



**NOTICE OF THE CITY OF BRECKENRIDGE**  
**REGULAR MEETING OF THE BRECKENRIDGE CITY**  
**COMMISSION**

**March 07, 2023 at 5:30 PM**

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**AGENDA**

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the City Commission will meet in a Regular Meeting of the Breckenridge City Commission on March 07, 2023 at 5:30 PM at the Breckenridge City Offices, 105 N. Rose Avenue, Breckenridge, Texas.

**CALL TO ORDER**

**INVOCATION** Led by Andy Rodgers, Pastor of First Baptist Church.

**PLEDGE OF ALLEGIANCE**

**American Flag**

**OPEN FORUM**

*This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins.*

**STAFF REPORT**

*(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)*

**City Manager**

1. City Business

2. Upcoming Events

March 8 Job Fair, Workforce Development at TSTC, 12 – 3 pm

March 20-14 Brush Chipping

March 28 Strategic Planning Mayor/Commissioners/Community Leaders

**CONSENT AGENDA**

*Any commission member may request an item on the Consent Agenda to be taken up for individual consideration.*

3. Consider approval of the February 07, 2023 Regular Commission Meeting minutes as recorded.
4. Consider approval of the February 27, 2023 Strategic Planning Community Workshop Meeting minutes as recorded.
5. Discussion and any necessary action regarding Texas Gas Service rate decrease and associated ordinance. (Second Reading)

#### **ACTION ITEMS**

6. Discussion and any necessary action regarding annual audit for FY 2021/22
7. Discussion and any necessary action regarding BEDC recommendation for reimbursement of \$64,500 for site improvements for Subway Development.
8. Discussion and any necessary action regarding adopting a resolution for authorizing the submission of an application for the 23/24/CDBG Program – CD Fund (Streets)
9. Discussion and any necessary action regarding adopting a resolution for signatories for the 23/24/CDBG Program – CD Fund (Streets)
10. Discussion and any necessary action regarding awarding a contract for administration services for the 23/24/CDBG Program – CD Fund (Streets)
11. Discussion and any necessary action regarding awarding a contract for engineering services for the 23/24/CDBG Program – CD Fund (Streets)
12. Discussion and any necessary action regarding award of General Street Maintenance contract
13. Discussion and any necessary action regarding establishing Contractor Registration and associated fees
14. Discussion and any necessary action regarding sewer stoppages
15. Discussion and any necessary action regarding re-appointment of Will Thompson term as Director on the WCTMWD Board
16. Discussion and any necessary action regarding approval of ordinance 2023-05 repealing and replacing Ordinance 2023-01 establishing a general fee schedule for the City of Breckenridge. (*First Reading*)

#### **EXECUTIVE SESSION**

*Pursuant to Texas Government Code, Annotated, Chapter 551, Subchapter D, Texas Open Meetings Act (the "Act"), City Commission will recess into Executive Session (closed meeting) to discuss the following:*

## **Real Property**

*§551.072: Deliberate the purchase, exchange, lease, or value of real property:*

17. American Legion

## **RECONVENE INTO OPEN SESSION**

*In accordance with Texas Government Code, Section 551, the City Commission will reconvene into Open Session and consider action, if any, on matters discussed in Executive Session.*

## **RECEIVE REQUESTS FROM COMMISSION MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA**

*Discussion under this section must be limited to whether or not the Commission wishes to include a potential item on a future agenda.*

## **ADJOURN**

**NOTE:** As authorized by Section 551.071 of the Texas Government Code (Consultation with City Attorney), this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

## **CERTIFICATION**

I hereby certify that the above notice was posted in the bulletin board at Breckenridge City Hall, 105 North Rose Avenue, Breckenridge, Texas , by **5:00 PM** on the **4th day of MARCH 2023**.

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City Secretary



***Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Breckenridge City Hall 48 hours in advance, at 254-559-8287, and reasonable accommodations will be made for assistance.***

## Update on Highway 183

# Great News!

TxDOT has identified and signed an agreement with the new Contractor. Work should begin in the next 2 weeks!





# Public Services March 2023

# 75 YEARS OF COMBINED SERVICE

- **Stacy Harrison-Director of Public Services**

- November 1, 1993

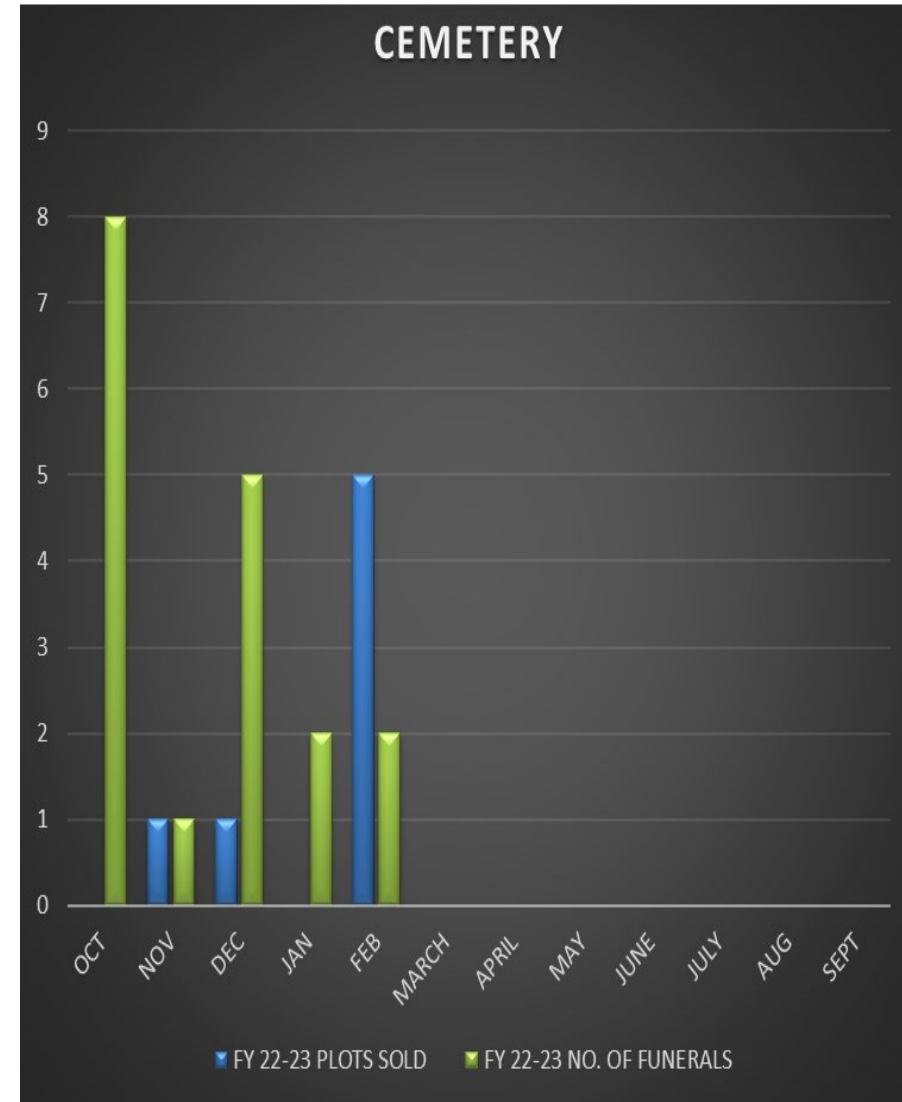
- **Tommy "Gordy" Gordon- Parks & Cemetery Laborer**

- January 7, 1991

- **Wesley Duggan-Park Laborer**

- September 2, 2008

# CEMETERY

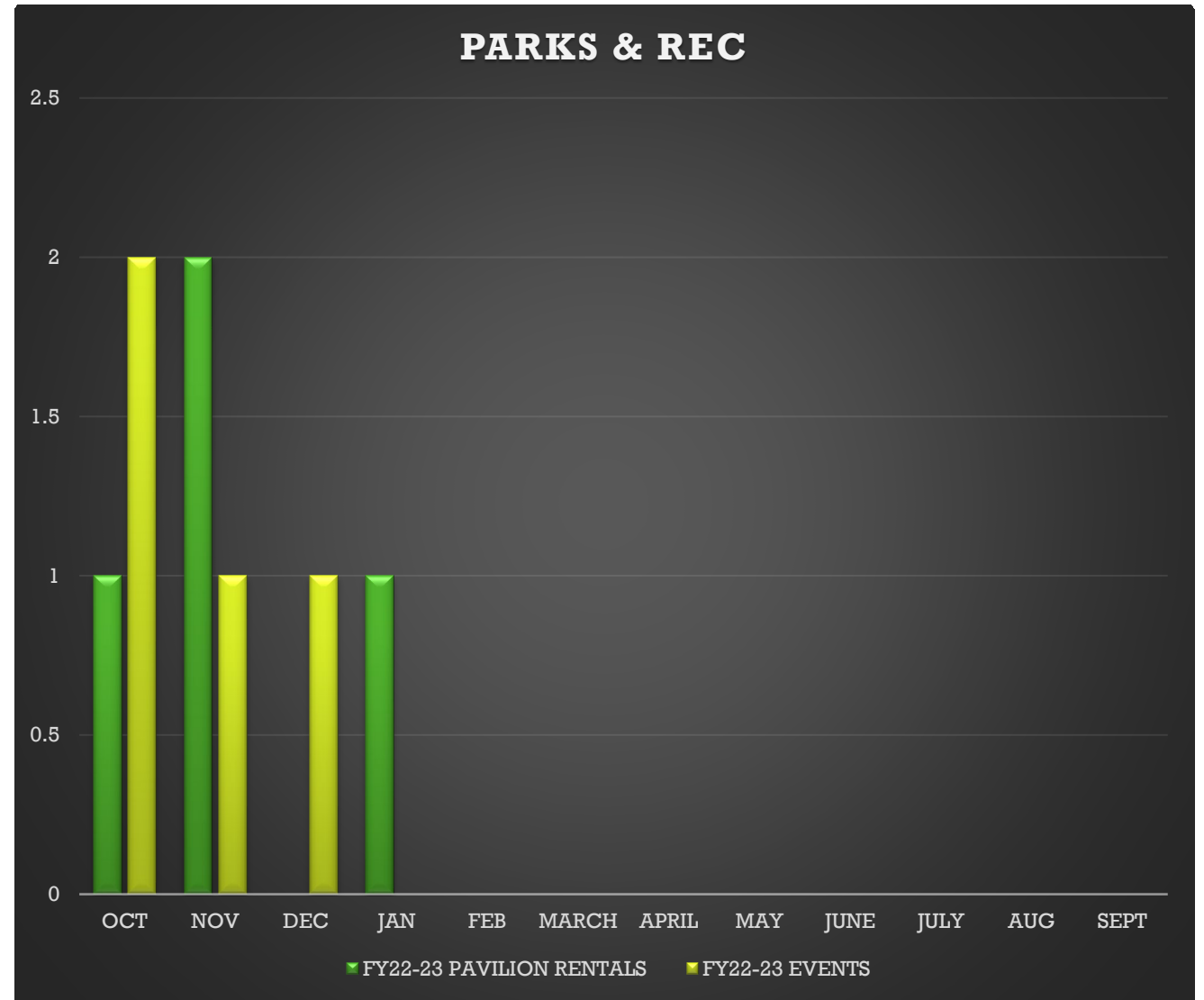


# CEMETERY

## Cemetery Activities:

- ✓ Marked graves for headstones
- ✓ Picked up Valentine Decorations
- ✓ Started Cemetery Annual cleanup
- ✓ Fill in Graves
- ✓ Help with painting in city office

# PARKS & REC



## PARKS & REC ACTIVITY

- ✓ Continue maintenance in all parks
- ✓ Repair to planter boxes at community garden
- ✓ Re Plow community garden
- ✓ Repair to basketball goals in trade barn and re-welded hangers
- ✓ Cleaned out old storage building at 200 S. Roberts. Building ready for demo
- ✓ Painted at city office
- ✓ Raydon made repairs to tin horn by pool house
- ✓ Contractor working on tin horn replacement at north end of soccer field
- ✓ Contractor working in Creek to remove cane

## *City of Breckenridge*

### *Building & Development*

| January 2023                        |                      | FY 2022-2023 |
|-------------------------------------|----------------------|--------------|
| <b>Permits Issued:</b>              |                      |              |
| <b>Building</b>                     | 3                    | 13           |
| <b>Roof</b>                         | 1                    | 12           |
| <b>Fence, windows, siding, etc.</b> | 1                    | 4            |
| <b>Sign</b>                         | 1                    | 6            |
| <b>Concrete</b>                     | 0                    | 0            |
| <b>Mobile home</b>                  | 0                    | 3            |
| <b>Certificate of Occupancy</b>     | 0                    | 0            |
| <b>Electrical</b>                   | 4                    | 19           |
| <b>Plumbing</b>                     | 3                    | 12           |
| <b>Gas line</b>                     | 5                    | 17           |
| <b>Irrigation</b>                   | 0                    | 0            |
| <b>HVAC</b>                         | 1                    | 6            |
| <b>Moving</b>                       | 0                    | 0            |
| <b>Demolition</b>                   | 0                    | 0            |
| <b>Zone change</b>                  | 0                    | 0            |
| <b>Variance</b>                     | 0                    | 0            |
| <b>Prelim/final plat</b>            | 0                    | 0            |
| <b>Solicitor/vendor</b>             | 1                    | 2            |
| <b>Beer license</b>                 | 0                    | 2            |
| <b>Gaming machine license</b>       | 4                    | 5            |
| <b>Food Mobile Unit</b>             | 0                    | 2            |
| <b>Fire alarm</b>                   | 0                    | 0            |
| <b>Fire sprinkler</b>               | 0                    | 0            |
| <b>Type:</b>                        | <b>Address:</b>      |              |
| Building:                           | 1304 Glenwood Circle |              |
|                                     | 1200 W. Walker       |              |
|                                     | 617 N. Oakwood       |              |
| Roof:                               | 602 N. Rose          |              |
| Sidewalk:                           | 305 S. Shelton       |              |
| Sign:                               | 200 S. Geneva        |              |
| Mobile home:                        | 607 N. Panther       |              |
| Gaming machine:                     | 800 W. Walker        |              |
|                                     | 120 S. Court         |              |
|                                     | 3020 W. Walker       |              |

[illegible]



# *City of Breckenridge*

## *Code Enforcement Monthly Report*

### *January 2023*

Violations reported to Code Enforcement via email – 0

Violations reported to Code Enforcement via phone – 2

#### **New violations cases opened – 9**

Dangerous building – 1106 W. Lindsey

Dangerous building – 513 S. Stoker

Rubbish – 301 N. Dairy

Rubbish – 1106 E. Dyer

Rubbish – 400 S. Miller

High weeds – Sunset Dr. (south east end)

Dangerous building – 1306 E. Lindsey

Junk vehicle – 1100 W. 5<sup>th</sup>

Dangerous building – 508 S. Butte

#### **Violations closed due to compliance – 4**

403 S. Shelton – house has been torn down

1001 S. Smith – vehicle moved

1001 S. Smith – vehicle moved

1106 E. Dyer – trash was cleaned up

#### **Cases sent to Municipal Court – 5**

521 N. Breckenridge – rubbish

205, 209, 211 N. McAmis – rubbish

607 S. O’Conner – rubbish

301 N. Dairy – rubbish

1100 W. 5<sup>th</sup> – junk vehicle

Estimated labor hours spent on code enforcement for the month – 60

## January 2023 Code Violation Report

| Complaint Date | Violation             | Case Number | Address                     | Inspection Date | Disposition                    |
|----------------|-----------------------|-------------|-----------------------------|-----------------|--------------------------------|
| 3/14/22        | Rubbish               | 22-09       | 600-700 blk W. Hullum       | 7/12/22         | Progress is being made         |
| 7/28/22        | High weeds            | 22-46       | 711 W. 4 <sup>th</sup>      |                 | Pending                        |
| 8/10/22        | High weeds            | 22-59       | 205 W. 2 <sup>nd</sup>      |                 | Pending                        |
| 8/17/22        | Substandard building  | 22-70       | 509 N. Court                |                 | Plans to tear down             |
| 8/17/22        | Substandard building  | 22-71       | 710 W. 4 <sup>th</sup>      | 1/20/23         | Ready for hearing              |
| 8/17/22        | Substandard building  | 22-72       | 403 S. Shelton              |                 | Plans to tear down             |
| 8/17/22        | Substandard building  | 22-73       | 1106 W. Wheeler             | 1/20/23         | Resent, ready for hearing      |
| 8/17/22        | Substandard building  | 22-74       | 308 S. Pecan                |                 | Plans to tear down             |
| 8/19/22        | RV parking violation  | 22-78       | 1003 E. Wheeler             |                 | Pending                        |
| 9/7/22         | High weeds            | 22-86       | 609 N. Panther              |                 | Pending                        |
| 9/13/22        | Rubbish               | 22-94       | 1030 S. Smith               |                 | Pending                        |
| 10/20/22       | Substandard building  | 22-113      | 1107 E. Williams            | 1/20/23         | Hearing                        |
| 10/19/22       | High weeds            | 22-122      | 706 N. Shelton              |                 | Pending                        |
| 11/2/22        | Rubbish               | 22-128      | 521 N. Breckenridge Ave.    | 2/7/23          | Sent to court                  |
| 11/2/22        | Rubbish               | 22-129      | 205, 209, 211 N. McAmis     | 2/7/23          | Sent to court                  |
| 11/3/22        | Rubbish, junk vehicle | 22-130      | 321 W. Elm (verbal contact) |                 | Pending                        |
| 11/4/22        | Junk vehicle          | 22-131      | 1011 E. Elm                 | 1/20/23         | Waiting on will to be probated |
| 11/9/22        | Rubbish               | 22-134      | 1001 S. Smith               |                 | Pending                        |
| 11/10/22       | Junk vehicle          | 22-135      | 1001 S. Smith               | 2/7/23          | Vehicle moved                  |
| 11/10/22       | Junk vehicle          | 22-136      | 1001 S. Smith               | 2/7/23          | Vehicle moved                  |
| 11/10/22       | Dangerous building    | 22-137      | 707 N. Baylor               | 1/20/23         | Ready for hearing              |
| 11/16/22       | Dangerous building    | 22-141      | 115 S. Parks                | 1/20/23         | Ready for hearing              |

|          |                    |        |                         |         |                         |
|----------|--------------------|--------|-------------------------|---------|-------------------------|
| 11/21/22 | High weeds         | 22-145 | Sunset (verbal contact) |         | Pending                 |
| 11/30/22 | Dangerous building | 22-146 | 907 N. Shelton          | 1/20/23 | Ready for hearing       |
| 12/2/22  | Dangerous building | 22-148 | 1106 W. Wheeler         | 1/20/23 | Reading for hearing     |
| 12/6/22  | High weeds         | 22-149 | 300 W. 2 <sup>nd</sup>  |         | Pending                 |
| 12/6/22  | High weeds         | 22-150 | 212 N. Parks            |         | Pending                 |
| 12/6/22  | Rubbish            | 22-151 | 303 W. 3 <sup>rd</sup>  |         | Pending                 |
| 12/6/22  | Rubbish            | 22-152 | 607 S. O'Conner         | 2/7/23  | Sent to court           |
| 12/13/22 | Rubbish            | 22-154 | N. Front                |         | Pending                 |
| 1/5/23   | Dangerous building | 23-01  | 1106 W. Lindsey         |         | Extension until 8/31/23 |
| 1/5/23   | Dangerous building | 23-02  | 513 S. Stoker           | 2/7/23  | Ready for hearing       |
| 1/13/23  | Rubbish            | 23-03  | 301 N. Dairy            | 2/17/23 | Sent to court           |
| 1/13/23  | Rubbish            | 23-04  | 1106 E. Dyer            | 2/3/23  | Cleaned up              |
| 1/9/23   | Rubbish            | 23-05  | 400 S. Miller           |         | Pending                 |
| 1/13/23  | High weeds         | 23-06  | Sunset Dr.              |         | Pending                 |
| 1/19/23  | Dangerous building | 23-07  | 1306 E. Lindsey         | 2/7/23  | Ready for hearing       |
| 1/19/23  | Junk vehicle       | 23-08  | 1100 W. 5 <sup>th</sup> | 2/7/23  | Sent to court           |
| 1/19/23  | Dangerous building | 23-09  | 508 S. Butte            | 2/17/23 | Ready for hearing       |

# Fire Department Summary Report

## January 2023

|  | This Month | YTD   |
|--|------------|-------|
| <b>1. NUMBER of ALARMS ANSWERED:</b>                       |            |       |
| Inside City  | 10         | 10    |
| Outside City   | 15         | 15    |
| <b>2. CALLS:</b>   |            |       |
| Smoke Scares   | 1          | 1     |
| Gas Leaks/Hazardous Responses                              | 6          | 6     |
| Structures   | 2          | 2     |
| Trash  | 0          | 0     |
| Vehicles or Equipment                                      | 0          | 0     |
| Grass  | 2          | 2     |
| Service Calls  | 0          | 0     |
| Departmental Assistance                                    | 3          | 3     |
| False Alarms/Good intent calls                             | 3          | 3     |
| Emergency or Rescue  | 0          | 0     |
| Unauthorized burning                                       | 0          | 0     |
| Other  | 2          | 2     |
| <b>3. NUMBER OF ACRES BURNED:</b>                          | 1          | 1     |
| <b>4. MUTUAL AID GIVEN (STRUCTURE):</b>                    | 0          | 0     |
| <b>5. MUTUAL AID RECEIVED (STRUCTURE):</b>                 | 0          | 0     |
| <b>6. VEHICLE ACCIDENTS (WITH OR WITHOUT EXTRICATION):</b> | 6          | 6     |
| <b>7. FIREFIGHTER INJURIES OR DEATHS:</b>                  | 0          | 0     |
| <b>8. CIVILIAN INJURIES OR DEATHS:</b>                     | 0          | 0     |
| <b>9. EXTINGUISHING AGENT OR CONTROL:</b>                  |            |       |
| Out Before Arrival   | 0          | 0     |
| Hose   | 6          | 6     |
| <b>10. WATER USAGE:</b>                                    | 3,810      | 3,810 |
| <b>11. MILES TRAVELED</b>                                  |            |       |
| Inside City  | 18         | 18    |
| Outside City   | 271        | 271   |
| Combined   | 289        | 289   |



# Daily Inspections

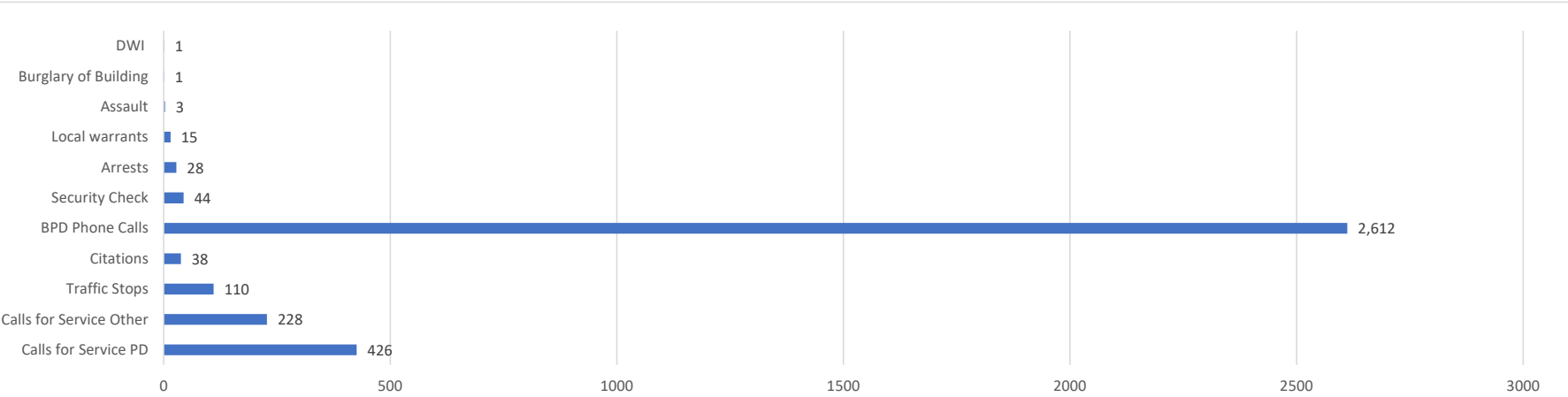
## January 2023

| Date      | Inspection Type    | Owner/Address                          | Contractor                    | Approve | Disapprove |
|-----------|--------------------|--|-------------------------------|---------|------------|
| 1/3/2023  | Gas                | Teresa Carlstrom/1207 E. Lindsey       | Original Plumbing             |         | X          |
| 1/3/2023  | Gas                | Teresa Carlstrom/1207 E. Lindsey       | Original Plumbing             |         | X          |
| 1/3/2023  | Gas                | Teresa Carlstrom/1207 E. Lindsey       | Original Plumbing             | X       |            |
| 1/5/2023  | Meter loop         | Roy Hughes/711 W. Elliott              | Kingdom Electric              |         | X          |
| 1/5/2023  | Meter loop         | Roy Hughes/711 W. Elliott              | Kingdom Electric              | X       |            |
| 1/5/2023  | Meter loop         | Shane Boles/1204 E. Lindsey            | J&J Electric                  | X       |            |
| 1/5/2023  | Meter loop         | Teresa Quinonez/1108 W. Elm (rear)     | Resist All Electric           | X       |            |
| 1/6/2023  | Ceiling            | Greg Akers/114 E. Elm                  | Greg Akers                    | X       |            |
| 1/9/2023  | Rock work          | Nicole Whealy/400 Ridge Rd.            | Greg Akers                    | X       |            |
| 1/9/2023  | Frame, windows     | Janet Quindipan/2208 Sha Lane          | Reatherford Construction      | X       |            |
| 1/10/2023 | Gas, sewer lines   | Ty Brown/1403 W. Wheeler               | West Texas Plumbing Solutions | X       |            |
| 1/11/2023 | Gas line           | Caddo Creek Investments/309 S. Jackson | Stowe Independent Services    | X       |            |
| 1/10/2023 | Water heater       | Renew Home Health/514 W. Walker        | West Texas Plumbing Solutions | X       |            |
| 1/11/2023 | Plumbing           | Dude Ezell/201 W. Walker               | A1 Quality Plumbing           | X       |            |
| 1/13/2023 | Frame              | Khadka Uddhav/1600 W. Walker           | Sechrest Construction         | X       |            |
| 1/13/2023 | Gas                | Brittany Goehring/300 E. Hullum        | Eddie Perez                   | X       |            |
| 1/13/2023 | Sheathing          | Khadka Uddhav/1600 W. Walker           | Sechrest Construction         | X       |            |
| 1/17/2023 | Rebar              | Kay Cates/305 S. Shelton               | Randy Moreno                  | X       |            |
| 1/17/2023 | Water, sewer lines | Nathan Morgan/303 W. 3 <sup>rd</sup>   | Big Country Plumbing          | X       |            |

| Date      | Inspection Type | Owner/Address                          | Contractor                 | Approve | Disapprove |
|-----------|-----------------|--|----------------------------|---------|------------|
| 1/17/2023 | Gas             | Caddo Creek Investments/309 S. Jackson | Stowe Independent Services | X       |            |
| 1/18/2023 | Steel           | Karl Brown/1202 W. Jeanette            | Karl Brown                 | X       |            |
| 1/18/2023 | Gas line        | Ramon Cruz/1201 E. Elm                 | Original Plumbing          | X       |            |
| 1/23/2023 | Water line      | Daniel Hanstad/901 N. Parks            | Black Plumbing             | X       |            |
| 1/26/2023 | Electric        | Jesse Merrbaugh/816 N. Pecan           | Resist All Electric        | X       |            |

Jan-23

|                         |       |
|-------------------------|-------|
| Calls for Service PD    | 426   |
| Calls for Service Other | 228   |
| Traffic Stops           | 110   |
| Citations               | 38    |
| BPD Phone Calls         | 2,612 |
| Security Check          | 44    |
| Arrests                 | 28    |
| Local warrants          | 15    |
| Assault                 | 3     |
| Burglary of Building    | 1     |
| DWI                     | 1     |

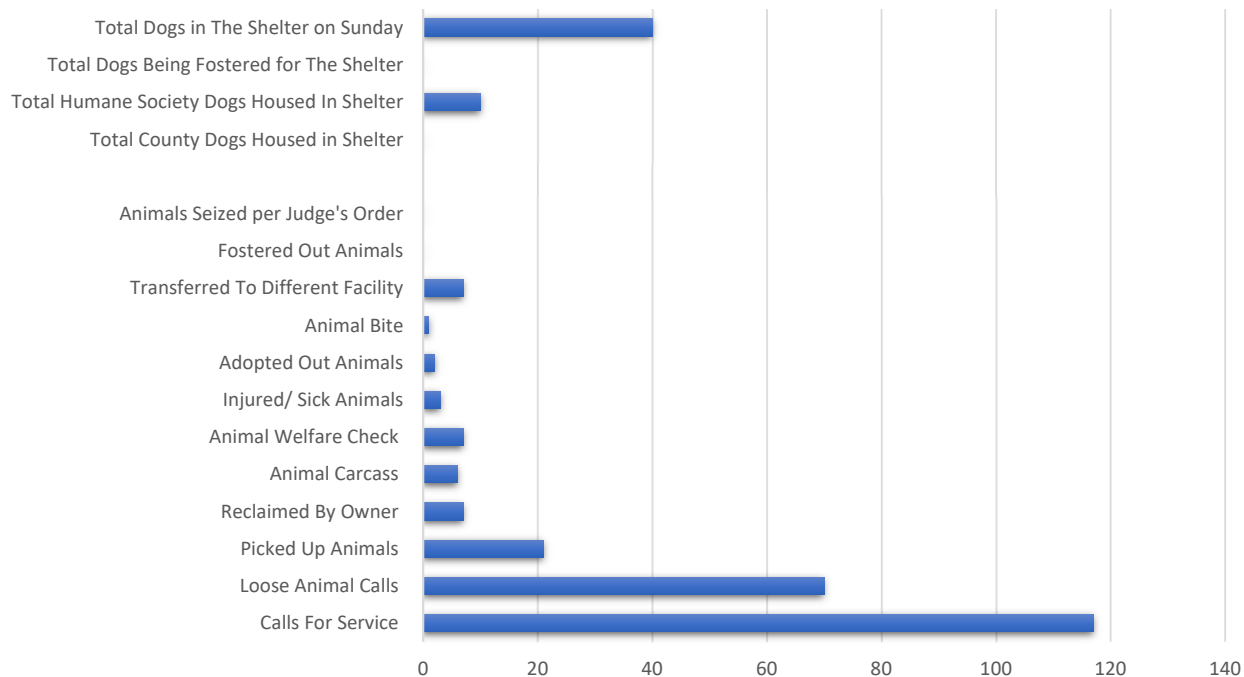


Jan. 2023

Total:

|   |    |    |    |    |    |     |
|---|----|----|----|----|----|-----|
| Calls For Service                           | 23 | 26 | 26 | 27 | 15 | 117 |
| Loose Animal Calls                          | 16 | 14 | 13 | 18 | 9  | 70  |
| Picked Up Animals                           | 9  | 2  | 2  | 7  | 1  | 21  |
| Reclaimed By Owner                          | 2  | 1  | 2  | 1  | 1  | 7   |
| Animal Carcass                              | 1  | 3  | 2  | 0  | 0  | 6   |
| Animal Welfare Check                        | 0  | 1  | 3  | 2  | 1  | 7   |
| Injured/ Sick Animals                       | 0  | 1  | 0  | 2  | 0  | 3   |
| Adopted Out Animals                         | 2  | 0  | 0  | 0  | 0  | 2   |
| Animal Bite                                 | 0  | 0  | 1  | 0  | 0  | 1   |
| Transferred To Different Facility           | 1  | 0  | 1  | 2  | 3  | 7   |
| Fostered Out Animals                        | 0  | 0  | 0  | 0  | 0  | 0   |
| Animals Seized per Judge's Order            | 0  | 0  | 0  | 0  | 0  | 0   |
| Total County Dogs Housed in Shelter         | 0  | 0  | 0  | 0  | 0  | 0   |
| Total Humane Society Dogs Housed In Shelter | 2  | 2  | 2  | 2  | 2  | 10  |
| Total Dogs Being Fostered for The Shelter   | 0  | 0  | 0  | 0  | 0  | 0   |
| Total Dogs in The Shelter on Sunday         | 6  | 7  | 6  | 11 | 10 | 40  |

### Animal Control January 2023



# Spring 2023 FLING

**FRIDAY, MARCH 24TH  
3 PM TO 9 PM**

**PROJECTS**

**FASHION**

**DÉCOR**

**PLANTING**

**&**

**MORE**

**BE SURE TO ENTER YOUR NAME INTO THE  
CHAMBER'S DRAWING BOX AT EACH LOCATION FOR  
YOUR CHANCE TO WIN THE \$25 GIFT CERTIFICATES**

***BUSINESS LOCATIONS WILL BE POSTED SOON***

**#LovingLifeInBreckenridge**

## BRUSH CHIPPING INFORMATION

The City of Breckenridge and Stephens County have announced that, as a cooperative effort, they will be picking up brush with a woodchipper inside the corporate limits of Breckenridge the week of March 20, 2023. It will be necessary for the citizens to have brush that they would like chipped and hauled off at curbside by Friday, March 17, 2023.

No brush larger than 4" in diameter will be picked up. Brush **MUST** be cut in lengths no longer than 6 feet long, and the butt ends **MUST** be placed toward the street or curb. Uprooted trees with roots attached cannot be run through the chipper. No dirt can be encrusted on the brush.

It will not be necessary to contact either the City of Breckenridge or Stephens County to receive this service, as the trucks will run the entire city during this week. This will be a service provided by the City of Breckenridge and Stephens County at no charge to the residents. This is, once again, a cooperative effort between the City of Breckenridge and Stephens County providing a service to the residents of Breckenridge for the disposal of their tree trimmings. This service has been provided to the residents inside the corporate limits of the City on a semiannual basis for several years now. The trucks will be running in separate sections of the City during this period. Any brush put at the curbside after March 17, 2023, will not be removed.

### **BULK PICKUP:**

For convenience, bulk pickup for the month of March will be changed to March 22, 2023. Residents must request pickup via city website [www.breckenridgetx.gov](http://www.breckenridgetx.gov) or by calling city offices at 254-559-8287 no later than Friday, March 17, 2023.

### **REMINDER:**

Throughout the year tree limbs can be brought into the Convenience Station at no charge to customers. Convenience station hours are Tuesday thru Thursday, 1PM to 5PM and Friday & Saturday, 9AM to 5PM.

Should you have any questions about the disposal, please call the City Offices at (254)559-8287.



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Consider approval of the February 07, 2023 Regular Commission Meeting minutes as recorded.

**Department:** Administration

**Staff Contact:** Jessica Sutter

**Title:** City Secretary

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**BACKGROUND INFORMATION:**

Meeting minutes for the Regular Commission meeting February 07, 2023.

**FINANCIAL IMPACT:**

If applicable, enter financial impact.

**STAFF RECOMMENDATION:**

Move to approve.

February 7, 2023

**REGULAR TOWN COMMISSION MEETING OF THE TOWN OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT.**

**PRESENT**

MAYOR  
COMMISSIONER, PLACE 1  
COMMISSIONER, PLACE 3  
COMMISSIONER, PLACE 4

BOB SIMS  
BLAKE HAMILTON  
VINCE MOORE  
GARY MERCER

CITY MANAGER  
CITY SECRETARY  
FINANCE DIRECTOR  
PUBLIC WORKS DIRECTOR  
POLICE CHIEF

CYNTHIA NORTHROP  
JESSICA SUTTER  
DIANE LATHAM  
ROBERT ALVAREZ  
BACEL CANTRELL

**NOT PRESENT**

MAYOR PRO TEM, PLACE 2

ROB DURHAM

**CALL TO ORDER**

Mayor called the meeting to order at 5:31 p.m.

Invocation led by Linda Leveridge

**OPEN FORUM**

*This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins.*

No speakers.

**STAFF REPORT**

*(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)*

**City Manager**

1. City Business
2. Upcoming Events

2/16/2023      Bulk Pickup, must be registered by 1/10/2023.

- 2/17/2023 Final Day to file an application for a place on ballot
- 2/20/2023 City offices closed in observation of Presidents Day.
- 2/20/2023 Cemetery Cleanup.
- 2/27/2023 Strategic Planning Public Workshop 5:30-7:30pm.
- 2//27/2023 Drawing for a place on the ballot 9:00am

### Chamber of Commerce

- 3. Presentation of Chamber of Commerce 2022 Annual Report and Hotel Motel Quarterly Report.

### CONSENT AGENDA

*Any commission member may request an item on the Consent Agenda to be taken up for individual consideration.*

- 4. Consider approval of the January 10, 2023 Regular Commission Meeting minutes as recorded.
- 5. Consider approval of the January 24, 2023 Special Commission Meeting minutes as recorded.
- 6. Consider approval of the 2023 annual Police Department Racial Profiling Report.
- 7. Consider approval of the Breckenridge Chamber of Commerce annual report and Hotel/Motel quarterly report.

Commissioner Moore made a motion to approve consent agenda items 4-7 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0

### PUBLIC HEARING ITEMS

- 8. Public hearing to discuss a proposed amendment to Chapter 22, Zoning, of the Breckenridge Code of Ordinances to update regulations pertaining to signs and to adopt those sign regulations as a separate chapter in the code.

Mayor Sims opened the Public Hearing at 5:50pm with no speakers present. The meeting was closed at 5:51. No action taken

### ACTION ITEMS

- 9. Discuss and consider approving Ordinance 2023-03 amending Chapter 22, Zoning, of the Breckenridge Code of Ordinances to update regulations pertaining to signs and to adopt those sign regulations as a separate chapter in the code.

City Manager Cynthia Northrop addressed Commissioners explaining that the current sign ordinance for the Central Business District is cumbersome and confusing. To clarify, streamline processes, promote economic development, and maintain a uniform approach to signage in the Downtown Business District, staff has been reviewing our current sign ordinance. Staff has discussed these updates with the BEDC, the Breckenridge Downtown Development Council and the City Attorney. The updates will streamline process by removing the sign ordinance from the Zoning section of our ordinances to the Municipal section. The updates are more concise, will clarify rules and regulations and will support economic development while maintaining consistency and a uniform approach to signage in the Downtown area. The planning and Zoning Commission held a Public Hearing and took action to recommend Commission approval of request.

Commissioner Mercer made a motion to approve Ordinance 2023-03 amending Chapter 2, Zoning, of the Breckenridge Code of Ordinances to update regulations pertaining to signs and to adopt these sign regulations as a separate chapter in the code. Commissioner Moore seconded the motion. The motion passed 4-0.

10. Discussion and any necessary action in regards to a master lease agreement between the City of Breckenridge and Enterprise FM Trust to provide Fleet Management solutions.

Presentation was made by Rami Saad from Enterprise Fleet Management Inc. Rami explained that City of Breckenridge is looking for a solution to reduce the total cost of our current fleet program, improve safety, reliability, community image, and provide consistency to the fleet budget. Our practice is to hold onto vehicles for as long as possible, More than 50% of the light and medium duty fleet is 10 years old or older, and 4 Police Department vehicles are currently non-operational. Our current vehicles have higher fuel costs, maintenance costs, are less reliable, and lack safety features that are now standard leading to an inconsistent and reactive approach to fleet management. Partnering with Enterprise Fleet Management and implementing the proposed plan, The City of Breckenridge will realize a combined savings of \$333,399 over the next 10 years when compared to our current practice. Implementing this fleet management strategy with Enterprise allows us to easily track and analyze our expenditures, will improve safety, reliability and community image while reducing fuel expense by 26%, and will reduce maintenance expenses by 61% over the course of the plan.

Commissioner Hamilton made a motion to approve a master lease agreement between the City of Breckenridge and Enterprise FM Trust to provide fleet management solutions and authorize the City Manager to execute the documents. Commissioner Moore seconded the motion. The motion passed 4-0

11. Discussion and any necessary action regarding emergency budget amendment for Park Drain Line Replacement.

City Manager Northrop stated that in November the city discovered two large holes that caved in over a culvert on the north end of the Soccer field just south of Walker. This 36" culvert drains water from the east side of the field west to the Cunsolus Creek. The culvert is damaged and needs to be replaced as well. We received two proposals. Staff recommends to approve the emergency budget amendment for low bid proposal to Mendoza Backhoe Service in the amount of \$32,000.00.

Commissioner Moore made a motion to approve an emergency budget amendment for low bid proposal to Mendoza Backhoe Service and authorize City Manager to execute the contract. Commissioner Mercer seconded the motion. The motion passed 4-0

12. Discussion and any necessary action on Resolution 2023-03 authorizing the continued participation with the steering committee of the cities served by Oncor.

City Manager Cynthia Northrop explained that The City of Breckenridge is a member of a 171-member city coalition known as the Steering Committee of Cities Served by Oncor. The resolution approves the assessment of a ten cent per capita fee to fund the activities of the Steering Committee.

Commissioner Mercer made a motion to approve Resolution 2023-03 as presented. Commissioner Moore seconded the motion. The motion passed 4-0

13. Discussion and any necessary action regarding approval of Ordinance 2023-02 ordering a Municipal General Election to be held on May 6, 2023 for the purpose of electing the Offices of Commissioner Place 3 and Commissioner Place 4.

City Secretary Jessica Sutter stated that this year, two citizens will be elected at-large to each serve a two-year term as Commissioner Place 3 and Commissioner Place 4. The incumbents for these positions are Vince Moore, and Gary Mercer. The terms of office will be from May of 2023 to May of 2025. Election day will be May 6, 2023.

Commissioner Moore moved to approve Ordinance 2023-02 ordering a Municipal General Election to be held on May 6, 2023 for the purpose of electing the offices of Commissioner Place 3 and Commissioner Place 4. Commissioner Hamilton seconded the motion. The motion passed 4-0.

