATION NO. 4484

Revised 07/17/23



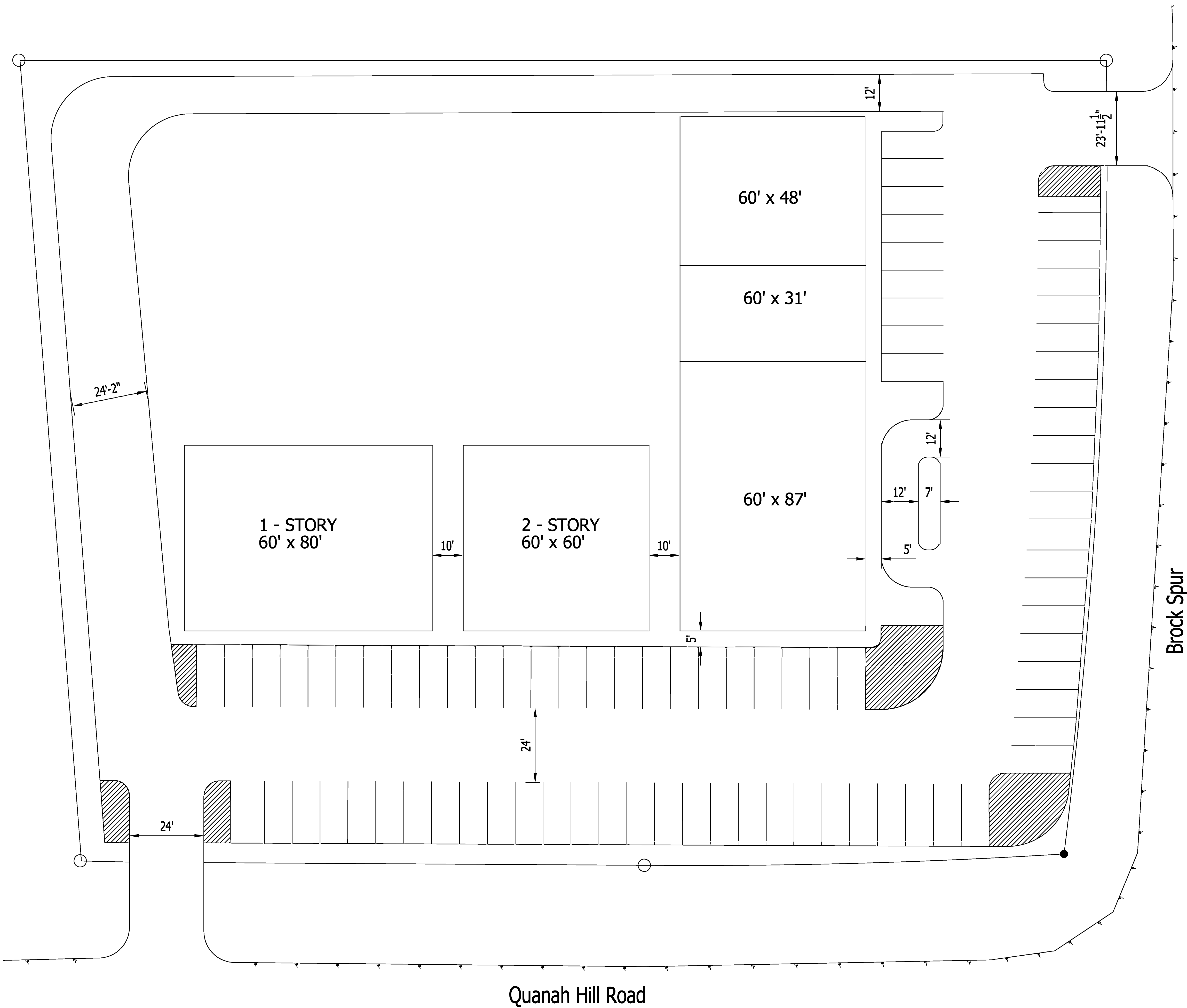
Notes:

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 288, 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.

PROJECT NO. 379-10094

SHEET 1 OF 1

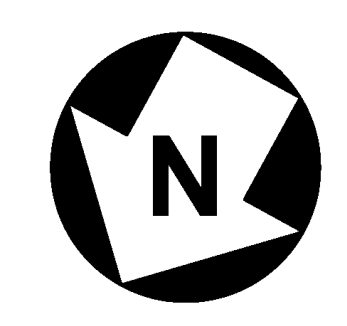


TROY YODER  
817.648.3915

**PROJECT NAME**  
ADDRESS  
SITE PLAN

PROJECT #: 01-22 WS  
DATE DRWN: 11.08.23  
DRWN BY: SKM  
RVD BY:

**G1.01**  
NOVEMBER 8, 2023  
SHEET: 1 OF 1





**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**November 20, 2023**

**Agenda Item 3.4**

**Title**

*Discuss adoption of an ordinance amending Section 10.2.14 of the Comprehensive Zoning Ordinance to provide for amended regulations for off street parking in non-residential districts and further providing for a variance process.*

**Item Summary**

This is a discussion item for the Town Commission's to discuss adoption of an ordinance amending the Town's zoning ordinance to require that off-street parking surfaces be constructed of concrete or asphalt in all non-residential districts. This update would ensure that commercial and retail districts have the same parking surface requirements as residential properties.

The ordinance further provides for a variance process whereby an affected property owner may request that the Town Commission waive or modify the improved parking surface requirement in any district.

**Attachments**

1. Ordinance Amending Section 10.2.14 of the Comprehensive Zoning Ordinance
2. Redline compare of the new ordinance language versus the existing language

**ORDINANCE NO. O-2023-\_\_**

**AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY AMENDING SECTION 10.2.14 PROVIDING FOR OFF STREET PARKING REGULATIONS; PROVIDING FOR A VARIANCE TO THE FOREGOING REGULATIONS; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS (\$2,000.00); PROVIDING FOR SAVINGS, SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, Section 10.2.14 of the Brock Comprehensive Zoning Ordinance provides for “Off Street Parking Requirements” for various zoning districts within the Town; and

**WHEREAS**, the Town Commission desires to amend Section 10.2.14 to provide for amended regulations for off street parking surfaces in various zoning districts and, further, to provide variance process for said regulations.

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

**SECTION 1.** Section 10.2.14 of the of Comprehensive Zoning Ordinance is hereby amended and restated to read as follows:

**“SECTION 10.2.14 – OFF STREET PARKING REQUIREMENTS**

A. In the "RE-1" and "RE-2" Residential Districts, a minimum of four spaces shall be provided for the parking of vehicles for each dwelling unit of the residential development. A two-car, non-stacked garage will be required for all single-family residences and shall constitute two of the four required spaces. The remaining two spaces shall be non-stacked. All required off-street parking in residential areas shall be constructed with improved surfaces of either concrete or asphalt, unless authorized by a variance granted by the Town.

B. In the "MF" Multi-family District all parking shall meet the per unit requirements of Appendix A and be constructed of either concrete or asphalt, unless authorized by a variance granted by the Town.

C. In non-residential districts and for non-residential uses, permanent off-street parking in the amount specified by Appendix A or this section for each use shall be provided at the time any main building is enlarged or increased, or before conversion from one type of use to another that requires additional parking. This must be done in the amount required for the enlargement or increase in capacity by the adding of dwelling units, guest rooms, seats, or floor area. The area shall be provided for parking of vehicles equal to the parking ratio in Appendix A using the gross area of the occupiable buildings. All parking shall be constructed of either concrete or asphalt, unless authorized by a variance granted by the Town.”

**SECTION 2.** Any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the Town of Brock, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00).

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or of the Comprehensive Zoning Ordinance of the Town of Brock, as amended hereby, be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinances, as amended hereby, which shall remain in full force and effect.

**SECTION 4.** 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 City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 5.** This ordinance shall become effective from and after its passage and approval and after publication as may be required by law.

**PASSED AND APPROVED** by the Town Commission of the Town of Brock, Texas, on this the 16<sup>th</sup> day of October 2023.

**TOWN OF BROCK, TEXAS**

\_\_\_\_\_  
Jay Hamilton, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alyssa Vanesler, Town Secretary

\_\_\_\_\_  
Whitt Wyatt, City Attorney

## REDLINE COMPARE

### SECTION 10.2.14 – OFF STREET PARKING REQUIREMENTS

A. In the "RE-1" and "RE-2" Residential Districts, a minimum of four spaces shall be provided for the parking of vehicles for each dwelling unit of the residential development. A two-car, non-stacked garage will be required for all single-family residences and shall constitute two of the four required spaces. The remaining two spaces shall be non-stacked. All required off-street parking in residential areas shall be constructed with improved surfaces of either concrete or asphalt, unless authorized by a variance granted by the Town. meeting the design standards.

