

**ORDINANCE NO. O-2026-002**

**AN ORDINANCE OF THE TOWN OF BROCK, TEXAS, ESTABLISHING THE OFFICE OF TOWN CLERK; PROVIDING FOR THE APPOINTMENT, TERM OF OFFICE AND REMOVAL OF THE TOWN CLERK; DESIGNATING THE POWERS AND DUTIES OF THE OFFICE; PROVIDING A SEVERABILITY CLAUSE, REPEALING AND SAVINGS CLAUSE, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Brock is a Type C General Law Municipality located in Parker County, Texas, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas;

**WHEREAS**, Texas Local Government Code, Chapter 24, governs Type C general law municipalities and specifically, Subchapter C governs other municipal officers; and

**WHEREAS**, pursuant to Texas Local Government Code § 24.051, the Town Commission has the authority to appoint officers as necessary to carry out the Town's functions; and

**WHEREAS**, although the Town has employed clerks in the past with responsibilities delegated from the Town Commission and the Mayor, the Town Commission finds that clearly establishing the formal duties and responsibilities of the Town Clerk is in the best interest of the Town; and

**WHEREAS**, Texas Local Government Code § 24.051 allows the Town Commission to prescribe the duties of the Town Clerk; and

**WHEREAS**, the Town Clerk shall also serve as the tax assessor-collector of the Town pursuant to Texas Local Government Code § 24.052; and

**WHEREAS**, pursuant to Texas Local Government Code § 51.001, the Town has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the Town and is necessary or proper for carrying out a power granted by law to the Town.

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

**SECTION 1.** The recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

**SECTION 2.** The office of the Town Clerk is hereby created and may also be known as the Town Secretary.

**SECTION 3.** The Town Clerk shall be appointed by the Mayor, subject to an affirmative vote of the Town Commission, and shall serve for such a term that the Town Commission may

desire. The Town Clerk shall receive such compensation as may be fixed from time to time by the Town Commission in the budgetary process.

**SECTION 4.** The Town Clerk shall execute a bond with a surety company authorized to do business in the State of Texas, payable to the Town, as required by Texas Local Government Code § 24.052, conditioned that the Town Clerk will faithfully perform the duties of the office. The bond amount shall be determined and approved by the Town Commission at least annually and must be sufficient to protect the funds of the Town, but not less than twice the largest amount collected at any one time in the preceding fiscal or calendar year. The bond must be filed and recorded in the Town Commission minutes. The Town Commission may provide for the payment of this bond on the Clerk's behalf from lawfully available public funds of the Town.

**SECTION 5.** The Town Clerk shall perform all duties prescribed by Texas Local Government Code § 22.073 for a clerk and shall serve as the treasurer and tax assessor-collector of the Town and perform the duties as set forth in Texas Local Government Code § 22.075 for a treasurer and tax assessor-collector. The Town Clerk shall perform other duties that may be required by law, ordinance, or resolution.

**SECTION 6.** To the extent permitted by the laws and ordinances governing the Town, the Mayor may delegate additional duties and responsibilities for administration and management of the Town to the Clerk or other subordinate employees under the Clerk's supervision, and may refer to the Clerk with appropriate employment titles such Administrator or Manager, to the extent the Mayor determines necessary in their judgment as the chief executive officer of the Town. The Mayor may provide for the payment of supplementary salary and benefits, and may authorize the hiring of additional employees as necessary to perform these delegated duties and responsibilities. The Mayor may revoke these additional delegated duties and responsibilities and the associated employment titles and salary or benefits at any time.

**SECTION 7.** Removal of the Town Clerk shall be determined pursuant to Texas Local Government Code § 22.077.

**SECTION 8.** The Town Commission hereby approves and ratifies the incumbent Town Clerk and Secretary, Melanie Matheus, to serve as the Town Clerk and Secretary of the Town of Brock under the terms of this Ordinance.

**SECTION 9.** Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance 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 the ordinance, which shall remain in full force and effect.

**SECTION 10.** All ordinances of the Town in conflict with the provisions of this ordinance 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 11.** 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 12TH DAY OF JANUARY 2026.



ATTEST:

Melanie Matheus, Town Secretary

TOWN OF BROCK, TEXAS

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Ben Davis, Mayor

APPROVED AS TO FORM:

Alex M. Phipps III, Town Attorney