14. Discussion and any necessary action regarding EMS contract.

City Manager Cynthia Northrop stated that our current contract for EMS services, which is a partnership between Stephens Memorial Hospital and Stephens County for services provided by AMR, will expire in April 1, 2023. Stephens Memorial went out for bid and the current contract provider, AMR, notified they would not be submitting a proposal. Sacred Cross EMS submitted a proposal and Stephens Memorial awarded the contract in December. The agreement between the Hospital, County and City is to equally share EMS costs. The City's cost share is \$8700 monthly for an annual total of \$104,400, this includes \$4,400 annually for rent that houses EMS Staff.

Commissioner Hamilton made a motion to approve an EMS agreement and authorize the City Manager to execute the documents. Commissioner Mercer seconded the motion. The motion passed 4-0.

15. Discussion and any necessary action regarding updates to the Personnel Policy.

City Manager Northrop stated that when the Personnel Policy was updated in May 2022, the reference to “certain safety related positions’ in Chapter 16 – Drug Free Workplace (16.08), was inadvertently left out. This action will add back employees in safety-sensitive positions shall be required to submit to random alcohol and drug testing to the policy.

Commissioner Mercer moved to approve the update to the personell policy. Commissioner Moore seconded the motion. The motion passed 4-0.

16. Discussion and any necessary action regarding Texas Gas Service rate decrease and associated ordinance.

City Manager Northrop explained that Texas Gas Service has submitted a Statement of Intent to decrease gas utility rates within in the incorporated areas of North Texas Service Area, which includes Breckenridge, resulting from the recent decision of the Railroad Commission of Texas. As a part of the rate filing Texas Gas Service proposed to consolidate into a new service area called the West North Service Area. Calculating rates based on the area resulted in a rate reduction.

Commissioner Hamilton made a motion to approve Ordinance 2023-04 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0

17. Discussion and any necessary action regarding approval of ordinance 2023-01 repealing and replacing Ordinance 2022-12 establishing a general fee schedule for the City of Breckenridge. *(Second Reading)*

City Manager Northrop explained that this is a second reading of Ordinance 2023-01 to establish a general fee schedule for the City of Breckenridge. The first reading was held on January 10, 2023.

Commissioner Mercer moved to approve Ordinance 2023-01 repealing and replacing Ordinance 2022-12 establishing a general fee schedule for eht City of Breckenridge. Commissioner Moore seconded the motion. The motion passed 4-0.

18. Discussion and any necessary action to adopt Resolution 2023-04 awarding a professional services engineering contract for a 2023 CDBG Downtown Revitalization Grant.

City Manager Northrop explained that as part of the application process for Texas Community Development Block Grant Program Downtown Revitalization Grant a Request for Qualifications was issued for engineering services and we received 5 submittals. Based on review and evaluation, the committee recommends selecting Jacob & Martin.

Commissioner Hamilton made a motion to approve Resolution 2023-04 selecting Jacob & Martin as the engineering firm and authorize City Manager to negotiate the contract for a 2023 CDBG Downtown Revitalization Grant. Commissioner Moore seconded the motion. The motion passed 4-0.

19. Discussion and any necessary action regarding a change order to the AMI Meter Replacement project.

Joe Mangram with EHT presented change order to commissioners stating that due to challenges identifying existing water meters and supply chain issues, this change order will update the size and number of new meters required, which we anticipate will result in an increase to the contract amount, and extend the completion 30 days from February 11, 2023 to March 13, 2023.

Commissioner Mercer made a motion to approve staff recommendations regarding a change order to the AMI Meter Replacement Project. Commissioner Moore seconded the motion. The motion passed 4-0

20. Discussion and any necessary action regarding BEDC contract with the Breckenridge Chamber of Commerce

City Manager Northrop explained that the Breckenridge Economic Development Corporation and the Chamber of Commerce have partnered together for the BEDC to reimburse the Chamber for administrative assistance in furthering the economic development goals of Breckenridge and the BEDC. This contract continues that agreement for the period of October 1, 2022, through September 30, 2023.

Commissioner Moore made a motion to approve BEDC contract with the Breckenridge Chamber of Commerce. Commissioner Hamilton seconded the motion. The motion passed 4-0.

#### **RECEIVE REQUESTS FROM COMMISSION MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA**

*Discussion under this section must be limited to whether or not the Commission wishes to include a potential item on a future agenda.*

#### **ADJOURN**

There being no further business, the Mayor adjourned the regular session at 6:42 p.m.

\_\_\_\_\_  
Bob Sims, Mayor

\_\_\_\_\_  
Jessica Sutter, City Secretary

DRAFT



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Consider approval of the February 27, 2023 Strategic Planning Community Workshop Meeting minutes as recorded.

**Department:** Administration

**Staff Contact:** Jessica Sutter

**Title:** City Secretary

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**BACKGROUND INFORMATION:**

Meeting minutes for the Strategic planning Community Workshop on February 27, 2023.

**FINANCIAL IMPACT:**

If applicable, enter financial impact.

**STAFF RECOMMENDATION:**

Move to approve.

**FEBRUARY 27, 2023**

**SPECIAL MEETING STRATEGIC PLANNING COMMUNITY WORKSHOP OF THE TOWN OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:**

MAYOR  
COMMISSIONER PLACE 1  
MAYOR PRO TEM PLACE 2  
COMMISSIONER PLACE 3  
COMMISSIONER PLACE 4

BOB SIMS  
BLAKE HAMILTON  
ROB DURHAM  
VINCE MOORE  
GARY MERCER

CITY MANAGER  
CITY SECRETARY  
PARKS DIRECTOR  
FINANCE DIRECTOR  
INTERIM PUBLIC WORKS DIRECTOR  
FIRE CHIEF  
POLICE CHIEF

CYNTHIA NORTHROP  
JESSICA SUTTER  
STACEY HARRISON  
DIANE LATHAM  
ROBERT ALVAREZ  
MALCOLM BUFKIN  
BACEL CANTRELL

**ABSENT**

COMMISSIONER PLACE 1  
COMMISSIONER PLACE 4

BLAKE HAMILTON  
GARY MERCER

**THIS WAS A COMMUNITY WORKSHOP, HELD AS A COME AND GO EVENT COMMISSIONERS WERE NOT REQUIRED TO BE PRESENT THROUGHOUT ENTIRE EVENT.**

**MEETING BEGAN AT 5:30 P.M.**

**WORKSHOP ITEMS**

*(Workshop items are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items on a future agenda for action.)*

1. Strategic Planning Community Event.

**MEETING ENDED AT 7:30 P.M.**

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Bob Sims, Mayor

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Jessica Sutter, City Secretary



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding Texas Gas Service rate decrease and associated ordinance. (Second Reading)

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### BACKGROUND INFORMATION:

Texas Gas Service has submitted a Statement of Intent to decrease gas utility rates within in the incorporated areas of North Texas Service Area, which includes Breckenridge, resulting from the recent decision of the Railroad Commission of Texas issued in Docket OS-22-00009896 (June 2022). As a part of the rate filing TGS proposed to consolidate the WTSA, BSSA and NTSA into a new service area called the West North Service Area. Calculating rates based on the area resulted in a rate reduction (see Ex. B and C).

### FINANCIAL IMPACT:

NA

### STAFF RECOMMENDATION:

Prove TGS rate reduction and associated ordinance



1301 S. Mopac Expwy, Suite 400  
 Austin, TX 78749  
 512-370-8354  
 stacey.mctaggart@onegas.com

January 23, 2023

Re: Statement of Intent of Texas Gas Service Company, a division of ONE Gas, Inc., to Change Rates Within the Incorporated Areas of the North Texas Service Area

To the Honorable Mayors and Council Members of the following Texas Cities:

Aledo, Breckenridge, Bryson, Graford, Graham, Hudson Oaks, Jacksboro, Millsap, Mineral Wells, Weatherford and Willow Park

Texas Gas Service Company, a division of ONE Gas, Inc., ("TGS" or the "Company"), is a gas utility as that term is defined in § 101.003(7) of the Texas Utilities Code. Pursuant to Texas Utilities Code § 103.001, the cities within the North Texas Service Area ("NTSA") have original jurisdiction to set the rates TGS requests for customers within their respective incorporated areas. TGS respectfully files this Statement of Intent to decrease gas utility rates within the incorporated areas of the NTSA, which include the cities of, Aledo, Breckenridge, Bryson, Graford, Graham, Hudson Oaks, Jacksboro, Millsap, Mineral Wells, Weatherford and Willow Park, Texas ("NTSA Cities").

This Statement of Intent filing results from the recent decision the Railroad Commission of Texas ("Commission") issued in Docket OS-22-00009896. That Commission proceeding was the result of the Company's Statement of Intent filings made on June 30, 2022, in which TGS sought to increase rates within the unincorporated and incorporated areas of its West Texas Service Area ("WTSA"), Borger Skellytown Service Area ("BSSA") and the unincorporated areas of the NTSA. Each Statement of Intent was filed with the relevant regulatory authority having original jurisdiction over the gas utility rates charged by the Company to customers within those areas. The Company provided a courtesy copy of the Statement of Intent filing to each of the NTSA Cities on or about June 30, 2022. The Company made the rate filings pursuant to the provisions of Subchapter C of Chapter 104 of the Texas Utilities Code and the rules of the Oversight & Safety Division of the Commission. The Company provided notice of the Statement of Intent through direct mail to all customers within the incorporated areas of the NTSA.

As part of the June 30, 2022 rate filing, the Company proposed to consolidate the WTSA, BSSA and NTSA into a new service area called the West North Service Area ("WNSA"). Consistent with the request to consolidate the service areas, the Company's proposed rates were developed based on providing service to the entire WNSA, including the NTSA Cities. Calculating rates based on the system-wide cost of providing service to the new WNSA results in a rate reduction for the NTSA Cities. In the Commission's Final Order signed on January 18, 2023, the Commission approved the Company's proposed consolidation and creation of the new, combined

WNSA and the setting of rates based on the cost to serve the entire WNSA. The rates the Company proposes to implement within the NTSA Cities through this Statement of Intent are consistent with the rates the Commission approved in Docket OS-22-00009896. Finally, just as the Commission did for the incorporated and unincorporated areas of the WTSA and BSSA and the unincorporated areas of the NTSA, the Company requests that the NTSA Cities approve rates reflecting consolidation on behalf of the NTSA Cities.

If approved, the proposed rates will decrease TGS's revenues in the NTSA by approximately \$5,431,848, which is a decrease of 25.6% including gas costs or a decrease of 39.9% excluding gas costs. Because the proposed changes will decrease TGS's total aggregate revenues within the NTSA, the proposed rate decrease does not constitute a "major change" in rates as that term is defined by Texas Utilities Code § 104.101. The proposed changes to the Company's rate schedules will affect all customers in the incorporated areas of the NTSA. The table below shows the approximate number of customers in the NTSA incorporated areas by class who will be affected by the proposed rate changes:

| Customer Class                         | Number of Customers |
|--|---------------------|
| Residential                            | 12,631              |
| Commercial                             | 1,793               |
| Commercial Transportation              | -                   |
| Industrial                             | 8                   |
| Industrial Transportation              | -                   |
| Public Authority                       | 180                 |
| Public Authority Transportation        | -                   |
| Electrical Cogeneration                | -                   |
| Electrical Cogeneration Transportation | -                   |
| Compressed Natural Gas                 | -                   |
| Compressed Natural Gas Transportation  | -                   |
| (Reclassified from Commercial)         | -                   |
| Compressed Natural Gas Transportation  | -                   |
| (Reclassified from Public Authority)   | -                   |

Exhibits B and C, attached, show the amount of the proposed decrease and the effect of the proposed decrease on an average bill for each class of customers.

TGS proposes the following rate schedules and tariffs, which are consistent with the rate schedules and tariffs the Commission approved in Docket OS-22-00009896 and which are attached to this Statement of Intent as Exhibit A and incorporated herein by reference:

1. All proposed WNSA tariffs include a revision to reflect application to the WNSA, except for the Cost of Gas Clauses, which will remain separate for the WTSA, BSSA and NTSA.

2. All proposed Rate Schedules for General Sales and Transportation Customers include a revision to the "Other Adjustments" section to remove references to Rate Schedule EDIT-Rider, add references to Rate Schedules URI-Rider, RCE, RCE-Env, and PSF, and remove references to standby charges under "Conditions."
3. Residential Rate Schedules 10, 15, 1Y and 1Z: Add residential builders to the "Applicability" sections, designate Rate Schedules 10 and 1Z as Small Residential and add new 15 and 1Y Large Residential rate schedules.
4. Industrial Rate Schedules 30 and 3Z: Revisions to the "Applicability" section to revise the description of industrial customers.
5. Unmetered Gas Light Rate Schedules 70 and 7Z: New rate schedules that provide a mechanism to provide unmetered gas service to customers for gas lighting only.
6. Rate Schedules C-1 and C-1-ENV: New rate schedules for NTSA for electrical cogeneration service.
7. Rate Schedules CNG-1 and CNG-1-ENV: New rate schedules for compressed natural gas service to be used as motor fuel for non-residential customers.
8. Transportation Rate Schedules T-1, T-1-ENV and T-TERMS: Add rates for Compressed Natural Gas and Electrical Cogeneration service; include definitions for commercial, electrical cogeneration, and industrial service under "Definitions"; add Section 1.3 to clarify Customer and Company rights and responsibilities; make an administrative correction in section 1.5(d); add clarifying language to section 1.6(d) to address upstream pipeline costs that may be incurred by the Company; and add Section 1.8 regarding Liability Limitations.
9. Cost of Gas Clauses 1-INC and 1-ENV: Add clarifying language to section B.3 to include other renewable sources of natural gas; add clarifying language to sections B, D, E, F and I to make consistent with approved Cost of Gas clauses in GUD Nos. 10656, 10739, 10766, and 10928; include language for the use of financial instruments in sections B.3, B.6, B.8, H, and I.5 in the incorporated tariff to make consistent with the recently approved cost of gas clause in GUD No. 10928.
10. Rate Schedule WNA: Updated weather factors for each class consistent with weather normalization calculation in this case.

11. Rate Schedule PIT-RIDER: New rate schedule for NTSA for recovery of pipeline integrity testing costs.
12. Rate Schedules RCE and RCE-ENV: Provides a mechanism to recover all reasonable rate case expenses incurred by the Company and cities in connection with the Statement of Intent filings that have been made with the cities and the Commission.
13. Rules of Service: Revisions for consistency with the Commission's Quality of Service Rules. In addition, the Company proposes:
  - a. Updating § 1.3, Definitions, so all definitions are consistent with definitions in the approved Rules of Service from GUD Nos. 10739, 10766, and 10928 as well as add a definition for "electrical cogeneration service," while removing definition for "power generation service" to establish consistency with terminology used across all proposed WNSA tariffs;
  - b. Revisions to § 3 to include language for the availability of rate schedules on the Company's website;
  - c. Revisions to § 4.4 to remove a reference to the Company's curtailment plans and § 4.4(iv) to include curtailment language consistent with the new Commission Rule 7.455;
  - d. Revisions to § 4.9 to add language regarding force majeure situations to the limitation of liability provision;
  - e. Revision to § 4.6, § 7.4, § 7.7, § 9.1 and § 9.6 to provide for electronic billing and notice;
  - f. Revisions to § 9.9 (previously § 20.1) to update the language to reflect the current plan description for Average Payment Plan;
  - g. Revisions to the table in § 13.1 (previously § 11.1) to include all WNSA atmospheric and standard serving pressures;
  - h. Revisions to § 15 (previously § 21), Fees and Deposits, to establish greater consistency for service fees and deposits among the Company's service areas; and
  - i. Withdraw the rules of service addenda WTSA-Env 7-45; WTSA-Env 7-46; WTSA-EFV; NTSA-Env 7-46 and BSSA-Env 7-46, as these provisions have been included within the proposed WNSA Rules of Service in Sections 7.5, 7.7 and 8.3(f).
14. Withdraw Rate Schedule EDIT-Rider.

In the interest of providing a complete set of WNSA tariffs, the Company is also including Rate Schedule PIT and Rate Schedule PSF, which are not changing, and Tapping Fee rate schedules, Rate Schedule E-5, Rate Schedule Uri Rider and Rate Schedule EDR, none of which are applicable to the NTSA Cities.

The Company requests that the rate schedules and tariffs for the WNSA, which would include the NTSA Cities, attached to this Statement of Intent as Exhibit A and incorporated herein by reference, become effective for meters read on and after February 27, 2023, which is 35 days from the date of this filing. Exhibits B and C, attached, show the amount of the proposed decrease and the effect of the proposed decrease on an average bill for each class of customers. Rate case expenses related to the implementation of new rates will be addressed following resolution of this Statement of Intent.

If you have any questions, please do not hesitate to contact me.

Respectfully submitted,



Stacey McTaggart  
Director, Rates and Regulatory Analysis

#### Attachments

Received for filing the \_\_\_\_ day of January 2023.

By: \_\_\_\_\_

# EXHIBIT A

# EXHIBIT B

| Line No. | Description                        | Bills   | Volumes   | Customer Charge | Usage Charges | Calculated Revenue at Recommended Rates |                |
|----------|------------------------------------|---------|-----------|-----------------|---------------|---|----------------|
|          |                                    |         |           |                 |               | (g)                                     | (h)            |
| 1        | Residential - Small                | 92,867  |           | \$ 16.50        | \$            | 1,532,306                               |                |
| 2        |                                    | All Ccf | 1,978,163 |                 | 0.46668 \$    | 923,169                                 |                |
| 3        | Residential - Large                | 76,090  |           | \$ 33.00        | \$            | 2,510,970                               |                |
| 4        |                                    | All Ccf | 4,301,264 |                 | 0.01668 \$    | 71,745                                  |                |
| 5        | Residential Total                  |         |           |                 |               |   | \$ 5,038,190   |
| 6        |                                    |         |           |                 |               |   |                |
| 7        | Commercial                         | 23,448  |           | \$ 75.00        | \$            | 1,758,632                               |                |
| 8        |                                    | All Ccf | 6,198,077 |                 | 0.09394 \$    | 582,247                                 |                |
| 9        |                                    |         |           |                 |               |   |                |
| 10       | Commercial Total                   |         |           |                 |               |   | \$ 2,340,879   |
| 11       |                                    |         |           |                 |               |   |                |
| 12       | Industrial                         | 96      |           | \$ 850.00       | \$            | 81,600                                  |                |
| 13       |                                    | All Ccf | 237,283   |                 | 0.11486 \$    | 27,254                                  |                |
| 14       | Industrial Total                   |         |           |                 |               |   | \$ 108,854     |
| 15       |                                    |         |           |                 |               |   |                |
| 16       | Public Authority                   | 2,532   |           | \$ 200.00       | \$            | 506,423                                 |                |
| 17       |                                    | All Ccf | 1,433,677 |                 | \$ 0.13511 \$ | 193,704                                 |                |
| 18       | Public Authority Total             |         |           |                 |               |   | \$ 700,127     |
| 19       |                                    |         |           |                 |               |   |                |
| 20       | <u>Total Revenue - All Classes</u> |         |           |                 |               |   |                |
| 21       |                                    |         |           |                 |               |   |                |
| 22       | Recommended Rate Revenue           |         |           |                 |               |   | \$ 8,188,050   |
| 23       | Current Rate Revenue               |         |           |                 |               |   | \$ 13,619,898  |
| 24       | Revenue Change                     |         |           |                 |               |   | \$ (5,431,848) |
| 25       |                                    |         |           |                 | 7593020.21    |   |                |
| 26       | Schedule A - Revenue Deficiency    |         |           |                 | -25.6%        | -39.9%                                  |                |

# EXHIBIT C

# **AVERAGE BILL IMPACT BY CLASS (INCLUDING COST OF GAS)**

| Description<br>(a)            | Year-Round Average Bill |                    |                |         |
|-------------------------------|-------------------------|--------------------|----------------|---------|
|                               | Current<br>(b)          | Recommended<br>(c) | Change         | %       |
|                               |                         |                    | Dollars<br>(d) |         |
| <b>Sales Service: (1) (2)</b> |                         |                    |                |         |
| <b>Residential - Small</b>    |                         |                    |                |         |
| NTSA Incorporated             | \$ 44.59                | \$ 37.72           | \$ (6.87)      | -15.41% |
| <b>Residential - Large</b>    |                         |                    |                |         |
| NTSA Incorporated             | \$ 82.35                | \$ 56.80           | \$ (25.55)     | -31.03% |
| <b>Commercial</b>             |                         |                    |                |         |
| NTSA Incorporated             | \$ 322.38               | \$ 189.21          | \$ (133.17)    | -41.31% |
| <b>Industrial</b>             |                         |                    |                |         |
| NTSA Incorporated             | \$ 3,591.72             | \$ 2,336.37        | \$ (1,255.35)  | -34.95% |
| <b>Public Authority</b>       |                         |                    |                |         |
| NTSA Incorporated             | \$ 863.21               | \$ 562.96          | \$ (300.25)    | -34.78% |

(1) Bill impacts are shown for those schedules with customers during the test year. The test year cost of gas in each area is included in the bill calculations. Bills under current and recommended rates do not include revenue-related taxes. These taxes vary across different locations in the service area.

(2) Bills are based on the following average usage levels:

|                         | WNSA       |
|-------------------------|------------|
|                         | Year-Round |
| Residential - Small     | 24         |
| Residential - Large     | 55         |
| Commercial              | 225        |
| Industrial              | 2,813      |
| Public Authority        | 662        |
| Municipal Water Pumping | 657        |
| School and Municipal    | 6,194      |

## ORDINANCE NO.2023-04

AN ORDINANCE ESTABLISHING MAXIMUM RATES TO BE CHARGED FOR GAS SOLD TO CUSTOMERS BY TEXAS GAS SERVICE COMPANY IN THE CITY OF BRECKENRIDGE, TEXAS AND DECLARING THIS ORDINANCE TO BE A FINAL DETERMINATION OF RATES.

WHEREAS, on January 23, 2023, Texas Gas Service Company, a division of ONE Gas, Inc. (the “Company”), filed with the City of Breckenridge, Texas, a Statement of Intent requesting an annual rate decrease of \$5,341,848 for the North Texas Service Area.

WHEREAS, the City Commission of the City of Breckenridge (the “City”), after study and consideration of the Company’s Rate Schedules attached hereto as “Exhibit A”, desires to establish the maximum rates to be charged to its general service customers for gas sales service within the City of Breckenridge; and

WHEREAS, the City of Breckenridge, Texas, finds that the Company is entitled to recover the revenues according to the rates and charges set forth on the attached Rate Schedules.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, THAT:

Section 1. Texas Gas Service Company, a division of ONE Gas, Inc. its successors and assigns, hereby is authorized to provide the service and charge the rates as provided in its Rate Schedules which are attached hereto as Exhibit “A” and incorporated by this reference into this Ordinance as a part of this Ordinance.

Section 2. The attached Rate Schedules shall be made available to all eligible customers in the City of Breckenridge and placed into effect for all bills of the Company with meters read on and after February 27, 2023.

Section 5. This Ordinance shall be cumulative of all other ordinances dealing with the same subject and any provision of any ordinance in direct conflict with any provision of this Ordinance is hereby repealed and the provisions of this Ordinance shall supersede any provisions in conflict herewith. All provisions of other ordinances not in conflict herewith shall remain in full force and effect

Section 6. If any section, part or provision of this Ordinance is declared unconstitutional or invalid, by a court or regulatory authority of competent jurisdiction, then it is expressly provided, and it is the intention of the City in passing this Ordinance, that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and shall remain in full force and effect.

Section 7. This Ordinance shall take effect immediately upon its passage and publication according to applicable law.

PASSED AND APPROVED on First Reading this 7th day of February 2023 by the following recorded vote:

COMMISSIONERS VOTING “AYE”:

COMMISSIONERS VOTING “NAY”:

COMMISSIONERS ABSTAINING:

COMMISSIONERS ABSENT:

PASSED AND APPROVED on Second and Final Reading this 7th day of March 2023 by the following recorded vote:

COMMISSIONERS VOTING “AYE”:

COMMISSIONERS VOTING “NAY”:

COMMISSIONERS ABSTAINING:

COMMISSIONERS ABSENT:

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BOB SIMS, MAYOR

ATTEST:

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JESSICA SUTTER, CITY SECRETARY

S E A L



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding annual audit for FY 2021/22

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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**BACKGROUND INFORMATION:**

Our Auditors have completed the annual audit for FY 2021/22 and will make a presentation

**FINANCIAL IMPACT:**

NA

**STAFF RECOMMENDATION:**

Accept Annual Audit

March 2, 2023

George, Morgan & Sneed, P.C.  
1849 Wall Street  
Weatherford, Texas 76086

This representation letter is provided in connection with your audit of the financial statements of the City of Breckenridge, Texas, which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of September 30, 2022, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 2, 2023, the following representations made to you during your audit.

### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 27, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of

financial statements that are free from material misstatement, whether due to fraud or error.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

### **Information Provided**

10. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitory reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the City Commission or summaries of actions of recent meetings for which minutes have not yet been prepared.

11. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
13. We have no knowledge of any fraud or suspected fraud that affects the City and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose affects should be considered when preparing the financial statements.
17. We have disclosed to you the names of the City's related parties and all the related party relationships and transactions of which we are aware.

#### **Government-specific**

18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
20. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.

21. The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, or fund balance or net position.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
23. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial.
24. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
25. As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards.
26. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
27. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
28. The financial statements include all component units, and properly disclose all other joint ventures and other related organizations.
29. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended.
30. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

31. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
32. Provisions for uncollectible receivables have been properly identified and recorded.
33. Expenses have been appropriately classified in or allocated to functions and programs in the statements of activities, and allocations have been made on a reasonable basis.
34. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
35. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
36. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
37. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
38. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
39. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
40. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
41. With respect to the combining and individual fund financial statements and schedules and schedule of expenditures of federal awards:
  - a. We acknowledge our responsibility for presenting the combining fund financial statements and schedules and schedule of expenditures of federal awards in accordance with accounting principles generally accepted in the United States of America, and we believe the combining fund financial

statements and schedules and schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining fund financial statements and schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b. If the combining fund financial statements and schedule of expenditures of federal awards is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

42. With respect to federal award programs:

- a. We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance) including requirements relating to preparations of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlining the measurement or presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* (including its [Addendum or Addenda]), relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the date as of which compliance was audited.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s. The copies of federal program financial reports provided by you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t. We have charged costs to federal awards in accordance with applicable cost principles.
- u. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- v. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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**CITY OF BRECKENRIDGE, TEXAS**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

## CITY OF BRECKENRIDGE, TEXAS

## Annual Financial Report

For the year ended September 30, 2022

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## CITY OF BRECKENRIDGE, TEXAS

## Annual Financial Report

For the year ended September 30, 2022

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## **FINANCIAL SECTION**



## INDEPENDENT AUDITOR'S REPORT

Members of the City Commission  
City of Breckenridge, Texas

### Report on the Financial Statements

#### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Breckenridge, Texas (the "City"), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material aspects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2022, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Breckenridge, Texas and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not

a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considering the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-15, budgetary comparison – general fund, schedule of changes in net pension liability and related ratios, schedule of contributions, and schedule of changes in total OPEB liability and related ratios on pages 52 - 57 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or

provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining fund statements and schedule of expenditures of federal awards, as required Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

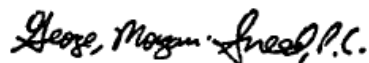
### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprised the other supplementary information listed in the table of contents but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 2, 2023 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



George, Morgan & Sneed,  
P.C. Weatherford, Texas  
March 2, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of The City of Breckenridge, Texas, we offer readers of The City of Breckenridge's financial statements this narrative overview and analysis of the financial activities of The City of Breckenridge for the fiscal year ended September 30, 2022.

### FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City of Breckenridge exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$24,154,901 (*net position*) compared to net position of \$21,811,037 for the prior year. Unrestricted net position which may be used to meet the City's ongoing obligations to citizens and creditors was \$3,586,475 at year end.
- The City's total net position increased by \$2,343,864. The City's operations increased the governmental activities net position by \$701,889 and the business-type activities net position by \$1,641,975.
- As of the close of the current fiscal year, the City of Breckenridge's governmental funds reported combined ending fund balances of \$4,118,055. This compares to an ending fund balance of \$3,374,121 in the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$1,077,816, or 28% of total general fund expenditures. This compares to an unassigned fund balance of \$582,155 in the prior year.

### OVERVIEW OF THE FINANCIAL STATEMENTS

The City's annual financial report consists of three components 1) management's discussion and analysis, 2) the basic financial statements (government-wide financial statements, fund financial statements and notes to the financial statements) and 3) supplementary information.

#### **Government-wide financial statements.**

The government-wide financial statements report information about the City as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the City's net position and how they have changed. Net position – the difference between the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources – is one way to measure the City's financial health or position.

- Over time, increases or decreases in the City's net position is an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the City, one needs to consider additional nonfinancial factors such as changes in the City's tax base.

The government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). All of the City's services are included here, such as general government, public works and safety, and community services in the governmental activities and water, wastewater, and sanitation in the business-type or proprietary activities.

The government-wide financial statements include not only the City itself (known as the primary government), but also a legally separate component unit: Breckenridge Economic Development Corporation ("BEDC") for which the City is financially accountable. Financial information for this component unit is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on Exhibits A-1 and B-1 of this report.

### **Fund financial statements.**

The fund financial statements provide more detailed information about the City's most significant funds-not the City as a whole. Funds are used by the City to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.
- The City Commission establishes other funds to control and manage money for particular purposes or to show that it is properly using certain taxes and grants.

All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Most of the City's basic services are included in governmental funds, which focus on (1) short-term inflows and outflows of spendable resources and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide a reconciliation that explains the relationship (or differences) between them.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and debt service fund, which are considered major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data

for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for all funds. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on Exhibits C-1 through C-4 of this report.

**Proprietary funds.** Services for which the City charges customers a fee are generally reported in proprietary funds. Proprietary funds, like the government-wide statements, provide both long-term and short-term financial information. The City maintains one type of proprietary funds. The City uses enterprise funds to account for its water, wastewater, sanitation services, and trade day events. The basic proprietary fund financial statements can be found on Exhibits D-1 through D-3 of this report.

**Notes to the financial statements** provide additional information that is necessary for a complete understanding of the data provided in the government-wide and fund financial statements.

**Supplementary information** further explains and supports the information in the financial statements.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$24,154,901 as of September 30, 2022.

The largest portion of the City's net position (73%) reflects its investment in capital assets (e.g. land, buildings and improvements, vehicles and equipment, infrastructure and water and wastewater systems); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (12%) represents resources that are subject to external restrictions on how they may be used. Unrestricted net position that may be used to meet the government's ongoing obligations to citizens and creditors was \$3,586,475 at the end of the year.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position for its governmental and business-type activities and its component unit

Below is a summary of the City's Statement of Net Position.

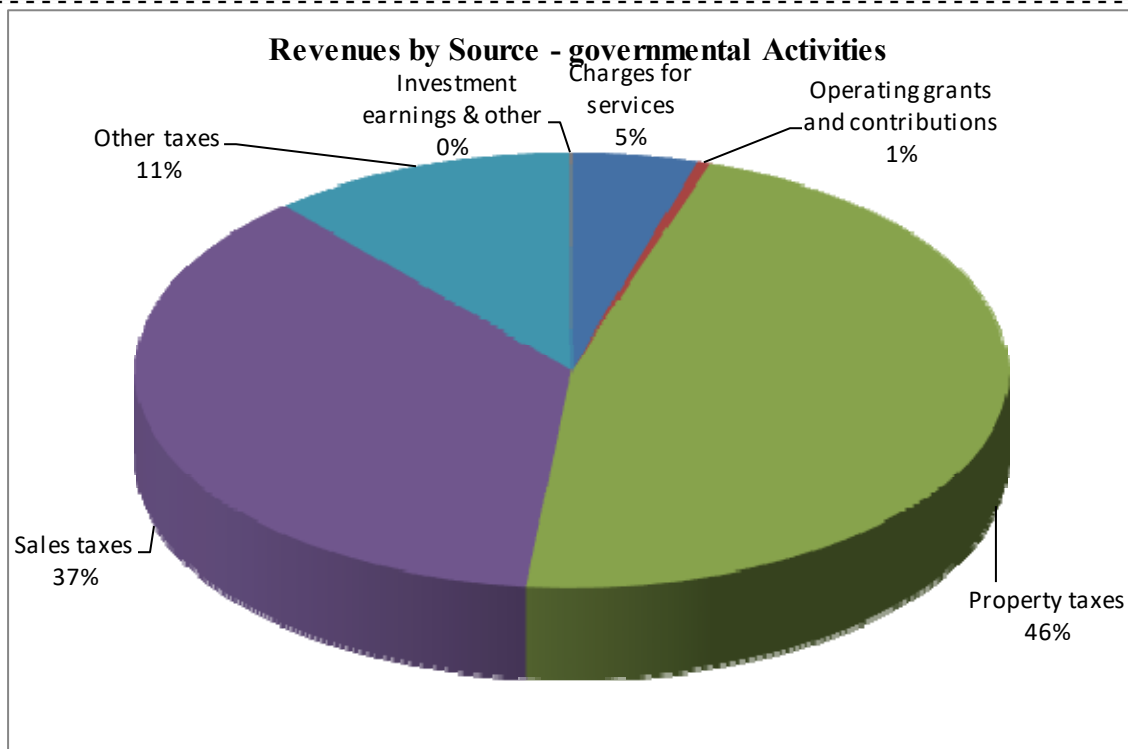
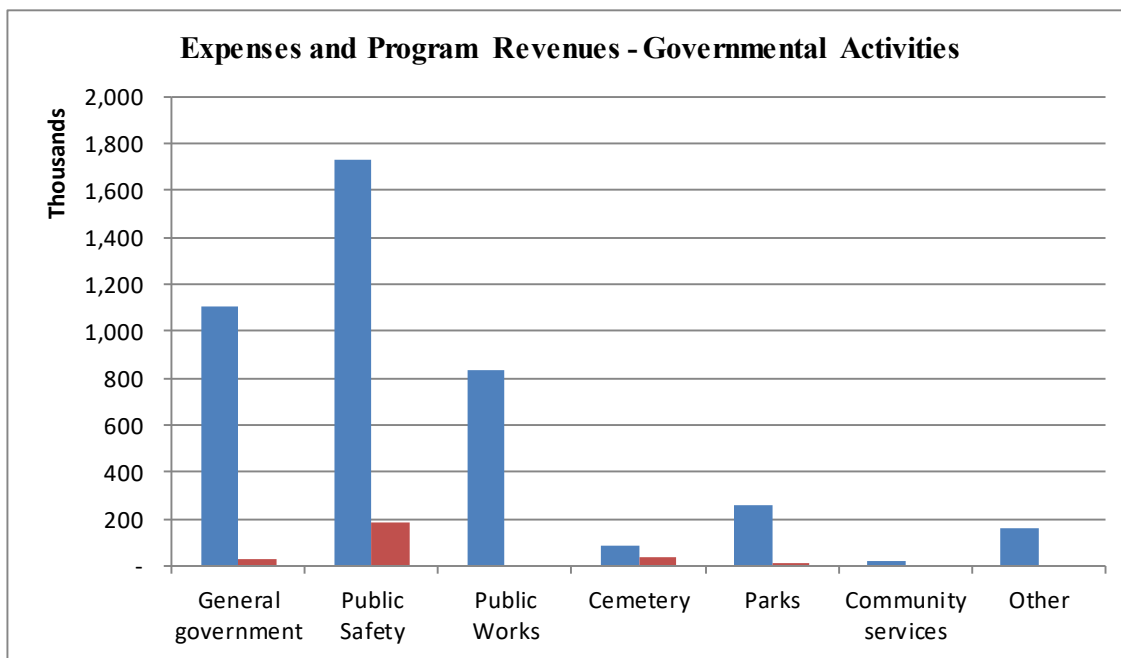
**Condensed Statement of Net Position**

|                                  | <b>Governmental Activities</b> |                     | <b>Business-type Activities</b> |                      | <b>Total</b>         |                      |
|----------------------------------|--------------------------------|---------------------|---------------------------------|----------------------|----------------------|----------------------|
|                                  | <u>2022</u>                    | <u>2021</u>         | <u>2022</u>                     | <u>2021</u>          | <u>2022</u>          | <u>2021</u>          |
| Current and other assets         | \$ 4,829,468                   | \$ 3,710,503        | \$ 10,997,397                   | \$ 2,344,737         | \$ 15,826,865        | \$ 6,055,240         |
| Capital assets                   | 7,305,025                      | 7,590,333           | 19,611,194                      | 19,118,814           | 26,916,219           | 26,709,147           |
| Total Assets                     | <u>12,134,493</u>              | <u>11,300,836</u>   | <u>30,608,591</u>               | <u>21,463,551</u>    | <u>42,743,084</u>    | <u>32,764,387</u>    |
| Deferred outflows of resources   | <u>171,366</u>                 | <u>158,219</u>      | <u>48,587</u>                   | <u>46,114</u>        | <u>219,953</u>       | <u>204,333</u>       |
| Current liabilities              | 189,384                        | 122,148             | 3,407,030                       | 1,069,193            | 3,596,414            | 1,191,341            |
| Long-term liabilities            | 4,436,451                      | 4,533,834           | 10,120,507                      | 5,011,076            | 14,556,958           | 9,544,910            |
| Total liabilities                | <u>4,625,835</u>               | <u>4,655,982</u>    | <u>13,527,537</u>               | <u>6,080,269</u>     | <u>18,153,372</u>    | <u>10,736,251</u>    |
| Deferred inflows of resources    | <u>505,674</u>                 | <u>330,612</u>      | <u>149,090</u>                  | <u>90,820</u>        | <u>654,764</u>       | <u>421,432</u>       |
| Net Position:                    |                                |                     |                                 |                      |                      |                      |
| Net investment in capital assets | 3,071,790                      | 3,431,641           | 14,578,165                      | 14,210,814           | 17,649,955           | 17,642,455           |
| Restricted                       | 2,918,471                      | 2,745,768           | -                               | -                    | 2,918,471            | 2,745,768            |
| Unrestricted                     | 1,184,089                      | 295,052             | 2,402,386                       | 1,127,762            | 3,586,475            | 1,422,814            |
| Total Net Position               | <u>\$ 7,174,350</u>            | <u>\$ 6,472,461</u> | <u>\$ 16,980,551</u>            | <u>\$ 15,338,576</u> | <u>\$ 24,154,901</u> | <u>\$ 21,811,037</u> |

Below is a summary of the City's Statement of Activities.