B. In the "MF" Multi-family District all parking shall meet the per unit requirements of Appendix A and be constructed of either concrete or asphalt, unless authorized by a variance granted by the Town. meeting the design standards.

C. In non-residential districts and for non-residential uses, permanent off-street parking in the amount specified by Appendix A or this section for each use shall be provided at the time any main building is enlarged or increased, or before conversion from one type of use to another that requires additional parking. This must be done in the amount required for the enlargement or increase in capacity by the adding of dwelling units, guest rooms, seats, or floor area. The area shall be provided for parking of vehicles equal to the parking ratio in Appendix A using the gross area of the occupiable buildings. All parking shall be constructed of either concrete or asphalt, unless authorized by a variance granted by the Town.

**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**November 20, 2023**

**Agenda Item 3.5**

**Title**

*Discuss adoption of an ordinance establishing a permitting requirement for food trucks.*

**Item Summary**

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

The operation of food trucks is currently permitted by the Town's Zoning Ordinance in the following districts without a Town permit:

Local Retail  
General Retail  
Planned Development

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

The proposed ordinance requires an annual permit and fee for all food trucks operating within the Town. The ordinance further describes the locations and operating requirements for food trucks.

**Attachments**

1. Proposed Ordinance

**ORDINANCE NO. O-2023-\_\_\_**

**AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, PROVIDING A DEFINITION OF A FOOD TRUCK; ADOPTING REGULATIONS RELATED TO THE OPERATION OF A FOOD TRUCKS; ADOPTING A PERMIT REQUIREMENT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Comprehensive Zoning Ordinance for the Town of Brock, Texas (“Town”) allows the use of mobile food vendors within certain areas of the Town; and

**WHEREAS**, the Town Commission finds it necessary to protect the health, sanitation, safety and welfare of the residents of the Town by requiring a permit and adopting regulations governing the operation of mobile food operations within the Town.

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

**SECTION 1.** That this Ordinance shall be entitled the “Food Truck Ordinance” for the Town of Brock, Texas.

**Sec. 1-1      Definitions.** As used in this ordinance the following words and phrases shall have the following meanings unless the context clearly indicates as different meaning:

- a. *Food truck park* means one or more lots or parcels of land where three or more mobile kitchens congregate to offer food or beverages for sale to the public as the principal use of the land.
- b. *Food truck site* means an existing, developed site where a mobile kitchen operates as an accessory use to the primary active business located on the same site.
- c. *Mobile construction site food vehicle* means a vehicle with no or limited kitchen facilities that carries prepackaged food or non-prepackaged foods prepared at an approved commissary that contains no potentially hazardous food and services only active construction sites.
- d. *Mobile food establishment* means a vehicle-mounted food establishment designed to be readily moveable that is equipped with food preparation equipment and includes vehicles in which food is prepared on site. Mobile food establishments include mobile kitchens, mobile construction site food vehicle, mobile ice-cream/frozen dessert vehicle and non-motorized food vending carts. Mobile food establishments do not include restaurant delivery and catering vehicles.
- e. *Mobile food trailer* means a mobile kitchen that serves food or beverages from an enclosed, self-contained, non-motorized vehicle that is normally pulled behind a motorized vehicle.

- f. *Mobile food truck* means a mobile kitchen that serves food or beverages from an enclosed, self-contained, motorized vehicle.
- g. *Mobile food vendor* means the owner and/or operator of a mobile kitchen.
- h. *Mobile ice cream/frozen dessert vehicle* means a motorized vehicle that normally contains a commercial freezer in which all products for sale are prepackaged and frozen.
- i. *Mobile kitchen* means a motorized vehicle or tow-behind trailer equipped with kitchen facilities such as plumbing, hot water supply, mechanical refrigeration, cooking equipment, and/or dry goods storage used for the preparation and sale or service of food and beverages. Customer service is provided at a counter or window in the vehicle. Mobile kitchens may include, but are not limited to, mobile food trucks and mobile food trailers. Mobile kitchens shall not include individual non-motorized vending carts, mobile construction site food vehicles or mobile ice cream/frozen dessert vehicles.
- j. *Non-motorized vending cart* means a non-motorized vehicle that is normally propelled by the operator, contains products for sale that are prepackaged and/or frozen, and operates independent of any fixed food establishment.

**Sec. 1-2. Permit Required; Application**

- a. It shall be unlawful for a person to operate a mobile kitchen in the Town without a valid Town issued mobile food vendor permit.
- b. A permit application must be submitted on the Town's form and shall, at a minimum, include the following information:
  - 1. name of person submitting the application;
  - 2. the business name and legal name of the company or individual owner of the mobile kitchen;
  - 3. owner's contact information, including mailing address, phone number and email;
  - 4. the location(s) where the mobile kitchen will operate within the Town;
  - 5. a brief description of the types of food and services that will be offered;
  - 6. a copy of a valid mobile food unit permit issued by the State (or equivalent County health permit if no State permit required);
  - 7. a valid sales tax permit; and
  - 8. any other information reasonably requested by the Town.
- c. A permit will not be issued by the Town until the applicant has submitted a mobile food vendor permit fee in conformance with the Town's fee schedule.
- d. The permit shall be posted in a conspicuous location at all times when the mobile kitchen is in operation and serving food to customers.

- e. Permits (excluding temporary permits) will be valid on the date of issuance by the Town and shall expire on December 31<sup>st</sup> of each year.
- f. Permits may be renewed by submitting a new application and permit fee in conformance with this section. An application for renewal of a permit may, in the Town's discretion, be denied if the prior permit was suspended or revoked in conformance with this Ordinance.
- g. Permits are not transferrable from one person to another.

**Sec. 1-3      Approved Operating Locations**

- a. No person may serve food to the public from a mobile kitchen within the Town except at the following locations:
  - 1. at a food truck site approved in accordance with this Ordinance;
  - 2. at a food truck park approved in accordance with this Ordinance;
  - 3. on private property with written consent from the property owner or property manager (must provide written proof thereof upon demand of the Town);
  - 4. at an event hosted or sponsored by the Town pursuant to a written agreement with the Town; and
  - 5. on public rights-of-way or any other publicly owned property with written permission of the Town.
- b. No person may serve food to the public from a mobile construction site food vehicle except at the following locations:
  - 1. A construction site for which an active building permit has been issued by the Town; or
  - 2. Property owned or leased by the United States, State of Texas, or Parker County on which active construction is occurring.
- c. Any person providing food to the public from a mobile ice cream/frozen dessert vehicle must operate in compliance with this Ordinance and as amended.
- d. A non-motorized vending cart may be operated only at a temporary event in accordance with a temporary permit issued pursuant to this Ordinance.
- e. All mobile kitchens shall be operated in conformance with all applicable state and local laws, including, the regulations, rules and policies of the local health authority and the Texas Food Establishment Rules (TFER) regarding mobile food units.

**Sec. 1-4      Food Truck Sites**

- a. The operator of a mobile kitchen may operate a food truck site upon receipt of a permit in accordance with Section 1-2 of this Ordinance, and in accordance with the requirements of this section.



- b. Food truck sites may be established within:
  - 1. The within any Town owned park or Town property pursuant to a written agreement with the Town; and
  - 2. In accordance with the Town's Comprehensive Zoning Ordinance.
- b. A food truck site must be located on private property on which is located a permanent structure in which a business is operating in accordance with a certificate of occupancy. The operator of the food truck site must obtain and maintain written consent from the property owner or property manager and provide written proof thereof upon demand of the Town.
- c. Except for a mobile kitchen for which written consent has been granted by the owner or authorized representative of the restaurant or food establishment, no mobile food establishment shall sell or serve food to the public within 300 feet of any door, window or outdoor dining area of any existing restaurant or food service establishment, provided however, a food truck may locate on any private property in the downtown district subject to 100 foot distance from an existing restaurant or food service establishment.
- d. Mobile kitchens and their customers shall not sell or consume food within any public street, public alley, driveway, or fire lane unless closed to through traffic pursuant to permit issued by the Town authorizing such use
- e. Mobile kitchens may operate only during the business hours of the primary business on the property where the food truck site is located.
- f. Access to restrooms available for use by operators, employees, and customers of a food truck site shall be provided no farther than 1,000 feet from the location of the mobile food establishment, except in the downtown district
- g. A mobile kitchen shall not be left unattended. Mobile kitchens shall not be stored at any location visible to the public when not in operation.
- h. A mobile food establishment must be operated in compliance with the site plan and other conditions set forth in the approved temporary food vendor permit issued to the owner or operator of the mobile kitchen

**Sec. 1-4      Food truck parks**

Food truck parks may be located in the various zoning districts within the Town in accordance with the Town's Comprehensive Zoning Ordinance and the following:

- a. A site plan shall be approved prior to locating any mobile kitchen on the property.