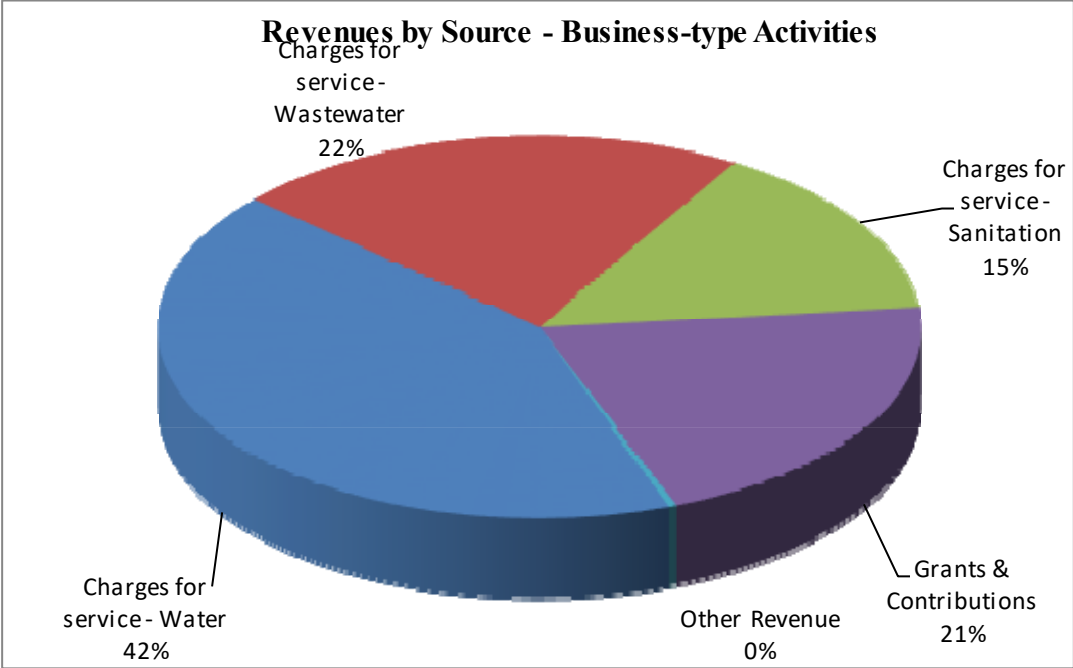
| Statement of Activities               |                         |              |                          |               |               |               |
|---------------------------------------|-------------------------|--------------|--------------------------|---------------|---------------|---------------|
|                                       | Governmental Activities |              | Business-type Activities |               | Total         |               |
|                                       | 2022                    | 2021         | 2022                     | 2021          | 2022          | 2021          |
| Revenues:                             |                         |              |                          |               |               |               |
| Program revenues:                     |                         |              |                          |               |               |               |
| Charges for services                  | \$ 219,177              | \$ 212,952   | \$ 4,469,098             | \$ 3,913,764  | \$ 4,688,275  | \$ 4,126,716  |
| Operating grants and contributions    | 22,986                  | 232,186      | -                        | -             | 22,986        | 232,186       |
| Capital grants and contributions      | -                       | 44,000       | 1,173,392                | 2,417,659     | 1,173,392     | 2,461,659     |
| General revenues:                     |                         |              |                          |               | -             |               |
| Property taxes                        | 2,161,734               | 2,066,948    | -                        | -             | 2,161,734     | 2,066,948     |
| Sales and use taxes                   | 1,715,876               | 1,518,794    | -                        | -             | 1,715,876     | 1,518,794     |
| Franchise taxes                       | 458,884                 | 437,867      | -                        | -             | 458,884       | 437,867       |
| Hotel motel taxes                     | 72,339                  | 52,318       | -                        | -             | 72,339        | 52,318        |
| Investment earnings                   | (84,020)                | 58,739       | 19,462                   | 1,688         | (64,558)      | 60,427        |
| Other Revenue                         | 82,900                  | 51,485       | -                        | -             | 82,900        | 51,485        |
| Total revenues                        | 4,649,876               | 4,675,289    | 5,661,952                | 6,333,111     | 10,311,828    | 11,008,400    |
| Expenses                              |                         |              |                          |               |               |               |
| General government                    | 1,104,012               | 995,531      | -                        | -             | 1,104,012     | 995,531       |
| Public Safety                         | 1,734,148               | 1,786,489    | -                        | -             | 1,734,148     | 1,786,489     |
| Public Works                          | 832,734                 | 882,747      | -                        | -             | 832,734       | 882,747       |
| Health and sanitation                 | -                       | -            | 828,944                  | 957,951       | 828,944       | 957,951       |
| Cemetery                              | 84,947                  | 69,872       | -                        | -             | 84,947        | 69,872        |
| Parks                                 | 261,541                 | 367,918      | -                        | -             | 261,541       | 367,918       |
| Community services                    | 15,569                  | 13,619       | -                        | -             | 15,569        | 13,619        |
| Tourism                               | 43,962                  | 46,692       | -                        | -             | 43,962        | 46,692        |
| Interest on long-term debt bond costs | 118,242                 | 121,645      | -                        | -             | 118,242       | 121,645       |
| Water and wastewater                  | -                       | -            | 2,935,739                | 2,552,908     | 2,935,739     | 2,552,908     |
| Trade Days                            | -                       | -            | 8,126                    | 5,026         | 8,126         | 5,026         |
| Total expenses                        | 4,195,155               | 4,284,513    | 3,772,809                | 3,515,885     | 7,967,964     | 7,800,398     |
| Increase (decrease) in net position   |                         |              |                          |               |               |               |
| before transfers                      | 454,721                 | 390,776      | 1,889,143                | 2,817,226     | 2,343,864     | 3,208,002     |
| Transfers                             | 247,168                 | 291,076      | (247,168)                | (291,076)     | -             | -             |
| Increase (decrease) in net position   | 701,889                 | 681,852      | 1,641,975                | 2,526,150     | 2,343,864     | 3,208,002     |
| Net Position October 1 - Restated     | 6,472,461               | 5,790,609    | 15,338,576               | 12,812,426    | 21,811,037    | 18,603,035    |
| Net Position September 30             | \$ 7,174,350            | \$ 6,472,461 | \$ 16,980,551            | \$ 15,338,576 | \$ 24,154,901 | \$ 21,811,037 |

**Governmental Activities.** Governmental activities increased the City's net position by \$701,889 in the current year. Total governmental activities revenues decreased \$25,413. Property and sales taxes increased \$94,786 and \$197,082 respectively due to a \$20.6 million increase in property values and more local taxable sales. Grants and contributions decreased \$253,200 primarily due to the City receiving COVID-19 relief funds in the prior year. Total governmental activities expenses decreased \$89,358 (2%). The largest decrease was \$106,377 in parks due to pool repairs in previous year. Below are two graphs summarizing governmental revenue and expense:

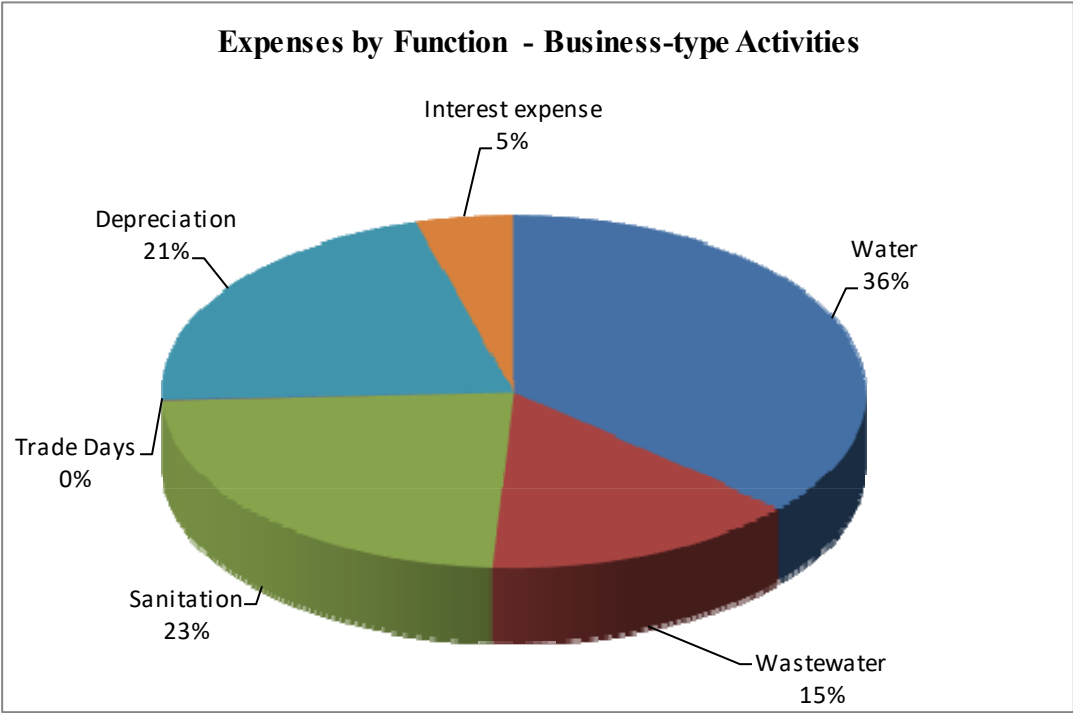


**Business-type activities.** Business-type activities increased the City’s net position by \$1,641,975. The business-type activities total revenues decreased \$671,159 and total expenses increased \$256,924. Charges for service increased \$555,334 primarily because more gallons of water were sold and rate changes. Capital grants and contributions decreased \$1,244,267. Most of the current year grants are for the AMI meter replacement project. The largest increase in expenses are \$221,051 bond issuance costs for new bonds.

Below are two graphs summarizing business-type activities revenue and expense:



\*\*\*\*\*



## Financial Analysis of the Government's Funds

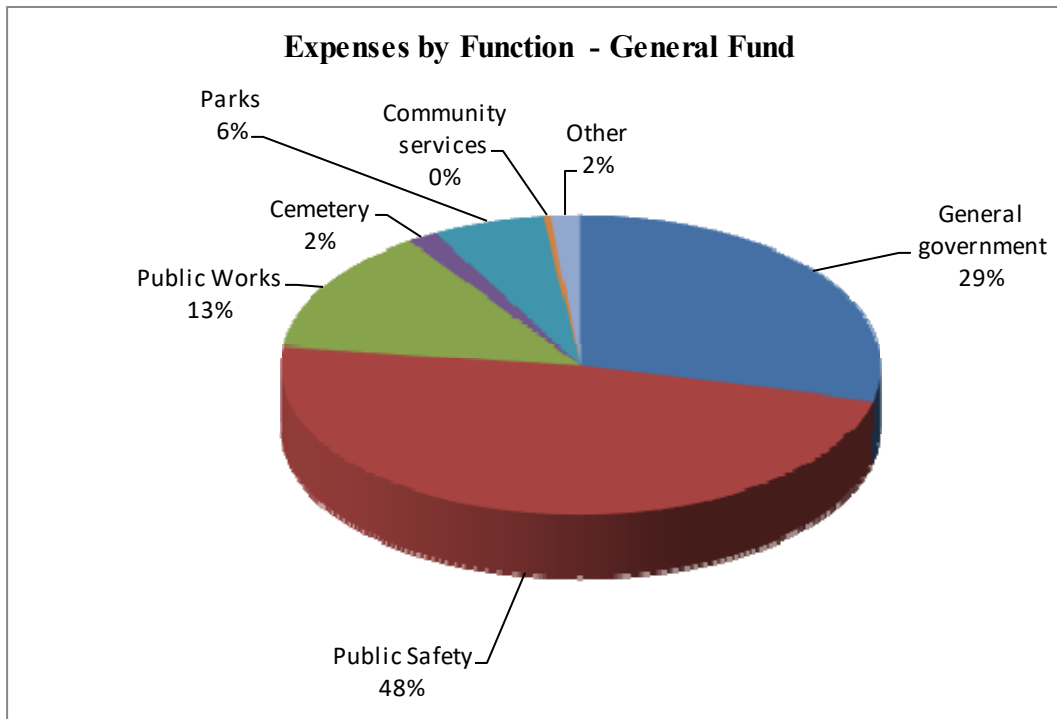
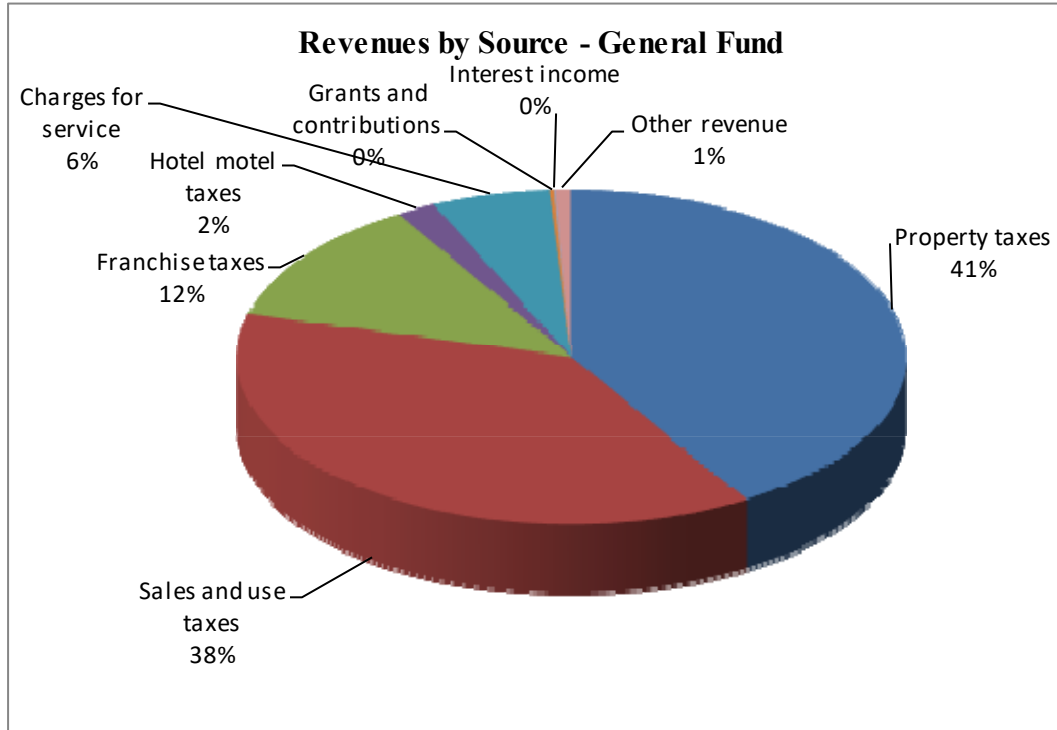
As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At year end, the City's governmental funds reported combined ending fund balances of \$4,118,055. \$1,077,816 (26%) constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of fund balance is either restricted, committed or assigned. The general fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the general fund was \$1,077,817. Below is a comparison of the general fund's net change in fund balance for 2022 and 2021.

|                                 | 2022              | 2021              | Increase<br>(Decrease) | Percent<br>Increase<br>(Decrease) |
|---------------------------------|-------------------|-------------------|------------------------|-----------------------------------|
| Revenues:                       |                   |                   |                        |                                   |
| Taxes:                          |                   |                   |                        |                                   |
| Property taxes                  | \$ 1,553,628      | \$ 1,568,727      | \$ (15,099)            | -0.96%                            |
| Sales and use tax               | 1,430,749         | 1,266,029         | 164,720                | 13.01%                            |
| Franchise                       | 459,682           | 431,330           | 28,352                 | 6.57%                             |
| Hotel motel taxes               | 72,339            | 52,318            | 20,021                 | 38.27%                            |
| Charges for service             | 215,040           | 218,560           | (3,520)                | -1.61%                            |
| Grants and contributions        | 8,113             | 209,261           | (201,148)              | -96.12%                           |
| Interest income                 | 2,365             | 1,596             | 769                    | 48.18%                            |
| Other revenue                   | 28,763            | 43,274            | (14,511)               | -33.53%                           |
| Total revenues                  | <u>3,770,679</u>  | <u>3,791,095</u>  | <u>(20,416)</u>        | <u>-0.54%</u>                     |
| Expenditures:                   |                   |                   |                        |                                   |
| Current                         |                   |                   |                        |                                   |
| General government              | 1,093,393         | 1,092,655         | 738                    | 0.07%                             |
| Public Safety                   | 1,833,842         | 1,828,855         | 4,987                  | 0.27%                             |
| Public Works                    | 508,466           | 570,843           | (62,377)               | -10.93%                           |
| Cemetery                        | 61,339            | 61,575            | (236)                  | -0.38%                            |
| Parks                           | 231,698           | 334,770           | (103,072)              | -30.79%                           |
| Community services              | 14,677            | 15,406            | (729)                  | -4.73%                            |
| Tourism                         | 43,962            | 46,692            | (2,730)                | -5.85%                            |
| Debt service:                   |                   |                   |                        |                                   |
| Principal                       | 12,850            | -                 | 12,850                 | 100.00%                           |
| Interest and fiscal charges     | 1,787             | -                 | 1,787                  | 100.00%                           |
| Total expenditures              | <u>3,802,014</u>  | <u>3,950,796</u>  | <u>(148,782)</u>       | <u>-3.77%</u>                     |
| Other financing sources (uses): |                   |                   |                        |                                   |
| Insurance recoveries            | 47,539            | -                 | 47,539                 | 100.00%                           |
| Transfers in                    | 479,500           | 545,000           | (65,500)               | -12.02%                           |
| Transfers out                   | <u>-</u>          | <u>(27,710)</u>   | <u>27,710</u>          | <u>100.00%</u>                    |
| Net change in fund balances     | <u>\$ 495,704</u> | <u>\$ 357,589</u> | <u>\$ 138,115</u>      | <u>\$ 38.62%</u>                  |

Below are two graphs summarizing general fund revenue and expenditures.



**Proprietary funds.** The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Water Fund, Wastewater Fund, Sanitation Fund, and Trade Days Fund at the end of the year amounted to \$2,402,386. The total change in net position was \$1,641,975. Other factors concerning the finances of this fund have already been addressed in the discussion of the City's business-type activities.

### General Fund Budgetary Highlights

During the year the City amended its budget. General fund budgeted revenues were increased \$21,000. Actual revenues were \$47,979 more than budgeted. Budget amendments increased expenditures \$152,150. Actual expenditures of the general fund were \$401,921 less than budgeted.

### Capital Assets

The City's investment in capital assets for its governmental and business type activities as of September 30, 2022, amounts to \$26,916,220 (net of accumulated depreciation). Major capital asset events during the current fiscal year included the following:

#### Governmental Activities:

- \$61,540 for two vehicles for cemetery and parks

#### Business-type activities:

- \$77,816 for two vehicles for water meters and distribution
- \$1,103,832 for a meter replacement project
- \$56,295 for WWTP improvements and the prison lift station

### The City of Breckenridge's Capital Assets (Net of Depreciation)

|                            | Governmental Activities |                     | Business-type Activities |                      | Total                |                      |
|----------------------------|-------------------------|---------------------|--------------------------|----------------------|----------------------|----------------------|
|                            | 2022                    | 2021                | 2022                     | 2021                 | 2022                 | 2021                 |
| Land                       | \$ 194,785              | \$ 194,785          | \$ 193,297               | \$ 193,297           | \$ 388,082           | \$ 388,082           |
| Construction in progress   | 15,250                  | 15,250              | 1,160,127                | -                    | 1,175,377            | 15,250               |
| Land Improvements          | -                       | -                   | 30,581                   | 31,504               | 30,581               | 31,504               |
| Buildings and improvements | 532,585                 | 571,263             | 345,845                  | 373,556              | 878,430              | 944,819              |
| Water and sewer systems    | -                       | -                   | 17,624,579               | 18,305,167           | 17,624,579           | 18,305,167           |
| Infrastructure             | 5,938,710               | 6,098,351           | -                        | -                    | 5,938,710            | 6,098,351            |
| Vehicles and equipment     | 573,789                 | 710,684             | 251,152                  | 215,290              | 824,941              | 925,974              |
| Lease equipment            | 49,906                  | -                   | 5,614                    | -                    | 55,520               | -                    |
| Total                      | <u>\$ 7,305,025</u>     | <u>\$ 7,590,333</u> | <u>\$ 19,611,195</u>     | <u>\$ 19,118,814</u> | <u>\$ 26,916,220</u> | <u>\$ 26,709,147</u> |

Additional information on the City's capital assets can be found in the notes to the financial statements.

## Long-Term Debt

### City of Breckenridge's Outstanding Debt

|                            | Governmental Activities |                     | Business-type Activities |                     | Total                |                     |
|----------------------------|-------------------------|---------------------|--------------------------|---------------------|----------------------|---------------------|
|                            | 2022                    | 2021                | 2022                     | 2021                | 2022                 | 2021                |
| Financed Purchases         | \$ 178,568              | \$ 87,692           | \$ 29,896                | \$ -                | \$ 208,464           | \$ 87,692           |
| Lease Financing Payable    | 50,667                  | -                   | 5,698                    | -                   | 56,365               | -                   |
| Certificates of Obligation | 4,004,000               | 4,071,000           | 10,025,000               | 4,908,000           | 14,029,000           | 8,979,000           |
| Total                      | <u>\$ 4,233,235</u>     | <u>\$ 4,158,692</u> | <u>\$ 10,060,594</u>     | <u>\$ 4,908,000</u> | <u>\$ 14,293,829</u> | <u>\$ 9,066,692</u> |

During 2022 the City issued \$5,260,000 in Combination Tax and Surplus Revenue Certificates of Obligation for water and wastewater system improvements.

No direct funded debt limitation is imposed on the City under current state law or the City's Home Rule Charter. More detailed information about the City's debt is presented in the notes to the Financial Statements.

### Economic factors and the Next Year's Budgets and Rates

The City's elected and appointed officials considered many factors when setting the fiscal year 2023 budget, tax rate, and fees that will be charged for the governmental and business-type activities. The major factor affecting all decisions is the changing economy within the framework of the national economic recovery. Along with the rest of the nation, Breckenridge only saw a minimal increase in sales and hotel occupancy taxes due to the ongoing Covid-19 pandemic. In addition, the local oil and gas industry continues to struggle and remains very volatile. Based on these two factors, sales tax projections remained flat for the fiscal year 2023 budget.

The City prides itself on a quality school district and "hometown" atmosphere. The Breckenridge Economic Development Corporation (BEDC) works to attract businesses with relocation incentives as well as business retention incentives such as workforce training opportunities in coordination with the school district and Texas State Technical College. The BEDC receives one-fourth of the sales tax collected and remitted to the City to support these growth and development initiatives. The City of Breckenridge considered these factors when adopting the General Fund budget for fiscal year 2023. The budgeted revenues for fiscal year 2023 total \$4,757,700 for the General Fund, which is a \$556,000 or 13.23% increase from the previous fiscal year budget. Ad valorem tax revenue is determined by two factors – the total assessed value established by the Stephens County Appraisal District and the tax rate established by the Breckenridge City Commission. The property tax rate for the budgeted year decreased by 0.04 cents to \$1.02 per hundred dollars of assessed value for 2022. Certified taxable property value is \$257,613,426. This is a 22.47% increase over the last year's values, or \$47.3 million. With the decreased tax rate and the increased taxable value, the fiscal year 2023 budget will raise more revenue from property taxes than last year's budget by \$342,654, an increase of 18.81%.

**Request for Information**

This financial report is designed to provide our citizens, taxpayers, customers and all investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have questions about this report or need additional financial information, you may contact the City Offices at 105 North Rose Avenue or by telephone at 254-559-8287.

Readers can find separately issued financial statements for the Breckenridge Economic Development Corporation at the Chamber of Commerce, 100 East Elm Street, Breckenridge, Texas 76424.

## **BASIC FINANCIAL STATEMENTS**

## EXHIBIT A-1

CITY OF BRECKENRIDGE, TEXAS  
Statement of Net Position  
September 30, 2022

|   | Primary Government  |                      |                      | Component Unit                          |
|---|---------------------|----------------------|----------------------|---|
|   | Governmental        | Business-type        | Total                | Breckenridge<br>Economic<br>Development |
|   | Activities          | Activities           |                      |   |
| <b>ASSETS:</b>                                      |                     |                      |                      |   |
| Cash and cash equivalents                           | \$ 3,394,625        | \$ 1,689,481         | \$ 5,084,106         | \$ 1,039,572                            |
| Investments   | 542,961             | -                    | 542,961              |   |
| Receivables (Net of allowances for uncollectibles)  |                     |                      |                      |   |
| Property taxes                                      | 165,353             | -                    | 165,353              | -                                       |
| Other taxes   | 415,311             | -                    | 415,311              | 102,817                                 |
| Accounts  | 9,015               | 460,177              | 469,192              | -                                       |
| Miscellaneous                                       | 18,694              | -                    | 18,694               | 206,980                                 |
| Supplies inventory                                  | -                   | 203,348              | 203,348              | -                                       |
| Restricted assets:                                  |                     |                      |                      |   |
| Cash and cash equivalents                           | -                   | 8,560,801            | 8,560,801            | -                                       |
| Notes receivable                                    | -                   | -                    | -                    | 300,243                                 |
| Net Pension Asset                                   | 283,509             | 83,590               | 367,099              |   |
| Capital assets (net of accumulated depreciation):   |                     |                      |                      |   |
| Non-depreciable assets                              | 210,035             | 1,353,424            | 1,563,459            | 56,546                                  |
| Depreciable assets                                  | 7,094,990           | 18,257,770           | 25,352,760           | 196,708                                 |
| Land held for economic development, at cost         |                     |                      |                      | 2,302,223                               |
| <b>Total Assets</b>                                 | <b>12,134,493</b>   | <b>30,608,591</b>    | <b>42,743,084</b>    | <b>4,205,089</b>                        |
| <b>DEFERRED OUTFLOWS OF RESOURCES:</b>              |                     |                      |                      |   |
| Deferred outflow related to TMRS pension            | 135,261             | 37,941               | 173,202              | -                                       |
| Deferred outflow related to TMRS OPEB               | 36,105              | 10,646               | 46,751               | -                                       |
| <b>Total Deferred Outflows of Resources</b>         | <b>171,366</b>      | <b>48,587</b>        | <b>219,953</b>       | <b>-</b>                                |
| <b>LIABILITIES:</b>                                 |                     |                      |                      |   |
| Accounts Payable                                    | 151,952             | 407,562              | 559,514              | 57,131                                  |
| Accrued Payroll                                     | 25,244              | 6,702                | 31,946               | -                                       |
| Due to other governments                            | 4,345               | -                    | 4,345                | -                                       |
| Unearned Revenue                                    | -                   | 2,713,236            | 2,713,236            |   |
| Current Liabilities Payable from Restricted Assets: |                     |                      |                      |   |
| Interest payable                                    | 7,843               | 21,567               | 29,410               | -                                       |
| Customer deposits                                   | -                   | 257,963              | 257,963              | -                                       |
| Noncurrent liabilities:                             |                     |                      |                      |   |
| Due within one year                                 | 130,202             | 155,129              | 285,331              | 35,463                                  |
| Due in more than one year                           | 4,306,249           | 9,965,378            | 14,271,627           | 33,534                                  |
| <b>Total Liabilities</b>                            | <b>4,625,835</b>    | <b>13,527,537</b>    | <b>18,153,372</b>    | <b>126,128</b>                          |
| <b>DEFERRED INFLOWS OF RESOURCES:</b>               |                     |                      |                      |   |
| Deferred inflow related to TMRS pension             | 485,919             | 143,265              | 629,184              |   |
| Deferred inflow related to TMRS OPEB                | 19,755              | 5,825                | 25,580               |   |
| Deferred inflows - leases                           | -                   | -                    | -                    | 206,980                                 |
| <b>Total Deferred Inflows of Resources</b>          | <b>505,674</b>      | <b>149,090</b>       | <b>654,764</b>       | <b>206,980</b>                          |
| <b>NET POSITION:</b>                                |                     |                      |                      |   |
| Net Investments in Capital Assets                   | 3,071,790           | 14,578,165           | 17,649,955           | 253,254                                 |
| Restricted Net Position (Expendable)                |                     |                      |                      |   |
| Restricted for USDA loan program                    | -                   | -                    | -                    | 474,093                                 |
| Debt service  | 1,585,607           | -                    | 1,585,607            | -                                       |
| Property tax reduction                              | 17,588              | -                    | 17,588               | -                                       |
| Public safety                                       | 27,600              | -                    | 27,600               | -                                       |
| Public works  | 735,491             | -                    | 735,491              | -                                       |
| Cemetery  | 542,961             | -                    | 542,961              | -                                       |
| Parks   | 9,224               | -                    | 9,224                | -                                       |
| Unrestricted Net Position                           | 1,184,089           | 2,402,386            | 3,586,475            | 3,144,634                               |
| <b>Total Net Position</b>                           | <b>\$ 7,174,350</b> | <b>\$ 16,980,551</b> | <b>\$ 24,154,901</b> | <b>\$ 3,871,981</b>                     |

The notes to the financial statements are an integral part of this statement.

CITY OF BRECKENRIDGE, TEXAS  
Statement of Activities  
For the Year Ended September 30, 2022

|                                |                     | Program Revenues     |                                    |                                  |
|--------------------------------|---------------------|----------------------|------------------------------------|----------------------------------|
| Functions/Programs             | Expenses            | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions |
| <b>Primary Government</b>      |                     |                      |                                    |                                  |
| Governmental activities:       |                     |                      |                                    |                                  |
| General government             | \$ 1,104,012        | \$ 25,412            | \$ -                               | \$ -                             |
| Public Safety                  | 1,734,148           | 166,603              | 16,429                             | -                                |
| Public Works                   | 832,734             | -                    | -                                  | -                                |
| Cemetery                       | 84,947              | 25,762               | 6,234                              | -                                |
| Parks                          | 261,541             | 1,400                | 323                                | -                                |
| Community services             | 15,569              | -                    | -                                  | -                                |
| Tourism                        | 43,962              | -                    | -                                  | -                                |
| Interest on long-term debt     | 118,242             | -                    | -                                  | -                                |
| Total governmental activities  | <u>4,195,155</u>    | <u>219,177</u>       | <u>22,986</u>                      | <u>-</u>                         |
| Business-type activities:      |                     |                      |                                    |                                  |
| Water and wastewater           | 2,935,739           | 3,632,532            | -                                  | 1,173,392                        |
| Sanitation                     | 828,944             | 836,536              | -                                  | -                                |
| Trade Days                     | 8,126               | 30                   | -                                  | -                                |
| Total business-type activities | <u>3,772,809</u>    | <u>4,469,098</u>     | <u>-</u>                           | <u>1,173,392</u>                 |
| Total primary government       | \$ <u>7,967,964</u> | \$ <u>4,688,275</u>  | \$ <u>22,986</u>                   | \$ <u>1,173,392</u>              |
| <b>Component Unit</b>          |                     |                      |                                    |                                  |
| Governmental activities:       |                     |                      |                                    |                                  |
| General administration         | \$ 174,246          | \$ -                 | \$ -                               | \$ -                             |
| Economic development           | 607,201             | -                    | -                                  | -                                |
| Community development          | 16,471              | -                    | -                                  | -                                |
| Interest on long-term debt     | 3,031               | -                    | -                                  | -                                |
| Total component unit           | \$ <u>800,949</u>   | \$ <u>-</u>          | \$ <u>-</u>                        | \$ <u>-</u>                      |

General Revenues:

Taxes:

Property Taxes, levied for general purposes

Property Taxes, levied for debt service

Sales and Use Taxes

Franchise Taxes

Hotel Motel Taxes

Investment Earnings

Other Revenue

Transfers

Total General Revenues and Transfers

Change in Net Position

Net Position October 1, 2021

Net Position September 30, 2022

The notes to the financial statements are an integral part of this statement.

## EXHIBIT B-1

| Net (Expense) Revenue and Changes in Net Position |                             |                       |   |
|---|-----------------------------|-----------------------|---|
| Primary Government                                |                             |                       | Component Unit                          |
| Governmental<br>Activities                        | Business-type<br>Activities | Total                 | Breckenridge<br>Economic<br>Development |
| \$ (1,078,600)                                    | \$ -                        | \$ (1,078,600)        | \$ -                                    |
| (1,551,116)                                       | -                           | (1,551,116)           | -                                       |
| (832,734)   | -                           | (832,734)             | -                                       |
| (52,951)  | -                           | (52,951)              | -                                       |
| (259,818)   | -                           | (259,818)             | -                                       |
| (15,569)  | -                           | (15,569)              | -                                       |
| (43,962)  | -                           | (43,962)              | -                                       |
| (118,242)   | -                           | (118,242)             | -                                       |
| <u>(3,952,992)</u>                                | <u>-</u>                    | <u>(3,952,992)</u>    | <u>-</u>                                |
| -   | 1,870,185                   | 1,870,185             | -                                       |
| -   | 7,592                       | 7,592                 | -                                       |
| -   | (8,096)                     | (8,096)               | -                                       |
| <u>-</u>  | <u>1,869,681</u>            | <u>1,869,681</u>      | <u>-</u>                                |
| \$ <u>(3,952,992)</u>                             | \$ <u>1,869,681</u>         | \$ <u>(2,083,311)</u> | \$ <u>-</u>                             |
|   |                             |                       |   |
| \$ -  | \$ -                        | \$ -                  | \$ (174,246)                            |
| -   | -                           | -                     | (607,201)                               |
| -   | -                           | -                     | (16,471)                                |
| -   | -                           | -                     | (3,031)                                 |
| \$ <u>-</u>                                       | \$ <u>-</u>                 | \$ <u>-</u>           | \$ <u>(800,949)</u>                     |
|   |                             |                       |   |
| \$ 1,569,646                                      | \$ -                        | \$ 1,569,646          | \$ -                                    |
| 592,088   | -                           | 592,088               | -                                       |
| 1,715,876   | -                           | 1,715,876             | 570,254                                 |
| 458,884   | -                           | 458,884               | -                                       |
| 72,339  | -                           | 72,339                | -                                       |
| (84,020)  | 19,462                      | (64,558)              | 33,290                                  |
| 82,900  | -                           | 82,900                | 70,359                                  |
| 247,168   | (247,168)                   | -                     | -                                       |
| <u>4,654,881</u>                                  | <u>(227,706)</u>            | <u>4,427,175</u>      | <u>673,903</u>                          |
| 701,889   | 1,641,975                   | 2,343,864             | (127,046)                               |
| 6,472,461   | 15,338,576                  | 21,811,037            | 3,999,027                               |
| \$ <u>7,174,350</u>                               | \$ <u>16,980,551</u>        | \$ <u>24,154,901</u>  | \$ <u>3,871,981</u>                     |

## EXHIBIT C-1

CITY OF BRECKENRIDGE, TEXAS  
Balance Sheet  
Governmental Funds  
September 30, 2022

|  | General<br>Fund     | General<br>Debt Service<br>Fund | Other<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|--|---------------------|---------------------------------|--------------------------------|--------------------------------|
| <b>ASSETS:</b>   |                     |                                 |                                |                                |
| Assets:  |                     |                                 |                                |                                |
| Cash and cash equivalents  | \$ 921,799          | \$ 1,546,338                    | \$ 926,488                     | \$ 3,394,625                   |
| Investments  | -                   | -                               | 542,961                        | 542,961                        |
| Receivables (Net of allowances)  |                     |                                 |                                |                                |
| Property taxes   | 118,241             | 47,112                          | -                              | 165,353                        |
| Other taxes  | 363,902             | -                               | 51,409                         | 415,311                        |
| Accounts   | 9,015               | -                               | -                              | 9,015                          |
| Miscellaneous  | 18,694              | -                               | -                              | 18,694                         |
| Total assets   | \$ <u>1,431,651</u> | \$ <u>1,593,450</u>             | \$ <u>1,520,858</u>            | \$ <u>4,545,959</u>            |
| <b>LIABILITIES, DEFERRED INFLOWS<br/>OF RESOURCES, AND FUND<br/>BALANCES</b> |                     |                                 |                                |                                |
| Liabilities:   |                     |                                 |                                |                                |
| Accounts payable   | \$ 107,406          | \$ -                            | \$ 44,546                      | \$ 151,952                     |
| Accrued payroll  | 25,244              | -                               | -                              | 25,244                         |
| Due to other governments   | 4,345               | -                               | -                              | 4,345                          |
| Total liabilities  | <u>136,995</u>      | <u>-</u>                        | <u>44,546</u>                  | <u>181,541</u>                 |
| Deferred inflows of resources:   |                     |                                 |                                |                                |
| Deferred property tax  | 118,240             | 47,111                          | -                              | 165,351                        |
| Other deferred revenue   | 81,012              | -                               | -                              | 81,012                         |
| Total deferred inflows of resources  | <u>199,252</u>      | <u>47,111</u>                   | <u>-</u>                       | <u>246,363</u>                 |
| Fund Balances:   |                     |                                 |                                |                                |
| Restricted fund balance  | 17,588              | 1,546,339                       | 1,315,276                      | 2,879,203                      |
| Committed fund balance   | -                   | -                               | 161,036                        | 161,036                        |
| Unassigned Fund Balance  | 1,077,816           | -                               | -                              | 1,077,816                      |
| Total fund balances  | <u>1,095,404</u>    | <u>1,546,339</u>                | <u>1,476,312</u>               | <u>4,118,055</u>               |
| Total liabilities, deferred inflows<br>of resources, and fund balances       | \$ <u>1,431,651</u> | \$ <u>1,593,450</u>             | \$ <u>1,520,858</u>            | \$ <u>4,545,959</u>            |

The notes to the financial statements are an integral part of this statement.

**EXHIBIT C-2**

CITY OF BRECKENRIDGE, TEXAS  
Reconciliation of the Governmental Funds Balance Sheet  
To the Statement of Net Position  
September 30, 2022

|  |                       |
|--|-----------------------|
| Total Fund Balances - Governmental Funds   | 4,118,055             |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds. The cost of these assets was \$12,435,284 and the accumulated depreciation was \$5,130,259.   | 7,305,025             |
| Long-term liabilities, including \$178,568 financed purchases, \$50,667 lease financing payable and \$4,004,000 certificates of obligation bonds are not due and payable in the current period and, therefore are not reported as liabilities in the fund financial statements.  | (4,233,235)           |
| Some liabilities are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the statement of net position. Including interest payable results in a decrease to net position.  | (7,843)               |
| Property taxes, franchise taxes, and municipal court fines and fees are not available soon enough to pay for the current period's expenditures and therefore are deferred inflows of resources in the fund financial statements.   | 246,363               |
| Included in the items related to noncurrent liabilities is the recognition of the City's net pension asset required by GASB 68 in the amount of \$283,509 , a Deferred Resource Inflow related to pensions in the amount of \$485,919, and a Deferred Resource Outflow related to pensions in the amount of \$135,261. This results in a decrease in Net Position. | (67,149)              |
| Included in the items related to noncurrent liabilities is the recognition of the City's total OPEB liability required by GASB 75 in the amount of \$203,216, Deferred Resource Inflow related to OPEB in the amount of \$19,755, and a Deferred Resource Outflow related to OPEB in the amount of \$36,105. This results in a decrease in Net Position.           | (186,866)             |
| Net Position of Governmental Activities  | <hr/> 7,174,350 <hr/> |

The notes to the financial statements are an integral part of this statement.

## EXHIBIT C-3

CITY OF BRECKENRIDGE, TEXAS  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
For the year ended September 30, 2022

|  | General<br>Fund            | General<br>Debt Service<br>Fund | Other<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|--|----------------------------|---------------------------------|--------------------------------|--------------------------------|
| Revenues:  |                            |                                 |                                |                                |
| Taxes:   |                            |                                 |                                |                                |
| Property taxes   | \$ 1,553,628               | \$ 585,474                      | \$ -                           | \$ 2,139,102                   |
| Sales and use tax  | 1,430,749                  | -                               | 285,127                        | 1,715,876                      |
| Franchise  | 459,682                    | -                               | -                              | 459,682                        |
| Hotel motel taxes  | 72,339                     | -                               | -                              | 72,339                         |
| Charges for service  | 215,040                    | -                               | -                              | 215,040                        |
| Grants and contributions                                     | 8,113                      | -                               | 14,873                         | 22,986                         |
| Investment earnings  | 2,365                      | 4,060                           | (90,445)                       | (84,020)                       |
| Other revenue  | 28,763                     | -                               | 6,598                          | 35,361                         |
| Total revenues   | <u>3,770,679</u>           | <u>589,534</u>                  | <u>216,153</u>                 | <u>4,576,366</u>               |
| Expenditures:  |                            |                                 |                                |                                |
| Current  |                            |                                 |                                |                                |
| General government   | 1,093,393                  | -                               | -                              | 1,093,393                      |
| Public Safety  | 1,833,842                  | -                               | 4,795                          | 1,838,637                      |
| Public Works   | 508,466                    | -                               | 145,511                        | 653,977                        |
| Cemetery   | 61,339                     | -                               | 22,264                         | 83,603                         |
| Parks  | 231,698                    | -                               | -                              | 231,698                        |
| Community services   | 14,677                     | -                               | -                              | 14,677                         |
| Tourism  | 43,962                     | -                               | -                              | 43,962                         |
| Capital Outlay   | -                          | -                               | 61,660                         | 61,660                         |
| Debt service:  |                            |                                 |                                |                                |
| Principal  | 12,850                     | 67,000                          | 20,879                         | 100,729                        |
| Interest and fiscal charges                                  | 1,787                      | 111,931                         | 2,840                          | 116,558                        |
| Total expenditures   | <u>3,802,014</u>           | <u>178,931</u>                  | <u>257,949</u>                 | <u>4,238,894</u>               |
| Excess (deficiency) of revenue<br>over (under) expenditures) | \$ <u>(31,335)</u>         | \$ <u>410,603</u>               | \$ <u>(41,796)</u>             | \$ <u>337,472</u>              |
| Other financing sources (uses):                              |                            |                                 |                                |                                |
| Financed purchases   | -                          | -                               | 111,755                        | 111,755                        |
| Insurance recoveries   | 47,539                     | -                               | -                              | 47,539                         |
| Transfers in   | 479,500                    | -                               | 89,896                         | 569,396                        |
| Transfers out  | <u>-</u>                   | <u>(286,117)</u>                | <u>(36,111)</u>                | <u>(322,228)</u>               |
| Net change in fund balances                                  | 495,704                    | 124,486                         | 123,744                        | 743,934                        |
| Fund balance, October 1, 2021                                | <u>599,700</u>             | <u>1,421,853</u>                | <u>1,352,568</u>               | <u>3,374,121</u>               |
| Fund balance, September 30, 2022                             | \$ <u><u>1,095,404</u></u> | \$ <u><u>1,546,339</u></u>      | \$ <u><u>1,476,312</u></u>     | \$ <u><u>4,118,055</u></u>     |

The notes to the financial statements are an integral part of this statement.

**EXHIBIT C-4**

CITY OF BRECKENRIDGE, TEXAS  
Reconciliation of Statement of Revenues,  
Expenditures and Changes in Fund Balances of  
The Governmental Funds to the Statement of Activities  
For the Year Ended September 30, 2022

|   |           |
|---|-----------|
| Total Net Change in Fund Balances - Governmental Funds  | 743,934   |
| Current year capital outlays and long-term debt principal payments are expenditures in the fund financial statements, but they should be shown as increases in capital assets and reductions in long-term debt in the government-wide financial statements. The net effect of including \$61,540 of capital outlays and \$100,729 of debt principal payments is to increase net position. | 162,269   |
| Depreciation and amortization is not recognized as an expense in governmental funds since it does not require the use of current financial resources. The net effect of the current year's depreciation and amortization is to decrease net position.   | (410,366) |
| Current year financed purchases are other financing sources in the fund financial statements. The increase in long-term debt is a decrease in net position.   | (111,755) |
| Current year interest payable of the governmental funds is not due and payable in the current period and, therefore is not reported as a liability in the funds. The increase in interest payable decreases net position.   | (1,684)   |
| Revenues in the government-wide statement of activities that do not provide current financial resources are not reported as revenues in the funds.  | 25,971    |
| GASB 68 required the City to recognize their net pension liability, deferred resource inflow related to pension, and deferred resource outflow related to pension. The changes in these balances decrease net pension.  | 299,819   |
| GASB 75 requires the City to recognize their OPEB liability and deferred resource outflow related to OPEB. The changes in these balances decreased net pension.   | (6,299)   |
| Change in Net Position of Governmental Activities   | 701,889   |

The notes to the financial statements are an integral part of this statement.

## Exhibit D-1

CITY OF BRECKENRIDGE, TEXAS  
Statement of Net Position  
Proprietary Funds  
September 30, 2022

|   | Enterprise Funds |                    |                    |                    |               |
|---|------------------|--------------------|--------------------|--------------------|---------------|
|   | Water<br>Fund    | Wastewater<br>Fund | Sanitation<br>Fund | Trade Days<br>Fund | Totals        |
| <b>ASSETS:</b>                                      |                  |                    |                    |                    |               |
| Current Assets:                                     |                  |                    |                    |                    |               |
| Cash and cash equivalents                           | \$ 982,319       | \$ 623,033         | \$ 44,929          | \$ 39,200          | \$ 1,689,481  |
| Receivables (Net of allowances):                    |                  |                    |                    |                    |               |
| Accounts  | 269,947          | 151,469            | 38,761             | -                  | 460,177       |
| Supplies inventory                                  | 203,348          | -                  | -                  | -                  | 203,348       |
| Restricted Assets:                                  |                  |                    |                    |                    |               |
| Cash and cash equivalents                           | 4,342,256        | 4,218,545          | -                  | -                  | 8,560,801     |
| Total current assets                                | 5,797,870        | 4,993,047          | 83,690             | 39,200             | 10,913,807    |
| Noncurrent Assets:                                  |                  |                    |                    |                    |               |
| Net pension asset                                   | 59,250           | 24,340             | -                  | -                  | 83,590        |
| Capital assets, at cost:                            |                  |                    |                    |                    |               |
| Land and land improvements                          | 165,068          | 22,289             | 39,000             | 18,382             | 244,739       |
| Construction in progress                            | 1,103,832        | 56,295             | -                  | -                  | 1,160,127     |
| Buildings and improvements                          | 993,146          | 108,363            | -                  | 209,321            | 1,310,830     |
| Water system  | 18,918,311       | -                  | -                  | -                  | 18,918,311    |
| Wastewater system                                   | -                | 9,778,755          | -                  | -                  | 9,778,755     |
| Vehicles and equipment                              | 503,142          | 491,093            | 78,107             | -                  | 1,072,342     |
| Leased equipment                                    | 3,572            | 3,572              | -                  | -                  | 7,144         |
| Less: accumulated depreciation and amortization     | (8,714,925)      | (4,055,087)        | (73,907)           | (37,135)           | (12,881,054)  |
| Capital assets, net                                 | 12,972,146       | 6,405,280          | 43,200             | 190,568            | 19,611,194    |
| Total noncurrent assets                             | 13,031,396       | 6,429,620          | 43,200             | 190,568            | 19,694,784    |
| Total assets  | 18,829,266       | 11,422,667         | 126,890            | 229,768            | 30,608,591    |
| <b>DEFERRED OUTFLOWS OF RESOURCES:</b>              |                  |                    |                    |                    |               |
| Deferred outflow related to TMRS pension            | 27,956           | 9,985              | -                  | -                  | 37,941        |
| Deferred outflow related to TMRS OPEB               | 7,546            | 3,100              | -                  | -                  | 10,646        |
| Total Deferred Outflows of Resources                | 35,502           | 13,085             | -                  | -                  | 48,587        |
| <b>LIABILITIES:</b>                                 |                  |                    |                    |                    |               |
| Current Liabilities:                                |                  |                    |                    |                    |               |
| Accounts payable                                    | 301,248          | 64,362             | 41,952             | -                  | 407,562       |
| Accrued payroll                                     | 4,529            | 1,864              | 309                | -                  | 6,702         |
| Unearned revenues                                   | 1,506,626        | 1,206,610          | -                  | -                  | 2,713,236     |
| Current portion of long-term debt                   | 122,524          | 32,605             | -                  | -                  | 155,129       |
| Interest payable                                    | 11,432           | 10,135             | -                  | -                  | 21,567        |
| Current Liabilities Payable from Restricted Assets: |                  |                    |                    |                    |               |
| Customer deposits payable                           | 257,963          | -                  | -                  | -                  | 257,963       |
| Total current liabilities                           | 2,204,322        | 1,315,576          | 42,261             | -                  | 3,562,159     |
| Noncurrent Liabilities:                             |                  |                    |                    |                    |               |
| Long-term portion of bonds payable                  | 5,948,310        | 3,932,690          | -                  | -                  | 9,881,000     |
| Long-term portion of financed purchases payable     | 20,257           | -                  | -                  | -                  | 20,257        |
| Long-term portion of lease financing payable        | 2,104            | 2,104              | -                  | -                  | 4,208         |
| Total OPEB liability                                | 42,468           | 17,445             | -                  | -                  | 59,913        |
| Total noncurrent liabilities                        | 6,013,139        | 3,952,239          | -                  | -                  | 9,965,378     |
| Total liabilities                                   | 8,217,461        | 5,267,815          | 42,261             | -                  | 13,527,537    |
| <b>DEFERRED INFLOWS OF RESOURCES:</b>               |                  |                    |                    |                    |               |
| Deferred inflow related to TMRS                     | 101,550          | 41,715             | -                  | -                  | 143,265       |
| Deferred inflow related to OPEB                     | 4,129            | 1,696              | -                  | -                  | 5,825         |
| Total Deferred Inflows of Resources                 | 105,679          | 43,411             | -                  | -                  | 149,090       |
| <b>NET POSITION:</b>                                |                  |                    |                    |                    |               |
| Net Investment in Capital Assets                    | 9,102,850        | 5,241,547          | 43,200             | 190,568            | 14,578,165    |
| Unrestricted  | 1,438,778        | 882,979            | 41,429             | 39,200             | 2,402,386     |
| Total net position                                  | \$ 10,541,628    | \$ 6,124,526       | \$ 84,629          | \$ 229,768         | \$ 16,980,551 |

The notes to the financial statements are an integral part of this statement.

## Exhibit D-2

CITY OF BRECKENRIDGE, TEXAS  
Statement of Revenues, Expenses, and Changes in Fund Net Position  
Proprietary Funds  
For the Year Ended September 30, 2022

|  | Enterprise Funds     |                     |                    |                    |                      |
|--|----------------------|---------------------|--------------------|--------------------|----------------------|
|  | Water<br>Fund        | Wastewater<br>Fund  | Sanitation<br>Fund | Trade Days<br>Fund | Totals               |
| Operating revenues:                                |                      |                     |                    |                    |                      |
| Charges for sales and services                     | \$ 2,322,804         | \$ 1,239,596        | \$ 836,136         | \$ 30              | \$ 4,398,566         |
| Miscellaneous                                      | 63,825               | 6,307               | 400                | -                  | 70,532               |
| Total operating revenue                            | <u>2,386,629</u>     | <u>1,245,903</u>    | <u>836,536</u>     | <u>30</u>          | <u>4,469,098</u>     |
| Operating expenses:                                |                      |                     |                    |                    |                      |
| Water and sewer commercial                         | 122,029              | 744                 | -                  | 3,100              | 125,873              |
| Water meters and readers                           | 140,565              | -                   | -                  | -                  | 140,565              |
| Lake Daniel  | 1,977                | -                   | -                  | -                  | 1,977                |
| Water production                                   | 758,120              | -                   | -                  | -                  | 758,120              |
| Water distribution                                 | 220,772              | -                   | -                  | -                  | 220,772              |
| Sewer collection                                   | -                    | 211,001             | -                  | -                  | 211,001              |
| Sewer treatment                                    | -                    | 306,171             | -                  | -                  | 306,171              |
| Solid waste  | -                    | -                   | 827,144            | -                  | 827,144              |
| Depreciation and amortization                      | 515,657              | 230,222             | 1,800              | 5,026              | 752,705              |
| Grant administration                               | 48,750               | -                   | -                  | -                  | 48,750               |
| Total operating expenses                           | <u>1,807,870</u>     | <u>748,138</u>      | <u>828,944</u>     | <u>8,126</u>       | <u>3,393,078</u>     |
| Operating income (loss)                            | <u>578,759</u>       | <u>497,765</u>      | <u>7,592</u>       | <u>(8,096)</u>     | <u>1,076,020</u>     |
| Nonoperating revenues (expenses):                  |                      |                     |                    |                    |                      |
| Interest revenue                                   | 10,772               | 8,454               | 137                | 99                 | 19,462               |
| Bond issuance costs                                | (105,254)            | (115,797)           | -                  | -                  | (221,051)            |
| Interest expense and fiscal charges                | <u>(126,087)</u>     | <u>(32,593)</u>     | <u>-</u>           | <u>-</u>           | <u>(158,680)</u>     |
| Total nonoperating revenues (expenses)             | <u>(220,569)</u>     | <u>(139,936)</u>    | <u>137</u>         | <u>99</u>          | <u>(360,269)</u>     |
| Income (loss) before contributions and transfers   | <u>358,190</u>       | <u>357,829</u>      | <u>7,729</u>       | <u>(7,997)</u>     | <u>715,751</u>       |
| Transfers (to) from other funds and contributions: |                      |                     |                    |                    |                      |
| Capital Grants & Contributions                     | 1,152,582            | 20,810              | -                  | -                  | 1,173,392            |
| Transfers in                                       | 267,489              | 54,739              | -                  | -                  | 322,228              |
| Transfers out                                      | <u>(429,896)</u>     | <u>(125,000)</u>    | <u>(14,500)</u>    | <u>-</u>           | <u>(569,396)</u>     |
| Change in Net Position                             | 1,348,365            | 308,378             | (6,771)            | (7,997)            | 1,641,975            |
| Net Position, October 1, 2021                      | <u>9,193,263</u>     | <u>5,816,148</u>    | <u>91,400</u>      | <u>237,765</u>     | <u>15,338,576</u>    |
| Net Position, September 30, 2022                   | <u>\$ 10,541,628</u> | <u>\$ 6,124,526</u> | <u>\$ 84,629</u>   | <u>\$ 229,768</u>  | <u>\$ 16,980,551</u> |

## EXHIBIT D-3

CITY OF BRECKENRIDGE, TEXAS  
Statement of Cash Flows  
Proprietary Fund  
For the Year Ended September 30, 2022

|   | Enterprise Funds    |                     |                    |                    |                      |
|---|---------------------|---------------------|--------------------|--------------------|----------------------|
|   | Water<br>Fund       | Wastewater<br>Fund  | Sanitation<br>Fund | Trade Days<br>Fund | Totals               |
| Cash flows from operating activities:   |                     |                     |                    |                    |                      |
| Cash received from customers  | \$ 2,349,709        | \$ 1,208,324        | \$ 862,873         | \$ 30              | \$ 4,420,936         |
| Cash paid to suppliers  | (788,061)           | (354,628)           | (846,412)          | (3,099)            | (1,992,200)          |
| Cash paid to employees  | (366,330)           | (136,734)           | (19,299)           | -                  | (522,363)            |
| Net cash provided (used) by operating activities  | <u>1,195,318</u>    | <u>716,962</u>      | <u>(2,838)</u>     | <u>(3,069)</u>     | <u>1,906,373</u>     |
| Cash flow from noncapital financing activities:   |                     |                     |                    |                    |                      |
| Due to/from other funds   | 25,856              | -                   | -                  | -                  | 25,856               |
| Transfers in  | 267,489             | 54,739              | -                  | -                  | 322,228              |
| Transfers out   | (429,896)           | (125,000)           | (14,500)           | -                  | (569,396)            |
| Net cash provided (used) by noncapital financing activities                                       | <u>(136,551)</u>    | <u>(70,261)</u>     | <u>(14,500)</u>    | <u>-</u>           | <u>(221,312)</u>     |
| Cash flow from capital and related financing activities:  |                     |                     |                    |                    |                      |
| Capital expenditures  | (1,181,648)         | (56,295)            | -                  | -                  | (1,237,943)          |
| Grants received   | 2,157,206           | 1,418,569           | -                  | -                  | 3,575,775            |
| Proceeds from loans   | 29,896              | -                   | -                  | -                  | 29,896               |
| Proceeds from issuance of bonds   | 2,325,000           | 2,935,000           | -                  | -                  | 5,260,000            |
| Principal payments on long-term debt  | (112,353)           | (32,093)            | -                  | -                  | (144,446)            |
| Interest paid on bonds  | (119,847)           | (23,466)            | -                  | -                  | (143,313)            |
| Debt issuance costs   | (105,254)           | (115,797)           | -                  | -                  | (221,051)            |
| Net cash (used) by capital and related financing activities                                       | <u>2,993,000</u>    | <u>4,125,918</u>    | <u>-</u>           | <u>-</u>           | <u>7,118,918</u>     |
| Cash flow from investing activities:  |                     |                     |                    |                    |                      |
| Interest received   | 10,772              | 8,454               | 137                | 99                 | 19,462               |
| Net cash provided by investing activities   | <u>10,772</u>       | <u>8,454</u>        | <u>137</u>         | <u>99</u>          | <u>19,462</u>        |
| Net increase (decrease) in cash and cash equivalents  | 4,062,539           | 4,781,073           | (17,201)           | (2,970)            | 8,823,441            |
| Cash and cash equivalents, October 1, 2021  | <u>1,262,036</u>    | <u>60,505</u>       | <u>62,130</u>      | <u>42,170</u>      | <u>1,426,841</u>     |
| Cash and cash equivalents, September 30, 2022   | <u>\$ 5,324,575</u> | <u>\$ 4,841,578</u> | <u>\$ 44,929</u>   | <u>\$ 39,200</u>   | <u>\$ 10,250,282</u> |
| Reconciliation of Operating Income to<br>Net Cash Provided (Used) by Operating Activities         |                     |                     |                    |                    |                      |
| Operating income  | \$ 578,759          | \$ 497,765          | \$ 7,592           | \$ (8,096)         | \$ 1,076,020         |
| Adjustments to reconcile operating income to<br>net cash provided (used) by operating activities: |                     |                     |                    |                    |                      |
| Depreciation expense  | 515,657             | 230,222             | 1,800              | 5,026              | 752,705              |
| (Increase) decrease in accounts receivable  | (54,433)            | (37,579)            | 26,337             | -                  | (65,675)             |
| (Increase) decrease in supplies inventory   | (66,835)            | -                   | -                  | -                  | (66,835)             |
| Increase (decrease) in accounts payable   | 263,430             | 37,512              | (38,711)           | -                  | 262,231              |
| Increase (decrease) in accrued payroll  | 980                 | 245                 | 144                | -                  | 1,369                |
| Increase (decrease) in customer meter deposits  | 17,513              | -                   | -                  | -                  | 17,513               |
| Increase (decrease) in net pension balances   | (61,272)            | (15,152)            | -                  | -                  | (76,424)             |
| Increase (decrease) in total OPEB balances  | 1,519               | 3,949               | -                  | -                  | 5,468                |
| Total adjustments   | <u>616,559</u>      | <u>219,197</u>      | <u>(10,430)</u>    | <u>5,026</u>       | <u>830,352</u>       |
| Net cash provided by operating activities   | <u>\$ 1,195,318</u> | <u>\$ 716,962</u>   | <u>\$ (2,838)</u>  | <u>\$ (3,070)</u>  | <u>\$ 1,906,372</u>  |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The City operates under a Home Rule/Commission/Manager form of government and provides the following services as authorized by its charter: public safety (police and fire), highway and streets, sanitation, social services, public improvements, planning and zoning, parks and recreation, and general administration services. Other services include water production and distribution and sewer disposal.

The reporting entity consists of the City of Breckenridge, Texas ("City") and its component unit. Component unit are legally separate entities for which the City is financially accountable or other organizations whose nature and significant relationship with the City are such that the exclusion would cause the City's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either the City's ability to impose its will on the organization or there is potential for the organization to provide a financial benefit to or impose a financial burden on the City.

The financial statements include one discretely presented component unit which has a September 30 year-end. The discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the City.

*Discretely Presented Component Unit*

The Breckenridge Economic Development Corporation (the "BEDC") was incorporated under the Development Corporation Act of 1979 (the "Act"), with the approval of the City. The purpose of the BEDC is to promote the economic development of the City of Breckenridge through the use of a ½% 4B sales tax approved by the voters of the City. The BEDC receives its authority from the City of Breckenridge. While legally separate from the City, it is reported as part of the reporting entity under the discretely presented method because the City's elected officials are financially accountable for the BEDC. The City has the authority to appoint board members and approve budgets and contracts. The City is the sole beneficiary of the BEDC and will receive the remaining assets and assume the remaining liabilities upon termination. Readers can find separately issued financial statements for the Breckenridge Economic Development Corporation at the Chamber of Commerce, 100 East Elm Street, Breckenridge, Texas 76424.

**B. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Separate financial statements are provided for governmental funds and proprietary funds. Major individual funds and individual enterprise funds are reported as separate columns in the fund financial statements.

**C. Measurement Focus, Basis of Accounting and Basis of Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized as soon as they are measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues available if they are collected within 60 days after year-end. Expenditures generally are recorded when the related fund liability is incurred, however, debt service expenditures and expenditures related to compensated absences and claims and judgments, are recognized when payment is due.

Property taxes, sales taxes, franchise taxes, licenses, charges for service, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when the government receives payment.

The accounts of the City are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The City reports the following major governmental funds:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *general debt service fund* was established to account for payment of principal and interest on long-term general obligation debt and other long-term debts for which a tax has been dedicated.

The City reports the following major proprietary funds:

The *water fund* is used to account for the operation of the water utility.

The *wastewater fund* is used to account for the operation of the wastewater utility.

The *sanitation fund* is used to account for the operation of residential trash.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges and transfers between the governmental activities and the business-type activities, which cannot be eliminated.

Amounts reported as program revenues include 1) charges for customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. *Internally* dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds, distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water fund and wastewater fund are charges to customers for sales and services. Operating expenses for the enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**D. Financial Statement Amounts**

**1. Deposits and Investments**

The government's cash and cash equivalents are considered to be cash on hand, demand deposits and short term investments that are highly liquid with maturity within three months or less when purchased.

**2. Receivables and Payables**

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds". Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances."

All trade and property tax receivables are shown net of an allowance for uncollectibles. The property tax receivable allowance for the general fund of \$118,240 and the general debt service fund of \$47,111 is equal to 50% of outstanding delinquent property taxes at September 30, 2022. The court fines and fees receivable is reported net of an allowance of \$18,267 which is 50% of the outstanding receivable. Trade accounts receivable in the enterprise funds are reported net of an allowance of \$59,067 which is the accounts aged over 60 days. The Breckenridge Economic Development Corporation notes receivable are reported net of an allowance of \$33,622 which is based on historical experience and collectability.

**3. Property Tax**

Ad valorem property taxes are levied each October 1 from valuations assessed as of the prior January 1 for all real and business personal property. Taxes are due on receipt of the tax bill and are delinquent if not paid before the following February 1. On January 1 of each year, a tax lien attaches to property to secure the payment of all taxes, penalties and interest.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**4. Inventory**

The City's water fund inventory is recorded under the purchase method. Under the purchase method the inventory is first recorded as an expense when purchased and then adjusted at the end of the year to reflect the value of inventory at that date. Inventories held by the water fund are priced at the lower of cost or market on the first-in, first-out method.

**5. Capital Assets**

Capital assets, which include property, plant and equipment, and infrastructure assets, are reported in the applicable governmental activities or business-type activities columns in the government-wide financial statements and in the proprietary funds financial statements. The City defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at cost or estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Property, plant and equipment of the primary government and proprietary funds are depreciated using the straight-line method over the following estimated useful lives.

|                       |               |
|-----------------------|---------------|
| Infrastructure        | 30 - 50 years |
| Building              | 50 years      |
| Building improvements | 20 years      |
| Vehicles              | 2 - 15 years  |
| Office equipment      | 3 - 15 years  |
| Computer equipment    | 3 - 5 years   |

The City has reported infrastructure capital assets acquired prior to the implementation of GASB Statement No. 34 at estimated historical cost.

**6. Compensated Absences**

Regular full-time employees earn vacation and sick leave in accordance with City guidelines. Vacation time may be accumulated up to 240 hours. The City does allow for the accumulation of sick leave, however, the sick leave is not paid upon an employee's separation from services therefore a long-term liability has not been accrued.

**7. Long-term Obligations**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statements of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bond issuance costs are expensed when they are incurred and are no longer amortized over the term of the related debt. Bonds payable are reported net of the applicable bond premium or discount.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**8. Use of Estimates**

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and report amounts of revenues and expenses during the period. Actual amounts could differ from those estimates.

**9. Fund Balances – Governmental Funds**

In accordance with GASB No. 54, the City classified fund balances in the governmental funds as follows:

Nonspendable – includes amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.

Restricted – includes amounts restricted by external sources (creditors, laws of other governments, etc.) or by constitutional provision or enabling legislation.

Committed – includes amounts that can only be used for specific purposes. Committed fund balance is reported pursuant to formal action by City Commission, the City's highest level of decision making authority. Commitments may be modified or rescinded only through formal action of City Commission.

Assigned – includes amounts that the City intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. Under the City's adopted policy, amounts may be assigned by the City Manager and the City Secretary.

Unassigned – All amounts not included in other spendable classifications.

When expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been first spent out of committed funds, the assigned, and finally unassigned as needed.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The following table is a summary of the fund balance of the governmental funds.

|                        | General<br>Fund     | General<br>Debt Service<br>Fund | Other<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|------------------------|---------------------|---------------------------------|--------------------------------|--------------------------------|
| Restricted:            |                     |                                 |                                |                                |
| Debt service           | \$ -                | \$ 1,546,339                    | \$ -                           | \$ 1,546,339                   |
| Property tax reduction | 17,588              | -                               | -                              | 17,588                         |
| Public Safety          | -                   | -                               | 27,600                         | 27,600                         |
| Public Works           | -                   | -                               | 735,491                        | 735,491                        |
| Cemetery               | -                   | -                               | 542,961                        | 542,961                        |
| Parks                  | -                   | -                               | 9,224                          | 9,224                          |
| Committed:             |                     |                                 |                                |                                |
| Equipment replacement  | -                   | -                               | 161,036                        | 161,036                        |
| Unassigned             | 1,077,816           | -                               | -                              | 1,077,816                      |
|                        | <u>\$ 1,095,404</u> | <u>\$ 1,546,339</u>             | <u>\$ 1,476,312</u>            | <u>\$ 4,118,055</u>            |

**10. Use of Restricted/Unrestricted Net Position**

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the City's policy is to apply restricted net position first.

**11. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**NOTE 2: DEPOSITS AND INVESTMENTS**

The City of Breckenridge investment policies and types of investments are governed by the State Public Funds Investment Act (the "Act"). The Act authorizes the City to invest, with certain restrictions, in obligations of the U.S. Treasury or the State of Texas, certain U.S. agencies, certificates of deposit, money market savings accounts, certain municipal securities, repurchase agreements, banker's acceptances, mutual funds and investment pools. The City's management believes that it complied with the requirements of the Act and the City's investment policies.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 2: DEPOSITS AND INVESTMENTS (continued)**

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The City's funds are required to be deposited and invested under the terms of a depository contract. The City's deposits are required to be collateralized with securities held by the pledging institution's trust department or agent in the City's name. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation ("FDIC") Insurance. The BEDC's deposits are secured by a pledge of securities and FDIC Insurance in BEDC's name. At September 30, 2022, the City's deposits were fully collateralized and insured however \$147,377 of BEDC's deposits were uninsured or collateralized. BEDC believes it is not exposed to any significant credit risk on its cash and cash equivalents.

Credit Risk– Investments

The City controls credit risk by limiting its investments to those instruments allowed by the State Public Funds Investment Act described above.

Interest Rate Risk – Investments

As a means of limiting its exposure to interest rate risk, the City diversifies its investments by security type and institution, and limits holdings in any one type of investment with any one issuer. The City coordinates its investment maturities to closely match cash flow needs and restricts the maximum investment term to less than five years from the purchase date.

The City's fiduciary funds (Cemetery Perpetual Care Trust Fund) are invested in accordance with the provision of a trust agreement. These funds are invested by the trustee according to Section 113.056 of the Texas Trust Code. The City has the following types of investments:

| Investment               | Credit Rating | Cost              | Fair Value        | Percentage of Total Investments | Investment Maturities (in Years) |                  |                  |                  |
|--------------------------|---------------|-------------------|-------------------|---------------------------------|----------------------------------|------------------|------------------|------------------|
|                          |               |                   |                   |                                 | Less than 1 year                 | 1-5 Years        | 6-10 Years       | Over 10 Years    |
| Cash                     | N/A           | 12,812            | 12,812            | 2.36%                           | 12,812                           | -                | -                | -                |
| Equity Mutual Funds      | N/A           | 128,718           | 125,732           | 23.16%                          | 125,732                          | -                | -                | -                |
| Bond Mutual Funds        | N/A           | 194,569           | 164,054           | 30.21%                          | 164,054                          | -                | -                | -                |
| Corporate Bonds          | Aaa - Baa2    | 131,661           | 116,205           | 21.40%                          | 5,925                            | 69,273           | 29,503           | 11,504           |
| U.S. Treasuries          | N/A           | 61,679            | 50,299            | 9.26%                           | -                                | 16,432           | 6,889            | 26,978           |
| U.S. Government Agencies | N/A           | 82,510            | 73,859            | 13.60%                          | -                                | 3,258            | 11,985           | 58,616           |
|                          |               | <u>\$ 611,949</u> | <u>\$ 542,961</u> |                                 | <u>\$ 308,523</u>                | <u>\$ 88,963</u> | <u>\$ 48,377</u> | <u>\$ 97,098</u> |

Investment Valuation

All securities are stated at fair value as reported by the City's portfolio manager. For securities traded on a major exchange, market values are priced as of the statement date, September 30, 2022, as provided by various pricing services (Level 1 inputs). The method and frequency of pricing assets not traded on major exchanges varies depending on the type of assets (Level 2 inputs); therefore, the market value may not be a current value as of the statement date.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 3:      RESTRICTED ASSETS**

The following cash and investments in the government-wide statement of net position are restricted for the following purposes:

|                                | <u>Cash</u>         |
|--------------------------------|---------------------|
| Business-type Activities       |                     |
| Customer water deposits        | \$ 257,963          |
| Construction - water fund      | 4,084,293           |
| Construction - wastewater fund | <u>4,218,545</u>    |
|                                | <u>\$ 8,560,801</u> |

\$12,935,265 of the City's restricted cash balances are held in escrow accounts that investment in government securities money market funds. These funds were deposited in these escrow accounts pursuant to an agreement with the Texas Water Development Board. The escrowed funds are kept in separate accounts and can only be disbursed or withdrawn to pay the costs of approved projects and solely upon written authorization from the Texas Water Development Board.

**NOTE 4:      DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then. The City has two items that qualify in this category. They are deferred outflow related to TMRS pension and deferred outflows related to TMRS OPEB reported in the government-wide statement of net position and proprietary funds statement of net position.

In addition to liabilities, the statement of financial position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resource (revenue) until that time. The City has three types of items in this category. Unavailable revenues for governmental funds and deferred inflows related to pensions and deferred inflows related to OPEB in the government-wide statement of net position and propriety funds statements are reported as deferred inflows of resources. The BEDC has deferred inflows related to leases. At the end of the fiscal year the components of deferred inflows in the governmental funds were as follows:

|  |                   |
|--|-------------------|
| <b>Deferred inflows of resources - governmental funds</b>      |                   |
| Deferred property taxes receivable (general fund)              | \$ 118,240        |
| Deferred property taxes receivable (general debt service fund) | 47,111            |
| Deferred franchise taxes receivable (general fund)             | 62,745            |
| Deferred court fines (general fund)                            | <u>18,267</u>     |
| Total deferred inflows for governmental funds                  | <u>\$ 246,363</u> |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 5: INTERFUND RECEIVABLE, PAYABLES AND TRANSFERS**

The composition of interfund transfers for the City's individual major funds and nonmajor funds at September 30, 2022, is as follows:

| <u>Transfer In</u>                    | <u>Transfer Out</u>       | <u>Amount</u>     |
|---------------------------------------|---------------------------|-------------------|
| General Fund                          | Water Fund                | \$ 400,000        |
| General Fund                          | Wastewater Fund           | 75,000            |
| General Fund                          | Other governmental funds  | 4,500             |
| Other governmental funds              | Water Fund                | 29,896            |
| Other governmental funds              | Sanitation Fund           | 10,000            |
| Other governmental funds              | Wastewater Fund           | 50,000            |
| Total Governmental Funds Transfers In |                           | <u>\$ 569,396</u> |
| Water Fund                            | General Debt Service Fund | \$ 267,488        |
| Wastewater Fund                       | General Debt Service Fund | 54,740            |
| Total Enterprise Funds Transfers In   |                           | <u>\$ 322,228</u> |

Each year the water fund and wastewater fund transfer unrestricted revenues to finance various programs accounted for in the general fund in accordance with budgetary authorizations. Amounts transferred to other governmental funds were for construction projects and equipment replacement. The general debt service fund was created to pay part of the water and wastewater debt and the amounts paid were treated as transfers.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 6: CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2022 was as follows:

| Governmental activities:                           | Primary Government   |              |           |           | Ending<br>Balance |
|--|----------------------|--------------|-----------|-----------|-------------------|
|  | Beginning<br>Balance | Increases    | Decreases | Transfers |                   |
| Non - Depreciable Assets:                          |                      |              |           |           |                   |
| Land   | \$ 194,785           | \$ -         | \$ -      | \$ -      | \$ 194,785        |
| Construction in Progress                           | 15,250               | -            | -         | -         | 15,250            |
| Total non-depreciable assets                       | 210,035              | -            | -         | -         | 210,035           |
| Depreciable Assets:                                |                      |              |           |           |                   |
| Buildings and improvements                         | 1,561,651            | -            | -         | -         | 1,561,651         |
| Infrastructure                                     | 7,881,190            | -            | -         | -         | 7,881,190         |
| Vehicles and Equipment                             | 2,657,351            | 61,540       | -         | -         | 2,718,891         |
| Leased equipment                                   | 63,517               | -            | -         | -         | 63,517            |
| Total capital assets being<br>depreciated          | 12,163,709           | 61,540       | -         | -         | 12,225,249        |
| Accumulated Depreciation and Amortization:         |                      |              |           |           |                   |
| Buildings and improvements                         | (990,389)            | (38,677)     | -         | -         | (1,029,066)       |
| Infrastructure                                     | (1,782,840)          | (159,640)    | -         | -         | (1,942,480)       |
| Vehicles and Equipment                             | (1,946,664)          | (198,438)    | -         | -         | (2,145,102)       |
| Leased equipment                                   | -                    | (13,611)     | -         | -         | (13,611)          |
| Total accumulated depreciation<br>and amortization | (4,719,893)          | (410,366)    | -         | -         | (5,130,259)       |
| Governmental activities capital<br>assets, net     | \$ 7,653,851         | \$ (348,826) | \$ -      | \$ -      | \$ 7,305,025      |

Depreciation and amortization expense was charged to functions/programs of the governmental activities as follows:

|                                 |                  |
|---------------------------------|------------------|
| Governmental activities:        |                  |
| General government              | 30,032           |
| Public Safety                   | 111,235          |
| Public Works                    | 217,459          |
| Cemetery                        | 5,529            |
| Parks                           | 45,219           |
| Community services              | 892              |
| Total - governmental activities | <u>\$410,366</u> |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 6: CAPITAL ASSETS - (Continued)**

| Business-type activities:                          | Primary Government   |            |           |           |                   |
|--|----------------------|------------|-----------|-----------|-------------------|
|  | Beginning<br>Balance | Increases  | Decreases | Transfers | Ending<br>Balance |
| Non - Depreciable Assets:                          |                      |            |           |           |                   |
| Land   | \$ 193,297           | \$ -       | \$ -      | \$ -      | \$ 193,297        |
| Construction in Progress                           | -                    | 1,160,127  | -         | -         | 1,160,127         |
| Total non-depreciable assets                       | 193,297              | 1,160,127  | -         | -         | 1,353,424         |
| Depreciable Assets:                                |                      |            |           |           |                   |
| Land improvements                                  | 51,442               | -          | -         | -         | 51,442            |
| Buildings and improvements                         | 1,310,830            | -          | -         | -         | 1,310,830         |
| Water and sewer systems                            | 28,697,067           | -          | -         | -         | 28,697,067        |
| Vehicles and equipment                             | 1,000,773            | 77,816     | (6,247)   | -         | 1,072,342         |
| Leased equipment                                   | 7,144                | -          | -         | -         | 7,144             |
| Total capital assets being<br>depreciated          | 31,067,256           | 77,816     | (6,247)   | -         | 31,138,825        |
| Accumulated Depreciation and Amortization:         |                      |            |           |           |                   |
| Land improvements                                  | (19,938)             | (923)      | -         | -         | (20,861)          |
| Buildings and improvements                         | (937,274)            | (27,711)   | -         | -         | (964,985)         |
| Water and sewer systems                            | (10,391,900)         | (680,588)  | -         | -         | (11,072,488)      |
| Vehicles and equipment                             | (785,483)            | (41,954)   | 6,247     | -         | (821,190)         |
| Leased equipment                                   | -                    | (1,530)    | -         | -         | (1,530)           |
| Total accumulated depreciation<br>and amortization | (12,134,595)         | (752,706)  | 6,247     | -         | (12,881,054)      |
| Business-type activities capital<br>assets, net    | \$ 19,125,958        | \$ 485,237 | \$ -      | \$ -      | \$ 19,611,195     |

Depreciation and amortization expense was charged to functions/programs of the business-type activities as follows:

|                                  |                   |
|----------------------------------|-------------------|
| Business-type activities:        |                   |
| Water                            | \$515,657         |
| Wastewater                       | 230,222           |
| Sanitation                       | 1,800             |
| Trade Days                       | 5,026             |
| Total - business-type activities | <u>\$ 752,705</u> |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 6: CAPITAL ASSETS - (Continued)**

Discretely Presented Component Unit

Activity for the Breckenridge Economic Development Corporation for the year ended September 30, 2022 was as follows:

|  | Beginning<br>Balance | Increases   | Decreases | Ending<br>Balance |
|--|----------------------|-------------|-----------|-------------------|
| Non - Depreciable Assets:                      |                      |             |           |                   |
| Land   | \$ 56,546            | \$ -        | \$ -      | \$ 56,546         |
| Total non-depreciable assets                   | 56,546               | -           | -         | 56,546            |
| Depreciable Assets:                            |                      |             |           |                   |
| Buildings and improvements                     | 280,030              | -           | -         | 280,030           |
| Office furniture and equipment                 | 9,508                | -           | -         | 9,508             |
| Total capital assets being<br>depreciated      | 289,538              | -           | -         | 289,538           |
| Accumulated Depreciation:                      |                      |             |           |                   |
| Buildings and improvements                     | (77,245)             | (9,527)     | -         | (86,772)          |
| Office furniture and Equipment                 | (4,258)              | (1,800)     | -         | (6,058)           |
| Total accumulated depreciation                 | (81,503)             | (11,327)    | -         | (92,830)          |
| Governmental activities capital<br>assets, net | \$ 264,581           | \$ (11,327) | \$ -      | \$ 253,254        |

Properties Held for Economic Development

BEDC's goal is to promote and develop the industrial and manufacturing enterprises in order to encourage employment in the City of Breckenridge. Property and equipment are acquired with the intent of making these properties available to prospective companies at a reasonable price as an incentive to relocate their business in Breckenridge. These properties are not considered investments and are reported at cost. At September 30, 2022, properties held for economic development at cost was \$2,302,223.

**NOTE 7: FINANCED PURCHASES**

The City has entered into agreements to finance the acquisition of equipment for the general fund and water fund. These leases qualify as financed purchases for accounting purposes and, therefore, have been recorded at the present value of the future minimum lease payments as of the date of inception.

\$199,876 agreement dated April 1, 2015, for a fire truck due in annual payments of \$23,719 including interest at 3.24% maturing April 1, 2025.

\$151,241 agreement dated April 15, 2022, for four trucks due in annual payments of \$50,414 including interest at 3.35% maturing April 15, 2025. This was split between the governmental activities and business-type activities.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 7: FINANCED PURCHASES- (Continued)**

Future minimum commitments are as follows:

|                                    | Governmental<br>Activities | Business-type<br>Activities |
|------------------------------------|----------------------------|-----------------------------|
| 2023                               | \$ 63,493                  | \$ 10,640                   |
| 2024                               | 63,493                     | 10,640                      |
| 2025                               | 63,493                     | 10,640                      |
| Total debt service<br>requirements | 190,479                    | 31,920                      |
| Less: Interest Portion             | 11,911                     | 2,024                       |
| Debt Principal                     | <u>\$ 178,568</u>          | <u>\$ 29,896</u>            |

Assets and related accumulated depreciation are as follows:

|                                | Governmental<br>Activities | Business-Type<br>Activities |
|--------------------------------|----------------------------|-----------------------------|
| Vehicles and equipment         | \$ 330,838                 | \$ 36,111                   |
| Less: Accumulated depreciation | <u>(124,700)</u>           | <u>(1,806)</u>              |
| Net                            | <u>\$ 206,138</u>          | <u>\$ 34,305</u>            |

**NOTE 8: LEASE FINANCING**

The City, as a lessee, has entered into lease agreements involving copiers and printers. The total of the City's leased assets are recorded at a cost of \$70,661, less accumulated amortization of \$15,141. With the implementation of Governmental Accounting Standards Board Statement No. 87, Leases, a lease meeting the criteria of this statement requires the lessee to recognize a lease liability and an intangible right to use asset. This lease and assets are split between governmental and business-type activities.

The lease agreement is summarized as follows:

| Description      | Date      | Payment<br>Terms | Interest<br>Rate | Total<br>Lease<br>Liability | Balance<br>9/30/2022 |
|------------------|-----------|------------------|------------------|-----------------------------|----------------------|
| Copiers/Printers | 5/28/2021 | 60 months        | 3.10%            | \$ 70,661                   | \$ 56,367            |
| Total            |           |                  |                  | <u>\$ 70,661</u>            | <u>\$ 56,367</u>     |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 8: LEASE FINANCING – (Continued)**

The future lease payments under lease agreements are as follows:

|       | Governmental Activities |          |           | Governmental Activities |          |          |
|-------|-------------------------|----------|-----------|-------------------------|----------|----------|
|       | Principal               | Interest | Total     | Principal               | Interest | Total    |
| 2023  | \$ 13,253               | \$ 1,383 | \$ 14,636 | \$ 1,490                | \$ 156   | \$ 1,646 |
| 2024  | 13,670                  | 967      | 14,637    | 1,537                   | 109      | 1,646    |
| 2025  | 14,100                  | 537      | 14,637    | 1,586                   | 60       | 1,646    |
| 2026  | 9,644                   | 112      | 9,756     | 1,085                   | 13       | 1,098    |
| Total | \$ 50,667               | \$ 2,999 | \$ 53,666 | \$ 5,698                | \$ 338   | \$ 6,036 |

**NOTE 9: LONG-TERM DEBT**

The following is a summary of long-term debt transactions of the City for the year ended September 30, 2022.

| Primary Government             | 09/30/2021   | Additions    | Retirements | 09/30/2022    | Due Within One Year |
|--------------------------------|--------------|--------------|-------------|---------------|---------------------|
| Governmental Activities.:      |              |              |             |               |                     |
| Direct Placement               |              |              |             |               |                     |
| Certificates of Obligation     | \$ 4,071,000 | \$ -         | \$ 67,000   | \$ 4,004,000  | \$ 69,000           |
| Financed Purchases             | 87,692       | 111,755      | 20,879      | 178,568       | 47,949              |
| Lease Financing Payable        | 63,517       | -            | 12,850      | 50,667        | 13,253              |
| Net pension liability          | 172,115      | -            | 172,115     | -             | -                   |
| Total OPEB liability           | 203,028      | 188          | -           | 203,216       | -                   |
| Total Governmental Activities  | 4,597,352    | 111,943      | 272,844     | 4,436,451     | 130,202             |
| Business-type Activities:      |              |              |             |               |                     |
| Direct Placement               |              |              |             |               |                     |
| Certificates of Obligation     | 4,908,000    | 5,260,000    | 143,000     | 10,025,000    | 144,000             |
| Financed Purchases             | -            | 29,896       | -           | 29,896        | 9,639               |
| Lease Financing Payable        | 7,144        | -            | 1,446       | 5,698         | 1,490               |
| Net pension liability          | 47,279       | -            | 47,279      | -             | -                   |
| Total OPEB liability           | 55,798       | 4,115        | -           | 59,913        | -                   |
| Total Business-type Activities | 5,018,221    | 5,294,011    | 191,725     | 10,120,507    | 155,129             |
| Total Long-Term Liabilities    | \$ 9,615,573 | \$ 5,405,954 | \$ 464,569  | \$ 14,556,958 | \$ 285,331          |
| Component Unit                 |              |              |             |               |                     |
| Governmental Activities.:      |              |              |             |               |                     |
| Tax leveraged fund note        | 103,327      | -            | 34,330      | 68,997        | 35,463              |
| Total Component Unit           | \$ 103,327   | \$ -         | \$ 34,330   | \$ 68,997     | \$ 35,463           |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 9:      LONG-TERM DEBT – (continued)**

At September 30, 2022, governmental activities and business-type activities bonds payable consisted of the following issues:

|   | <u>Primary<br/>Government</u> |
|---|-------------------------------|
| <u>Governmental Activities</u>  |                               |
| \$4,262,000 Combination Tax and Revenue Certificates of Obligation, Series 2017B,<br>due in annual installments through September 15, 2057, bearing interest at 2.75%             | <u>\$ 4,004,000</u>           |
| <u>Business-Type Activities</u>   |                               |
| \$1,680,000 Combination Tax and Surplus Revenue Certificates of Obligation Series 2012,<br>due in annual installments through September 15, 2044, bearing interest at 0% - 2.27%. | 1,310,000                     |
| \$840,000 Combination Tax and Surplus Revenue Certificates of Obligation Series 2013,<br>due in annual installments through September 15, 2044, bearing interest at 0% - 2.27%.   | 640,000                       |
| \$2,380,000 Combination Tax and Surplus Revenue Certificates of Obligation Series 2014,<br>due in annual installments through September 15, 2045, bearing interest at 0% - 4.30%  | 2,020,000                     |
| \$846,000 Combination Tax and Revenue Certificates of Obligation Series, 2017A,<br>due in annual installments through September 15, 2057, bearing interest at 2.75%               | 795,000                       |
| \$2,935,000 Combination Tax and Surplus Revenue Certificates of Obligation Series 2022A,<br>due in annual installments through March 15, 2053, bearing interest at 0.9%-2.02%     | 2,935,000                     |
| \$2,325,000 Combination Tax and Surplus Revenue Certificates of Obligation Series 2022B,<br>due in annual installments through March 15, 2053, bearing interest at 0.74%-1.89%    | <u>2,325,000</u>              |
| Total business-type activities  | <u>\$ 10,025,000</u>          |

The Certificates of Obligation Bonds are direct placements and include provisions that in the event the City defaults in the payments or performance of covenants, conditions, or obligations, the bond holders shall be entitled to seek a writ of mandamus issued by a court of proper jurisdiction compelling and requiring the governing body of the City to observe and perform the covenant, condition and obligation prescribed by the bond ordinance.