- b. Permanent restroom facilities available to owners, operators, and customers of the mobile kitchens operating in the food truck park must be located within 1,000 feet of each location where a mobile kitchen may be parked.
- c. All vehicles, including mobile kitchens, shall be parked on an improved surface.
- d. Electricity shall be provided with permanent outlets by way of a portable cord that complies with section 3.09 (National Electrical Code), as amended.
- e. Any waste, liquid or solid, shall be disposed of safely and properly as per all associated local and state regulations. Trash service and receptacles shall be provided in accordance with Town requirements.
- f. A mobile kitchen cannot be left unattended or left on site overnight.

**Sec. 1-6      Additional requirements.**

Any person operating a mobile food establishment shall comply with the following:

- a. No person shall operate a mobile food establishment involving food products unless the vehicle used in the operation is constructed and operated in accordance with this Ordinance, as amended.
- b. Any person operating any mobile food establishment shall ensure that all food preparation, cooking, service, or other food service related activities take place within the confines of the vehicle used in such operation, unless expressly allowed otherwise by the Town.
- c. Signs advertising a mobile food establishment and/or the menu of food and beverages sold from the food truck shall be limited to:
  - 1. Signs permanently attached to the mobile food establishment; and
  - 2. One menu board sign with a sign face area of not greater than eight square feet, placed adjacent to the mobile food establishment on private property.
- d. On request of the Town, a mobile food establishment operator must be able to demonstrate that the mobile food establishment is moveable and operable;
- e. A mobile food establishment operator shall not alter or modify a mobile food establishment or the premises adjacent to the mobile food establishment in a manner that would prevent the operation or mobility of the mobile food establishment.
- f. The water supply for a mobile food establishment shall be from an internal water tank which must be filled from an external source when not in operation. Temporary connection of a mobile food establishment to a potable water source while in operation is prohibited.

- g. Electricity for a mobile food establishment shall be from an internal or portable generator or an electrical outlet by way of connected to a portable cord in compliance with section 3.09 (National Electrical Code), as amended.
- h. Service from a mobile food establishment through a drive through window is prohibited.
- i. Mobile food establishment must be parked, situated and operated in a manner that does not restrict orderly and/or safe vehicular and/or pedestrian movements.
- j. Loudspeakers or loud noises of any kind for the purpose of attracting attention to a mobile food establishment are prohibited.
- k. No mobile food establishment operator shall operate a generator and/or vehicle motor which generates visible smoke, excessive noise, or excessive gasoline/diesel fumes.
- l. Unless provided by the operator of a food truck park, a mobile food establishment operator shall provide solid waste containers for customers to dispose of trash and food waste when the mobile food establishment is parked and food is being sold and served. All such solid waste containers and the solid waste collected therein shall be removed from the site by the mobile food establishment operator when leaving the site; provided, however:
  - 1. If the operator of a food truck park is responsible for the disposal of waste generated from operation of the site and place in solid waste receptacle provided by said operator, the mobile food establishment operator shall be responsible for ensuring that all solid waste generated from the vendor's operations is placed in the provided receptacles before departing; or
  - 2. If there is a solid waste dumpster located on the food truck site or food truck park that is available for disposal of solid waste generated by the operation of a mobile food establishment, the mobile food establishment operator may dispose of the solid waste in said dumpster before departing the site.
- m. Mobile food establishments will not be allowed to touch, lean against or be affixed temporarily or permanently to any building structure, wall, tree, shrubbery or planting bed.
- n. Mobile food establishment operators shall not hang or display merchandise on trees, umbrellas, or walls, or sell from any other temporary structures located upon any public street, sidewalk, right-of-way or other public property.
- o. Where exigent circumstances exist and an authorized officer of the Town gives notice to a mobile food establishment operator to temporarily move from a location, such mobile food establishment operator will not operate from or otherwise remain at such location. For the purpose of this paragraph, exigent circumstances shall include, but shall not be limited to, unusually heavy pedestrian or vehicular traffic; the existence of any obstructions at or near such location; a major event, festival,

program or park activity; a fire; a parade or demonstration; construction activity, or other such event or circumstance that causes the site to become unsafe or unusable.

- p. Mobile food establishment operators shall only engage in the sale and service of food and beverages. The sale of other products or services from a mobile food establishment is prohibited, including but not limited to, tobacco products, alcoholic beverages, sexually explicit and/or drug related paraphernalia, obscene material, sales real estate and vacation packages, marketing and advertising activities, sales of tickets for events, any nonfood vending, and other services or products not approved by the Town prior to issuance of the permit.

#### **Sec. 1-7      Suspension; Revocation of Permit**

- a. The Town may suspend any permit to operate a food truck if the operation of the mobile kitchen is in violation of any provision of this Ordinance. A suspension shall be effective and all food operations shall cease immediately upon service of written notice of suspension by the Town.
- b. Whenever a permit is suspended, the holder of the permit or the person in charge shall be entitled to a hearing before the Town Commission if a written request for a hearing is filed with the Town within ten (10) days from the date of service of the notice. The Town shall schedule the hearing within thirty (30) days of receipt of a timely submitted written request. If a written request for hearing is not timely filed the suspension shall be sustained.
- c. The Town may, in its sole discretion, end the suspension at any time if the Town has determined that the reason(s) for suspension no longer exist.
- d. Notwithstanding any other provision of this Ordinance, the Town may, without warning, notice, or hearing suspend any permit if the operation of the mobile kitchen constitutes an imminent hazard to public health.
- e. The Town may, after providing opportunity for a hearing, revoke a permit for serious or repeated violations of any of the provisions of this Ordinance or for interference with the Town in the performance of its duties. Prior to revocation, the Town shall notify the holder of the permit or the person in charge, in writing, of the reason for which the permit is subject to revocation and that the permit shall be revoked at the end of the ten (10) days following service of such notice unless a written request for a hearing is filed with the Town by the holder of the permit within such ten (10) day period. If a timely appeal is not filed the permit revocation becomes final.

**SECTION 2.** Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or of the Comprehensive Zoning Ordinance of the Town of Brock, as amended hereby, be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinances, as amended hereby, which shall remain in full force and effect.

**SECTION 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.** Any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be guilty of a misdemeanor and upon conviction, shall be fined a sum not to exceed \$500, unless the violation relates to fire safety or public health and sanitation, including dumping and refuse, in which the fine shall not exceed the sum of \$2,000.00. Each continuing day's violation under this Ordinance shall constitute a separate offense. The penal provisions imposed under this section shall not preclude the Town from filing suit to enjoin a violation of this ordinance.

**SECTION 5.** This ordinance shall become effective from and after its passage and approval and after publication as may be required by law.

**PASSED AND APPROVED** by the Town Commission of the Town of Brock, Texas, on this the 16<sup>th</sup> day of October 2023.

**TOWN OF BROCK, TEXAS**

\_\_\_\_\_  
Jay Hamilton, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alyssa Vanesler, Town Secretary

\_\_\_\_\_  
Whitt Wyatt, Town Attorney

**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**November 20, 2023**

**Agenda Item 3.6**

**Title**

*Discuss Donation to 2023 Brock Hometown Christmas Event*

**Item Summary**

This item is to consider making a donation from the Town's general fund to the Brock Business Co-Op, a local non-profit organization, to promote the 2023 Brock Hometown Christmas Event.

**Attachments**

1. Resolution authorizing donation

**RESOLUTION NO. R-2023-\_\_**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF BROCK, TEXAS APPROVING A DONTATION FOR THE 2023 BROCK HOMETOWN CHRISTMAS EVENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Brock Business Co-Op (“BBC”), a local non-profit organization, hosts the annual Brock Hometown Christmas event to support and promote local businesses within the Brock community; and

**WHEREAS**, the Town Commission desires to make a donation to the BBC for the 2023 Brock Hometown Christmas event to help support and promote local businesses within the Town of Brock, and

**WHEREAS**, the Town has determined that the foregoing donation will provide a public benefit the Town by promoting local businesses and stimulating local sales tax revenues.