At September 30, 2022, component unit bonds payable consisted of the following issues:

|  | <u>Component<br/>Unit</u> |
|--|---------------------------|
| \$310,000 Tax leverages loan dated June 30, 2014, due in annual installments<br>through August 1, 2024, bearing interest at 3.25%. | <u>68,997</u>             |
| Total component unit   | <u>\$ 68,997</u>          |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 9: LONG-TERM DEBT (Continued)**

The annual requirements to amortize governmental activities and business-type activities bonds outstanding as of September 30, 2022 are as follows:

| Primary Government              | Certificates of Obligation |                     |                     |                          |                     |                      |
|---------------------------------|----------------------------|---------------------|---------------------|--------------------------|---------------------|----------------------|
|                                 | Governmental Activities    |                     |                     | Business-type Activities |                     |                      |
|                                 | Principal                  | Interest            | Total               | Principal                | Interest            | Total                |
| 2023                            | \$ 69,000                  | \$ 109,161          | \$ 178,161          | \$ 144,000               | 227,603             | \$ 371,603           |
| 2024                            | 71,000                     | 107,236             | 178,236             | 294,000                  | 210,962             | 504,962              |
| 2025                            | 73,000                     | 105,256             | 178,256             | 299,000                  | 206,283             | 505,283              |
| 2026                            | 75,000                     | 103,221             | 178,221             | 305,000                  | 201,375             | 506,375              |
| 2027                            | 77,000                     | 101,131             | 178,131             | 310,000                  | 196,189             | 506,189              |
| 2028-2032                       | 418,000                    | 472,258             | 890,258             | 1,629,000                | 893,826             | 2,522,826            |
| 2033-2037                       | 480,000                    | 410,603             | 890,603             | 1,816,000                | 718,375             | 2,534,375            |
| 2038-2042                       | 550,000                    | 339,900             | 889,900             | 2,034,000                | 492,479             | 2,526,479            |
| 2043-2047                       | 633,000                    | 258,706             | 891,706             | 1,670,000                | 238,413             | 1,908,413            |
| 2048-2052                       | 725,000                    | 165,481             | 890,481             | 1,139,000                | 102,242             | 1,241,242            |
| 2053-2057                       | 833,000                    | 58,506              | 891,506             | 385,000                  | 13,700              | 398,700              |
| Total debt service requirements | <u>\$ 4,004,000</u>        | <u>\$ 2,231,459</u> | <u>\$ 6,235,459</u> | <u>\$ 10,025,000</u>     | <u>\$ 3,501,447</u> | <u>\$ 13,526,447</u> |

Tax and revenue bonds are payable from property taxes pledges and surplus revenues of the water and wastewater system. The debt ordinances provide for tax pledges to be budgeted annually to the extent budgeted net operating water and wastewater system revenues fall short of annual retirements of principal and interest. A tax rate of \$.29948 per \$100 of assessed valuation was levied for this purpose during the current year. The debt ordinances also provide for the establishment of sinking funds for the retirement of debt principal and interest. The balances in the interest and sinking funds was \$1,546,338 for the general debt service at year-end. Management of the City believes that it is in compliance with all significant financial requirements required by debt covenants as of September 30, 2022.

The annual requirements to amortize the component unit governmental activity bonds as of September 30, 2022 are as follows:

| Component Unit                  | Governmental Activities |                 |                  |
|---------------------------------|-------------------------|-----------------|------------------|
|                                 | Principal               | Interest        | Total            |
| 2023                            | \$ 35,463               | \$ 1,717        | \$ 37,180        |
| 2024                            | 33,534                  | 547             | 34,081           |
| Total debt service requirements | <u>\$ 68,997</u>        | <u>\$ 2,264</u> | <u>\$ 71,261</u> |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 10: RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City purchases commercial insurance to cover these risks. There have been no significant reductions in coverage and the amount of settlements during the past three years has not exceeded the insurance coverage.

**NOTE 11: TAX ABATEMENTS**

The City of Breckenridge is authorized to provide assistance for economic development under Chapter 380 of the Texas Local Government Code. The economic development must serve the purpose of promoting state or local economic development by stimulating business or commercial activity within the City. The assistance may be in the form of loans, grants, tax rebates and use of City personnel and services. The City has entered into Chapter 380 Economic Development Program Agreements with a developer and has agreed to provide sales tax grants and rebates. The City will pay to developer an amount equal to 60% of the project sales tax revenue for a period of ten years up to a maximum of \$325,000. The first payment was made in February 2018 and the final payment will be made in February 2027 if the maximum has not been paid at that date. The 380 Agreement was entered into in conjunction with a Performance Agreement between a developer and Breckenridge Economic Development Corporation, the two agreements being contingent upon execution of the other.

Below is a table of tax abatements for the year ended September 30, 2022.

| Type of<br>Business    | Purpose                                  | Tax<br>Abated | Percent<br>Abated | Abated<br>City | BEDC |
|------------------------|--|---------------|-------------------|----------------|------|
| Retail shopping center | Purchase, remodel and redevelop property | Sales Tax     | 60% of 1 cent     | \$ 16,785      |      |

**NOTE 12: DEFINED BENEFIT PENSION PLANS**

Plan Description

The City participates as one of 901 plans in the defined benefit cash-balance plan administered by the Texas Municipal Retirement System (TMRS). TMRS is a statewide public retirement plan created by the State of Texas and administered in accordance with the Texas Government Code, Title 8, Subtitle G (TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Board of Trustees. Although the Governor, with the advice and consent of the Senate, appoints the Board, TMRS is not fiscally dependent on the State of Texas. TMRS's defined benefit pension plan is a tax-qualified plan under Section 401 (a) of the Internal Revenue Code. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at [www.tmrs.com](http://www.tmrs.com).

All eligible employees of the city are required to participate in TMRS.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 12: DEFINED BENEFIT PENSION PLANS – (Continued)**

Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the city, within the options available in the state statutes governing TMRS.

At retirement, the member's benefit is calculated as if the sum of the member's contributions, with interest, and the city-financed monetary credits with interest, and their age at retirement and other actuarial factors. The retiring member may select one of seven monthly benefit payment options. Members may also choose to receive a portion of their benefit as a lump sum distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75% of the member's deposits and interest.

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City were as follows:

|  | <u>Plan Year 2021</u>     |
|--|---------------------------|
| Employee deposit rate  | 5%                        |
| Matching ratio (city to employee)                                  | 1.5 -1                    |
| Years required for vesting   | 5                         |
| Service retirement eligibility (expressed as age/years of service) | 60/5, 0/20                |
| Updated service credit   | 100% Repeating, Transfers |
| Annuity increase (to retirees)                                     | 70% of CPI Repeating      |

At the December 31, 2021 valuation and measurement date, the following employees were covered by the benefit terms:

|  |           |
|--|-----------|
| Active Employees   | 60        |
| Inactive employees or beneficiaries currently receiving benefits | 54        |
| Inactive employees entitled to but not yet receiving benefits    | <u>53</u> |
|  | 167       |

Contributions

The contribution rates for members in TMRS are either 5%, 6%, or 7% of the member's total compensation, and the city matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the city. Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The City's contribution rate is based on the liabilities created from the benefit plan options selected by the City and any changes in benefits or actual experience over time.

Employees for the City were required to contribute 5% of their annual gross earnings during the fiscal year. The contribution rates for the City were 8.62% and 8.64% in calendar years 2021 and 2022, respectively. The city's contributions to TMRS for the year ended September 30, 2022, were \$206,889, and were more than the required contributions.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 12: DEFINED BENEFIT PENSION PLANS – (Continued)**

Net Pension Liability

The City's Net Pension Liability (NPL) was measured as of December 31, 2021, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

*Actuarial Assumptions:*

The Total Pension Liability in the December 31, 2021, actuarial valuation was determined using the following actuarial assumptions:

|                           |  |
|---------------------------|--|
| Inflation                 | 2.5% per year  |
| Overall Payroll Growth    | 2.75% per year   |
| Investment Rate of Return | 6.75%, net of pension plan investment expense, including inflation |

Salary increases were based on a service-related table. Mortality rates for active members are based on the PUB(10) mortality tables with the Public Safety table used for males and the General Employee table used for females. Mortality rates for healthy retirees and beneficiaries are based on the Gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates for active, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set forward for males and a 3-year set forward for females. In addition, a 3.5% and 3.0% minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger members who became disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS of the four-year period December 31, 2014 to December 31, 2018. They were adopted in 2019 and first used in the December 31, 2019 actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rate (APRs) are based on the Mortality Experience Investigation Study covering 2009 through 2011, and dated December 31, 2013. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 12: DEFINED BENEFIT PENSION PLANS – (Continued)**

| Asset Class           | Target Allocation | Long-term Expected Real<br>Rate of Return (Arithmetic) |
|-----------------------|-------------------|--|
| Global Equity         | 30.00%            | 5.30%  |
| Core Fixed Income     | 10.00%            | 1.25%  |
| Non-Core Fixed Income | 20.00%            | 4.14%  |
| Real Return           | 10.00%            | 3.85%  |
| Real Estate           | 10.00%            | 4.00%  |
| Absolute Return       | 10.00%            | 3.48%  |
| Private Equity        | 10.00%            | 7.75%  |
| Total                 | 100.00%           |  |

*Discount Rate*

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that members and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

*Changes in the Net Pension Liability*

|   | Increase (Decrease)        |                                |                          |
|---|----------------------------|--------------------------------|--------------------------|
|   | Total Pension<br>Liability | Plan Fiduciary<br>Net Position | Net Pension<br>Liability |
|   | (a)                        | (b)                            | (a) - (b)                |
| Balance at 12/31/20   | \$ 8,503,472               | \$ 8,284,079                   | \$ 219,393               |
| Changes for the year:   |                            |                                |                          |
| Service cost  | 198,705                    | -                              | 198,705                  |
| Interest  | 561,614                    | -                              | 561,614                  |
| Difference between expected and actual experience             | 5,208                      | -                              | 5,208                    |
| Changes of assumptions  | -                          | -                              | -                        |
| Contributions-employer  | -                          | 176,398                        | (176,398)                |
| Contributions-employee  | -                          | 102,320                        | (102,320)                |
| Net investment income   | -                          | 1,078,262                      | (1,078,262)              |
| Benefit payments, including refunds of employee contributions | (565,226)                  | (565,226)                      | -                        |
| Administrative expense  | -                          | (4,997)                        | 4,997                    |
| Other changes   | -                          | 36                             | (36)                     |
| Net changes   | 200,301                    | 786,793                        | (586,492)                |
| Balance at 12/31/21   | \$ 8,703,773               | \$ 9,070,872                   | \$ (367,099)             |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 12: DEFINED BENEFIT PENSION PLANS – (Continued)**

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension liability of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

|                              | 1% Decrease in<br>Discount Rate (5.75%) | Discount Rate (6.75%) | 1% Increase in<br>Discount Rate (7.75%) |
|------------------------------|---|-----------------------|---|
| City's Net Pension Liability | \$ 719,795                              | \$ (367,099)          | \$ (1,263,518)                          |

*Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at [www.tmrs.com](http://www.tmrs.com).

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended September 30, 2022, the City recognized pension income of \$169,352.

At September 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|  | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|--|-----------------------------------|----------------------------------|
| Differences between expected and actual economic experience  | \$ 8,990                          | \$ 74,571                        |
| Differences between projected and actual investment earnings |                                   | 554,613                          |
| Contributions subsequent to the measurement date             | 164,212                           | -                                |
| Total  | <u>\$ 173,202</u>                 | <u>\$ 629,184</u>                |

\$164,212 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction to the net pension liability for the year ending September 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 12: DEFINED BENEFIT PENSION PLANS – (Continued)**

| Year ended December 31: | Net Deferred<br>outflows (inflows<br>of resources) |
|-------------------------|--|
| 2021                    | \$ (153,030)                                       |
| 2022                    | (246,346)  |
| 2023                    | (117,004)  |
| 2024                    | (103,814)  |
| 2025                    | -  |
| Thereafter              | -  |
|                         | <u>\$ (620,194)</u>                                |

**NOTE 13: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

**A. Plan Description**

TMRS administers a defined benefit group-term life insurance plan known as the Supplemental Death Benefits Fund (SDBF). This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage for their active members, including or not including retirees. The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death). The death benefit for retirees is considered an other postemployment benefit (OPEB) and is a fixed amount of \$7,500. The SDBF covers both active and retiree participants, with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan (i.e. no assets are accumulated).

The member city contributes to the SDBF at a contractually required rate as determined by an annual actuarial valuation. The rate is equal to the cost of providing one-year term life insurance. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. The intent is not to pre-fund retiree term life insurance during employees' entire careers.

**B. Benefits Provided**

At the December 31, 2021 valuation and measurement date, the following employees were covered by the benefit terms:

|  |           |
|--|-----------|
| Inactive employees or beneficiaries currently receiving benefits | 34        |
| Inactive employees entitled to but not yet receiving benefits    | 6         |
| Active employees   | <u>60</u> |
|  | 100       |

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 13: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) – (Continued)**

**C. Total OPEB Liability**

The City's total OPEB liability was measured as of December 31, 2021, and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions:*

The Total OPEB Liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions:

|  |                                    |
|--|------------------------------------|
| Inflation                                | 2.5% per year                      |
| Overall payroll growth                   | 3.50% to 11.50% including infation |
| Retirees' share of benefit related costs | \$0                                |

All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68.

Mortality rates for service retirees were based on the 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP.

Mortality rates for disabled retirees were based on the 2019 Municipal Retirees of Texas Mortality Tables with a 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of an actuarial experience study for the period December 31, 2014 to December 31, 2018.

*Discount Rate:*

The discount rate used to measure the Total OPEB Liability was 1.84%. The discount rate was based on Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2021.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 13: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) – (Continued)**

*Changes in the OPEB Liability*

|  | Total OPEB<br>Liability<br>(a) |
|--|--------------------------------|
| Balances as of December 31, 2020               | \$ 258,826                     |
| Changes for the year:                          |                                |
| Service cost                                   | 9,823                          |
| Interest on total OPEB liability               | 5,230                          |
| Effect of plan changes                         | -                              |
| Effect of economic/demographic gains or losses | (13,794)                       |
| Effect of assumptions changes or inputs        | 7,546                          |
| Benefit payments                               | (4,502)                        |
| Net changes                                    | 4,303                          |
| Balances as of December 31, 2021               | \$ 263,129                     |

*Sensitivity of the Total OPEB Liability to Changes in the Discount Rate*

The following presents the total OPEB liability of the City, calculated using the discount rate of 2.00%, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.00%) or 1-percentage-point higher (3.00%) than the current rate:

|                       | 1% decrease<br>discount rate<br>0.84% | Current<br>Discount Rate<br>1.84% | 1% increase<br>discount rate<br>2.84% |
|-----------------------|---------------------------------------|-----------------------------------|---------------------------------------|
| Net Pension Liability | \$ 318,018                            | \$ 263,129                        | \$ 220,503                            |

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

For the year ended September 30, 2022, the City recognized OPEB expense of \$21,603

At September 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources relate to OPEB for the following sources:

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 13: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) – (Continued)**

|  | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|--|-----------------------------------|----------------------------------|
| Differences between expected and actual experience | \$ 950                            | \$ 22,475                        |
| Changes in assumptions                             | 40,467                            | 3,105                            |
| Contributions made subsequent to measurement date  | 5,334                             | -                                |
| Total  | <u>\$ 46,751</u>                  | <u>\$ 25,580</u>                 |

\$5,334 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability for the year ending September 30, 2023. Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

|                              |           |               |
|------------------------------|-----------|---------------|
| Plan year ended December 31: |           |               |
| 2022                         | \$        | 4,699         |
| 2023                         |           | 6,522         |
| 2024                         |           | 5,415         |
| 2025                         |           | (726)         |
| 2026                         |           | (73)          |
| Thereafter                   |           | -             |
| Total                        | <u>\$</u> | <u>15,837</u> |

**NOTE 14: CONTINGENT LIABILITIES**

**A. Federal and State Programs**

Federal and state funding received related to various grant programs are based upon periodic reports detailing reimbursable expenditures made, in compliance with program guidelines, to the grantor agency. These programs are governed by various statutory rules and regulations of the grantors. Amounts received and receivable under these various funding programs are subject to periodic audit and adjustment by the funding agencies. To the extent, if any, the City has not complied with all the rules and regulations with respect to performance, financial or otherwise, adjustment to or return of fund monies may be required.

As it pertains to other matters of compliance, in the opinion of the City's administration, there are no significant contingent liabilities relating to matters of compliance and accordingly, no provision has been made in the accompanying financial statements for such contingencies.

**B. USDA Loan Program**

The Breckenridge Economic Development Corporation (BEDC) has in the past received funds from the USDA for a loan program to allow BEDC to assist new businesses with low interest loans. There are no reporting requirements on the use of the funds; however, the funds are required to be maintained intact with interest earned for the loan program. To the extent, if any, the BEDC has not complied with all the rules and regulations return of fund money may be required.

**CITY OF BRECKENRIDGE, TEXAS**  
**Notes to Financial Statements**  
**September 30, 2022**

**NOTE 15: COMMITMENTS**

The City has a contract for an Advanced Meter Infrastructure (AMI) System Replacement Project. The remaining balance on the contract at September 30, 2022 was \$238,169. The project will be completed in fiscal year 2023 and funded with grant funds on hand.

**NOTE 16: CHANGE IN ACCOUNTING PRINCIPLES AND RESTATEMENT**

For 2022, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. GASB Statement No. 87 enhances the relevance and consistency of information of the government's leasing activities. It establishes requirements for lease accounting based on the principle that leases are financing of the right to use an underlying asset. A lessee is required to recognize a lease liability and an intangible right to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. These changes were incorporated into the City's 2022 financial statements and did not have an effect on the beginning net position. On October 1, 2021, the City recognized \$70,661 net book value for the intangible right to use equipment and a lease liability of \$70,661.

The implementation of GASB Statement No. 87 had the following effect on the net position as reported September 30, 2021.

|  | Governmental<br>Activities | Business-type<br>Activities |
|--|----------------------------|-----------------------------|
| Net position and Fund Balance Septmeber 30, 2021 | \$ 6,472,461               | \$ 15,338,576               |
| Adjustments:                                     |                            |                             |
| Net Book Value Leased Asset                      | 63,517                     | 7,144                       |
| Lease Liability                                  | (63,517)                   | (7,144)                     |
| Restated Net Position Septeber 30, 2021          | <u>\$ 6,472,461</u>        | <u>\$ 15,338,576</u>        |

**NOTE 17: SUBSEQUENT EVENTS**

Subsequent events were evaluated through March 2, 2023, which is the date the financial statements were available to be issued.

## **REQUIRED SUPPLEMENTARY INFORMATION**

## EXHIBIT F-1

## CITY OF BRECKENRIDGE, TEXAS

## General Fund

## Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual

For the year ended September 30, 2022

|   | Budgeted Amounts         |                          |                            | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|---|--------------------------|--------------------------|----------------------------|---|
|   | Original                 | Final                    | Actual                     |   |
| Revenues:   |                          |                          |                            |   |
| Taxes:  |                          |                          |                            |   |
| Property taxes  | \$ 1,820,000             | \$ 1,549,000             | \$ 1,553,628               | 4,628   |
| Sales and use tax   | 1,148,500                | 1,408,500                | 1,430,749                  | 22,249  |
| Franchise   | 448,000                  | 467,000                  | 459,682                    | (7,318)   |
| Hotel motel taxes   | 42,000                   | 55,000                   | 72,339                     | 17,339  |
| Charges for service   | 205,800                  | 205,800                  | 215,040                    | 9,240   |
| Grants and contributions                                    | 12,400                   | 12,400                   | 8,113                      | (4,287)   |
| Interest income   | 1,500                    | 1,500                    | 2,365                      | 865   |
| Other revenue   | 23,500                   | 23,500                   | 28,763                     | 5,263   |
| Total revenues  | <u>3,701,700</u>         | <u>3,722,700</u>         | <u>3,770,679</u>           | <u>47,979</u>   |
| Expenditures:   |                          |                          |                            |   |
| Current   |                          |                          |                            |   |
| General government  | 1,141,935                | 1,228,485                | 1,093,393                  | 135,092   |
| Public Safety   | 1,957,000                | 2,022,600                | 1,833,842                  | 188,758   |
| Public Works  | 517,850                  | 517,850                  | 508,466                    | 9,384   |
| Cemetery  | 59,000                   | 59,000                   | 61,339                     | (2,339)   |
| Parks   | 316,200                  | 316,200                  | 231,698                    | 84,502  |
| Community services  | 15,800                   | 15,800                   | 14,677                     | 1,123   |
| Tourism   | 42,000                   | 42,000                   | 43,962                     | (1,962)   |
| Debt service:   |                          |                          |                            |   |
| Principal   | 2,000                    | 2,000                    | 12,850                     | (10,850)  |
| Interest and fiscal charges                                 | -                        | -                        | 1,787                      | (1,787)   |
| Total expenditures  | <u>4,051,785</u>         | <u>4,203,935</u>         | <u>3,802,014</u>           | <u>401,921</u>  |
| Excess (deficiency) of revenue<br>over (under) expenditures | \$ <u>(350,085)</u>      | \$ <u>(481,235)</u>      | \$ <u>(31,335)</u>         | <u>449,900</u>  |
| Other financing sources (uses):                             |                          |                          |                            |   |
| Insurance recoveries  | -                        | 47,000                   | 47,539                     | 539   |
| Transfers in  | <u>500,000</u>           | <u>485,000</u>           | <u>479,500</u>             | <u>(5,500)</u>  |
| Net change in fund balances                                 | 149,915                  | 50,765                   | 495,704                    | 444,939   |
| Fund balance, October 1, 2021                               | <u>599,700</u>           | <u>599,700</u>           | <u>599,700</u>             | <u>-</u>  |
| Fund balance, September 30, 2022                            | \$ <u><u>749,615</u></u> | \$ <u><u>650,465</u></u> | \$ <u><u>1,095,404</u></u> | <u><u>444,939</u></u>                                   |

The accompanying notes to required supplementary information are an integral part of this schedule.

CITY OF BRECKENRIDGE  
Schedule of Changes in Net Pension Liability and Related Ratios  
September 30, 2022

**Total pension liability**

| Plan Year   | 2014                | 2015                | 2016                | 2017                |
|---|---------------------|---------------------|---------------------|---------------------|
| Service Cost  | \$ 180,948          | \$ 202,264          | \$ 210,034          | \$ 208,582          |
| Interest (on the Total Pension Liability)                     | 523,394             | 529,436             | 528,297             | 542,655             |
| Differences between expected and actual experience            | (78,389)            | 9,535               | 7,317               | (186,991)           |
| Change of assumptions   | -                   | 20,408              | -                   | -                   |
| Benefit payments, including refunds of employee contributions | (609,804)           | (490,767)           | (513,801)           | (550,633)           |
| Net Change in Total Pension Liability                         | 16,149              | 270,876             | 231,847             | 13,613              |
| Total Pension Liability-Beginning                             | \$ 7,691,481        | \$ 7,707,630        | \$ 7,978,506        | \$ 8,210,353        |
| <b>Total Pension Liability-Ending (a)</b>                     | <b>\$ 7,707,630</b> | <b>\$ 7,978,506</b> | <b>\$ 8,210,353</b> | <b>\$ 8,223,966</b> |

**Plan Fiduciary Net Position**

|   |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|
| Contributions-Employer  | \$ 192,605          | 194,097             | 190,642             | 202,916             |
| Contributions-Employee  | 110,082             | 111,625             | 108,714             | 120,197             |
| Net Investment Income   | 383,868             | 10,008              | 446,397             | 946,773             |
| Benefit payments, including refunds of employee contributions | (609,804)           | (490,767)           | (513,801)           | (550,633)           |
| Administrative Expense  | (4,008)             | (6,097)             | (5,039)             | (4,905)             |
| Other   | (330)               | (302)               | (272)               | (248)               |
| Net Change in Plan Fiduciary Net Position                     | 72,413              | (181,436)           | 226,641             | 714,100             |
| Plan Fiduciary Net Position-Beginning                         | 6,711,368           | 6,783,781           | 6,602,345           | 6,828,986           |
| <b>Plan Fiduciary Net Position-Ending (b)</b>                 | <b>\$ 6,783,781</b> | <b>\$ 6,602,345</b> | <b>\$ 6,828,986</b> | <b>\$ 7,543,086</b> |
| <b>Net Pension Liability/(Asset) -Ending (a) - (b)</b>        | <b>\$ 923,849</b>   | <b>\$ 1,376,161</b> | <b>\$ 1,381,367</b> | <b>\$ 680,880</b>   |

|  |              |              |              |              |
|--|--------------|--------------|--------------|--------------|
| Plan Fiduciary Net Position as a Percentage of Total Pension Liability | 88.01%       | 82.75%       | 83.18%       | 91.72%       |
| Covered Employee Payroll   | \$ 2,201,639 | \$ 2,232,491 | \$ 2,174,270 | \$ 2,152,549 |
| Net Pension Liability as a Percentage of Covered Employee Payroll      | 41.96%       | 61.64%       | 63.53%       | 31.63%       |

The accompanying notes to the required supplementary information are an integral part of this schedule.

## EXHIBIT F-2

| 2018         | 2019         | 2020       | 2021         |
|--------------|--------------|------------|--------------|
| \$ 216,654   | \$ 221,658   | \$ 207,065 | \$ 198,705   |
| 544,367      | 547,074      | 563,096    | 561,614      |
| (211,430)    | (23,452)     | (200,387)  | 5,208        |
| -            | 48,717       | -          | -            |
| (535,182)    | (488,813)    | (609,861)  | (565,226)    |
| 14,409       | 305,184      | (40,087)   | 200,301      |
| \$ 8,223,966 | \$ 8,238,375 | 8,543,559  | \$ 8,503,472 |
| \$ 8,238,375 | \$ 8,543,559 | 8,503,472  | \$ 8,703,773 |

|              |              |            |              |
|--------------|--------------|------------|--------------|
| 195,613      | 199,772      | 186,334    | 176,398      |
| 112,140      | 114,375      | 106,734    | 102,320      |
| (225,809)    | 1,094,327    | 606,416    | 1,078,262    |
| (535,182)    | (488,813)    | (609,861)  | (565,226)    |
| (4,367)      | (6,189)      | (3,929)    | (4,997)      |
| (228)        | (187)        | (152)      | 36           |
| (457,833)    | 913,285      | 285,542    | 786,793      |
| 7,543,086    | 7,085,253    | 7,998,537  | 8,284,079    |
| \$ 7,085,253 | \$ 7,998,538 | 8,284,079  | \$ 9,070,872 |
| \$ 1,153,122 | \$ 545,021   | \$ 219,393 | \$ (367,099) |

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| 86.00%       | 93.62%       | 97.42%       | 104%         |
| \$ 2,242,795 | \$ 2,287,492 | \$ 2,134,687 | \$ 2,046,397 |
| 51.41%       | 23.83%       | 10.28%       | -17.94%      |

The accompanying notes to the required supplementary information are an integral part of this schedule.

**EXHIBIT F-3**

CITY OF BRECKENRIDGE  
Schedule of Contributions  
Last 8 Fiscal Years

| Fiscal Year<br>Ending<br>September 30 | Actuarially<br>Determined<br>Contribution | Actual<br>Employer<br>Contribution | Contribution<br>Deficiency<br>(Excess) | Pensionable<br>Covered<br>Payroll | Contribuion<br>as a % of<br>Covered Payroll |
|---------------------------------------|---|------------------------------------|--|-----------------------------------|---|
| 2014                                  | \$ 174,703                                | \$ 189,895                         | \$ (15,192)                            | \$ 2,112,810                      | 8.99%                                       |
| 2015                                  | 178,086                                   | 193,572                            | (15,486)                               | 2,193,754                         | 8.82%                                       |
| 2016                                  | 180,812                                   | 196,535                            | (15,723)                               | 2,224,633                         | 8.83%                                       |
| 2017                                  | 172,193                                   | 187,357                            | (15,164)                               | 2,174,270                         | 8.62%                                       |
| 2018                                  | 176,428                                   | 194,107                            | (17,679)                               | 2,222,130                         | 8.74%                                       |
| 2019                                  | 173,077                                   | 198,814                            | (25,737)                               | 2,285,528                         | 8.70%                                       |
| 2020                                  | 159,687                                   | 197,208                            | (37,521)                               | 2,260,850                         | 8.72%                                       |
| 2021                                  | 142,074                                   | 176,634                            | (34,560)                               | 2,043,408                         | 8.64%                                       |
| 2022                                  | 153,711                                   | 206,889                            | (53,178)                               | 2,400,092                         | 8.62%                                       |

The accompanying notes to required supplementary information are an integral part of this schedule.

## EXHIBIT F-4

CITY OF BRECKENRIDGE  
Schedule of Changes in Total OPEB Liability and Related Ratios  
September 30, 2022

**Total OPEB liability**

| Plan Year   | 2017              | 2018              | 2019              | 2020              | 2021              |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Service Cost  | \$ 6,888          | \$ 8,298          | \$ 7,091          | \$ 10,033         | \$ 9,823          |
| Interest (on the Total Pension Liability)                     | 6,417             | 6,520             | 6,933             | 6,120             | 5,230             |
| Changes of benefit terms                                      | -                 | -                 | -                 | -                 | -                 |
| Differences between expected and actual experience            | -                 | (10,010)          | (11,819)          | (6,035)           | (13,794)          |
| Change of assumptions or other inputs                         | 14,955            | (12,381)          | 33,783            | 32,024            | 7,546             |
| Benefit payments, including refunds of employee contributions | (1,507)           | (2,019)           | (1,830)           | (1,708)           | (4,502)           |
| Net Change in Total Pension Liability                         | 26,753            | (9,592)           | 34,158            | 40,434            | 4,303             |
| Total Pension Liability-Beginning                             | 167,073           | 193,826           | 184,234           | 218,392           | 258,826           |
| <b>Total Pension Liability-Ending (a)</b>                     | <b>\$ 193,826</b> | <b>\$ 184,234</b> | <b>\$ 218,392</b> | <b>\$ 258,826</b> | <b>\$ 263,129</b> |
| Covered Employee Payroll                                      | \$ 2,152,549      | \$ 2,242,795      | \$ 2,287,492      | \$ 2,134,687      | \$ 2,046,397      |
| Employee Payroll  | 9.00%             | 8.21%             | 9.55%             | 12.12%            | 12.86%            |

The accompanying notes to required supplementary information are an integral part of this schedule.

CITY OF BRECKENRIDGE  
Notes to the Required Supplementary Information  
For the Year Ended September 30, 2022

Budget

Annual operating budget is adopted on a basis consistent with generally accepted accounting principles for all general fund, special revenue, capital projects and proprietary funds. All annual appropriations lapse at fiscal year end.

The City Commission follows these procedures in establishing budgetary data reflected in the financial statements.

- a. The City Commission prior to October 1 formally adopts the City's budget at a duly advertised public meeting and before expenditure of funds for the budget year. The budget is legally enacted by the adoption of an ordinance.
- b. The budget may be amended with the approval of a voting majority of the members of the City Commission. The budget was amended once during the year.
- c. Budgetary control is maintained at the fund level, subject to adjustments permitted as described above.

Excess of Expenditures over Appropriations

Cemetery, tourism and debt service expenditures exceeded budget in the general fund however total expenditures were \$401,921 less than budgeted.

CITY OF BRECKENRIDGE  
Notes to the Required Supplementary Information  
For the Year Ended September 30, 2022

**Schedule of Contributions**

**Valuation Date:**

Notes Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

**Methods and Assumptions Used to Determine Contribution Rates:**

|                               |   |
|-------------------------------|---|
| Actuarial Cost Method         | Entry Age Normal  |
| Amortization Method           | Level Percentage of Payroll, Closed   |
| Remaining Amortization Period | 23 years  |
| Asset Valuation Method        | 10 Year smoothed market; 12% soft corridor  |
| Inflation                     | 2.50%   |
| Salary Increases              | 3.50% to 11.50% including inflation   |
| Investment Rate of Return     | 6.75%   |
| Retirement Age                | Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014 - 2018   |
| Mortality                     | Poste retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP.<br><br>Pre-retirement: PUM(10) mortality tables, with the Public Safety table used for males and the General Employee tables used for females. The rates are projected on a fully generational basis with scale UMP. |

**Other Information:**

Notes Adopted restricted prior service credit.

**Schedule of Changes in Total OPEB Liability**

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

**COMBINING FINANCIAL STATEMENTS**  
**NONMAJOR GOVERNMENTAL FUNDS**

CITY OF BRECKENRIDGE, TEXAS  
Nonmajor Funds  
Combining Balance Sheet  
September 30, 2022

|                                     | Special Revenue Funds |                 |                      |                                   |
|-------------------------------------|-----------------------|-----------------|----------------------|-----------------------------------|
|                                     | Fire<br>Department    | Park            | Police<br>Department | Total<br>Special<br>Revenue Funds |
| Assets:                             |                       |                 |                      |                                   |
| Cash                                | \$ 16,791             | \$ 9,224        | \$ 11,080            | \$ 37,095                         |
| Investments                         | -                     | -               | -                    | -                                 |
| Receivables (Net of allowances)     |                       |                 |                      |                                   |
| Other taxes                         | -                     | -               | -                    | -                                 |
| Total assets                        | <u>\$ 16,791</u>      | <u>\$ 9,224</u> | <u>\$ 11,080</u>     | <u>\$ 37,095</u>                  |
| Liabilities and fund balance:       |                       |                 |                      |                                   |
| Liabilities:                        |                       |                 |                      |                                   |
| Accounts payable                    | \$ 271                | \$ -            | \$ -                 | \$ 271                            |
| Total liabilities                   | <u>271</u>            | <u>-</u>        | <u>-</u>             | <u>271</u>                        |
| Fund Balances:                      |                       |                 |                      |                                   |
| Restricted fund balance             | \$ 16,520             | \$ 9,224        | \$ 11,080            | \$ 36,824                         |
| Committed fund balance              | -                     | -               | -                    | -                                 |
| Total fund balance                  | <u>16,520</u>         | <u>9,224</u>    | <u>11,080</u>        | <u>36,824</u>                     |
| Total liabilities and fund balances | <u>\$ 16,791</u>      | <u>\$ 9,224</u> | <u>\$ 11,080</u>     | <u>\$ 37,095</u>                  |

## EXHIBIT G-1

| Capital Project Funds |                         |                              | Permanent Fund    |                      |
|-----------------------|-------------------------|------------------------------|-------------------|----------------------|
| Equipment Replacement | Street Maintenance Fund | Total Capital Projects Funds | Cemetery Fund     | Total Nonmajor Funds |
| \$ 161,036            | \$ 728,357              | \$ 889,393                   | \$ -              | \$ 926,488           |
| -                     | -                       | -                            | 542,961           | 542,961              |
| -                     | 51,409                  | 51,409                       | -                 | 51,409               |
| <u>\$ 161,036</u>     | <u>\$ 779,766</u>       | <u>\$ 940,802</u>            | <u>\$ 542,961</u> | <u>\$ 1,520,858</u>  |
|                       |                         |                              |                   |                      |
| \$ -                  | \$ 44,275               | \$ 44,275                    | \$ -              | \$ 44,546            |
| -                     | 44,275                  | 44,275                       | -                 | 44,546               |
|                       |                         |                              |                   |                      |
| \$ -                  | \$ 735,491              | \$ 735,491                   | \$ 542,961        | \$ 1,315,276         |
| 161,036               | -                       | 161,036                      | -                 | 161,036              |
| 161,036               | 735,491                 | 896,527                      | 542,961           | 1,476,312            |
| <u>\$ 161,036</u>     | <u>\$ 779,766</u>       | <u>\$ 940,802</u>            | <u>\$ 542,961</u> | <u>\$ 1,520,858</u>  |

## CITY OF BRECKENRIDGE, TEXAS

## Nonmajor Funds

## Combining Statement of Revenues, Expenditures and Changes in Fund Balance

For the year ended September 30, 2022

|   | Special Revenue Funds |                 |                      |                                   |
|---|-----------------------|-----------------|----------------------|-----------------------------------|
|   | Fire<br>Department    | Park            | Police<br>Department | Total<br>Special<br>Revenue Funds |
| Revenues:   |                       |                 |                      |                                   |
| Sales and use tax   | \$ -                  | \$ -            | \$ -                 | \$ -                              |
| Grants and contributions                                    | 13,604                | 323             | 946                  | 14,873                            |
| Investment earnings   | 29                    | 22              | 25                   | 76                                |
| Other revenue   | -                     | -               | -                    | -                                 |
| Total revenue   | <u>13,633</u>         | <u>345</u>      | <u>971</u>           | <u>14,949</u>                     |
| Expenditures:   |                       |                 |                      |                                   |
| Current:  |                       |                 |                      |                                   |
| Public Safety   | 4,795                 | -               | -                    | 4,795                             |
| Public Works  | -                     | -               | -                    | -                                 |
| Cemetery  | -                     | -               | -                    | -                                 |
| Capital Outlay  | -                     | -               | -                    | -                                 |
| Debt service:   |                       |                 |                      |                                   |
| Principal   | -                     | -               | -                    | -                                 |
| Interest and fiscal charges                                 | -                     | -               | -                    | -                                 |
| Total expenditures  | <u>4,795</u>          | <u>-</u>        | <u>-</u>             | <u>4,795</u>                      |
| Excess (deficiency) of revenue<br>over (under) expenditures | <u>8,838</u>          | <u>345</u>      | <u>971</u>           | <u>10,154</u>                     |
| Other financing sources (uses):                             |                       |                 |                      |                                   |
| Financed Purchases  | -                     | -               | -                    | -                                 |
| Transfers in  | -                     | -               | -                    | -                                 |
| Transfers out   | -                     | -               | -                    | -                                 |
| Net change in fund balances                                 | 8,838                 | 345             | 971                  | 10,154                            |
| Fund Balance, October 1, 2021                               | <u>7,682</u>          | <u>8,879</u>    | <u>10,109</u>        | <u>26,670</u>                     |
| Fund Balance, September 30, 2022                            | <u>\$ 16,520</u>      | <u>\$ 9,224</u> | <u>\$ 11,080</u>     | <u>\$ 36,824</u>                  |

## EXHIBIT G-2

| Capital Project Funds    |                               |                                    | Permanent<br>Fund |                            |
|--------------------------|-------------------------------|------------------------------------|-------------------|----------------------------|
| Equipment<br>Replacement | Street<br>Maintenance<br>Fund | Total<br>Capital<br>Projects Funds | Cemetery<br>Fund  | Total<br>Nonmajor<br>Funds |
| \$ -                     | \$ 285,127                    | \$ 285,127                         | \$ -              | \$ 285,127                 |
| -                        | -                             | -                                  | -                 | 14,873                     |
| 338                      | 1,621                         | 1,959                              | (92,480)          | (90,445)                   |
| -                        | -                             | -                                  | 6,598             | 6,598                      |
| 338                      | 286,748                       | 287,086                            | (85,882)          | 216,153                    |
| -                        | -                             | -                                  | -                 | 4,795                      |
| -                        | 145,511                       | 145,511                            | -                 | 145,511                    |
| -                        | -                             | -                                  | 22,264            | 22,264                     |
| 61,660                   | -                             | 61,660                             | -                 | 61,660                     |
| -                        | -                             | -                                  | -                 | -                          |
| 20,879                   | -                             | 20,879                             | -                 | 20,879                     |
| 2,840                    | -                             | 2,840                              | -                 | 2,840                      |
| 85,379                   | 145,511                       | 230,890                            | 22,264            | 257,949                    |
| (85,041)                 | 141,237                       | 56,196                             | (108,146)         | (41,796)                   |
| 111,755                  | -                             | 111,755                            | -                 | 111,755                    |
| 89,896                   | -                             | 89,896                             | -                 | 89,896                     |
| (36,111)                 | -                             | (36,111)                           | -                 | (36,111)                   |
| 80,499                   | 141,237                       | 221,736                            | (108,146)         | 123,744                    |
| 80,537                   | 594,254                       | 674,791                            | 651,107           | 1,352,568                  |
| \$ 161,036               | \$ 735,491                    | \$ 896,527                         | \$ 542,961        | \$ 1,476,312               |

**OTHER SUPPLEMENTARY INFORMATION**  
**(Unaudited)**

**CITY OF BRECKENRIDGE, TEXAS**

## Schedule of Delinquent Property Taxes Receivable

For the fiscal year ended September 30, 2022

| Last Ten Years<br>Ended Sept 30 | Tax Rate    |              | Assessed<br>Value | Beginning<br>Balance<br>October 1 |
|---------------------------------|-------------|--------------|-------------------|-----------------------------------|
|                                 | Maintenance | Debt Service |                   |                                   |
| 2013 and prior                  | 0.7557      | 0.2543       | 204,984,229       | 33,496                            |
| 2014                            | 0.6282      | 0.2618       | 192,875,823       | 7,199                             |
| 2015                            | 0.5652      | 0.2966       | 201,105,727       | 9,036                             |
| 2016                            | 0.6148      | 0.3252       | 196,762,440       | 12,099                            |
| 2017                            | 0.6588      | 0.3812       | 184,686,029       | 17,201                            |
| 2018                            | 0.6846      | 0.3519       | 185,111,143       | 23,519                            |
| 2019                            | 0.7330      | 0.2870       | 186,178,825       | 37,636                            |
| 2020                            | 0.7850      | 0.2850       | 186,070,474       | 52,920                            |
| 2021                            | 0.8384      | 0.2839       | 180,018,850       | 92,333                            |
| 2022( Year under audit)         | 0.7605      | 0.2995       | 200,655,886       |                                   |
| TOTALS                          |             |              |                   | <u>\$ 285,439</u>                 |

## EXHIBIT G-3

| Current<br>Year's<br>Total Levy | Maintenance<br>Collections | Debt<br>Service<br>Collections | Entire<br>Year's<br>Adjustments | Ending<br>Balance<br>September 30 |
|---------------------------------|----------------------------|--------------------------------|---------------------------------|-----------------------------------|
|                                 | (967)                      | (326)                          | (1,815)                         | 30,388                            |
|                                 | (761)                      | (317)                          | (397)                           | 5,724                             |
|                                 | (885)                      | (464)                          | (550)                           | 7,137                             |
|                                 | (1,470)                    | (777)                          | (398)                           | 9,454                             |
|                                 | (2,130)                    | (1,233)                        | (667)                           | 13,171                            |
|                                 | (3,353)                    | (1,724)                        | (606)                           | 17,836                            |
| -                               | (7,134)                    | (2,793)                        | (526)                           | 27,183                            |
| -                               | (11,806)                   | (4,287)                        | (742)                           | 36,085                            |
|                                 | (29,548)                   | (10,007)                       | (1,713)                         | 51,065                            |
| 2,143,136                       | (1,430,810)                | (563,482)                      | (16,184)                        | 132,660                           |
| <u>\$ 2,143,136</u>             | <u>\$ (1,488,864)</u>      | <u>\$ (585,410)</u>            | <u>\$ (23,598)</u>              | <u>\$ 330,703</u>                 |

## EXHIBIT G-4

City of Breckenridge, Texas  
 Statistics - Water and Wastewater Fund  
 For the year ended September 30, 2022  
 (Unaudited)

|   |             |
|---|-------------|
| Number of water connections at end of year                        | 2,326       |
| Number of wastewater connections at end of year                   | 2,019       |
| Gallons of water billed through the system during the fiscal year | 185,503,624 |

|  | 2022                 | 2021                |
|--|----------------------|---------------------|
| <u>Outstanding Bonds and Certificates:</u>                           |                      |                     |
| Combination Tax and Revenue Certificates of Obligation, Series 2012  | \$ 1,310,000         | \$ 1,360,000        |
| Combination Tax and Revenue Certificates of Obligation, Series 2013  | 640,000              | 665,000             |
| Combination Tax and Revenue Certificates of Obligation, Series 2014  | 2,020,000            | 2,075,000           |
| Combination Tax and Revenue Certificates of Obligation, Series 2017A | 795,000              | 808,000             |
| Combination Tax and Revenue Certificates of Obligation, Series 2022A | 2,935,000            | -                   |
| Combination Tax and Revenue Certificates of Obligation, Series 2022B | 2,325,000            | -                   |
|  | <u>\$ 10,025,000</u> | <u>\$ 4,908,000</u> |

|   |                     |                     |
|---|---------------------|---------------------|
| <u>Water and Wastewater Operating Income Available for Debt Retirement:</u> |                     |                     |
| Net Operating Income  | \$ 1,076,524        | \$ 514,876          |
| Net Nonoperating Interest Income  | 19,226              | 1,392               |
| Add Depreciation and Amortization Expense                                   | 745,879             | 695,343             |
|   | <u>\$ 1,841,629</u> | <u>\$ 1,211,611</u> |

Annual Debt Service Requirements and Coverage:

|  |                       |                       |
|--|-----------------------|-----------------------|
| Combination Tax and Revenue Certificates of Obligation, Series 2012  | \$ 76,169             | \$ 76,712             |
| Combination Tax and Revenue Certificates of Obligation, Series 2013  | 37,569                | 37,798                |
| Combination Tax and Revenue Certificates of Obligation, Series 2014  | 137,337               | 138,847               |
| Combination Tax and Revenue Certificates of Obligation, Series 2017A | 35,041                | 35,399                |
| Combination Tax and Revenue Certificates of Obligation, Series 2022A | -                     | -                     |
| Combination Tax and Revenue Certificates of Obligation, Series 2022B | -                     | -                     |
|  | <u>286,116</u>        | <u>288,756</u>        |
| Total Debt Service Requirements                                      | 286,116               | 288,756               |
| Less Paid by Property Taxes  | (286,116)             | (288,756)             |
| Net System Fund Requirements   | <u>\$ -</u>           | <u>\$ -</u>           |
| Coverage of Total System Fund Debt Service                           | <u>not applicable</u> | <u>not applicable</u> |

Cash Available in Bond Sinking Funds

|                      |                     |                     |
|----------------------|---------------------|---------------------|
| General Debt Service | \$ 1,546,338        | \$ 1,421,851        |
| Revenue Debt Service | -                   | -                   |
|                      | <u>\$ 1,546,338</u> | <u>\$ 1,421,851</u> |

## EXHIBIT G-5

## CITY OF BRECKENRIDGE, TEXAS

Insurance in Force

September 30, 2022

(Unaudited)

|                                     | Coverage      | Premium   |
|-------------------------------------|---------------|-----------|
| Flood, Fire and Extended Coverage   |               |           |
| Buildings and Contents              | \$ 15,615,158 | \$ 37,933 |
| Errors & Omission Liability         |               |           |
| Each Wrongful Act                   | 1,000,000     | 7,468     |
| Aggregate                           | 2,000,000     |           |
| Commercial General Liability        |               |           |
| Per Occurrence                      | 1,000,000     | 3,979     |
| Aggregate                           | 2,000,000     |           |
| Law Enforcement Personal Liability  |               |           |
| Each Wrongful Act                   | 1,000,000     | 8,035     |
| Annual Aggregate                    | 2,000,000     |           |
| Fidelity Bonds                      |               |           |
| City Secretary                      | 10,000        | 990       |
| Assistant City Secretary            | 10,000        |           |
| Other Public Employees not Excluded | 10,000        |           |
| City Manager                        | 15,000        |           |
| City Vehicles                       |               |           |
| Liability/Uninsured Motorist        | 1,000,000     | 26,012    |
| Combined Single Limit               | 25,000        |           |
| Heavy Equipment                     |               |           |
| Physical Damage                     | 1,013,825     | 4,090     |
| Crime                               |               |           |
| Public Employee Dishonesty          | 5,000         | 235       |
| Theft Disappearance & Destruction   | 5,000         | 100       |

This statement is prepared from the insurance policies. It is intended as a descriptive summary only and no expression of opinion as to the adequacy of the coverage is given. As the actual coverage per policy varies depending on the nature of the event and other factors, these dollar limitations reflect the approximate upper limitation of losses recoverable under the policies.