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

**SECTION 1.** That the Town Commission hereby authorizes a donation to the BBC in the amount of \$\_\_\_\_\_ from the Town’s general fund and authorizes the Town Clerk to execute such documents as may be necessary to effectuate the same.

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

**DULY RESOLVED AND ADOPTED** by the Town Commission of the Town of Brock, Texas, on November 20, 2023.

**TOWN OF BROCK, TEXAS**

\_\_\_\_\_  
Jay Hamilton, Mayor

**ATTEST:**

\_\_\_\_\_  
Alyssa Vanesler, Town Clerk

**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**November 20, 2023**

**Agenda Item 3.7**

**Title**

*Discuss responses - Request for Qualifications (RFQ) for financial audit services*

**Item Summary**

This item is to discuss responses received pertaining to the Request for Qualifications (RFQ) for the following audit services for the Town:

1. Review/audit the current Fiscal Year 2022-2023 budget
2. Review/audit the prior Fiscal Year 2021-2022 budget (optional)
3. Advise/assist Town with proper bookkeeping and budget procedures for future budget years

In addition to ensuring the Town's financial records are in proper order, having regular annual audits of the Town's finances is a prerequisite to the Town receiving outside funding for future projects and public facilities, whether such funding comes from public bonds, grants or other outside sources.

**Attachments**

1. Response-RFQ for Audit Services





**Request for Qualifications Prepared for:**

***Town of Brock, Texas***

**For the Fiscal Years Ending  
September 30, 2022 and 2023**

**Boucher, Morgan and Young, a P.C.**

**[www.bmy-cpa.com](http://www.bmy-cpa.com)**

**1115 Waters Edge Dr  
Granbury, TX 76048  
(940) 329-8270**

**Kim Knox-Lewis, CPA**



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940-329-8270 • [www.bmy-cpa.com](http://www.bmy-cpa.com)

October 12, 2023

Alyssa Vanesler, Town Clerk  
Town of Brock, Texas  
2451 FM 1189, Ste. B  
Brock, Texas 76087

Thank you for the opportunity to propose on this engagement. BMY is pleased to submit the enclosed proposal to provide audit services for the Town of Brock (the Town). We look forward to the opportunity to meet with you and other members of management to answer any questions or to assist in your decision making process.

I will be the engagement partner. With experience at a large regional firm prior to joining the audit department at BMY, our audit partners have a combined 30+ years' experience in providing audit services for the governmental sector.

BMY has over 38 years of experience auditing governmental entities including municipalities, counties, water districts and other governmental organizations. Local government clients have been among the most important to the growth of our audit practice since its founding in 1983. Our professional staff is seasoned with the intricacies of governmental accounting and financial reporting.

BMY's policy regarding staff assignments is to maintain continuity in engagement leadership throughout a client relationship, unless the client interests or professional standards indicate otherwise. BMY has an outstanding record for longevity of service. A consistent, experienced engagement team results in a more efficient and effective engagement.

I will be available throughout the year for consultation. I can be reached at 940-329-8270 and at [kknox@bmy-cpa.com](mailto:kknox@bmy-cpa.com). Please do not hesitate to call or email if you have any questions about our proposal or any other matter.

A handwritten signature in black ink, appearing to read 'Kim Knox-Lewis', with a faint blue circular stamp or watermark visible in the background.

Sincerely,  
Kim Knox-Lewis  
Assurance Partner



## **TECHNICAL COMPONENT**

BM Y is pleased to present this proposal to audit the financial statements of the Town as of September 30, 2022 and 2023. The purpose of this proposal is to provide a clear statement of our capabilities and knowledge in light of the goal of the Town's management. We are excited about working with you and look forward to committing dedicated resources of our Firm to serving you.

### **Firm Background**

#### **About BM Y**

BM Y is a local public accounting firm founded in 1983. We recognized an opportunity to provide a creative, management oriented approach to accounting and auditing services in our area. We also noticed an opportunity to provide services that were personalized and timely. We wanted to provide an enjoyable employment environment where professionals could practice accounting. Our approach, we feel, has been successful. Our firm has grown to a current employment of over thirty professionals and staff, including six shareholders, and we have two locations, Stephenville and Granbury, Texas.

#### **Services**

BM Y is a full-service firm providing clients with all the financial solutions necessary to manage and grow their businesses. With our firm, you'll find a unique blend of personal one-on-one service, expert financial advice and technological leadership in the following areas:

- Accounting—Bookkeeping Services, Financial Statement Compilation, Payroll Processing, and QuickBooks Consulting
- Tax Advisory—Tax planning and preparation for individuals, businesses, estates and trusts; Estate and Gift tax planning; Closely-Held Business Planning; and Compensation/Retirement Planning
- Assurance Services—Audit, Review, Forecasts and Projections
- Consulting—Asset Financing, Business Valuation, Litigation Support Services

Our goal is to ensure you have a clear understanding of your financial status throughout the year, aiding in all your business decisions. At BM Y, we enjoy working closely with our clients building long-lasting relationships rooted in trust.

### **Independence**

BM Y is independent of the Town as to relationships between the Town and its management and members of BM Y as specified by the GAO and AICPA. BM Y has not performed any work for the Town that might impair the firm's independence and objectivity. There is not currently, and there has not been in the previous five (5) years a professional relationship between BM Y and the Town.

### **GAGAS vs GAAS**

Generally accepted government auditing standards, or GAGAS, differ from non-governmental generally accepted auditing standards, or GAAS. GAGAS incorporates GAAS as well as additional requirements such as a thorough knowledge of governmental auditing and the specific or unique environment in which the audited entity operates. GAGAS also requires 80 hours of CPE every two years, of which at least 20 hours must be completed in each of the two years and at least 24 hours of which must be related directly to the audit environment. GAGAS also incorporates a focus on compliance and internal controls.



## Specific Audit Approach

BM Y uses a risk-based audit approach in which procedures will be selected based on the relative risk to each audit area. The following is a brief overview of tasks that will be performed in each major segment of the audit. This summary is not meant to be all-inclusive.

### 1. Planning Phase and Risk Assessment:

Much emphasis is placed in the planning phase of our audit engagements. We can gain insight into the significant transactions ongoing at the Town in order to assess risk to determine the nature and extent of necessary audit procedures for each substantive. This approach allows us to tailor our audit procedures for each engagement in order to complete the work in the most efficient manner possible with minimal interruptions to the Town's staff. During this phase of the engagement, we will meet with key Town employees to discuss our specific audit plan and timing including specific forms, schedules, and other documentation that will be needed during fieldwork.

As a part of our planning and risk assessment, we will read minutes of the Town, inquire of Town management, review prior financial statements, and research applicable laws and regulations subject to additional audit procedures. This will include, but not be limited to, review of state and federal expenditures to determine if a single audit is required, review of investment policy and procedures for compliance with the Public Funds Investment Act, review of any other significant agreements or contracts for applicable laws, regulations, or compliance requirements.

### 2. Study and Evaluation of Internal Controls:

Our study and evaluation of internal controls concentrates on both activity level controls and entity-level controls. Activity level review will include evaluation of controls on transaction cycles determined to be significant to the Town. These typically include cash receipts, cash disbursements, payroll, and financial reporting. Entity-level controls include the overall control environment, management's approach to risk assessment, flow of information and communication, and monitoring. We will also evaluate general computer controls.

We will begin our evaluation of internal controls by interviewing the appropriate personnel in charge of significant transaction cycles. Based on this information, we will evaluate the design of internal controls, and where considered necessary, will test to ensure compliance with the controls. Weaknesses and recommendations for improvements will be discussed immediately. At the conclusion of fieldwork, we will summarize internal control weaknesses and recommendations for improvement in a formal management letter, if necessary.

If considered necessary, we will use statistical sampling in order to test internal controls over financial reporting. Factors used in determining sample size will include the size of the population, risk assessment level desired, tolerable rate, and number of deviations expected. Where possible, BM Y will select the highest level control (entity-level versus activity-level) in order to reduce sample sizes relative to control testing.



## Specific Audit Approach (continued)

If at any point a single audit is required, BMY will use statistical sampling in order to determine sample size for compliance testing. Factors used in determining sample size will include the size of the population, the expected number of exceptions, and the degree of assurance needed based on relevant risk assessment factors. BMY will test only those compliance requirements which are direct and material to financial reporting in order to gain efficiencies in single audit testing.

### 3. Substantive Testing:

Our substantive testing begins with preliminary analytical review procedures. We will review the Town's trial balance, and budget to identify potential inaccuracies and problem areas. We then calculate materiality levels to be used to determine the amount of substantive testing that will be necessary based on the risk assessment previously performed.