## List of Insurance Carriers

| Company                | Insurance Type                           | Expiration |
|------------------------|--|------------|
| Texas Municipal League | Fire - Buildings and Contents            | 10/1/2022  |
| Texas Municipal League | Commercial Auto                          | 10/1/2022  |
| Texas Municipal League | Flood                                    | 10/1/2022  |
| Texas Municipal League | Public Officials Liability               | 10/1/2022  |
| Texas Municipal League | Law Enforcement Liability                | 10/1/2022  |
| CNA Surety Corporation | Fidelity Bond - City Secretary           | 4/25/2023  |
| CNA Surety Corporation | Fidelity Bond - Assistant City Secretary | 1/20/2023  |
| CNA Surety Corporation | City Manager & Other Public Employees    | 1/20/2023  |
| Texas Municipal League | Heavy Equipment                          | 10/1/2022  |

## **OVERALL COMPLIANCE AND INTERNAL CONTROL SECTION**



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT  
AUDITING STANDARDS***

Members of the City Commission  
City of Breckenridge, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of Breckenridge, Texas (the "City") as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated March 2, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for determining audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

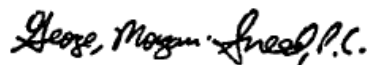
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Weatherford, Texas  
March 2, 2023



## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Members of the City Commission  
City of Breckenridge, Texas

### **Report on Compliance for Each Major Federal Program**

#### ***Opinion on Each Major Federal Program***

We have audited the City of Breckenridge, Texas's (the "City") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended September 30, 2022. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Breckenridge, Texas complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022.

#### ***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

#### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

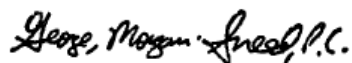
A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal

program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Weatherford, Texas

March 2, 2023

**CITY OF BRECKENRIDGE, TEXAS**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

**A. Summary of Auditor's Results**

**1. Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified?        Yes   X   No

Significant deficiency identified that are not considered to be material weaknesses?        Yes   X   No

Noncompliance material to financial statements noted        Yes   X   No

**2. Federal Awards**

Internal control over major programs:

Material weakness(es) identified?        Yes   X   No

Significant deficiency(s) identified that are not considered to be material weaknesses?        Yes   X   None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance        Yes   X   No

Identification of major programs:

| <u>CFDA Number(s)</u> | <u>Name of Federal Program or Cluster</u>         |
|-----------------------|---|
| 21.027                | Coronavirus State and Local Fiscal Recovery Funds |

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?   X   Yes        No

B. Financial Statement Findings

NONE

C. Federal Award Findings and Questioned Costs

NONE

**CITY OF BRECKENRIDGE, TEXAS**  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED SEPTEMBER 30, 2022

Financial Statement Findings

None

Federal Award Findings and Questioned Costs

None

**CITY OF BRECKENRIDGE, TEXAS**  
**CORRECTIVE ACTION PLAN**  
**YEAR ENDED SEPTEMBER 30, 2022**

Contact for Corrective Action Plan:

Cynthia Northrop  
City Manager

Financial Statement Findings

None.

Federal Award Findings

None.

**CITY OF BRECKENRIDGE, TEXAS**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

| Federal Grantor/Pass-through Grantor/Program or<br>Cluster Title  | Federal<br>CFDA<br>Number | Pass-through<br>Entity<br>Identifying<br>Number | Federal<br>Expenditures    |
|---|---------------------------|---|----------------------------|
| <u>U.S. Environmental Protection Agency</u>                       |                           |   |                            |
| Pass-through from Texas Water Development Board                   |                           |   |                            |
| Capitalization Grants for Drinking Water State Revolving Funds    | 66.468                    | L1001494  | \$ 105,254                 |
| Capitalization Grants for Clean Water State Revolving Funds       | 66.458                    | L1001491  | 115,797                    |
| Capitalization Grants for Clean Water State Revolving Funds       | 66.458                    | LF1001492                                       | 20,810                     |
| Total Capitalization Grants for Clean Water State Revolving Funds |                           |   | <u>136,607</u>             |
| Total U.S. Environmental Protection Agency                        |                           |   | <u>241,861</u>             |
| <u>Department of the Treasury</u>                                 |                           |   |                            |
| Passed Through Texas Division of Emergency Management             |                           |   |                            |
| Coronavirus State and Local Fiscal Recovery Funds                 | 21.027                    | TX0206-A  | <u>1,099,557</u>           |
| Total Department of the Treasury                                  |                           |   | <u>1,099,557</u>           |
| <b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>                       |                           |   | <u><u>\$ 1,341,418</u></u> |

The accompanying notes are an integral part of this schedule.

**CITY OF BRECKENRIDGE, TEXAS**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

Reporting Entity

The City operates under a Home Rule/Commission/Manager form of government and provides the following services as authorized by its charter: public safety (police and fire), highway and streets, sanitation, social services, public improvements, planning and zoning, parks and recreation, and general administration services. Other services include water production and distribution and sewer disposal.

Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal program activity of the City of Breckenridge, Texas and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the schedule presents only a selected portion of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.

Indirect Cost Rate

The City has elected not to use the 10-percent de minimus indirect cost rate allowed under the Uniform Guidance.

Pass-through to subrecipients

The City did not pass funds through to subrecipients.

Texas Water Development Board Loans

The City issued bonds that were purchased by the Texas Water Development Board with Clean Water State Revolving Funds and Drinking Water State Revolving Funds. The amounts of expenditures reporting in the Schedule of Expenditures of Federal Awards are the amount of bond funds spent during the period.

The City has the following Texas Water Development Board Bonds outstanding at September 30, 2022:

|   |       |                     |
|---|-------|---------------------|
| Combination Tax and Surplus Revenue Certificates of Obligation Series 2012  | DWSRF | \$ 1,310,000        |
| Combination Tax and Surplus Revenue Certificates of Obligation Series 2013  | CWSRF | 640,000             |
| Combination Tax and Surplus Revenue Certificates of Obligation Series 2014  | DWSRF | 2,020,000           |
| Combination Tax and Surplus Revenue Certificates of Obligation Series 2022A | CWSRF | 2,935,000           |
| Combination Tax and Surplus Revenue Certificates of Obligation Series 2022B | DWSRF | 2,325,000           |
|   |       | <u>\$ 9,230,000</u> |





## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding BEDC recommendation for reimbursement of \$64,500 for site improvements for Subway Development.

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

---

### **BACKGROUND INFORMATION:**

The Breckenridge Economic Development Corporation is tasked with promoting economic Development through various tools including incentives.

The BEDC Board is recommending a reimbursement to Donnie Sechrist for site improvements on the Subway development in front of Wal-Mart.

### **FINANCIAL IMPACT:**

BEDC Funding - \$64,500

### **STAFF RECOMMENDATION:**

Approve BEDC Board recommendation for reimbursement of \$64,500 for site improvements for Subway development.



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding adopting a resolution for authorizing the submission of an application for the 23/24/CDBG Program – CD Fund (Streets)

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

---

### **BACKGROUND INFORMATION:**

Staff is submitting application for the 2023/2024 CDBG cycle for street improvements. Applications are due April 3 for a two-year funding cycle (2023 and 2024). Awards for 2023 will be announced towards the end of 2023. We anticipate that we would likely not be awarded in 2023 since we will likely be awarded the DRP grant, which means we lose 20 points. However, we would likely be very competitive for the 2024 cycle.

### **FINANCIAL IMPACT:**

\$50K matching funds will be required if awarded

### **STAFF RECOMMENDATION:**

Adopt resolution for authorizing submission of application for 23/24 CDBG - CD Funds (Streets)

## RESOLUTION 2023-07

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND.

WHEREAS, the City Commission of the City of Breckenridge desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to- moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Breckenridge to apply for funding under the Texas Community Development Block Grant Program; and

WHEREAS, the City Commission of the City of Breckenridge is committed to compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS:

1. That a Texas Community Development Block Grant Program application for the Community Development Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture.
2. That the City's application be placed in competition for funding under the Community Development Fund.
3. That the application be for \$500,000 of grant funds for street improvements.
4. That all funds will be used in compliance with all applicable federal, state, local and programmatic requirements including, but not limited to, environmental review, labor standards, procurement, acquisition of property, civil rights, and administrative requirements.
5. That it further be stated that the City of Breckenridge is committing \$50,000 from its General Fund as a cash contribution toward this project.

Passed and approved this \_\_\_7th\_\_\_ day of March, 2023.

---

Bob Sims, Mayor  
City of Breckenridge, Texas

---

Jessica Sutter, City Secretary  
City of Breckenridge, Texas



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding adopting a resolution for signatories for the 23/24/CDBG Program – CD Fund (Streets)

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

---

### BACKGROUND INFORMATION:

Staff is submitting application for the 2023/2024 CDBG cycle for street improvements. Applications are due April 3 for a two-year funding cycle (2023 and 2024). Awards for 2023 will be announced towards the end of 2023. We anticipate that we would likely not be awarded in 2023 since we will likely be awarded the DRP grant, which means we lose 20 points. However, we would likely be very competitive for the 2024 cycle.

### FINANCIAL IMPACT:

### STAFF RECOMMENDATION:

Adopt resolution for signatories for the 23/24 CDBG – CD Funds (Streets)

RESOLUTION  
2023-05

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Commission of the City of Breckenridge desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Breckenridge to participate in the Texas Community Development Block Grant Program; and

WHEREAS, the City Commission of the City of Breckenridge is committed to compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF BRECKENRIDGE, TEXAS:

That the City Commission directs and designates the following to act in all matters in connection with any grant application and the City's participation in the Texas Community Development Block Grant Program:

- The Mayor, or City Manager shall serve as the City's Chief Executive Officer and Authorized Representative to:
  - execute a grant application and any subsequent contractual documents,
  - certify environmental review documents between the Texas Department of Agriculture and the City, and
  - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs, and
  - be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded, the Finance Director or Accounts Payable is authorized to
  - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs,
  - prepare and submit other financial documentation, and
  - be assigned the role of Payment Processor in the TDA-GO grant management system.

Passed and approved this \_\_7th\_\_ day of March, 2023.

\_\_\_\_\_  
Bob Sims, Mayor  
Breckenridge, Texas

\_\_\_\_\_  
Jessica Sutter,  
City Secretary  
Breckenridge, Texas



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding awarding a contract for administration services for the 23/24/CDBG Program – CD Fund (Streets)

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

---

### BACKGROUND INFORMATION:

Staff is submitting application for the 2023/2024 CDBG cycle for street improvements. Applications are due April 3 for a two-year funding cycle (2023 and 2024). Awards for 2023 will be announced towards the end of 2023. We anticipate that we would likely not be awarded in 2023 since we will likely be awarded the DRP grant, which means we lose 20 points. However, we would likely be very competitive for the 2024 cycle.

Solicitations were sent out for procuring administrative services for the 23/24 CDBG grant. Once proposal from Public Management, Inc. was received.

### FINANCIAL IMPACT:

If awarded, matching funds of \$50K will be required.

### STAFF RECOMMENDATION:

Consider award of admin contract to Public Management, Inc.



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding awarding a contract for engineering services for the 23/24/CDBG Program – CD Fund (Streets)

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

---

### BACKGROUND INFORMATION:

Staff is submitting application for the 2023/2024 CDBG cycle for street improvements. Applications are due April 3 for a two-year funding cycle (2023 and 2024). Awards for 2023 will be announced towards the end of 2023. We anticipate that we would likely not be awarded in 2023 since we will likely be awarded the DRP grant, which means we lose 20 points. However, we would likely be very competitive for the 2024 cycle.

We received 2 submissions.

### FINANCIAL IMPACT:

### STAFF RECOMMENDATION:

Accept Selection Committee recommendation for award of Engineering services for 23/24/CDBG – CD Funds (Streets)

# STATEMENT OF QUALIFICATIONS

## CITY OF BRECKENRIDGE ENGINEERING SERVICES

### TXCDBG PROJECT

MARCH 6, 2023



Enprotec | Hibbs & Todd

#### Abilene | Lubbock | Granbury

PE Firm Registration No. 1151

PG Firm Registration No. 50103

RPLS Firm Registration No. 10011900

#### Corporate Headquarters

402 Cedar Street  
Abilene, Texas 79601

T: (325) 698-5560

F: (325) 690-3240

[www.e-ht.com](http://www.e-ht.com)



Enprotec | Hibbs &amp; Todd

March 6, 2023

City of Breckenridge  
Attn: Cynthia Northrop  
City Manager  
105 N. Rose Avenue  
Breckenridge, Texas 76424

**Re: RFQ for Engineering Design Services  
TxCDBG Project**

Dear Ms. Northrop:

Enprotec / Hibbs & Todd, Inc. (eHT) is pleased to submit the qualifications of our firm to the City of Breckenridge (City) for consideration to provide professional engineering design services for the Texas Community Development Block Grant (TxCDBG) Program. We are committed to providing the City with the highest quality of professional services and consulting for this important and timely project.

Our Abilene, Granbury and Lubbock offices are staffed with highly-skilled engineers, scientists, plant operators, surveyors, construction management personnel, and technicians that stand ready to work on this project. Further, you will be personally taken care of by principals of our firm. We have worked with the TDA TxCDBG Program for over 30 years and are conversant with the rules and regulations.

Should additional information be desired, please don't hesitate to contact me.

Sincerely,

**Enprotec / Hibbs & Todd, Inc.**

Sage Diller, PE  
Associate Vice President

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### Experience

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Team Experience  
Key Personnel

### Work Performance

Regional Funded Projects  
Ability to Meet Schedules  
Community Service Projects  
Federally Funded Construction Projects  
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Certification Regarding Lobbying  
Conflict of Interest Questionnaire



## PROFILE

### About eHT

**Enprotec / Hibbs & Todd, Inc. (eHT)** is a civil, municipal, environmental and geotechnical engineering firm with offices in Abilene, Granbury and Lubbock in the State of Texas. Our staff consists of engineers, surveyors, geologists, scientists, construction material lab technicians and field operations professionals.

Our success is based on enduring partnerships with our clients. eHT professionals bring a solid foundation of expertise and innovation to each client's project.

#### Client Vision Statement

Our goal is to be an organization where we attract clients with whom we can create enduring relationships. We want our clients to feel that we care about them personally and to view our people as being knowledgeable (experts) and honest. We desire to be a "user-friendly" company, providing clear, informative communication and quality work. We define product quality as timely, accurate and complete work. We define service quality as being dependable, trustworthy and confident in our work.

eHT is a forward-thinking and progressive team of engineers and scientists with deep industry expertise, knowledge and resources. We understand the importance of being a consulting firm that clients can depend on for knowledge and expertise.

**More than 80% of our business comes from repeat clients.** We feel that in order to take care of our clients, we must learn their business. We realize that we are working for you, and for the citizens you serve as well.

We are in the business of improving community infrastructure while creating sustainable development and preserving some of our most prized natural resources. In essence, we offer engineering solutions with a view for tomorrow.

With offices serving Texas, our resources are strategically located to meet our clients' need for personal and reliable service. Each of our offices has a unique set of skill sets that complement each other. We have helped our clients place the past behind them, manage the present and plan for a profitable future. Our diverse staff of professionals is one of our greatest assets. Our people care about their work and their relationships with clients. From planning to completion, each project is personally handled by people who know our clients and their businesses. Our staff of engineers and professionals provides clients with practical, cost-effective engineering solutions.



#### Resources

High Senior Staff Interaction

Regional Texas Offices

Diverse Expertise Across Texas

Low Overhead

Engineering-Science-Operations Mix

System Operators on Staff

#### Emphasis on Relationships

Regulatory Agency Relationships

Funding Agency Relationships

Client Commitment

Experienced Attention to Project Needs and Goals

Partnership, Advocacy and Planning

#### Client Benefits

Appropriate Attention to Project Needs and Goals

Higher Personal Interaction and Responsiveness

Solid Advice to Clients on Infrastructure Issues

Efficient and Effective Design and Construction

User-Friendly Engineering Design

Efficient and Effective Funding Agency Coordination

Our experience with mid-sized clients provides a customized approach – ONE SIZE DOES NOT FIT ALL!

**WE ARE IN THE BUSINESS OF IMPROVING  
COMMUNITY INFRASTRUCTURE WHILE  
CREATING SUSTAINABLE DEVELOPMENT  
AND PRESERVING SOME OF OUR  
MOST PRIZED NATURAL RESOURCES.  
IN ESSENCE, WE OFFER ENGINEERING  
SOLUTIONS WITH A VIEW FOR  
TOMORROW.**



## Funding Objectives and Sources

Engineering and construction services funded under the Texas Department of Agriculture (TDA) can improve, modernize and expand local resources enabling entities to accommodate current and future needs of the community. eHT has extensive experience with TDA-funded projects and processes. You can rely on our services to assist in the application process and you can rely on our expertise to deliver sound engineering projects. Our project team has a long-term record of experience with state and federal funding agency requirements to manage projects without unnecessary delays. An important aspect of working with local governments is understanding the funding mechanisms and programs. eHT has been involved over the past 30 years in helping municipalities and counties obtain the necessary funding they need for their public works projects.

We have experience with the following programs and agencies:

- Texas Department of Agriculture (TDA): Community Development Fund (CD), Community Development Block Grant (CDBG), Texas Capital Fund (TCF), Colonia Planning Fund (CPF), Colonia Construction Fund (CFC), Colonia Economically Distressed Areas Program (CEDAP), Planning and Capacity Building Fund (PCB), Disaster Relief Fund (DR), Urgent Need (UN), Small Towns Environment Program (STEP), Renewable Energy Demonstration Pilot Program (REDPP), American Recovery & Reinvestment Act (ARRA), Disaster Recovery, Renewable Energy
- Texas Water Development Board (TWDB): Economically Distressed Areas Program (EDAP), Drinking Water State Revolving Fund (DWSRF), Clean Water State Revolving Fund (CWSRF), Rural Water Assistance Fund, Water Infrastructure Fund, State Participation Program-Regional Water and Wastewater Facilities, Regional Facility Planning Grant Program, Texas Water Development Fund (DFund)
- Rural Development (RD)
- Economic Development Administration (EDA)
- North American Development Bank (NADBank)
- South Texas Development Council (STDC)
- Texas Department of Transportation (TxDOT)
- Texas Parks and Wildlife Department (TPWD)

## Company Principals

Scott F. Hibbs, PE, President  
 Bob Benham, CFO  
 Scott Yungblut, PE, VP  
 Joshua L. Berryhill, PE, VP  
 Chris Hay, PE, Ass. VP

Keith P. Kindle, PE, BDO  
 Scott D. Hay, PE, VP  
 Jordan S. Hibbs, PE, VP  
 Sage Diller, PE, Ass. VP  
 Colden S. Rich, Ass. VP

## eHT Services

### Water Resources

Water Supply Planning  
 Development of Water Supplies  
 Water Transmission / Distribution  
 Water Treatment  
 Elevated / Ground Storage  
 Pump Station Design and Improvements

### Wastewater Services

Wastewater Treatment  
 Wastewater Collection and Transmission  
 Reclaimed Water  
 Wastewater Master Planning

### General Civil

Street, Paving, Grading and Drainage Design  
 Land Development  
 Stormwater Management  
 Park and Trail Design  
 Municipal Pool Design  
 Athletic Facilities  
 Downtown Revitalization and Sidewalk Improvements

### Assessment Services

Monitoring Programs  
 Feasibility Studies  
 Risk-Based Assessments  
 TRRP Assessments  
 Air Quality Sampling  
 Water and Soil Sampling  
 Subsurface and Groundwater Assessments  
 Phase I and II Transaction Assessments  
 Indoor Air Quality Assessments  
 Pollution Prevention

### Regulatory Compliance

Process Safety Management  
 Risk Management Plans  
 Compliance Audits  
 Sara Title III Compliance  
 Regulatory Agency Interface  
 NEPA Environmental Documents

### Remediation Services

Corrective Action Plans  
 Feasibility Studies  
 Pilot Tests  
 Groundwater Recovery  
 Implementation of Remedial Technologies such as Vapor Extraction, Bioremediation, Soil Venting, Air Sparging  
 Water, Soil and Air Treatment  
 Plume Stability Monitoring  
 Closure Plans



**Solid / Hazardous Waste**

Landfill Design and Permitting  
 Solid Waste Planning  
 Landfill Construction Quality Control and Assurance  
 Soil Liner Evaluations, Inspections and Reports  
 Landfill Closure / Post Closure Monitoring  
 Hazardous Waste Management Plans  
 RCRA Facility Permitting  
 TSD Facility Audits  
 Air Quality Sampling  
 Water and Soil Sampling  
 Aquifer Testing  
 Soil Vapor Surveys  
 Subsurface and Groundwater Assessments

**Permitting**

Domestic Wastewater Permitting  
 Industrial Wastewater Permitting  
 Air Permitting  
 Solid / Hazardous Waste Permitting  
 Development of CT Studies for Potable WTPs

**Pollution Prevention Services**

Recycling and Resource Recovery  
 Waste Stream Reduction and Alternatives  
 Stormwater Management  
 Pollution Prevention Plans  
 Spill Prevention Control and Countermeasure Plans

**Construction Management and Inspection**

Construction Administration and Management  
 Peer Review  
 Bidding Support  
 Start-up Support  
 Construction Support  
 Resident Construction Inspection

**Contract Operations**

Surface and Groundwater Treatment Plant Operations  
 Wastewater Treatment Plant Operations  
 Water Distribution System Flushing Programs  
 Public Water System Tank Inspections  
 Monthly, Quarterly and Annual Monitoring and Reports  
 Collection and Analysis of Compliance Samples  
 Organizing and Digitizing Plant Information  
 Optimizing and Troubleshooting Chloramine Residuals  
 Identifying and Resolving System and Water Quality Issues  
 Monitoring Plans, Laboratory Approval and NAPs  
 Water and Wastewater Facilities Startup and Commissioning  
 Production of Operations and Maintenance Manuals  
 Response Measures to TCEQ Issued Violations  
 Alternative Capacity Requirements for Public Water Systems  
 Water Conservation and Drought Contingency Plans and  
 Annual Water Conservation Reporting  
 Risk Management Plans (RMP) and RMP Training  
 Emergency Response Plans

**Mold Consulting**

Sampling and Testing  
 Mold Inspection and Assessment  
 Mold Remediation Plans

**Asbestos Consulting**

Building / Facility Surveys  
 Condition Assessments  
 Bulk Sample Collection  
 Preparation of Operation and Maintenance Programs  
 Asbestos Abatement Project Design & Specifications  
 Asbestos Abatement Contractor Bid Evaluation  
 Abatement Monitoring and Administration  
 Hazard Awareness Training and Consulting  
 OSHA Compliance Consulting  
 AHERA Compliance Consulting  
 NESHAP Compliance Consulting

**Geotechnical Engineering**

Subsurface Explorations - Borings  
 Soil Property Evaluations  
 Foundation Recommendations  
 Pavement Recommendations  
 Roadway and Parking Lot Upgrades

**Construction Materials Testing**

Material Sampling  
 Concrete Mix Design  
 Concrete Cylinders and Beams  
 Slump Testing  
 Air Content Testing  
 Plant Inspection  
 Moisture Contents  
 Atterberg Limits Testing  
 Sieve Analysis  
 Specific Gravity and Absorption  
 Proctor Information  
 Field Density Testing  
 Core Sampling  
 Wet Ball Mill Testing  
 Soundness Testing  
 Abrasion Testing  
 CBR Testing  
 Hot Mix Design

**Surveying Services**

Boundary, Topographic, Route, ALTA/ACSM, Plats/Maps



## EXPERIENCE

### Experience with Federal and Grant Programs Past 10 Years

|                         |   |                      |   |
|-------------------------|---|----------------------|---|
| City of Abilene         | 2018 TWDB Water Meter Replacement   | Jones County         | 2016 CDBG Water System Improvements   |
| Acton MUD               | 2022 TWDB Wastewater Treatment Plant #1<br>2022 TWDB Wastewater Treatment Plant #2  | LLWSSSC              | 2013 TWDB Water Treatment Improvements  |
| City of Alamo           | 2022 TWDB Wastewater Treatment Plant  | City of Loraine      | 2021 CDBG Comprehensive Plan<br>2017 CDBG Water System Improvements<br>2012 CDBG Water and Sewer Improvements   |
| City of Ballinger       | 2022 ARPA Water Meter Replacement<br>2021 CDBG Paving Improvements<br>2013 CDBG Wastewater Improvements   | City of Malone       | 2015 TWDB Water System Improvements   |
| City of Beeville        | 2018 TWDB WTP Improvements  | City of Mason        | 2017 TWDB Water Treatment Project   |
| City of Big Lake        | 2022 ARPA Water System Improvements<br>2021 CDBG Water Line Improvements<br>2017 CDBG Water System Improvements   | City of Mertzon      | 2022 CWSRF Wastewater Improvements<br>2016 CDBG Water and WW Improvements<br>2012 CDBG Water and Wastewater System  |
| City of Blanket         | 2022 CDBG Water System Improvements   | Mullin ISD           | 2022 TWDB Water System Improvements   |
| City of Brady           | 2022 TWDB and EDAP Radium Reduction Project   | City of New Deal     | 2019 CDBG Water System Improvements<br>2018 TWDB Water System Improvements  |
| City of Breckenridge    | 2022 TWDB Water System Improvements<br>2022 ARPA Water Meters and Lift Station<br>2021 TWDB Wastewater Improvements<br>2016 TWDB Wastewater Treatment Plant<br>2015 TWDB Water Treatment Plant<br>2014 CDBG Water Line Replacement<br>2013 TWDB Water Treatment Improvements<br>2012 TWDB Wastewater Improvements | City of Paducah      | 2020 TWDB Water System Improvements   |
| City of Brownfield      | 2018 TDA Downtown Revitalization Project  | Palo Pinto County    | 2013 TWDB Water Treatment Improvements  |
| City of Cisco           | 2022 TWDB WWTP Improvements<br>2018 TWDB Water Treatment Plant<br>2018 CDBG Paving Improvements<br>2017 FEMA HGMP Emergency Sirens<br>2016 TWDB Water Treatment Plant<br>2013 TCF Sewer Infrastructure<br>2012 CDBG Water Improvements  | Parker County SUD    | 2022 TWDB Water System Improvements   |
| City of Coahoma         | 2022 USDA RD Wastewater Improvements<br>2020 CDBG Wastewater Treatment Plant Imp.   | Town of Pecos City   | 2019 TWDB Wastewater System Improvements  |
| City of Cool            | 2014 CDBG Water System Improvements   | Pecos County         | 2017 CDBG Water Transmission Line<br>2014 CDBG Water System Improvements  |
| Concho County           | 2013 CDBG Water System Improvements   | Reagan County        | 2022 TxDOT Street Improvements<br>2021 TxDOT Street Improvements<br>2020 TxDOT Street Improvements<br>2016 TxDOT Street Improvements  |
| Crockett County WCID1   | 2016 CDBG Sewer Line Improvements   | Richmond-Rosenberg   | 2014 TWDB Water Treatment Plant   |
| Crosby County           | 2012 CDBG Water System Improvements   | City of Robert Lee   | 2022 ARPA Project   |
| City of De Leon         | 2013 TWDB Water Treatment Improvements  | City of Roma         | 2022 TWDB Wastewater Treatment Plant<br>2020 CDBG Paving Improvements<br>2017 CDBG Paving Improvements<br>2015 TWDB Regional Water System<br>2012 GLO Disaster Relief Paving  |
| Dickens County          | 2013 TWDB Water Treatment Improvements  | City of Roby         | 2014 CDBG Water System Improvements   |
| City of Eden            | 2020 CDBG Water Line Improvements<br>2019 USDA RD Water and Wastewater System<br>2015 CDBG Water Line Replacement   | Rolling Shores Water | 2022 TWDB/FEMA Water System Improvements  |
| City of Eastland        | 2022 TWDB FIF Flood Study<br>2021 GLO Flood Mitigation Improvements<br>2018 TWDB Water System Improvements<br>2017 CDBG WWTP Improvements<br>2016 TWDB Wastewater Treatment Plant   | City of Roscoe       | 2021 ARPA Water System Improvements<br>2019 TWDB Water Distribution Improvements<br>2016 TWDB Wastewater Collection System<br>2013 TWDB Wastewater Treatment  |
| Eastland County (ECWSD) | 2021 GLO Flood Mitigation Improvements<br>2019 TWDB Water System Improvements<br>2017 CDBG Water Lines  | City of San Angelo   | 2019 TWDB Groundwater Supply Project  |
| City of Evant           | 2016 CDBG Water System Improvements<br>2014 CDBG Water System Improvements  | City of Santa Anna   | 2022 ARPA Wastewater Improvements<br>2019 CDBG Wastewater System Improvements   |
| Fisher County           | 2021 CDBG Water Line Improvements   | Scurry County        | 2016 TxDOT Street Improvements  |
| City of Glen Rose       | 2020 CDBG Street and Drainage Improvements<br>2018 TWDB Collection System Improvements<br>2016 CDBG Water System Improvements<br>2013 TWDB Wastewater Treatment Plant   | City of Seminole     | 2022 ARPA System Improvements<br>2022 CDBG Drainage Improvements  |
| City of Granbury        | 2022 CDBG Drainage Improvements<br>2021 ARPA Lift Station Improvements<br>2018 TWDB Water Treatment Plant Expansion<br>2018 TWDB Wastewater Treatment Plant<br>2017 TWDB Water System Improvements<br>2016 TWDB Meter Replacement Project<br>2016 TCF Water System Improvements                                   | City of Sonora       | 2022 ARPA Sewer System Improvements   |
| Hawley WSC              | 2016 CDBG Water System Improvements   | City of Smyer        | 2022 USDA RD Application<br>2014 CDBG Water and Wastewater<br>2013 TWDB Water System Improvements   |
| Hood County             | 2021 CDBG Pump Systems<br>2015 CDBG Sewer System Improvements   | City of Spur         | 2019 CDBG Water and Sewer Improvements  |
| Irion County            | 2012 CDBG Paving Improvements   | City of Stamford     | 2016 TWDB Water System Improvements<br>2013 CDBG Water Storage Improvements   |
| Johnson County SUD      | 2019 TWDB Water System Improvements   | Sutton County        | 2020 CDBG Wastewater Improvements   |
|                         |   | City of Sweetwater   | 2022 APRA Emergency Generator<br>2020 TWDB Water System Improvements<br>2020 TWDB Wastewater System Improvements<br>2018 CDBG Water Line Replacement<br>2016 TWDB Water System Improvements<br>2014 TWDB Water Treatment Improvements |
|                         |   | City of Texico       | 2017 CDBG Wastewater System Improvements  |
|                         |   | ULRMWD               | 2022 TWDB Water System Improvements   |
|                         |   | Valley WSC           | 2012 TWDB Water System Improvements   |
|                         |   | City of Winters      | 2022 ARPA Pump Replacement<br>2020 CDBG Wastewater Collection System<br>2017 CDBG Wastewater Collection<br>2017 TWDB Water System Improvements<br>2014 CDBG Wastewater System Improvements<br>2014 TWDB Water Treatment Improvements  |

## Representative City of Breckenridge Projects

### TxDOT US 183 North Sewer Relocation

The City of Breckenridge (City) contracted with eHT to provide project management, design, and construction administration for the replacement of all existing sewer lines within the TxDOT right-of-way in preparation for the planned rehabilitation for US 183 North from the City's downtown area to north of the City Limits. The project included approximately 5,000 linear feet of 4-inch thru 15-inch SDR-26 PVC gravity sewer main along with steel encasement, manholes, service laterals and pavement replacement. The City contracted a utility contractor to construct the improvements and was reimbursed by TxDOT once complete. eHT coordinated with the TxDOT Brownwood District on behalf of the city from beginning to end. The project provided approximately \$1.4 million of improvements.

### Drainage, Paving and Utilities Improvements

eHT provided project management, design, bid phase services, funding application support and construction administration services for this multi-faceted project for the City of Breckenridge. The project included roadway rehabilitation including roadway excavation, new base material, grading, compaction, new hot mix asphalt and concrete pavement and new concrete curb and gutter. A storm drainage system was installed that includes curb inlets, grate inlets, pipe, junction boxes and outfalls. The project included the installation of new water lines and sewer lines in all areas of the paving project. 4,065 linear feet of 4-inch, 3,265 linear feet of 6-inch, 4,005 linear feet of 8-inch and 170 linear feet of 12-inch water lines were installed, as well as 1,050 linear feet of 6-inch, 555 linear feet of 8-inch and 5,750 linear feet of 10-inch sewer line. New driveway approaches and tie-ins to adjoining streets with 4,310 square yards of sidewalk replacement was also included in the project. The project was funded through United States Department of Agriculture (USDA) Rural Development (RD) funding. The project included a Traffic Control Plan and Stormwater Pollution Prevention Plan.

### Engineer of Record

eHT assists the City in review and coordination of planned commercial and residential developments, which includes plat review, utility system analysis, TxDOT coordination and many other services. In addition, eHT provides consulting services to the City when utility extensions and system upgrades are required for system upgrades. Service has also been proved to aid the Economic Development Corporation in mapping and planning efforts.

## USDA Paving and Drainage

eHT provided project management, design, bid phase services, funding application support and construction administration services for this multi-faceted project for the City of Breckenridge. The project included roadway rehabilitation including roadway excavation, new base material, grading, compaction, new hot mix asphalt and concrete pavement and new concrete curb and gutter. A storm drainage system was installed that includes curb inlets, grate inlets, pipe, junction boxes and outfalls. The project included the installation of new water lines and sewer lines in all areas of the paving project. 4,065 linear feet of 4-inch, 3,265 linear feet of 6-inch, 4,005 linear feet of 8-inch and 170 linear feet of 12-inch water lines were installed, as well as 1,050 linear feet of 6-inch, 555 linear feet of 8-inch and 5,750 linear feet of 10-inch sewer line. New driveway approaches and tie-ins to adjoining streets with 4,310 square yards of sidewalk replacement was also included in the project. The project was funded through United States Department of Agriculture (USDA) Rural Development (RD) funding. The project included a Traffic Control Plan and Stormwater Pollution Prevention Plan.

### Water Treatment Plant Improvements

eHT provided planning, design and construction services for improvements to the City of Breckenridge's 3.4 MGD surface water treatment plant (WTP). eHT designed and constructed improvements to the raw water piping, pretreatment units, clarifiers, filters, pump stations, chemical feed systems, and electrical and controls systems. The raw water piping improvements included the construction of new raw water metering stations, chemical injection points, flow control valves, and rapid mix basin improvements. Plate settler packs were added to the two clarifiers to increase the efficiency of the units while maintaining the existing sludge disposal systems. The plant utilizes two dual media filters which had recently been rehabilitated with the replacement of filter media. For this project, filter-to-waste piping was installed to increase the operational flexibility of the filters as well as the associated waste piping. Filtered water is pumped from a transfer pump station to the plant clearwell. The transfer pumps and associated discharge piping were also replaced. The existing high service pumps were improved with the installation of variable frequency drives (VFDs) for each of the pumps and one pump which was in disrepair was replaced. The project also included upgrading and expanding the chemical systems including the replacement of the chemical day tanks and chemical feed skids, as well as the replacement of the plant electrical system and supervisory control and data acquisition (SCADA) system.



## Wastewater Treatment Plant Upgrade

To maintain compliance with the Texas Commission on Environmental Quality (TCEQ) regarding its wastewater system, the City of Breckenridge (City) selected eHT to provide design and construction management for an upgrade of its wastewater treatment plant (WWTP) to respond to challenges with infiltration and inflow (I/I) of water into the City's wastewater collection system, which led to excessive flow loading at the WWTP during wet weather events. Those high flows combined with the lack of solids storage at the WWTP resulted in violation of the Texas Pollutant Discharge Elimination System (TPDES) permitted effluent limits. The WWTP also received notices of violation (NOV) following recurring overflows, mostly due to an internal re-lift pump station failing to restart after power outages. The plant was also at risk for major permit violations since the WWTP only had one operable clarifier.

The completed project consisted of constructing a new clarifier at the south edge of the plant, converting the existing small clarifier to a sludge holding tank, and rehabilitating the rest of the plant. The completed project also included isolation of the unused filters, electrical and control system improvements, influent screening, installation of aspirating aerators to replace the old floating disc aerators, rehabilitation of the chlorine contact basin structure, plant water system improvements, RAS/WAS pumping rehabilitation, and installation of a backup generator.

## TxDOT US 180 Utility Relocation

eHT provided planning, design, project management, construction management, and inspection for water and sewer system relocations on US 180 in Breckenridge. The project included 230 linear feet (LF) of 8-inch, 861 LF of 10-inch, 76 LF of 15-inch, and 126 LF of 18-inch gravity sewer lines, as well as 9,198 LF of 6-inch, 2,031 LF of 8-inch, 751 LF of 10-inch, and 3,660 LF of 12-inch water line. The project included steel encasement for all highway crossings. The utility relocation work was included in the overall TxDOT roadway contract and eHT performed the design and construction management services on behalf of the City. eHT built a strong working relationship with the TxDOT Brownwood District during the successful completion of this project. The utility relocation portion of the project was approximately \$2 million.

## DWSRF Distribution Improvements

eHT provided project management for the project which included the installation of water lines, fire hydrants, gate valves and the replacement of existing water meters in various locations throughout City of Breckenridge (City) limits. eHT prepared the Texas Water Development Board (TWDB) financial application and assisted the City with Agency coordination. Additionally, eHT planned, piloted and challenge tested the project. eHT provided permitting support and Texas Commission on Environmental Quality (TCEQ) coordination, water supply analysis, property acquisition assistance, surveying services for planning and project management, design, and construction administration. eHT developed a hydraulic model of the water system to evaluate the adequacy and performance of the existing and future improvements. The project was funded utilizing the TWDB Drinking Water State Revolving Fund (DWSRF).

## CDBG Water Line Replacement

eHT provided project management, application assistance, design, bidding assistance and construction administration for water line replacement along Panther Street from Jeanette to West 4th and along West 4th from Panther to Parks Street. The project included 2,460 linear feet of 8-inch water line, 1,225 linear feet of asphalt pavement replacement, and 85 each of gravel pavement replacement.

## CDBG Water Line Replacement

eHT provided project management, application assistance, design, bidding assistance and construction administration for water line replacement. The project included 2,285 linear feet of 6-inch water line and 200 linear feet of 4-inch water line.

## Hydraulic Model Update

eHT provided an update to the City's hydraulic water model including incorporating water distribution improvement projects; field verifying water storage tank elevations; utilizing past fire hydrant test results to calibrate the model; analyzing planned water distribution system improvements; and, analyzing proposed development projects to determine the adequacy of the system to provide requested flow and pressure to the development sites.

## Pavement Evaluation

eHT provided an evaluation of the existing paving conditions throughout the City and provided a prioritized list of streets recommended to be rehabilitated.



## Water System Improvements City of Mason



The City of Mason addressed the need to improve its water system because of violations noted by the Texas Commission on Environmental Quality (TCEQ). Increasingly stringent regulatory requirements for radionuclides coupled with cyclical deterioration in raw water availability and quality were straining the capabilities of the City's existing water system. The quality of the City's groundwater sources was above the TCEQ's and Environmental Protection Agency's (EPA) Primary Drinking Water Standards Maximum Contaminant Level for Combined Radium and Gross Alpha Particles. As a result, eHT provided application assistance, project management, design and construction administration of a radionuclide pilot and treatment project. The project consisted of the construction of a new radionuclide reduction system (RRS) on the site of Groundwater Well No. 2, as well as a new supervisory control and data acquisition (SCADA) system to coordinate distribution system operations. Additional work included distribution system improvements, a new ground storage tank, and the replacement of two high service pumps at an elevated storage tank site.

Contact: John Palacio, City Administrator, (325) 347-6449

## Smith Street Lift Station City of Mason

eHT is providing an evaluation of the City's Smith Street Lift Station to determine the best path forward for the design of the rehabilitation of the lift station. eHT was also selected to complete the design and construction of the Smith Street Lift Station Improvements Project which will begin within the next month.

Contact: John Palacio, City Administrator, (325) 347-6449

## Roadway and Drainage Improvements City of Roma



As a result of a hurricane, the City sustained flooding that resulted in drainage infrastructure failure. The storm sewer and drainage system infrastructure failed to function because the current system could not convey the volume of water generated during the hurricane. The failure threatened the public health, safety, and welfare of area residents and

the City needed adequately-sized drainage infrastructure. The City contracted with the Texas General Land Office to administer a Hurricane Dolly Disaster Funding Program to assist in rehabilitating affected areas. eHT provided project management, funding application assistance, design, and construction administration for roadway rehabilitation and storm sewer improvements. The improvements significantly increased the capacity of the site drainage, improved the function of the drainage system during large storm events, and provided long-term mitigation to stagnant water.

Contact: Alejandro Barrera, City Manager, (956) 849-1411

## Street Improvements City of Granbury

eHT provided project management, design and construction administration for various street improvements in the City. The projects included Misty Meadows Drive; South Olsen Court; North Travis Street; North Crockett Street; Brazos Harbor Drive; East Clifton Road; and, Deputy Larry Miller Road.

Contact: Rick Crowover, Public Works Director, (817) 573-7030

## TxCDBG Street and Water Line Improvements City of Granbury

eHT provided project management, application assistance, design and construction management for water line improvements on Harbor Lakes Drive, as well as street reconstruction of Harbor Lakes Drive, M&M Ranch Road and Industrial Avenue. Construction inspection and construction materials testing was performed.

Contact: Rick Crowover, Public Works Director, (817) 573-7030



## College Hills Boulevard and Drainage City of San Angelo



eHT is providing project management, design and construction administration for the replacement of aging roadway surface with full depth base, as well as drainage improvements along College Hills Boulevard (CHB). The project includes the rehabilitation of water and sewer utilities, roadway design, drainage evaluation and improvements, right-of-way verification, design survey, geotechnical investigation and the development of plans and specifications.

### Contact:

Shane Kelton, Public Works Director, (325) 657-4206

## Drainage, Paving and Utilities Improvements City of Breckenridge

eHT provided project management, design, bid phase services, funding application support and construction administration services for this multi-faceted project for the City of Breckenridge. The project included roadway rehabilitation including roadway excavation, new base material, grading, compaction, new hot mix asphalt and concrete pavement and new concrete curb and gutter. A storm drainage system was installed that includes curb inlets, grate inlets, pipe, junction boxes and outfalls. The project included the installation of new water lines and sewer lines in all areas of the paving project. 4,065 linear feet of 4-inch, 3,265 linear feet of 6-inch, 4,005 linear feet of 8-inch and 170 linear feet of 12-inch water lines were installed, as well as 1,050 linear feet of 6-inch, 555 linear feet of 8-inch and 5,750 linear feet of 10-inch sewer line. New driveway approaches and tie-ins to adjoining streets with 4,310 square yards of sidewalk replacement was also included in the project. The project was funded through United States Department of Agriculture (USDA) Rural Development (RD) funding. The project included a Traffic Control Plan and Stormwater Pollution Prevention Plan.

Contact: Cynthia Northrop, City Manager, (254) 559-8287

## Water System Improvements City of Sweetwater



eHT provided application support, project management, design and construction phase services for this water system improvement project funded through the Texas Water Development Board's (TWDB) Drinking Water State Revolving Fund (DWSRF) Program to create a safer, more reliable, and efficient water supply system for the customers of the City of Sweetwater (City). The project included construction of approximately 2,600 linear feet (LF) of 6-inch C900 DR18 PVC water line, 4,300 LF of 10-inch C900 DR18 PVC water line, related fitting and valves and related work to reconnect existing water lines and meters to new water lines. Additionally, the project includes raw water pump station improvements and membrane replacement. Rehabilitation of the City's 820,000-gallon welded steel clearwell at the water treatment plant (WTP), including the recoating of the interior and exterior, was completed separately utilizing the American Rescue Plan Act funds.

Contact: Eddy Campbell, Utilities Director, (325) 235-4166

## TxCDBG Water Line and Street Improvements City of Big Lake

eHT provided project management, design and construction administration for water line replacement with full-depth pavement replacement along Montana Avenue. The existing water line was replaced, and the full width of existing asphalt pavement was replaced due to its deteriorated condition. The project consisted of 3,250 square yards of asphalt removal and replacement.

Contact: Sheri Benson, City Administrator, (325) 884-2511



## Northeast Water System Improvements City of Midland



The City of Midland experienced a large amount of development growth in the northeast section of the water distribution area, defined as north of State Highway Loop 250 and east of Big Spring Street. The City hired eHT to provide professional services to plan and design water system improvements to support existing and expected future water system demands in this portion of the service area. The project included transmission system improvements to provide water supply from the Water Purification Plant to the area. Additional project elements included pump station improvements and an elevated storage tank (EST) to provide storage and pressure in the project area. Distribution system improvements were also incorporated to connect the system with the new elevated storage tank. The project design included approximately 50,000 linear feet (LF) of 24-inch transmission piping and 18,000 LF of 30-inch transmission piping, encased highway boring, air release valves, a 2 MG EST and high service pumps.

Contact: Carl Craig, PE, Utilities Director, (432) 685-7937

## I-20 Water Line Improvements City of Cisco

eHT provided planning, design, and construction services for approximately 185 linear feet (LF) of 6-inch PVC water line via open cut; 485 LF of 8-inch HDPE water line via encased bore; 480 LF of 12-inch steel encasement; and approximately 116 square yards of concrete pavement replacement.

Contact: Darwin Archer, City Manager, (254) 442-2111

## TxCDBG Sewer System Improvement City of Eastland

eHT provided project management, design and construction administration for sewer system improvements including replacement of approximately 2,600 linear feet of 8-inch sewer force main, pipe bedding, pavement repair, combination vacuum/air relief valves and associated appurtenances. The project included construction of 10-inch PVC force main via open-cut excavation including granular pipe bedding, valves and pavement replacement along South Broughter Street, from East Sodosia Street south to the wastewater treatment plant. The project included funding through the Texas Community Development Block Grant (TCDG) Program administered by the Texas Department of Agriculture (TDA).

Contact: JJ Oznick, City Manager, (254) 629-8321

## Water and Wastewater Improvements City of Eden

eHT provided project management, funding application assistance and design for construction of water and sewer infrastructure improvements consisting of the replacement of old dilapidated water distribution piping and sewer collection piping within existing systems for the City of Eden (City). The project included construction of a low-pressure sewer collection system in lower areas of the system, as well as a lift station on the east side of town. Some portions of the City's water and sewer systems had reached the end of their design life and were no longer capable of reliably serving the residents of the City. Faced with constant pipe repair costs and interrupted service to their customers, the City decided to replace the most problematic sections in the systems. The project also included new lines to loop the water system and increase water availability. The project included installation of a 250-kW emergency generator for the water treatment plant and a 200-kW emergency generator for Well No. 3. The project utilized funds through United States Department of Agriculture (USDA) Rural Development (RD) and Rural Utilities Service (RUS).

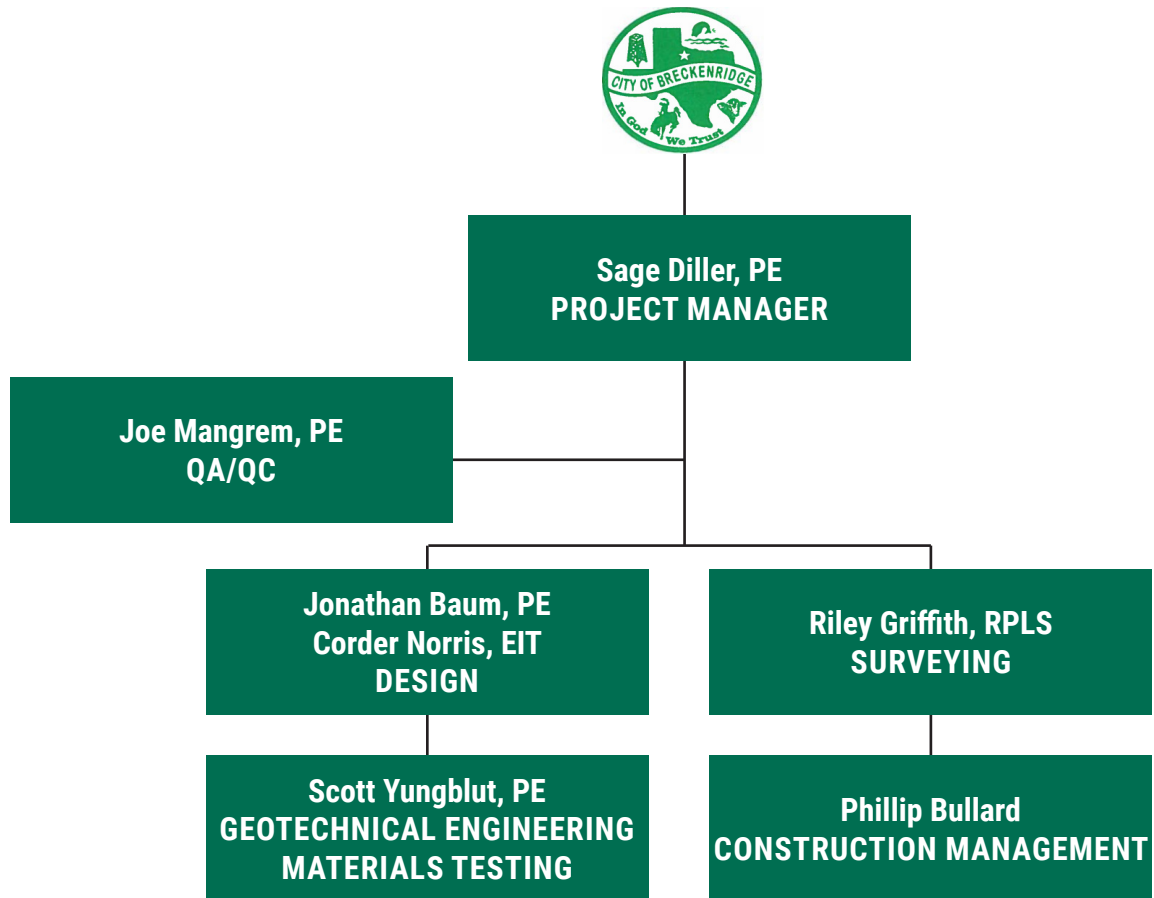
Contact: Laura Beeson, City Administrator, (325) 869-2211



## CAPACITY TO PERFORM

### Organizational Structure

Key Personnel are listed herein. Additional personnel are available as needed.



### Team Experience

Our Project Manager and Team Members have a strong understanding of the design, construction, regulatory and funding issues related to TDA funded projects.

We have listed key Team Members who will assist in accomplishing the objectives of various projects. Additional support personnel are available for the Project as needed.

Our resources include additional engineering professionals, survey crew members and Registered Professional Land Surveyors, geologists/geoscientists, field technicians and drafting personnel.

Resumes for the above personnel follow.



## Sage Diller, PE Project Manager

### PROFESSIONAL EXPERIENCE

Mr. Diller has over 19 years of experience in project design, management and construction oversight on a wide range of projects for municipal, state and private entities. His past projects have included municipal water and sewer systems, groundwater wells and storage facilities, state and county roadways and private developments. In addition to design and construction management, Mr. Diller has extensive experience assisting clients in applying for grant/loan funding through various funding agency programs, including Texas Water Development Board DWSRF and CWSRF, USDA Rural Development, Texas Department of Agriculture CDBG and DTR and TxDOT Utility Relocation and TAP Programs.

### PROJECT EXPERIENCE

- **Plan Review and Engineer of Record, City of Breckenridge:** Project Manager assisting the City in review and coordination of planned commercial and residential developments, which includes plat review, utility system analysis, TxDOT coordination and many other services. In addition, Mr. Diller provides consulting services to the City when utility extensions and system upgrades are required for system upgrades. Service has also been proved to aid the Economic Development Corporation in mapping and planning efforts.
- **Park Street Paving and Drainage Improvements, City of Breckenridge:** Project Manager for construction of approximately 1,000 tons of hot mix asphalt paving, 23,400 square yards of concrete paving, 32,900 square yards of flexible base material, 11,500 linear feet of 4-inch to 12-inch water line, 7,400 linear feet of 6-inch to 10-inch sewer line, 1,400 linear feet of 18-inch to 36-inch storm drain, including curb, gutter and sidewalks.
- **TxDOT US 180 Utility Relocation, City of Breckenridge:** Mr. Diller provided planning, design, project management, construction management, and inspection for water and sewer system relocations on US 180 in Breckenridge. The project included 230 linear feet (LF) of 8-inch, 861 LF of 10-inch, 76 LF of 15-inch, and 126 LF of 18-inch gravity sewer lines, as well as 9,198 LF of 6-inch, 2,031 LF of 8-inch, 751 LF of 10-inch, and 3,660 LF of 12-inch water line. The project included steel encasement for all highway crossings. The utility relocation work was included in the overall TxDOT roadway contract and Mr. Diller performed the design and construction management services on behalf of the City. eHT built a strong working relationship with the TxDOT Brownwood District during the successful completion of this project. The utility relocation portion of the project was approximately \$2 million.
- **Emergency Water Lines, City of Breckenridge:** Mr. Diller provided project management for the project which included the installation of water lines, fire hydrants, gate valves and the replacement of existing water meters in various locations throughout City of Breckenridge (City) limits. Mr. Diller prepared the Texas Water Development Board (TWDB) financial application and assisted the City with Agency coordination.



#### EDUCATION

Bachelor of Science, Civil Engineering  
Texas Tech University, 2001

#### REGISTRATIONS

Registered Professional Engineer –  
Texas #96645, 2005

#### PROFESSIONAL/CIVIC ORGANIZATIONS

Texas Society of Professional  
Engineers

United Way of Abilene, Executive  
Board and Finance Committee Chair

Texas Tech Alumni Abilene Chapter,  
President, 2015

#### CERTIFICATIONS/EDUCATION

eHT Leadership Development  
Program, 2013

Construction Specifications Institute

Priority Management, Dale Carnegie

HEC-RAS, Floodplain Management

Highway Capacity, Geopak I & II

#### AWARDS

20 Under 40, Abilene Young  
Professionals

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Associate Vice President  
Abilene, Texas  
2007 - present

Texas Department of Transportation  
(TxDOT), Lubbock District  
Project Engineer  
Lubbock, Texas  
2001 - 2007



## Joe Mangrem, PE QA/QC

### PROFESSIONAL EXPERIENCE

Mr. Mangrem brings a unique owner's perspective with over seven years of experience in design, bidding, construction management, operation and maintenance of water, wastewater, street and drainage infrastructure. Working with input from the development community, Mr. Mangrem has developed and implemented design standards for municipalities, reviewed all aspects of development plans and performed field coordination between developer contractors and utility owners.

He is a skilled and capable civil engineer with a solid record of successful municipal public works design and construction projects. Prior to joining eHT he was the Assistant City Engineer for the City of San Angelo and provided direct support to the City Engineer with day to day operation of the department. Mr. Mangrem assisted with preparation of the annual operating budget and Capital Improvement Project plan and provided engineering support to the Planning and Development Services department as well as other city departments. He managed review and approval for acquisition and abandonment of public easement and right-of-ways and managed review and development plans and specifications for public infrastructure improvements. He also served as Project Engineer for the City of San Angelo. He reviewed development plans and specifications for compliance with City standards and evaluated material submittals to ensure compliance with City specifications. In this capacity he collaborated with City of San Angelo staff and the development community to compile and implement design standards for water and sewer.

Prior to his position with the City of San Angelo, Mr. Mangrem worked for the City of Lubbock as a Civil Engineering Associate. He designed and administered water utility capital improvement projects and prepared and reviewed construction plans, specifications and cost estimates. Mr. Mangrem managed multiple professional service contracts for studies, designs and construction representation and reviewed plans and specifications prepared by engineers for compliance with City of Lubbock standards. He also compiled and managed the City of Lubbock Public Works Design Standards manual.

### PROJECT EXPERIENCE

- College Hills Boulevard Paving and Drainage, City of San Angelo
- Paving Improvements, City of Big Lake
- Sayles Boulevard, City of Abilene
- Airport Lift Station Improvements, City of Midland
- Water Distribution System Hydraulic Model Analysis, City of Midland
- Water Distribution System Disinfectant Residual Evaluation, City of Midland
- Wastewater System Model Analysis, City of Midland
- Wadley Elevated Storage Tank Piping Improvements, City of Midland



#### EDUCATION

Bachelor of Science, Ocean Engineering  
Texas A&M University, 2010  
New Mexico Military Institute, 2004

#### REGISTRATIONS

Registered Professional Engineer – Texas #117205

#### PROFESSIONAL/CIVIC ORGANIZATIONS

American Society of Civil Engineers  
National Society of Professional Engineers  
Texas Society of Professional Engineers  
American Waterworks Association  
Abilene Chamber Young Professionals Association  
Leadership San Angelo, 2016  
Dale Carnegie Leadership Training, 2019

#### AWARDS

20 Under 40, Abilene Young Professionals

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Project Manager  
Abilene, Texas  
2017 - present  
City of San Angelo  
Assistant City Engineer  
San Angelo, Texas  
2015 - 2017  
Project Engineer



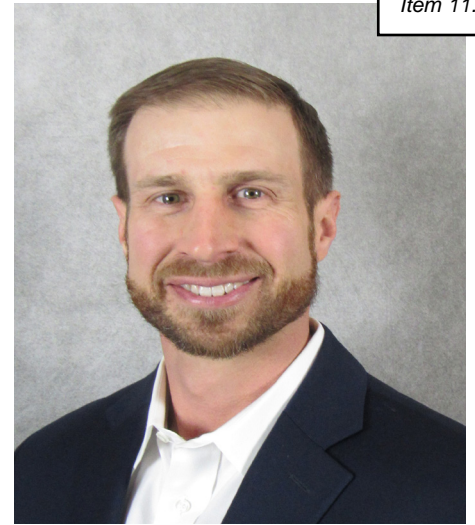
## Jonathan Baum, PE Design

### PROFESSIONAL EXPERIENCE

Mr. Baum has experience in the design of streets, water, sewer and gas lines, detention basins, water quality ponds, parking lots, storm drainage systems, retaining walls and stormwater pollution prevention plans. Mr. Baum's experience includes the design and plan production of over 50 residential and commercial developments. He has experience in project management, construction management and operations support. Mr. Baum has previous experience working as a Bridge Inspection Assistant on over 700 bridges. In this capacity, he produced TxDOT bridge appraisals and bridge summary forms, helped to develop software to integrate inspection reports and appraisal programs, calculated load rating analyses, created bridge inventory sketches using AutoCad and Microstation and drafted bridge designs using I10/Domion Dr. and Friendswood-Link Rd.

### PROJECT EXPERIENCE

- **Abilene Law Enforcement Center, City of Abilene:** Mr. Baum provided site grading and paving plans for a new parking lot and sidewalks for the facility. He provided design of the stormwater drainage plan and underground storm drain piping for landscaping areas.
- **Student Housing Apartments, Hardin Simmons University:** Mr. Baum provided site grading and layout of retaining walls between new apartment buildings and existing City streets. He provided construction layout of buildings, curb and gutter and site utilities.
- **Remington Ridge Church of Christ:** Mr. Baum provided site plan layout and construction plans for site grading, paving, site utilities and stormwater detention. The project included a TxDOT driveway permit.
- **Whistle Stop RV Park:** Mr. Baum provided site grading, drainage plans, and private water and sewer utilities for clubhouse, offices and RV spaces. The project included public utility easement dedication for a City sewer main extension and building elevation certificates. He provided construction layout for all utilities, site curbing and parking areas.
- **Hendrick Home for Children Residence Cottages:** Mr. Baum provided construction layout and resolved elevation datum differences between plans and current GPS datum.
- **Fort Concho Barracks 3 and 4, San Angelo Area Foundation:** Mr. Baum provided pre-design topographic and utility surveying and prepared plans for site grading and site utilities for the construction of the two new buildings on a historical site.
- **Hampton Hills Section 3:** Mr. Baum provided design for a new residential subdivision and provided construction plans that consisted of street paving, water lines and sewer lines to serve 28 new homes.
- **Dyess Air Force Base Hospital Facilities, SES Construction and Fuels Services, LLC:** Mr. Baum provided project management and site plan design for the construction of temporary mobile units to be used as a temporary office building for Dyess Air Force Base personnel while hospital offices are renovated.



#### EDUCATION

Bachelor of Science, Civil Engineering  
Texas A&M University, 2003

#### REGISTRATIONS

Registered Professional Engineer –  
Texas #100982

#### PROFESSIONAL/CIVIC ORGANIZATIONS

American Society of Civil Engineers  
Texas Society of Professional  
Engineers, Sporting Clays Tournament  
Chair  
Hill Country Aggie Club

#### CERTIFICATIONS/EDUCATION

Erosion Control Materials and Soil  
Stabilization, Geo-Solutions, Inc.  
Composite Elevated Water Tanks,  
Landmark Structures  
Safety Inspection of In-Services  
Bridges, NHI/FHWA  
Steel Bridge Design Conference, NHI/  
NSBA LRFD

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Project Manager  
Abilene, Texas  
2008 - present  
Matkin-Hoover Engineering &  
Surveying  
Assistant Project Manager  
Boerne, Texas  
2004 - 2008



## Corder Norris, EIT Design

### PROFESSIONAL EXPERIENCE

Mr. Norris has worked on a variety of civil and municipal projects in Texas. His experience includes paving and drainage, pond design, site development, client coordination and cost estimation. Additionally, he is experienced with utility design, including water distribution, wastewater and site utilities. He has provided environmental support including assisting with development of stormwater pollution prevention plans and site inspections to identify possible contaminants on construction sites.

### PROJECT EXPERIENCE

- Downtown Paving Project, City of Eden
- E.N. 10th Street Roadway Rehabilitation, City of Abilene
- Mills County Pump Station, Corix Utilities
- Parking and Paving Improvements, Caldwell ISD
- Mill Ridge Estates Subdivision
- New Batting Cages, Hardin Simmons University
- Industrial Park Renovations, City of Eden
- Hardison Boat and RV Storage
- Annexed Properties Utility Improvements, City of Seminole
- Stormwater Pollution Prevention Plan- Sierra Sunset Apartment Additions
- Public Works Building, City of Clyde
- Carter Asset Management Office Building, Parkhill
- Double Ott Pump Station, Corix Utilities
- US 190 Waterline Relocation, TxDOT/Lometa



#### EDUCATION

Bachelor of Science, Civil Engineering, Angelo State University, 2021

#### REGISTRATIONS

Engineer in Training

#### PROFESSIONAL/CIVIC ORGANIZATIONS

American Society of Civil Engineers  
Angelo State Ramgineers

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Staff Engineer  
Abilene, Texas  
2022 - present

Harding Earthworks  
Project Engineer Intern  
San Angelo, Texas  
2020 - 2022

Cutter's Landscaping  
Job Site Manager  
Austin, Texas  
2018 - 2019

Chambers Welding and Construction  
Construction Hand  
Coleman, Texas  
2017 - 2018



## Scott Yungblut, PE

### Geotechnical Engineering and Materials Testing

#### PROFESSIONAL EXPERIENCE

Mr. Yungblut has 27 years of experience in performing engineering analysis and design on geotechnical and construction materials testing projects throughout Texas, Louisiana, Arkansas and Oklahoma. He supervises and manages eHT's soil and materials testing laboratory responsibilities including proposal preparation, field investigation, field and laboratory analysis, report preparation and construction quality assurance and quality control.

The eHT laboratory staff utilizes state-of-the-art equipment and instrumentation. eHT procedures and methodologies conform to federal and/or state standards such as American Standards and Testing Methods (ASTM), TxDOT and American Concrete Institute (ACI).

#### PROJECT EXPERIENCE

##### Geotechnical Expertise

Mr. Yungblut's geotechnical expertise includes:

- Subsurface Exploration
- Soil Property Evaluations
- Shallow and Deep Foundation Design Recommendations
- Foundations on Expansive Soils
- Pavement Design and Evaluation
- Roadway and Parking Lot Upgrades
- Airfield Pavements

##### Notable Civil Projects

- Abilene ISD: Various new schools and athletic facilities
- City of Midland Monopole Tower Sites
- Lamesa High School Improvements
- Hampton Inn & Suites, Lubbock
- Abilene Fire Training Academy
- Burger King/Popeyes, Midland
- Chisolm Truck Stop, Lubbock
- Hendrick Home for Children, Main Building, Abilene
- Avis Lube 126, Midland



#### EDUCATION

Bachelor of Science, Civil Engineering  
University of Texas at Arlington, 1993

#### REGISTRATIONS

Registered Professional Engineer –  
Texas #85640, 1999

#### CERTIFICATIONS/EDUCATION

Concrete Evaluation and Repair I & II,  
2011

Retaining Wall Design, 2010

Shrink Swell Soils, Texas A&M

Forensics Engineering Conference,  
2007

Texas Accessibility Academy, 2005

TxDOT HotMix (HMACP) Inspector,  
2003

ParSales Training, 1996

Dale Carnegie Leadership Course,  
1995

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Vice President  
Abilene, Texas  
2000 - present

Giles Engineering Associates  
Project Engineer  
Dallas, Texas  
1997 - 2000

#### Professional Endeavors (Cont.)

Professional Service Industries, Inc.  
Project Manager, Department  
Manager, Technician, Geotechnical  
Services  
Dallas, Texas  
1994 - 1997



## Phillip Bullard

### Construction Management

#### PROFESSIONAL EXPERIENCE

Mr. Bullard has over 30 years of experience in construction management and inspection. He is hard-working, conscientious, and responsible with effective problem solving and analytical skills. He is skilled in planning and execution of projects during time critical environments. He has extensive knowledge in directing, coordinating and exercising authority for planning, organization, control and completion of projects as well as managing employee talents. He has conducted critical inspections on projects and provided solutions for related issues. He is skilled at solving customer relations issues by seeking first to understand and then to be understood. He is effectively able to communicate with customers, contractors and management to meet customer needs while still maintaining compliance with applicable codes. He can approach projects with a contractor's understanding of how to complete a project as well as an understanding of the engineering concepts of the project.

Mr. Bullard serves as a Resident Project Representative for eHT. In this capacity, he inspects materials for uniformity to the approved submittal and the incorporation of materials and labor into projects. Mr. Bullard witnesses all testing, such as: hydrostatic water line and bacteria tests, air test sanitary sewer tests, vacuum manhole tests, tapping sleeve air tests, soil/base densities and asphalt core samples for testing. He coordinates information between contractors, owners, engineers and utility owners. He also records installation locations and quantities for as builts and pay applications.

#### PROJECT EXPERIENCE

- **TxDOT Sanitary Sewer Utility Relocation, City of Breckenridge:** Installation of new sanitary sewer main line, sewer services, manholes, asphalt repair and traffic control.
- **TWDB DWSRF Contract D - Water System SCADA Improvements, City of Sweetwater:** SCADA package that includes new and refurbished antennae, new radios in panel boxes with programming to allow the water wells to communicate with the booster pumps and elevated/ground storage tanks.
- **Quela Street Lift Station Replacement, City of Monahans:** Installation of a new sanitary manhole, gravity and force main, a wet well with Flyte grinder pumps, a concrete valve vault and all new electrical service and pump controls surrounded by a security fence.
- **CDBG Water Line Improvements, City of Eden:** Installation of new water mains, gate valves, fire hydrants, water services and asphalt repair.
- **Hogan/Wadley Elevated Storage Tank Improvements, City of Midland:** Installation of new interior piping, flow control meter, flow meter and inside new concrete vaults. New SCADA, programming, radio, and controls to be centrally operated from the Water Purification Plant.
- **TWDB DWSRF Contract D - Water Line Replacement, City of Sweetwater:** Installation of new water mains, water services, fire hydrants, gate valves and asphalt repair.
- **Sealcoat Project, City of Seminole:** Installation of 185,000 square yards of street seal coating.



#### EDUCATION

Bachelor of Science, Civil Engineering, Texas Tech University, 1993

Associate of Science, Pre-Engineering, South Plains College, 1990

#### CERTIFICATIONS/EDUCATION

Hot Mix Asphalt Level 1B, 2014

Nuclear Density Gauge Certification, 2014

Water Distribution Operator Class C, 2013, WD0011340

Class A Commercial Drivers License, 2011

Wastewater Collection Operator 1, 2011, WW0044811

Water Utilities Safety Certification, 2011

Cross Connection Control & Pumps Certification, 2009

Confined Space Entry Certification, 2008

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Construction Inspector  
Abilene, Texas  
2017 - present

PSI Groundworks, Inc.  
Contractor/Owner  
Lubbock, Texas  
2015 - 2017

City of Lubbock  
Senior Construction Inspector  
Lubbock, Texas  
2011 - 2015



REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
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March 6, 2023



## Riley Griffith, RPLS

### Surveying

#### PROFESSIONAL EXPERIENCE

Mr. Griffith is the Survey Department Manager of Enprotec / Hibbs & Todd, Inc., and has 20 years experience in the field of land surveying. He has worked on residential and commercial land development projects; ALTA surveys; wind farms; oil and gas pipelines; oil field projects; water and sewer projects; a flood control dam; TxDOT ROW projects; Patent Surveys for the GLO; residential, commercial, and farm and ranch surveys. He has experience with pipeline route surveys, construction staking and ALTA surveys across West Texas, including boundary and topographic surveys; elevation certificates; ground bed surveys in Texas and Oklahoma; subdivision platting; and, oil well location staking.

#### PROJECT EXPERIENCE

- Airport Lift Station Improvements, City of Midland
- Water Distribution System, City of Midland
- Wadley Elevated Storage Tank Improvements, City of Midland
- Northeast Water System Improvements, City of Midland
- Wadley Boosting Station, City of Midland
- Central Business District Street Repair, City of Abilene
- Convention Center Renovations, City of Abilene
- Fire Training Facility, City of Abilene
- Memorial Hospital District, City of Ballinger
- Hendrick South Medical Buildings
- Dyess Air Force Base Hospital Facilities, SES Construction and Fuel Services, LLC
- Stonewall County Nursing Facility
- Rehabilitation of Hospital of Abilene, Med Properties
- Fire Station #7, City of Abilene
- Abilene Law Enforcement Center, City of Abilene
- Tuscany Ridge Development
- ACU Irrigation Pump Station
- Hampton Hills Development
- Water System Improvements, City of Stamford
- Wylie ISD New Elementary School
- College Hills Boulevard Rehabilitation Project, City of San Angelo
- Hardin-Simmons University Moody Center and Behrens Auditorium
- Highway 18/36 Development, Development Corporation of Abilene



#### EDUCATION

Bachelor of Science, Horticulture  
Texas A&M University, 1993

#### REGISTRATIONS

Registered Professional Land  
Surveyor – Texas #4683, 2006; OK  
#1662

#### PROFESSIONAL ENDEAVORS

Enprotec / Hibbs & Todd, Inc.  
Survey Department Manager  
Abilene, Texas  
2017 - present

RG Surveying, Inc.  
Owner  
2015 - 2017

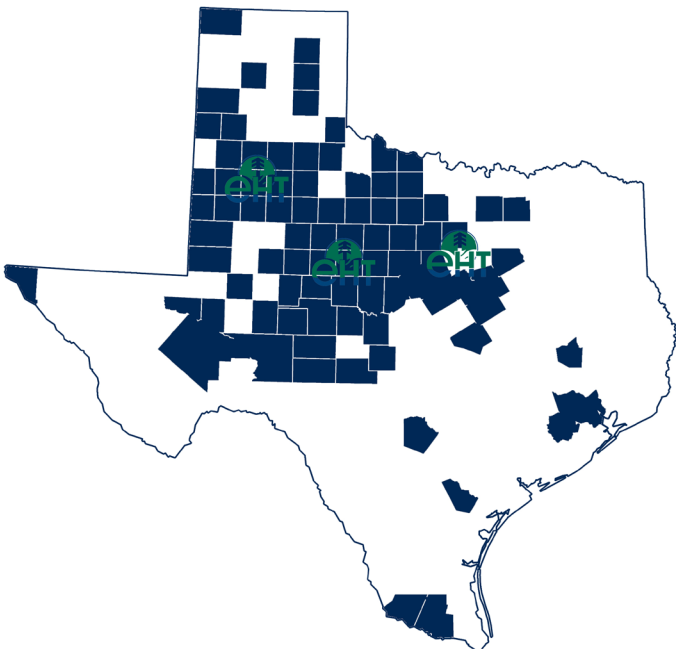
West Company of Abilene Land  
Surveying  
Managing RPLS  
2006 - 2015



## WORK PERFORMANCE

### Regional Funded Projects

We have provided engineering services for a large part of Texas for TDA-funded projects. Our experience includes many successfully completed municipal infrastructure projects. The insight gained through this experience coupled with our level of service will allow us to provide a design that will meet the needs of the residents in the area. Our design will be cost effective, efficient and practical. The map below highlights areas of the State where we have provided engineering services for state or federally funded projects.



### Ability to Meet Schedules



Based on current staffing, existing projects and known awards, sufficient staff will be available during the time period of this contract. In the event of workload peaks or the need for specialized disciplines, eHT has access to additional employees to meet project requirements. eHT will commit the appropriate staff resources to meet necessary schedules. eHT assures that this project will be a priority and we will have the qualified staff necessary to ensure its success.



### Community Service Projects

We have provided engineering services for a large part of Texas for TDA-funded projects. Our experience includes many successfully complete

eHT regularly assists our clients with community service programs such as Supplemental Environmental Projects (SEPs) which reduce the amount of pollution reaching the environment and enhance the quality of the environment in the community. Additionally, we regularly assist our clients with community outreach and public information pertaining to projects that impact residents, as well as community impact programs such as citywide cleanup projects.



### Federally Funded Construction Projects

The ability to identify and provide a funding source for public improvements is both critical and necessary in today's tight financial markets. Municipalities and counties need a consultant that not only knows how to get the funding but has an in-depth understanding of the program and agency as well. For over 30 years, eHT has been successful in helping our clients apply for and receive funding for critical public works projects.

We have experience with the following programs:

- Texas Water Development Board (TWDB)
- Texas Department of Rural Affairs (TDRA)
- USDA Rural Development (RD)
- Economic Development Administration (EDA)
- North American Development Bank (NADBank)
- South Texas Development Council (STDC)
- Texas Department of Transportation (TxDOT)
- Texas Parks and Wildlife Department (TPWD)



### Cost Control

Cost control is achieved by:

- 1) close coordination with the client for input and to ensure the client's needs are being accurately addressed;
- 2) project cost estimates produced by experienced professionals; and,
- 3) attention to detail in preparation of construction



Our “commitment” to cost control is best illustrated with our water / wastewater treatment projects.

**New Treatment Plants.** Typically, new treatment plants are constructed on vacant sites with little or no “unknowns”. Our projects under construction are 2% below project cost estimates, with a combined Change Order amount of less than 0.2% of the construction contract amounts.

**Plant Renovations and Expansions.** These type projects have a greater degree of unknowns than “new” projects. These “unknowns” impact not only cost estimates developed for the project, but Change Orders during construction. Our emphasis on developing accurate cost estimates during the planning phase resulted in construction contracts approximately 1.5% less than presented in the estimates.



## Labor Resources

eHT can be supplemented and supported by other professionals within the company to handle peaks and illness. We do not anticipate substantial attrition. We have a very stable and cohesive group of employees. In the event that the Principal-in-Charge or Project Manager are not available during the performance period, their responsibilities will be assumed by other officers of eHT.

eHT is prepared to increase staff as necessary to complete projects to the satisfaction and expectations of the client. This is a high priority project for our company and we will not accept additional projects that could adversely affect our ability to meet the demands of this project.



## Quality of Work

eHT has managed more TDA-funded projects than most engineering firms in the state. As such, we have a vast array of experience designing and managing all types of water, wastewater and infrastructure improvement projects.

## Project Approach

**Agency Involvement.** Our engineers will work closely with client representatives during the entire project. Clear communication and close coordination during the project will be critical for its success. There are several methods for establishing strong communication including using established communications procedures, specific TxCDBG protocol and a Strategic Decision Group.

**Strategic Decision Group.** eHT has informally implemented a Strategic Decision Group on each of our TDA-funded projects. The Client, Grant Consultant and Engineer have worked together to keep the projects free of “snags” and on target. Construction firm principals will be added at the appropriate time. This decision-making group will anticipate “snags” and inefficiencies in the project and resolve any major problems that may arise. This will help avoid long periods of downtime that often result because of lengthy negotiations and ineffective decision-making. This group’s purpose is to keep the project on target.

**Stakeholder Input.** We advocate incorporating local input from the Client on important project decisions and options. Our experience indicates this level of communication and helps to provide a project that will meet the local needs. We feel Client leadership helps to shape the outcome of the project.

We accomplish this by:

- Providing frequent technical briefings regarding the details of the project.
- Providing field tours for Client representatives to view proposed equipment and processes.
- Ensuring critical project decisions are made by the Client and implemented by the design team.

As your consulting partner, the first step will be to meet with your staff and review the objectives for your project. A preliminary engineering report (PER) will be prepared to evaluate existing conditions, alternatives and associated costs.

The Client’s needs and desires must be integrated into the project from the start. Input concerning functional issues during design and construction phases will result in a more “user-friendly” system. Our staff will maintain constant communication, focusing on sensitive issues and potential roadblocks to success.

### Task 1.0: Preliminary Engineering Report

- A. Consult with the Client to determine specific needs and requirements.
- B. Prepare a preliminary engineering study and report on the project in sufficient detail to indicate problems involved and the alternate solutions available to the Client, to include schematic layouts and sketches, general cost projection for the Project and a schedule to set forth the Engineer’s recommendations.
- C. Determine whether or not the project requires acquisition of property. Make any necessary surveys of existing right-of-way, topography, utilities, or other field data required for proper design of the project.

Provide consultation and advise as to the necessity of the Client providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations; and act as the Client's representative in connection with any such services.

D. Determine whether or not the project requires acquisition of property and if applicable furnish to the locality: Legal Description of Parcels to be acquired; Map showing entire tract with designation of part to be acquired.

### **Task 2.0: Design Plans and Specifications**

A. On the basis of the approved preliminary design documents and preliminary engineering findings, we prepare detailed construction drawings and specifications for the Project.

B. Furnish engineering data that will assist in the preparation of the required documents to secure approval of such governmental authorities as have jurisdiction over design criteria applicable to the Project for the Client. Special considerations include obtaining approval of plans and specifications by the Texas Commission on Environmental Quality (TCEQ), Austin, Texas.

C. Advise the Client of any adjustment to the cost projection for the Project caused by changes in scope, design requirements, or construction costs and furnish a revised cost projection for the Project based on the completed drawings and specifications.

### **Task 3.0: Bid Administration**

A. Prepare Bid Packet/Contract Documents.

B. Place advertisement/solicitation (advertised in newspaper of general circulation for two consecutive weeks at minimum).

C. Issue addenda for any necessary clarification of bid documents including incorporation of any wage rate modifications (if applicable).

D. Open bids (bid opening to be held at least two weeks from publication date of first advertisement).

E. Tabulate bids (include completeness and eligibility screening).

F. Announce lowest and best bid, if applicable (at bid opening). If required, issue a rejection of all bids and re-advertise bids.

G. Conduct construction Contractor eligibility verification.

H. Approve contract award by local governing body.

### **Task 4.0: Construction Phase - Field Testing and Inspection**

A. Direct and hold a pre-construction conference with Client representatives, Contractor and Engineer.

B. Issue Notice to Proceed to construction to Contractor.

C. Establish Progress Payment Schedule and construction for Contractor's submittal of cost estimates.

D. Process and submit Change Orders.

E. Perform site visits and observations (by Project Engineer).

F. Check samples, catalog data, shop drawings, laboratory and mill tests of materials and equipment and other data which the Contractor is required to submit, only for the conformance with the design concept of the Project and compliance with the information given by the plans, specifications and contract documents.