We will obtain supporting documentation for each material current balance sheet account and test for accuracy, existence, and completeness. For certain accounts, such as cash, accounts receivable, and certain revenues, we may confirm balances directly with third parties. We will test non-current balances using a roll-forward approach by testing additions and deletions/adjustments to the balance during the year. If it is determined that accounts receivable will be confirmed, the number of accounts confirmed will be determined based on statistical sampling. The size of the sample will vary, but will be based on the risk assessment of accounts receivable, other audit procedures performed on accounts receivable, the relative significance of accounts receivable to the overall financial statements, and the dollar value of expected errors on selected accounts.

Our testing of revenues and expenses will be primarily on an analytical basis. In order to test tax revenues, we will compare to budget and confirm property and franchise taxes and vouch sales taxes to the State Comptroller's website. Fines and forfeitures and licenses, fees, and permits will be tested analytically based on the revenue per instance (permit issued, fine assessed, etc.) in comparison to the prior year. For proprietary revenues, we will perform a predictive analytic based on units of service billed and the average revenue per unit of service from prior year. Expenses incurred as a cost of revenue will be tested analytically as a percent of the revenue recognized. We will test other operating expenses by comparing actual expenses to both prior year and the budget. All large, unusual, or unfavorable variances will be identified and tested further through inquiry and supporting documentation. Because the substantive testing is the largest segment of the audit, we will segregate this phase into several logical areas, and assign key staff to each.

### 4. Review Financial Statements and Reports:

BMY will prepare the financial statements and required supplementary information using our software which will link the finalized trial balance to the statements. Due to the experience gained with previous employers, and by participating in the GFOA Special Review Committee program, the Firm is familiar with GFOA reporting requirements and is able to incorporate those into the financial statements upon request.



## Specific Audit Approach (continued)

We will also summarize other issues and/or problems identified during the audit, if any, and suggested recommendations for improvements in a formal management letter. We will review draft copies of all statements, reports, and letters with the Town before finalizing. The Town may incorporate responses to the comments and findings, if any, within the reports.

5. Supervision and Review:

All detailed work paper files, financial statements, other compliance, internal control, and management recommendation reports and letters will be prepared or reviewed by the assigned partner. There is also a second partner review of significant areas and the financial statements for overall quality control.

6. Multi-year Contract:

Initial audits involve a great deal of time to observe, inquire, test and assess the internal control structure to determine the extent of audit procedures. BMY considers these additional first year costs an investment in the client relationship and are therefore not included in the first year fee estimate. A multi-year contract would allow the Firm to gain efficiencies as we grow our understanding of the Town and its operations, but our overall approach would not change.

7. Use of Technology:

BMY invests in technology which both makes the audit more efficient as well as enhances the finish product to the client. BMY operates off of a cloud-based auditing software. This allows BMY to have full access to all audit resources regardless of where the audit is being conducted. BMY has access to the most up-to-date audit research material that is updated real time as accounting standards change.

BMY also has access to RIA Checkpoint, an online research tool, which contains details and interpretive guidance on relevant accounting and auditing standards. This will allow us to provide technical assistance and advice concerning any issues that arise during the course of the audit.



## **MANAGEMENT COMPONENT**

### **External Quality Control Review**

In our 40 years of existence, BMY has never been a defendant in any audit failure or alleged audit failure. Our confidence in the quality of our work is evidenced by our enrollment in the AICPA's Peer Review Program administered by the Texas Society of CPAs. We have participated in this program for over 20 years. Under this program the Firm undergoes review every three years.

BMY's latest external quality control review was completed in 2021 (see page 12), and included a review of specific government engagements, including those with single audits. Our peer review was suitably designed and complied with to provide us with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. BMY received a peer review rating of *pass*.

### **License to Practice in Texas**

All team members who are CPA's are properly licensed to practice in the state of Texas. BMY is not currently nor have we ever been under reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states.

### **Auditor Qualifications and Experience**

#### **Audit Department**

The BMY audit department currently has five staff dedicated to governmental audits. The work on this engagement will be directly supervised by our partner dedicated almost exclusively to public sector clients. In addition, the engagement would include an audit associate on a full time basis in order to complete the engagement. Our partner is a CPA, licensed to practice in the state of Texas.

#### **Service Capabilities**

BMY's continuing education program focuses on continually building the technical and industry-related knowledge base of our professionals so they can develop an adept understanding of the specific issues our clients face. By developing an understanding of the nuances of an industry, our professionals are able to better deliver more tailored solutions to meet your needs. Each auditor is in compliance with the CPE requirements of the AICPA, Texas State Board of Public Accountancy and Generally Accepted Government Auditing Standards (Yellow Book). Our training focuses specifically on those accounting and auditing issues specific to governments with a minimum of 24 hours being dedicated to government-specific training biennially. This allows us to provide the best service possible to our clients by being able to help implement new standards, suggest improvements in internal controls, and efficiently complete governmental audits.





## **Auditor Qualifications and Experience (continued)**

### **Public Sector and Governmental Accounting Experience**

BMY has numerous years of experience auditing clients in the public sector with our largest clients being governmental entities (including municipalities, counties, water districts and other governmental organizations). Local government clients have been among the most important to the growth of our audit practice since its founding in 1983. In the previous twelve months, approximately 70% of our audit department's revenues were generated from servicing public sector audits.

### **Commitment to Governmental Practice**

BMY sponsored the Government Finance Officers Association (GFOA) of Texas. As a part of being involved with the GFOA, our partners are also former members of the Special Review Committee. This allows us to not only assist local governments in meeting minimum requirements generally accepted accounting principles, but also to meet the enhanced standards in order to be granted the Certificate of Achievement for Excellence in Financial Reporting. BMY can work directly with Town staff to make sure all necessary requirements are included in the Annual Comprehensive Financial Report in order to receive this important award.

The work for this engagement would be performed by one of our audit partners, whose current client list is 100% local governments and not-for-profits.

### **Reasonable Fees**

Our audit partners have a combined 35+ years' experience auditing local governments, 15 of which were with a large regional firm. However, our current headquarters location allows us to offer you the resources and experience of a large firm without the fees required to support large firm overhead.

We are function-specific in our task assignments, assigning the lowest billable hour professional to conduct the tasks within their capabilities with appropriate supervision and review. This often includes having our partner in the field full-time in order to keep the audit running smoothly. By doing this, we are able to reduce the overall blended rate, thereby providing greater cost efficiency.

### **Timely Service**

We have developed an approach by which specific deliverables are achieved within set timeframes. We will work with you to develop a timeline that meets your specific requirements and details meeting dates, field work dates, status reporting dates and final report dates. Every client is important and should be treated as such. We are committed to meeting whatever timeframe is agreed upon.



## Auditor Qualifications and Experience (continued)

### Staff Continuity

It is no secret that maintaining continuity in the engagement team from year to year improves efficiency for both the audit firm and the audit client. BMY can commit the proposed audit team for a period of at least the next three years. After that time the same partner will conduct the audit, but there is a potential for change in staff.

## Proposed Audit Team

Team members for this engagement were selected for their technical ability, experience and management skills. A major advantage of hiring our firm is the high level of partner participation. A partner will personally manage all phases of the engagement. The partner assigned to the engagement on a full-time basis will be Kim Knox-Lewis, who will be responsible for planning, directing and conducting substantial portions of the audit. Working with her will be a sufficient number of qualified professional staff to complete the engagement on a timely basis.

### **Kim Knox-Lewis, CPA**

Partner

Assurance

Kim is a Certified Public Accountant who began her career in 2007 in auditing and other assurance services. She started at a large regional firm where she was a dedicated member of the public sector niche serving local governments and not-for-profit entities where she eventually became a manager. She joined BMY in 2014 where she continues her dedication to public sector clients, and her client list consists entirely of public sector organizations (governments and not-for-profits). Her educational background, experience, and professional memberships are highlighted by the following:

- Graduate of Texas Tech University
- Certified Public Accountant in the State of Texas
- Treasurer of the Fort Worth Chapter of the Texas Society of Certified Public Accountants (TXCPA Fort Worth)
- Member of the Board of Directors and Pipeline Taskforce with the Texas Society of Certified Public Accountants (TXCPA)
- Experience auditing local governments, water districts, school districts, and nonprofit organizations
- Maintained Yellow Book compliance by obtaining over 80 hours of CPE over the previous two years of which at least 24 were directly related to governmental accounting and auditing
- With former employer, performed audits for various local governments including City of Sanger, City of Saginaw, and City of Haltom City



## Proposed Audit Team (continued)

### Shannon Burleson, CPA Candidate

Associate

Assurance

Shannon is a CPA Candidate who began her career in June of 2022, when she joined BMY, in auditing and other assurance services. Her educational background, experience, and professional memberships are highlighted by the following:

- Graduate of University of Missouri
- Maintained Yellow Book compliance by obtaining over 80 hours of CPE over the previous two years of which at least 24 were directly related to governmental accounting and auditing

## Rate Schedule

Your request for proposal indicated the desire for an hourly rate schedule for those assigned to the audit.

Name	Position	Hourly Rate
Kim Knox-Lewis	Partner	415
Shannon Burleson	Associate	150

The hourly rates included above are our standard hourly rates. However, all audit engagements would include a maximum, not-to-exceed contracted amount.



940-329-8270 • [www.bmy-cpa.com](http://www.bmy-cpa.com)

## References

Listed below are the names of individuals from local governments we have audited. We are proud of our reputation and invite you to discuss our qualifications with them.

Organization Name:	City of Aledo
Dates of Engagement:	September 30, 2019 - current
Contact/Title:	Amber Karkauskas, Director of Administrative Services
Phone/Email:	817-441-7016/akarkauskas@aledotx.gov

Organization Name:	City of DeCordova
Dates of Engagement:	September 30, 2017 - current
Contact/Title:	Marla Frye, City Secretary
Phone/Email:	cityofdcsecretary@gmail.com

Organization Name:	City of Hamilton
Dates of Engagement:	September 30, 2012 - current
Contact/Title:	Ryan Polster, City Administrator
Phone/Email:	254-386-8116/adm@ci.hamilton.tx.us

Organization Name:	City of Dublin
Dates of Engagement:	September 30, 2013 - current
Contact/Title:	Mr. Bobby Mendez, City Manager
Phone/Email:	254-445-3331



# Texas State Board of Public Accountancy

William Treacy, Executive Director

## Individual Licensee - KNOX,KIMBERLY M

[Search Help](#) | [Status Values](#) | [Terms of Use](#)

**Certificate last name**

KNOX

**Location**

FORT WORTH, TEXAS

**Date certified/registered**

11/01/2012

**License expiration date**

11/30/2023

**Status**

**Issued (Current)**

**Employment areas most recently reported**

**Full time**

PARTNER - IN TEXAS

**Part time**

NONE REPORTED

**Firms in which the individual is a partner, shareholder, owner, officer, director, or resident manager**

Association with the firm BOUCHER, MORGAN & YOUNG (License ID = C01700) began on 12/31/2018.

**History of Board actions**

NO DISCIPLINARY HISTORY



## Report on the Firm's System of Quality Control

March 29, 2022

To the Owners of Boucher, Morgan & Young  
And the Peer Review Committee of the  
Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Boucher, Morgan & Young (the firm) in effect for the year ended August 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer review to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion the system of quality control for the accounting and auditing practice of Boucher, Morgan & Young in effect for the year ended August 31, 2021 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Boucher, Morgan & Young has received a peer review rating of *pass*.

HOWARD, LLP

RESPONSE FORM

RESPONDER: Kim Knox-Lewis

Date: October 12, 2023

Company: Boucher, Morgan and Young, a P.C.

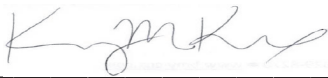
Signature: 

Printed Name: Kim Knox-Lewis

Title: Partner

Address: 1115 Waters Edge Dr, Granbury, TX 76048

Federal EIN #/SSN # 75-2137042

Authorized Signature  Date Oct 12, 2023 Signature indicates bidder accepts the specifications, terms, and conditions of this solicitation and that bidder is not delinquent on any payment due the Town nor involved in any lawsuit against the Town.

Print  
Name Kim Knox-Lewis Title Partner

REFERENCES:

Each Responder is to provide a minimum of three (3) verifiable business references for which the Responder has performed work. Up to two (2) additional references may be attached to this Statement of Qualifications.

Company Name: Please see schedule of References included in RFQ

Address:

Contact Person:

Telephone:

Brief description of project:

Company Name: Please see schedule of References included in RFQ

Address:

Contact Person:

Telephone:

Brief description of project:

Company Name: Please see schedule of References included in RFQ

Address:

Contact Person:

Telephone:

Brief description of project:

Please provide the following information for contract development. Is your firm:

Sole Proprietorship	YES	NO
Partnership	YES	NO
Corporation	<u>YES</u>	NO

BMY is a professional corporation

If company is a sole proprietorship, list the owner's full legal name:

If company is a partnership, list the partner(s) full legal name(s):

If company is a corporation, list the full legal name as listed on the corporate charter:

Boucher, Morgan and Young, a P.C.



**TOWN OF BROCK**  
**COMMISSION AGENDA BRIEFING**  
**November 20, 2023**

**Agenda Item 3.8**

**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 Schedule

**ORDINANCE NO. O-2023-\_\_**

**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 November 20, 2023.

**TOWN OF BROCK, TEXAS**

\_\_\_\_\_  
Jay Hamilton, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alyssa Vanesler, Town Secretary

\_\_\_\_\_  
Whitt Wyatt, Town Attorney

# Town of Brock

## MASTER FEE SCHEDULE

Revised by Ordinance 23-\_\_\_\_\_, November 20, 2023

### GENERAL ADMINISTRATIVE FEES

#### Sign Permit Fees\*

Attached/Wall Sign	\$100 per sign
Monument Sign	\$150 + Building Permit
Pole Sign	\$500 + Building Permit
Offsite Plan	\$3,000 + Building Permit + SUP
Electronic Message Center	\$1,000 + Building Permit + SUP
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*

#### Special Event Permit Fees

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

#### 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*

## Building Permit & Inspection Fees

See following tables:

**Fee Table 1**

### Commercial and Multi-Family Construction Plan Review

Valuation	Fee
\$1. <sup>00</sup> to \$10,000. <sup>00</sup>	\$50. <sup>00</sup>
\$10,001. <sup>00</sup> to \$25,000. <sup>00</sup>	\$70.69 for the first \$10,000. <sup>00</sup> plus \$5.46 for each additional \$1000. <sup>00</sup>
\$25,001. <sup>00</sup> to \$50,000. <sup>00</sup>	\$152.59 for the first \$25,000. <sup>00</sup> plus \$3.94 for each additional \$1000. <sup>00</sup>
\$50,001. <sup>00</sup> to \$100,000. <sup>00</sup>	\$251.09 for the first \$50,000. <sup>00</sup> plus \$2.73 for each additional \$1000. <sup>00</sup>
\$100,001. <sup>00</sup> to \$500,000. <sup>00</sup>	\$387.59 for the first \$100,000. <sup>00</sup> plus \$2.19 for each additional \$1000. <sup>00</sup>
\$500,001. <sup>00</sup> to \$1,000,000. <sup>00</sup>	\$1,263.59 for the first \$500,000. <sup>00</sup> plus \$1.85 for each additional \$1000. <sup>00</sup>
\$1,000,001. <sup>00</sup> and up	\$2,188.59 for the first \$1,000,000. <sup>00</sup> plus \$1.23 for each additional \$1000. <sup>00</sup>

**Fee Table 2**

### Commercial and Multi-Family Construction Inspection

Valuation	Fee
\$1. <sup>00</sup> to \$10,000. <sup>00</sup>	\$76. <sup>92</sup>
\$10,001. <sup>00</sup> to \$25,000. <sup>00</sup>	\$108.75 for the first \$10,000. <sup>00</sup> plus \$8.40 for each additional \$1000. <sup>00</sup>
\$25,001. <sup>00</sup> to \$50,000. <sup>00</sup>	\$234.75 for the first \$25,000. <sup>00</sup> plus \$6.06 for each additional \$1000. <sup>00</sup>
\$50,001. <sup>00</sup> to \$100,000. <sup>00</sup>	\$386.25 for the first \$50,000. <sup>00</sup> plus \$4.20 for each additional \$1000. <sup>00</sup>
\$100,001. <sup>00</sup> to \$500,000. <sup>00</sup>	\$596.25 for the first \$100,000. <sup>00</sup> plus \$3.36 for each additional \$1000. <sup>00</sup>
\$500,001. <sup>00</sup> to \$1,000,000. <sup>00</sup>	\$1,940.25 for the first \$500,000. <sup>00</sup> plus \$2.85 for each additional \$1000. <sup>00</sup>
\$1,000,001. <sup>00</sup> and up	\$3,365.25 for the first \$1,000,000. <sup>00</sup> plus \$1.89 for each additional \$1000. <sup>00</sup>

**Fee Table 3**

### Construction or Improvement of a Residential Dwelling

New Residential Construction	
Plan Review and Inspection Fee	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000

Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.
<b>Plan Review Only</b>	
Plan Review Fee Only Per Dwelling Unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per Plan or per Address
Plan review fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required	\$150.00 per Plan or per Address
<b>Alterations / Additions / Improvements for Residential Construction</b>	
<b>Trade Permits</b>	<b>Fee</b>
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade
Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, etc.	See <u>Fee Table 2</u>

*\*All fees billed upon issuance of the permit by the Town*

### Back Up Inspections

Backup inspections will be performed during times of inspector absence due to illness, vacation or training at the listed rates. All other project activity will utilize the tables above.

Single Family Residential	\$76.92 per address/building
Commercial and Other Residential	\$125.00 per address/building/unit

### Onsite Sewage Facility

#### New OSFF Permit

Included application, permit, inspection, and notice of approval

Conventional (non-aerobic)	\$400
Professional (aerobic)	\$600
OSFF Re-Inspection Fee (Each Inspection after the 2 <sup>nd</sup> Inspection)	\$150

### Public Infrastructure Inspection Fees (Individual Services Not Included Elsewhere)

Curb Cut/Drive Way Approach	\$150
Drainage & Storm Drain Inspection	\$150
Public Infrastructure (paving, sidewalks, ADA ramps)	\$300
Public Infrastructure Repair (Replacement to damage public infrastructure caused by contractor or individual)	\$500 + Cost of Replacement* <i>*May include water loss</i>
Street Construction (Sawcut, boring, replacement)	\$300
Street Light	\$150

**Public Works Services**

Public Works Plan Review Only	1.0% of the cost of construction
Public Works Inspection Only	2.5% of the cost of construction
Public Works Plan Review & Inspection	3.0% of the cost of construction
Temporary Back Up Inspection	\$150/hour, minimum 4 hours.

**HEALTH AND ENVIRONMENTAL SERVICES****Health Permit Fees**

Food Establishment Health Permit (annual)	\$240
Mobile Food Vendor Permit (annual)	\$150 + Health Permit
Food Handling Permit	\$150; + \$5 each additional person
Food Handling Permit – Individual	\$5 each additional agent

**Health Inspections**

Food Establishment Inspection	\$150
Mobile Food Vendor Inspection	\$150
Seasonal Vendor Inspection	\$150
Swimming Pool Annual Inspection	\$150
Complaint Investigation	\$150 per complaint
Re-Inspections	\$150/hr (1 hr minimum)

**FIRE SERVICES****Single Family Residential Fire Services**

Fire Code Plan Review Services	\$175.00
Fire Code Inspection Services	\$400.00

**Fire Code Plan Review Services - Commercial and Multi-Family construction  
(Fire Alarm System & Fire Sprinkler System)**

Valuation	Fee, Each System
Less than \$6,250	\$200.00
\$6,250 to \$250,000	\$300.00
\$251,000 to \$500,000	\$425.00
\$501,000 to \$1,000,000	\$550.00
\$1,001,000 to \$3,000,000	\$800.00
\$3,001,000 to \$6,000,000	\$1,200.00
\$6,000,000 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00

**Fire Code Inspection Services - Commercial and Multi-Family construction  
(Fire Alarm System & Fire Sprinkler System)**

<b>Valuation*</b>	<b>Fee, Each System</b>
Less than \$6,250	\$300.00
\$6,250 to \$250,000	\$425.00
\$251,000 to \$500,000	\$525.00
\$501,000 to \$1,000,000	\$675.00
\$1,001,000 to \$3,000,000	\$950.00
\$3,001,000 to \$6,000,000	\$1,425.00
\$6,000,000 and up	\$1,425.00 plus \$0.38 for each additional \$1,000.00

*\*Valuation is based on construction valuation for project. The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the International Code Council Building Valuation Data table, first update of each calendar year.*

**Fire Underground**

Fire Code Plan Review	\$200.00
Fire Code Plan Inspection	\$250.00

**Fire Extinguisher Suppression System**

Per permit, one Inspection	\$450.00
Each re-inspection	\$100.00

**Fire Certificate of Occupancy Inspections**

Fire Certificate of Occupancy inspections	\$150.00
---	----------

**Annual Fire Safety Inspections**

Day Care, Foster Home, Commercial Business (each inspection and re-inspection per location)	\$100.00
Nursing Home / Assisted Living / School (each inspection and re-inspection per location)	\$250.00
Fire Code Plan Review	\$350.00
Fire Code Inspection	\$450.00

**Site Plan**

Fire Code Plan Review	\$250.00
Fire Code Plan Inspection	\$250.00



## 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**  
**November 20, 2023**

**Agenda Item 3.9**

**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](mailto: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 <sup>st</sup> 2 <sup>nd</sup> Complaint
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>GENERAL • Exterior Fire Safety Inspection</b>		
			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.		
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>EXITS AND EGRES6 - Interior/Exterior Fire Safety Inspection</b>		
			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.		
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>15. Emergency lighting operable.</b>		
			<b>FIRE PROTECTION SYSTEMS - Interior Fire Safety Inspection</b>		
			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 present 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.		
<b>S</b>	<b>V</b>	<b>N/A</b>	<b>21. Ansul system connected to fire alarm, Date Serviced: _____</b>		
			<b>FIRE SPRINKLER /FIRE ALARM SYSTEMS -Interior Fire Safety Inspection</b>		
			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.		
<b>s</b>	<b>V</b>	<b>N/A</b>	<b>GENERAL - Interior Fire Safety Inspection</b>		
			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.		
<b>S = SATISFACTORY</b>			<b>V = VIOLATION</b>		
			<b>N/A = NOT APPLICABLE</b>		

BV Inspector:

Inspector Phone #:

Company Representative (Print and Sign):

Contact Phone #:

**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
November 20, 2023**

**Agenda Item 3.10**

**Title**

Meeting Minutes from the October 16, 2023 Commission Meeting

**Item Summary**

Review of the meeting minutes from the October 16, 2023 Commission Meeting

**Attachments**

1. October 16, 2023 Meeting Minutes

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

MAYOR JAY HAMILTON

ATTORNEY WHITT L. WYATT

COMMISSIONER BEN DAVIS

TOWN CLERK ALYSSA VANESLER

COMMISSIONER DEBBIE SCRIMSHIRE

**MEETING DATE AND TIME:**

Monday, October 16, 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**

Commissioner Debbie Scrimshire called the regular meeting to order at 6:32 P.M. and announced that a quorum was present. Present at the meeting: Commissioners Ben Davis and Debbie Scrimshire, Town Clerk Alyssa Vanesler, and Attorney Whitt Wyatt (via phone).

**2. INVOCATION AND PLEDGE**

Commissioner Debbie Scrimshire led the Commission and attendees in the invocation and the pledge.

**3. REGULAR AGENDA: Discussion and possible action on the following:**

**3.1** Chef's Pantry (The Vander Lans) - Variance request for indoor chairs/outdoor patio seating for dining.

Town Clerk Alyssa Vanesler explained that the current business designation for Chef's Pantry is Mercantile, which does not allow for dining at any time. John Vanderlans explained that they will be selling pre-made meals, and would like customers to come at their leisure and eat. Commissioner Ben Davis made a motion to approve Item 3.1. Commissioner Debbie Scrimshire seconded. The motion passed 2-0. Town Clerk Alyssa Vanesler asked if we want to look at revising an Ordinance; Attorney Whitt Wyatt recommended we can look at options at a future meeting, to include reviewing our zoning ordinance.

**3.2** Discuss Water/Wastewater Engineering Plan.

Kent Riker from Provenance Engineering delivered a kick-off presentation to review options and create a capital plan for water/wastewater. Kent identified that he will be the Town's point of contact and will have the Town Clerk collect and disseminate information as necessary to the Commission. The plan will include reviewing the demands of long-term water supply and bringing diversification to water supply. The project will also look at wastewater treatment options, to include identifying demand and future needs, funding sources and creating a timeline. All costs must be

incurred by 12/31/24, and all payments made by 9/30/26. The study must be completed prior to September 2026 to fully utilize ARPA funds.

**3.3** Discuss and consider approval of updated contract with Bureau Veritas. Town Clerk Alyssa Vanesler explained that the contract on file with Bureau Veritas has expired. Attorney Whitt Wyatt confirmed that he reviewed the contract. Commissioner Ben Davis made a motion to approve Item 3.3, with Commissioner Debbie Scrimshire signing the updated contract as Mayor Pro Tem. Commissioner Debbie Scrimshire seconded. The motion passed 2-0.

**3.4** Authorize Interlocal agreement with Parker County for joint road projects. Attorney Whitt Wyatt verified that there are no changes to the terms of the agreement. Mayor Jay Hamilton to sign the contract. Commissioner Ben Davis made a motion to approve Item 3.4, and Commissioner Debbie Scrimshire seconded. The motion passed 2-0.

**3.5** TABLED FROM THE 9/18/23 TOWN COMMISSION MEETING: **Public Hearing** to discuss an Ordinance establishing a permitting requirement for mobile food vendors. Commissioner Ben Davis made a motion to table and reconsider Item 3.5 at the next Commission meeting on November 20, 2023. Commissioner Debbie Scrimshire seconded.

**3.6** Public Hearing to discuss amending the comprehensive zoning ordinance by amending the off-street parking regulations and providing for variances to off-street parking regulations in certain districts. Commissioner Debbie Scrimshire made a motion to approved Item 3.6. Commissioner Ben Davis made a motion to table, pending review with Mayor Jay Hamilton. Both Commissioners agreed to table Item 3.6 until the November 20, 2023 Commission meeting.

**3.7** TABLED FROM THE 9/18/23 TOWN COMMISSION MEETING: Discuss fire certification of occupancy inspection. Commissioner Ben Davis made a motion to table until the next Commission meeting on November 20, 2023. Commissioner Debbie Scrimshire seconded.

**3.8** Approve Meeting Minutes from September 18, 2023 Commission Meeting. Commissioner Ben Davis made a motion to approve Item 3.8. Commissioner Debbie Scrimshire seconded. Motion passed 2-0.

**3.9** Approval of Invoices for Payment:  
(a) Legal Services – WHF Invoice #189 (\$7,840)  
(b) Nextlink monthly phone service – 10/6/23 Invoice (\$42.39)  
(c) The Weatherford Democrat – 9/30/23 Invoice (\$218.95)

Commissioner Debbie Scrimshire made a motion to approve Item 3.9. Commissioner Ben Davis seconded. Motion passed 2-0.

**3.10** Review RFQ for audit services response received. Both Commissioners agreed to bring back the proposed agreement at the November 20, 2023 Commission meeting.

**3.11** Review Town checking account deposits/disbursements.

**3.12 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 Ben Davis made a motion to adjourn the meeting and Commissioner Debbie Scrimshire seconded. The meeting was adjourned at 7:46 P.M.**

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on or before Friday, October 13, 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*

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Alyssa Vanesler  
Town Clerk



**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
November 20, 2023**

**Agenda Item 3.11**

**Title**

Approval of Invoices for Payment

**Item Summary**

Review of the attached invoices for payment

**Attachments**

1. Legal Services – WHF Invoice #209 - (\$3,803.75)
2. Nextlink monthly phone service - (\$42.39)
3. Filing fee w/ County Clerk for Annual Budget and Semler Annexation - (\$108)
4. Bureau Veritas invoice- (\$76.92)



## BILLING STATEMENT

NextLink Internet  
P.O. Box 224704  
Dallas, TX 75222-4704  
855-698-5465  
[www.nextlinkinternet.com](http://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 B125199003-38
Date	11/06/2023
Beginning Balance (\$)	42.39
<b>Amount Due (\$)</b>	<b>42.39</b>
<b>Due Date</b>	<b>12/06/2023</b>

Login to your account online at  
[nextlinkinternet.com/my-account](http://nextlinkinternet.com/my-account)

**SALES**

VoIP Line	19.95
Service Dates: 11/06/2023 to 12/05/2023	
Phone Rental	11.00
Service Dates: 11/06/2023 to 12/05/2023	
Phone Rental	0.00
Service Dates: 11/06/2023 to 12/05/2023	
<b>Sub Total</b>	<b>30.95</b>

**TAXES AND FEES**

FUSF (VoIP)	1.91
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
<b>Sub Total</b>	<b>11.44</b>

**PAYMENTS AND CREDITS**

10/20/2023 Payment - Thank You! Check 001206	-42.39
--	--------

*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 B125199003-38
<b>Due Date</b>	<b>12/06/2023</b>
<b>Amount Due (\$)</b>	<b>42.39</b>
Amount Enclosed	
Check Number	

Please make checks payable to NextLink Internet





BILLING STATEMENT

NextLink Internet  
P.O. Box 224704  
Dallas, TX 75222-4704  
855-698-5465  
[www.nextlinkinternet.com](http://www.nextlinkinternet.com)

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

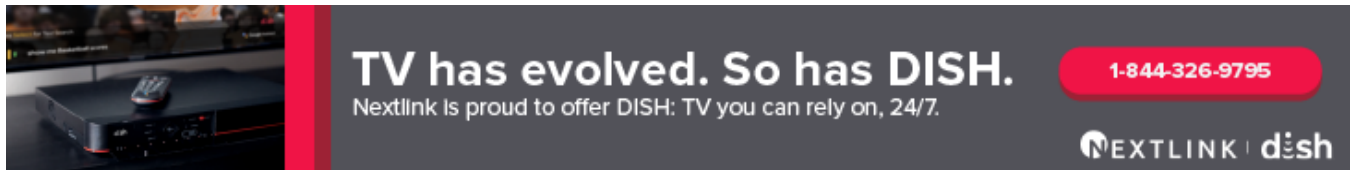
**Billing Statement Summary**

Account	125199003
Reference	Billing Statement B125199003-38
Date	11/06/2023
Beginning Balance (\$)	42.39
<b>Amount Due (\$)</b>	<b>42.39</b>
<b>Due Date</b>	<b>12/06/2023</b>

Login to your account online at  
[nextlinkinternet.com/my-account](http://nextlinkinternet.com/my-account)

**TOTAL DUE**

**42.39**



**TV has evolved. So has DISH.**  
Nextlink is proud to offer DISH: TV you can rely on, 24/7.

1-844-326-9795

NEXTLINK | dish

If you have a billing question, email us at [billing@team.nxlink.com](mailto:billing@team.nxlink.com) or call us at **855-698-5465**.

Notes:

As a reminder, accounts are required to be auto drafted per the Terms and Conditions posted on our website. Please verify that your auto payment method and email address are kept up to date on your account to prevent any unnecessary charges. You may view our current Terms and Conditions by going to [nextlinkinternet.com/terms-conditions](http://nextlinkinternet.com/terms-conditions). We thank you for your business. 855.NXT.LINK (855.698.5465)

# Invoice RI 23052319

Page No: 1 / 1

Remit Checks To:  
Bureau Veritas North America, Inc.  
PO Box 841566  
Dallas, TX 75284-1566

Courier/Overnight Address:  
Bank of America Lockbox Services  
Lockbox # 841566  
1950 N Stemmons Freeway, Suite 5010  
Dallas, TX 75207



**BUREAU  
VERITAS**

Remit ACH Transfers to:  
ABA Routing Number 121000358  
Account Number 14594-11058

Remit Wire Transfers to:  
Routing Number 026009593  
Account Number 14594-11058  
SWIFT Code BOFAUS3N  
Please Email Remittances to:  
ARemittance@bureauveritas.com

Federal Tax ID # 06-1689244

Town of Brock  
2451 FM 1189  
Ste. B  
Brock, TX 76087

Customer no: 4136162

Invoice Date: 10/26/2023  
Net Due Date: 11/25/2023

20342973 2023-026466 D/FW  
Project: 2023-026466  
1421 FM 1189, Suite 7 ; Ste: #7  
Brock TX 76087  
Parker County; ParcelID:  
Legal info:  
Business Name: Brock Liquor Store ;Scope: C of O - Retail Store  
Description: Certificate of Occupancy  
PO Number:  
Plan:C of O ; Project Valuation: \$0; Total Project Square Footage: 0  
Permit: Building - 2023-026466; Issued: 10/19/2023

For billing inquiries, please call 1-800-906-7199.

Description	Quantity	Rate	Net Amount
Commercial Inspection Only	1.00	76.920	76.92

<b>Invoice Subtotal</b>			<b>76.92</b>
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Payment Terms: 30 DAYS NET	<b>Total</b>	<b>USD</b>	<b>76.92</b>
Please Reference Our Invoice Number With Your Payment			
	<b>Total at Due Date</b>	<b>USD</b>	<b>76.92</b>

**TOWN OF BROCK  
COMMISSION AGENDA BRIEFING  
November 20, 2023**

**Agenda Item 3.12**

**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>