G. Based on the Consultant's on-site observations as an experienced and qualified design professional and on the Consultant's review of the Contractor's Applications for Payment, determine the amount owed to the Contractor in such amounts.

H. Prepare Certificate of Construction Completion.

I. Prepare resolution for consideration by the locality for acceptance of the completed Project.

### **Task 5.0: Closeout Phase**

A. Conduct, in company with Client representative(s), a final inspection of the Project for conformance with the design concept of the Project, and compliance with the plans, specifications, and contract documents, and recommend in writing, final payment to the Contractor.

B. Make an inspection of the Project prior to expiration of the warranty period and report observed discrepancies under warranty provided by the construction contract.

C. Furnish the Client a set of record prints of drawings and addendum drawings showing those changes made during the construction period, based upon the marked up prints, drawing and other data furnished by the Contractor which the Consultant considers to be significant.

### **Deliverables**

eHT will provide plans, specifications and executed documents as determined by the Client, but typically include: Two sets of final plans and specifications during the bid process; Three sets of executed contract documents; and, One set of drawings of record.

eHT follows the standard project implementation schedule for TDA-funded projects including specific milestone dates set forth by the funding agency.



## INSURANCE

The firm maintains insurance coverage in amounts appropriate to its workload and low claims history. Included in our current policies are coverages for commercial general liability, professional liability, automobile liability, as well as workers compensation.



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |   |  |
|--|--|---|--|
| <b>PRODUCER</b><br>Marsh & McLennan Agency, LLC<br>8144 Walnut Hill Lane, 16th Fl<br>Dallas TX 75231 |  | <b>CONTACT NAME:</b> Jacquie Moline<br><b>PHONE (A/C, No, Ext):</b> 972-770-1454 <b>FAX (A/C, No):</b> 212-701-1134<br><b>E-MAIL ADDRESS:</b> jacquie.moline@marshmma.com |  |
| <b>INSURED</b><br>Enprotec/Hibbs & Todd, Inc.<br>402 Cedar St.<br>Abilene TX 79601                   |  | <b>ENPROHIB</b>   |  |
| <b>INSURER(S) AFFORDING COVERAGE</b>   |  | <b>NAIC #</b>   |  |
| <b>INSURER A :</b> Texas Mutual Insurance Company  |  | 22945   |  |
| <b>INSURER B :</b> Continental Casualty Company  |  | 20443   |  |
| <b>INSURER C :</b> Continental Casualty Company  |  | 20443   |  |
| <b>INSURER D :</b> Continental Insurance Company   |  | 35289   |  |
| <b>INSURER E :</b>   |  |   |  |
| <b>INSURER F :</b>   |  |   |  |

#### COVERAGES

**CERTIFICATE NUMBER:** 1913095697

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| C        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |           |          | 6076387644    | 4/2/2022                | 4/2/2023                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| D        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                 |           |          | 6076387613    | 4/2/2022                | 4/2/2023                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| D        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000   |           |          | 6076387630    | 4/2/2022                | 4/2/2023                | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      | 0001141768    | 4/2/2022                | 4/2/2023                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| B        | Professional & Pollution Liability  |           |          | AEH591899237  | 4/2/2022                | 4/2/2023                | Each Claim \$5,000,000<br>Aggregate \$5,000,000<br>SIR - Per Claim \$100,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Cyber Liability, Policy Number: ESK0039440637, Carrier: Underwritten by certain underwriters at Lloyd's and other insurers (4/2/22-4/2/23)  
 \$1,000,000 Limit of Liability - each claim  
 \$1,000,000 Limit of Liability - aggregate  
 \$5,000 - Retention - each claim

Additional Insured form #CNA74858 edition 01/15 applies to the General Liability policy.  
 Waiver of subrogation form #CNA74858 edition 01/15 applies to the General Liability policy.  
 Primary & Non-Contributory General Liability form #CNA74858 edition 01/15.  
 See Attached...

#### CERTIFICATE HOLDER

For Information Only

#### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
 March 6, 2023



## AFFIRMATIVE ACTION

It is the policy of Enprotec / Hibbs & Todd, Inc. to afford equal opportunity of employment to all individuals regardless of race, color, religion, sex, or national origin. The Company will take affirmative action to ensure that it will:

1) Recruit, hire and promote all job classifications without regard to race, color, religion, sex, or national origin.

2) Base decisions on employment so as to further the principle of equal employment opportunity.

3) Ensure that promotion decisions are in accord with principles of equal employment opportunities.

The successful achievement of nondiscriminatory employment programs requires maximum cooperation between management and employees. In fulfilling its part in this cooperative effort, management is obliged to lead the way by establishing and implementing affirmative procedures and practices which will insure objectives, namely, equitable employment opportunity for all.

I certify that the officers of this company will direct the establishment of and monitor the implementation of personnel procedures to guide our affirmative action program.



Scott F. Hibbs, PE  
President



**REGISTRATION**

# SYSTEM FOR AWARD MANAGEMENT

Last updated by Jessica Long on Dec 07, 2022 at 09:38 AM

ENPROTEC / HIBBS & TODD, INC.



## ENPROTEC / HIBBS & TODD, INC.

|   |   |  |
|---|---|--|
| Unique Entity ID<br><b>DLNUVLRUVW17</b>   | CAGE / NCAGE<br><b>0HLV8</b>  | Purpose of Registration<br><b>All Awards</b> |
| Registration Status<br><b>Active Registration</b>   | Expiration Date<br><b>Dec 7, 2023</b>   |  |
| Physical Address<br><b>402 Cedar ST STE Lower<br/>Abilene, Texas 79601-5734<br/>United States</b> | Mailing Address<br><b>P.O. Box 3097<br/>Abilene, Texas 79604-3097<br/>United States</b> |  |

### Business Information

|   |  |                                   |
|---|--|-----------------------------------|
| Doing Business as<br><b>Geotec Labs</b>   | Division Name<br><b>(blank)</b>                                  | Division Number<br><b>(blank)</b> |
| Congressional District<br><b>Texas 19</b> | State / Country of Incorporation<br><b>Texas / United States</b> | URL<br><b>http://www.e-ht.com</b> |

### Registration Dates

|                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| Activation Date<br><b>Dec 9, 2022</b> | Submission Date<br><b>Dec 7, 2022</b> | Initial Registration Date<br><b>Apr 12, 2002</b> |
|---------------------------------------|---------------------------------------|--|

### Entity Dates

|   |   |
|---|---|
| Entity Start Date<br><b>Jan 1, 1989</b> | Fiscal Year End Close Date<br><b>Dec 31</b> |
|---|---|

### Immediate Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

### Highest Level Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

### Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

### Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

**Not Selected**

### Exclusion Summary

<https://sam.gov/entity/DLNUVLRUVW17/coreData?status=Active>

Page 1 of 4



REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
March 6, 2023



## TDA TXCDBG CERTIFICATION



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

**Joe Mangrem**

This is to certify that the above named individual has completed the  
Texas Department of Agriculture's  
Texas Community Development Block Grant Implementation  
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on February 10, 2021

Suzanne Barnard Director for Community Development Block Grant Program

Joe Mangrem, PE, is a Project Manager with eHT.



### Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Enprotec / Hibbs & Todd, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

*Sage Diller*

Signature of Contractor's Authorized Official

Sage Diller, PE, Associate Vice President

Printed Name and Title of Contractor's Authorized Official

March 6, 2023

Date



| <b>CONFLICT OF INTEREST QUESTIONNAIRE</b><br><b>For vendor doing business with local governmental entity</b>   |  | <b>FORM CIQ</b> |
|--|--|-----------------|
| <p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>   | <b>OFFICE USE ONLY</b><br><br><div style="border: 1px solid black; height: 100px; width: 100%;"></div> |                 |
| <p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p> <p>Enprotec / Hibbs &amp; Todd, Inc.</p>  |  |                 |
| <p><b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>   |  |                 |
| <p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>  |  |                 |
| <p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No      N/A         </p> <p style="margin-top: 20px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No      N/A         </p> |  |                 |
| <p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p>   |  |                 |
| <p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>  |  |                 |
| <p><b>7</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <p><i>Sage Dill</i></p> <p>Signature of vendor doing business with the governmental entity</p> </div> <div style="width: 35%; text-align: right;"> <p>March 6, 2023</p> <p>Date</p> </div> </div>  |  |                 |

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

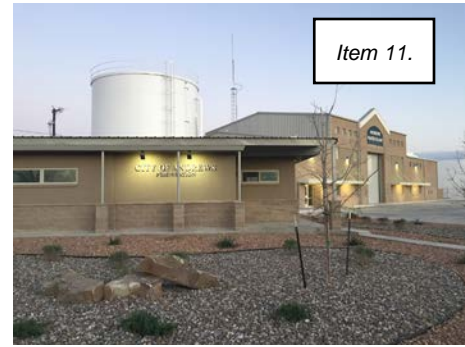
Revised 11/30/2015





# PROFESSIONAL ENGINEERING SERVICES

## 2023-2024 TEXAS COMMUNITY DEVELOPMENT FUND



## CITY OF BRECKENRIDGE



3465 Curry Lane  
Abilene, TX 79606  
325.695.1070

908 S. Main Street, Suite 100  
Boerne, TX 78006  
325.695.1070

4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375

1925 Fort Worth Highway  
Weatherford, TX 76086  
817.594.9880



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03/06/2023

City of Breckenridge  
Attn: Cynthia Northrop, City Manager  
105 N. Rose Avenue  
Breckenridge, Texas 76424

RE: 2023-2024 Texas Community Development Fund

Members of the Selection Committee:

**JACOB | MARTIN** is pleased to respond to the Request for Qualifications for the City of Breckenridge's 2023-2024 Texas Community Development Fund Project. Breckenridge is home to one of our firm's Senior Principals – Tal Fillingim, P.E., and home to one of our young rising stars who also grew up in Breckenridge – Emma Davis Meek, E.I.T. We understand the significance of this project and the importance to “deliver a return on investment” to the City of Breckenridge and its citizens on this high-visibility project. We understand clearly the scope of services the City is requesting. We feel the qualifications of our team, our local expertise and our methodology are best suited for the successful completion of this project.

Since 1948, our firm has been providing engineering, surveying, and more recently architectural services to local governmental entities throughout the area. We pride ourselves on providing our clients with projects which are on time and under budget. We are committed to delivering “best in class” engineering, architectural, and surveying services using the latest technologies and the most efficient processes for the given project.

Thank you again for considering our Statement of Qualifications. If you have any questions regarding our company, feel free to call us. I will be available at your convenience to meet with you to discuss our submittal and answer any questions you might have concerning our qualifications. We are excited about this opportunity and have the office and field staff ready to start immediately. Take a minute and hear what our clients have to say by scanning the QR code below with your phone's camera. Please contact me directly if you have any questions or if you need any additional information.

Regards,

Kirt Harle, PE  
Senior Principal Engineer  
[kirth@jacobmartin.com](mailto:kirth@jacobmartin.com)



Municipal Testimonials



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# Section 1: Ability to Provide Service



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## About Us

Our firm offers a wide scope of architectural, engineering, surveying, and specialized services to meet the needs of municipalities, counties, utility districts, and private organizations. We believe that direct and personal interaction and consultation with you, the City of Breckenridge, is the most important component to the problem-solving process.

**JACOB | MARTIN** strives every day to deliver results. Even though we have had the privilege to work for some of our clients for decades, we strive to earn their business with each and every project. Our project managers' "hands-on approach" to design and construction administration ensure a successful project delivery while keeping the City of Breckenridge informed every step of the way.

**Our team** of highly qualified professionals are the strength of **JACOB | MARTIN**. Each team member is uniquely gifted and contributes according to his or her area of expertise. Our employees bring experience, innovation, and a pledge to excellence every day. We encourage opportunities to grow professionally, personally, and spiritually. That's what makes us unique. That's what makes us strong.



## What We Believe.

### ***Integrity • Excellence • Trust***

These principles define who we are and guide everything we do. We believe that relationships are built on a foundation of integrity, excellence, and trust. We believe that honesty and open communication are the keys to success for every relationship and every project. The services we make available, the designs we generate, and the method in which we deliver them are testimony to these principles.

## Our Services



ENGINEERING



ARCHITECTURE



SURVEYING



CONSTRUCTION



ENVIRONMENTAL

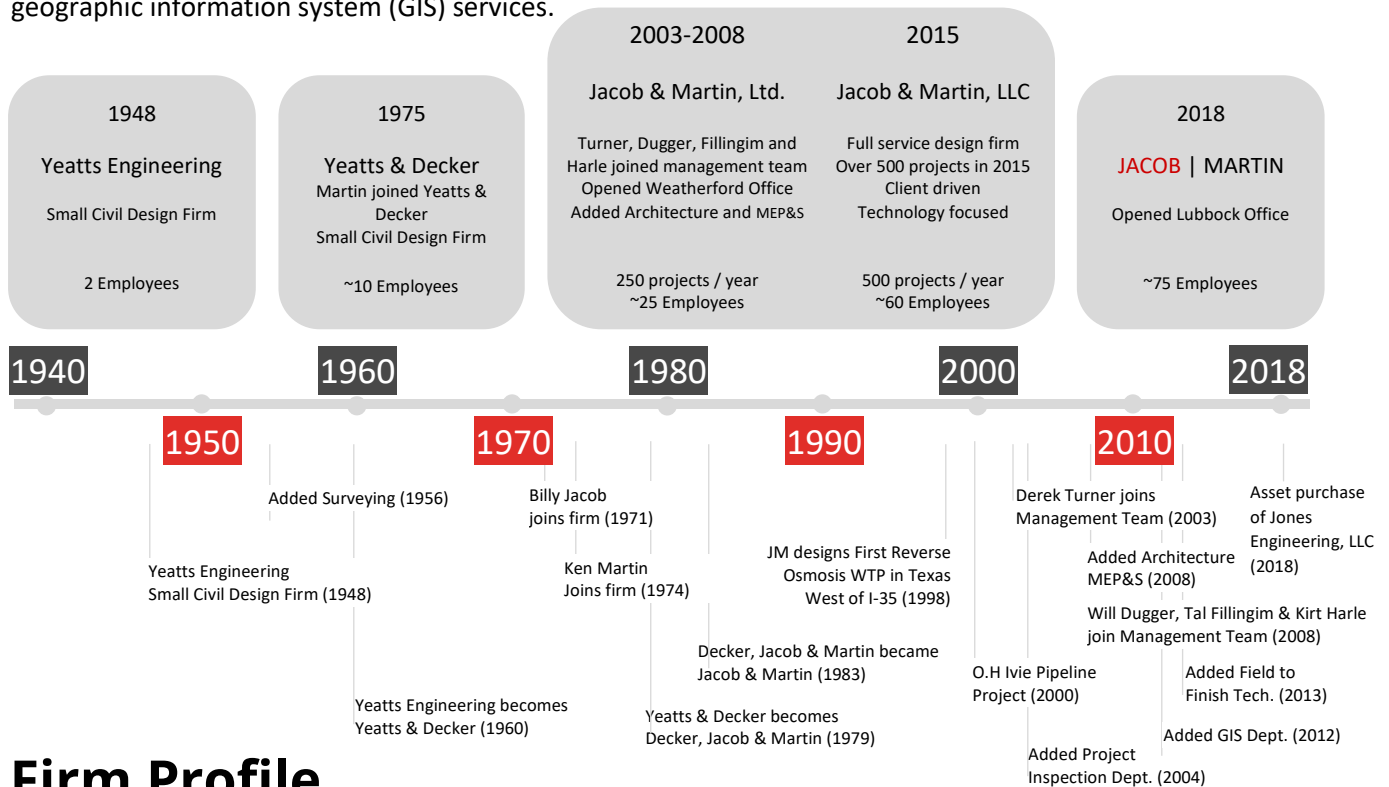


GIS



# Company History

**JACOB | MARTIN** can trace its roots back to Abilene, Texas in 1948 when a man named Earnest Yeatts began Yeatts Engineering. The company has seen only a handful of owners in the past 70+ years, providing excellent service to communities throughout Texas. The firm began as a civil design firm adding a surveying department back in 1956. While public infrastructure projects are still the core of our business, our service offering has expanded to include architecture, mechanical, electrical, plumbing, and structural design along with a full complement of support services. We also provide environmental services, project inspection, and geographic information system (GIS) services.



## Firm Profile

### Legal Name

Jacob & Martin, LLC

### Address

4920 S. Loop 289, Suite 104  
Lubbock, Texas 79414

### Date of Formation

1948

### Legal Description

Limited Liability Corporation

### Team Members

**JACOB | MARTIN**

### Corporate ID

DUNS #: 128010667  
CAGE CODE: 5TYQ2

### Point of Contact

Kirt Harle, PE  
Principal Engineer  
(325)695-1070  
kirth@jacobmartin.com

### Firm Registrations

TBPE Firm #: 2448

TBAE Firm #: BR 2261

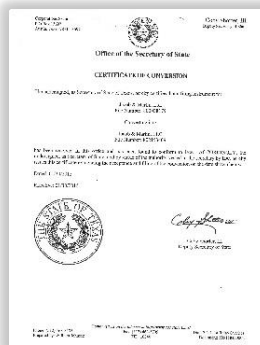
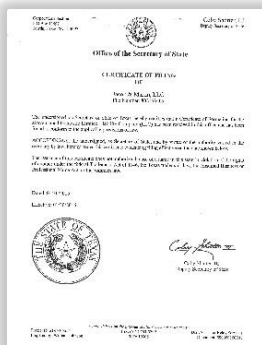
TBPELS Firm #: 10194493

3465 Curry Lane | Abilene, Texas 79606 | 325.695.1070



# Financial Stability

**JACOB | MARTIN** holds a valid Certificate of Registration from the Texas Board of Professional Engineers and Land Surveyors. Our firm number is F-2448. Jacob & Martin also holds a valid Certificate of Registration for the Texas Board of Architectural Examiners. Our firm number is BR-2261. The Certificate of Filing with the State of Texas Office of the Secretary of State demonstrates our license to do business in the State of Texas. The Certificate of Conversion documents the Limited Partnership's conversion to a Limited Liability Corporation effective January 30, 2015.



## Statement of Existence

**JACOB | MARTIN** has operated an established office in the State of Texas since 1948.

## Statement of Experience

**JACOB | MARTIN** employs numerous licensed architects and engineers with no less than five (5) years' experience licensed by the State of Texas.

## Material Adverse Changes in Financial Position

**JACOB | MARTIN**, converted from a Limited Partnership to a Limited Liability Corporation in January 2015. This does not represent an adverse change in financial position. No other historical, existing or anticipated changes in financial position exist.

## Bankruptcy

**JACOB | MARTIN** has never declared bankruptcy or filed for protection from creditors under state or federal proceedings.

## Completion of Contracts

**JACOB | MARTIN** has completed all contracts within the determined schedule.

## Violation of Laws

**JACOB | MARTIN** has not been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation or court order.



# Summary of Experience

## **THE JM ADVANTAGE**

### **ARCHITECTURE**

**JACOB | MARTIN** provides architectural services across a wide variety of markets and applications including government, medical, education, multi-family, commercial/retail, higher education and industrial facilities. Our multi-disciplinary approach to delivering architecture projects improves communication internally and with the Client by engaging a subject matter expert during all phases of design.

### **MUNICIPAL ENGINEERING**

**JACOB | MARTIN** was established in 1948 as a civil design firm. Our civil engineers provide numerous services to local governments and rural water systems for all types of public infrastructure including water, wastewater, storm water, streets and sidewalks. We also provide facilities for law enforcement, fire departments and parks & recreation.

### **LAND DEVELOPMENT ENGINEERING**

**JACOB | MARTIN** provide services to private-sector entities for residential development projects and commercial land development, site selection, feasibility, planning and design, Zoning and Platting services, utility extensions, parking lot and roadway design and drainage analysis.

### **STRUCTURAL ENGINEERING**

**JACOB | MARTIN** provides structural design services for new construction including foundation and structural design. Our engineers also provide structural evaluation of existing structures, retaining wall design and other structural design services.

### **MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING**

**JACOB | MARTIN** provides a full complement of MEP services. Our Mechanical department has worked on numerous mechanical systems supporting higher education, K-12, general commercial, district energy production, and municipal governments. The Electrical department has extensive experience and knowledge in electrical distribution systems, emergency generator and transfer switch design, building electrical systems, building lighting, street lighting, building fire and energy control systems, and arc-flash studies.

### **ENVIRONMENTAL ENGINEERING**

**JACOB | MARTIN's** environmental and civil engineers are actively engaged throughout the Texas region on numerous environmental projects including industrial waste, landfill, wastewater treatment, permitting, spill prevention, and other regulatory issues.

### **SURVEYING & GEOGRAPHIC INFORMATION SYSTEMS**

**JACOB | MARTIN** provides a wide range of surveying services including legal, topographic and construction staking services. We utilize state of the art equipment and proven technologies. We also provide a wide range of geographic information system (GIS) services for new and existing clients all over Texas.

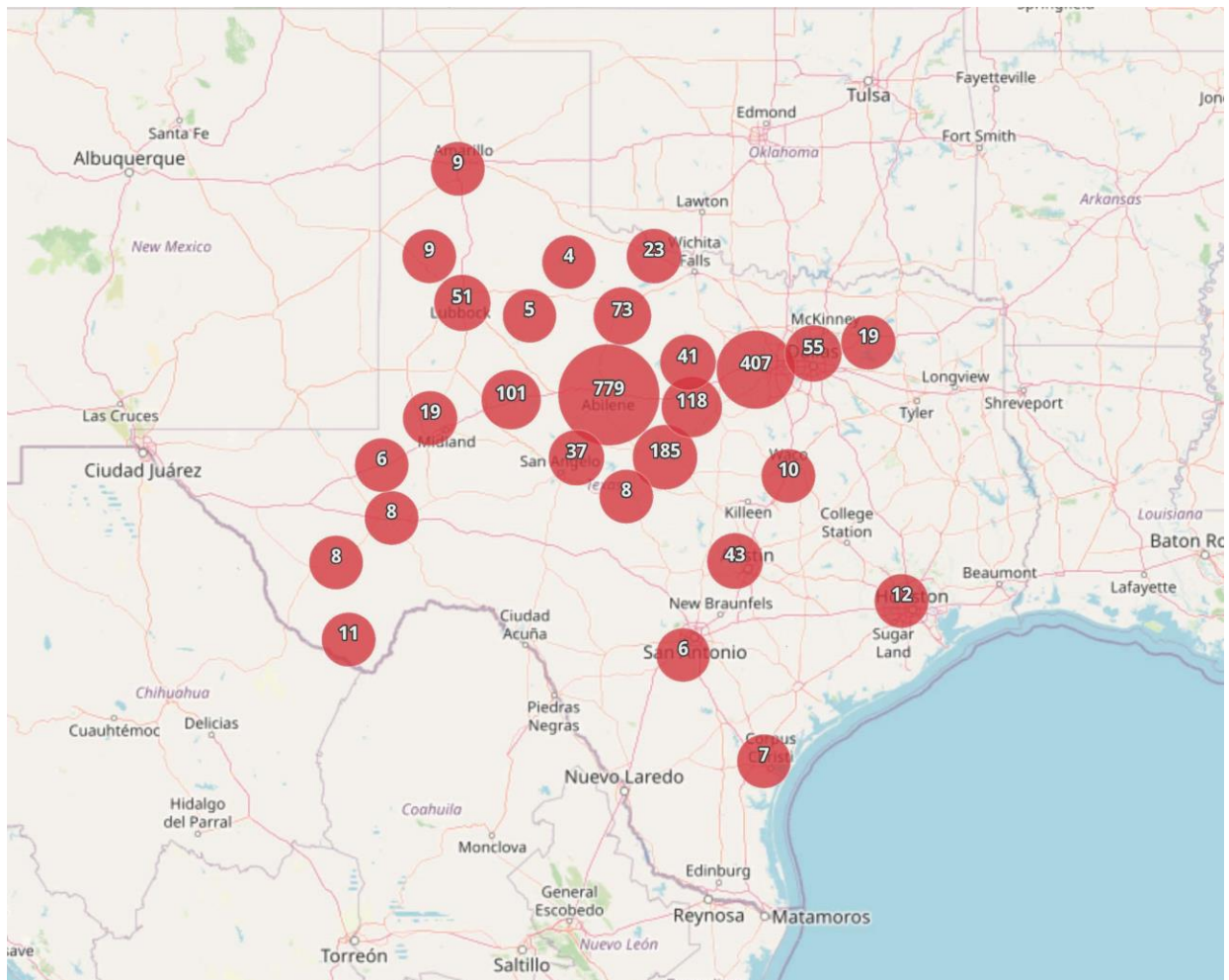
### **MATERIALS ENGINEERING & TESTING**

**JACOB | MARTIN** provides testing and construction observation services for concrete, soils, and asphalt materials. We design concrete mixes and provide a number of services to the construction industry including drilled pier inspection, rebar inspection and testing services for grout, mortar and other materials.



# Regional Projects

**JACOB | MARTIN** understands the services required to execute this project successfully. For 75 years, we have worked with rural municipalities and small rural water systems to deliver successful projects for their communities. We have executed countless TDA funded projects for numerous grant and/or funding programs including “American Rescue Act” funding, CDBG, DRP, TCF, STEP, and Colonia as well as TWDB and USDA funded projects. We are also highly competent and efficient at the administrative procedures, contract documents, funding approval and construction administration requirements necessary to deliver a successful project for the Owner, other stakeholders, and funding agencies involved. **JACOB | MARTIN** has worked on multiple federally funded construction projects across the state of Texas. We are proud to say we are familiar with the West Texas region and that many of these projects were located in the Breckenridge area.





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## Section 2: Project Approach

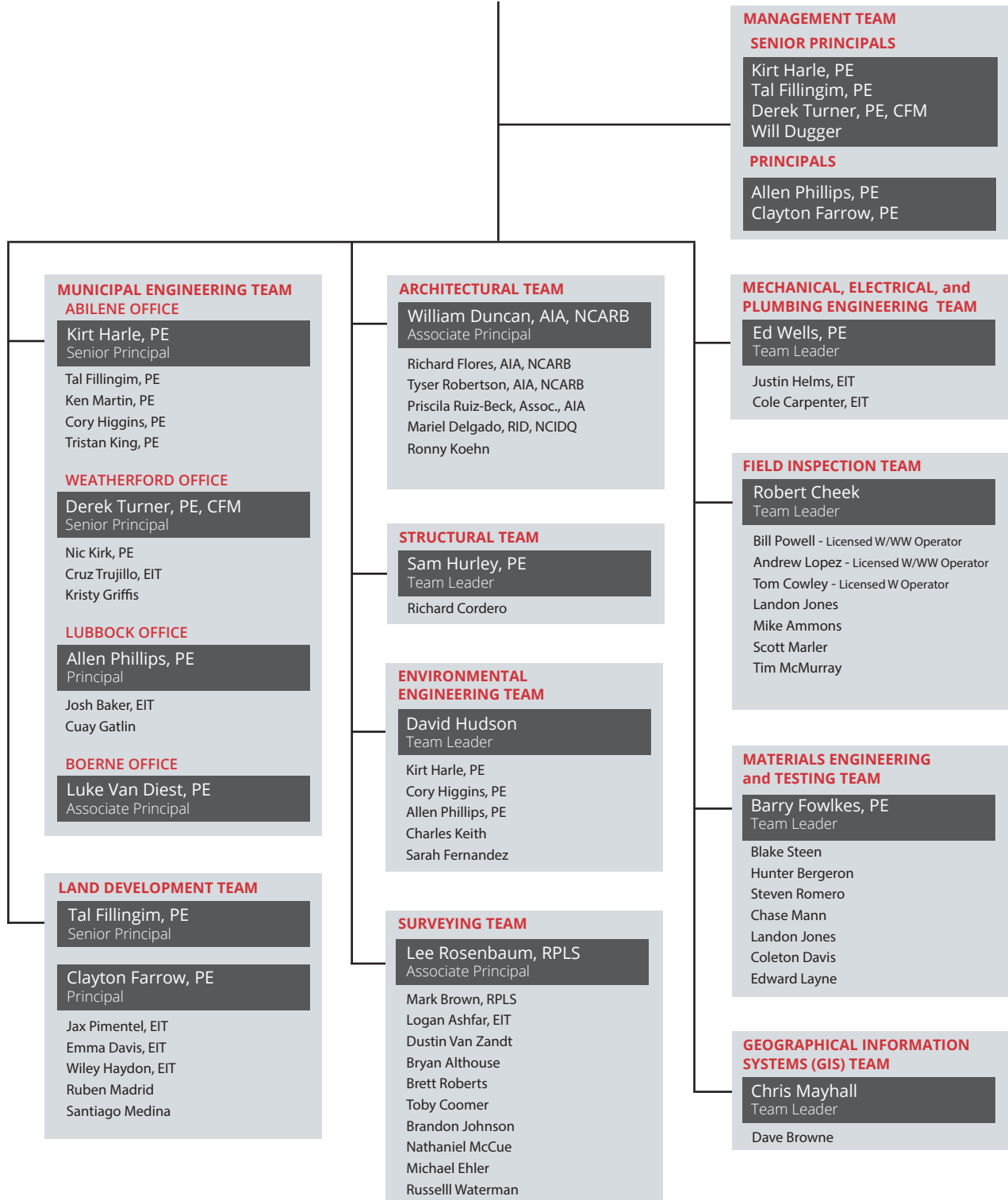


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# Project Approach

**JACOB | MARTIN** has a proven track record of delivering drainage, street and paving projects. Our approach and delivery of the project is provided entirely in-house with **JACOB | MARTIN**'s experienced and proven personnel. This allows for a seamless line of communication which is paramount for the success of any project.

**JACOB | MARTIN** will provide the following project approach to deliver the City of Breckenridge's Improvement project. Our surveying crews will provide all required topographic and construction surveying using the latest technologies guaranteeing unparalleled accuracy, speed of collection, and efficiency in processing. We will provide preliminary design services with current-day cost estimates. Our knowledge of local contractors will ensure that these estimates serve as solid planning tools for the City of Breckenridge. The project design team will finalize design and cost estimates after consultation with the City of Breckenridge. Our engineers and support staff will finalize construction plans, specifications, and contract documents for bidding purposes.

**JACOB | MARTIN** will assist the City of Breckenridge in selecting the most qualified bidder and prepare all construction contracts. The project management team will conduct a pre-construction conference with Owner, contractor, and others. Our engineering staff will provide periodic and final inspection of the project(s) to confirm the projects are built according to specifications. Lastly, our project management team will provide construction management throughout the project, coordinate efforts with the contractor, and provide construction plan interpretation. We take pride in managing the process while keeping you, our client, apprised of each milestone.



## Project Scope of Services (Provided In-House)

- Determine sizing of infrastructure requirements
- Prepare preliminary and final plans and specifications
- Topographic and construction surveying
- Preparation of all construction and bid documents
- Conduct pre-construction conference
- Construction administration and management



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## Section 3: Staffing Capabilities



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# Kirt Harle, PE

*Senior Principal Engineer - Civil Engineering Services*



## Education

B.S.in Civil Engineering  
Texas Tech University, 2002  
M.S.in Civil Engineering  
Texas Tech University, 2003

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 98381

## Expertise

- Detention & Retention Facilities
- Drainage Analysis
- Roadway & Paving Design
- Sidewalk Design
- Utility Infrastructure
- Hydraulic Modeling
- Master Planning
- Pump Station Design
- Water Distribution
- Water Storage
- Water Treatment
- Sanitary Sewer Rehabilitation
- Sewer Collection
- Wastewater Treatment

## Summary

Kirt Harle graduated from Texas Tech University with a Bachelor of Science degree in Civil Engineering. Mr. Harle continued his education and completed his Master of Civil Engineering in December of 2003. Since joining JACOB|MARTIN in 2003, Mr. Harle has worked with numerous municipalities, water supply corporations and water district projects. Mr. Harle has played a primary role in many projects from conception to completion.

## Project Specific Expertise

Mr. Harle has designed and been the project manager for numerous wastewater and water systems improvements. Mr. Harle is proficient in hydraulic modeling, design of elevated tanks, ground storage tanks, rural water lines, lift stations, sewer lines, wastewater treatment plant, microfiltration and reverse osmosis treatment. He has prepared numerous engineering reports to secure funding for federal and local municipalities. These reports include hydraulic analyses of existing water and wastewater systems, cost estimates and recommendations for proposed improvements.

## Relevant Project Expertise

2021 - City of Munday - Water Meter Installation  
 2021 - City of Big Spring - Water Line Replacement  
 2021 - City of Big Spring - Seal Coat  
 2021 - Tri Try WSC - Water Distribution Improvements  
 2020 - City of Lawn - AMR Metering System & Water System Improvements TWDB-DWSRF  
 2020 - City of Snyder - Water and Sewer Line Replacements  
 2020 - City of Big Spring - Water and Sewer Line Replacements  
 2019 - City of Big Spring - 2018/19 Water Line Replacements  
 2018 - City of Abilene – North 6th Water Line Improvements  
 2018 - City of Lueders - AMR Metering System and Water System Improvements TWDB-DWSRF  
 2018 - Coleman Co SUD - Phase 8 Water System Improvements  
 2018 - City of Coleman - Water Treatment Plant  
 2018 - City of Bangs - Water System Improvements  
 2018 - City of Abilene - Water Distribution System Evaluation, Modeling, and Master Plan



# Tal Fillingim, PE

*Senior Principal Engineer - Civil Engineering Services*



## Education

B.S. in Civil Engineering  
Texas Tech University, 2001

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 97395

## Expertise

- Residential Development
- Drainage Infrastructure
- Cost Estimation
- Construction Staking
- Drainage Design
- Easement Acquisition
- Infrastructure Studies
- Phase I Site Assessments
- Structural Design
- Master Planning
- Commercial Site Development
- Roadway & Paving Design
- Sidewalk Design
- Utility Infrastructure

## Summary

Tal Fillingim graduated from Texas Tech University in December of 2001 with a Bachelor of Science in Civil Engineering. Mr. Fillingim joined JACOB | MARTIN in May of 2005. Since joining the JACOB | MARTIN team Mr. Fillingim has designed numerous residential subdivisions and commercial site developments within the state of Texas. Mr. Fillingim has also prepared a number of drainage studies and infrastructure projects.

## Project Specific Expertise

Mr. Fillingim has served as Project Manager and Principal Engineer on multiple roadway and paving projects. Many of these projects include the initial horizontal alignments and layouts of proposed roadways as well as providing pavement section redesign. Over the years, Mr. Fillingim has overseen multiple paving rehabilitation projects for several municipalities and school districts across the state. These projects include an existing pavement analysis preparation of rehabilitation construction documents and construction management of the improvements

## Relevant Project Expertise

2022 - Texas Tech University - Parking and Drainage Improvements  
 2022 - Taylor County - Potosi Drainage Improvements  
 2022 - City of Tuscola - Turner Lane Drainage Improvements  
 2021 - City of Abilene - Griffith Road Reconstruction  
 2021 - City of Abilene - Maple Street Improvements  
 2020 - AYSA - New Dodge Jones Youth Sports Complex  
 2020 - Abilene ISD - Transportation Maintenance Yard Paving Improvements  
 2019 - City of Abilene - Scarborough Splash Pad & Paving Improvements  
 2018 - City of Abilene - SODA Roadway Improvements  
 2018 - City of Abilene - Sidewalk Capital Plan - Phase I  
 2015 - Abilene ISD - Campus Paving and Circulation Improvements  
 2015 - City of Abilene - New Street Extension at Memorial Drive  
 2014 - Development Corp. of Abilene - Enterprise Drive Extension  
 2013 - City of Early - Buffalo Trail Roadway & Drainage Improvements  
 2012 - City of San Saba - DRP - Lighting and Sidewalk Improvements



# Tristan King, PE

*Professional Engineer - Civil Engineering Services*



## Education

B.S.in Civil Engineering  
Tarleton State University, 2019

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 145624

## Expertise

- Culvert Design
- Disinfection Design
- Drainage Studies
- Hydraulic Modeling
- Lift Station Design
- Master Planning
- Pump Station Design
- Recreational Parks
- Regulatory Assistance
- Sewer Collection
- Sidewalks & Accessibility
- Street Design & Planning
- Wastewater Treatment
- Water Distribution
- Water Storage Design
- Water Supply Studies
- Water Treatment

## Summary

Tristan King graduated from Tarleton State University in 2019 with a Bachelor of Science in Civil Engineering. He joined the JACOB | MARTIN team in 2018. Mr. King has worked with numerous municipalities, water supply corporations, and private entities while working for JACOB | MARTIN. He specializes in drainage design, water distribution and sewer collection systems, water and wastewater treatment, pumping facilities, street improvements, and site development.

## Project Specific Expertise

Mr. King has provided planning, design, and project management services for a number of water, wastewater, paving, and drainage projects. He is proficient in preparing engineering reports, cost estimation, and obtaining regulatory approval from agencies such as TCEQ. Mr. King has experience in all phases of project development, including project planning, funding acquisition, project design, generation of plans and specifications as well as construction management.

## Relevant Project Expertise

- 2022 - City of Electra CDBG Elevated Storage Tank Rehabilitation
- 2022 - City of Graham CDBG Water Line Replacement
- 2022 - City of Snyder Street Evaluation Update
- 2022 - City of Tuscola Lift Station
- 2022 - City of Alpine Lift Station Evaluation
- 2022 - City of Big Spring 2022 Seal Coat
- 2022 - City of Big Spring 12" Water Line Relocation
- 2022 - City of Big Spring Water Treatment Plant Evaluation
- 2022 - City of Mineral Wells CDBG Downtown Revitalization
- 2021 - City of Grandview CDBG Downtown Revitalization
- 2021 - City of Stephenville CDBG Downtown Revitalization
- 2021 - City of Strawn - TPWD Offsite Water & Sewer
- 2021 - City of Gordon - TWDB Water System Improvements
- 2021 - City of Grandview - Water, Wastewater & Street Impact Fee Study
- 2021 - City of Gordon - CDBG Water System Improvements



# Emma Meek, EIT

*Engineer-In-Training - Civil Engineering Services*



## Education

B.S. of Science in Civil  
Engineering  
Texas A&M University, 2020

## Registrations

Registered EIT,  
Texas, No. 70466

## Expertise

- Land Development Design
- Construction Administration
- Construction Documents
- Project Budgeting
- Project Management
- Feasibility Studies

## Summary

Emma Meek is from Breckenridge, Texas. She understands small community needs and is familiar with private developments and municipal engineering. She graduated from Texas A&M University with a Bachelor of Science Degree in Civil Engineering in 2020. She completed an engineering internship with LJA Engineering in Dallas where she was eventually hired and joined their design team right after graduation. She then joined Jacob & Martin in 2022 as an EIT with our Land Development Team.

## Project Specific Expertise

During her time with JACOB | MARTIN, Mrs. Meek has been responsible for plan production of single-family residential developments and the design of water and wastewater systems. She coordinates with various municipalities, clients, and contractors on project progress. She also produces feasibility and cost analysis prior to plan production.

## Relevant Project Expertise

2021 – Edgewater Subdivision, Fate, TX – Residential Development (previous employer)

2021 – Bluestem Subdivision, Wise County – Residential Development (previous employer)

2021 – Reunion Subdivision, Wise County – Residential Development (previous employer)

2022 – Carriage Hills Subdivision – Residential Development

2022 – Southern Meadows Subdivision – Residential Development

2022 - City of Abilene - Maple Street Improvements



# Barry Fowlkes, PE

*Professional Engineer - Materials Testing Services*



## Education

B.S. in Civil Engineering  
Texas A&M University, 1983

## Registrations

Registered Professional Engineer,  
Texas, P.E. No. 98759  
NICET  
Civil Engineering Technology,  
C.T. Certificate No. 509  
NICET Level IV  
Certified Engineering Technician, S.E.T.  
Concrete, Soils & Asphalt  
Certificate No. 68488

## Expertise

- Construction Materials Engineering & Testing
- Geotechnical Engineering Services
- Investigation of Construction Design
- Foundation Investigations
- Pavement Design and Analysis
- Concrete and Asphalt Pavement Mix Design

## Summary

Barry Fowlkes graduated from Texas A & M University in 1983 with a Bachelor of Science in Civil Engineering Technology. Mr. Fowlkes has 36 years of experience in materials testing and geotechnical engineering services. Mr. Fowlkes served 21 years with Trinity Engineering Corporation / Kleinfelder as an Area Manager. He was responsible for providing materials and geotechnical engineering services throughout Abilene, San Angelo, Brownwood and Wichita Falls area. Mr. Fowlkes joined JACOB | MARTIN in 2006 as Manager of JACOB | MARTIN's Geotechnical and Material Testing Division.

## Project Specific Expertise

Mr. Fowlkes has directly supervised many government and private sector construction projects throughout Texas. He has provided interpretation and analysis for material investigations in which he issues reports stating whether the work and material met the specific project specifications. Mr. Fowlkes has developed and designed construction material engineering and testing programs for many projects.

## Relevant Project Expertise

- 2022 - City of Coleman - Sidewalk Improvements
- 2021 - City of Cross Plains - Multifamily Rental Development
- 2019 - City of Abilene - Water & Sewer Construction Projects
- 2019 - City of Big Spring - Water Line Replacements
- 2019 - City of Coleman - Water Treatment Improvements
- 2018 - Morton Valley WSC - Water System Improvements
- 2018 - City of Seymour - WTP Improvements
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2017 - City of Early - New Wastewater Treatment Plant
- 2017 - City of Baird - WWTP Improvements
- 2017 - City of Munday - NCTMWA Water Treatment Plant



# Lee Rosenbaum, RPLS

*Associate Principal - Director of Surveying Services*



## Education

B.S. in Geography  
Texas A&M University, 2005

## Registrations

Registered Professional Land  
Surveyor,  
Texas, R.P.L.S. No. 6394

## Expertise

- ALTA Survey
- Boundary Survey
- Detention & Retention Facilities
- Construction Staking
- Easement Acquisition
- Elevation Studies
- Groundwater Development
- Master Planning
- Regulatory Assistance
- Topographic Survey
- Commercial Site Development
- Utility Infrastructure

## Summary

Lee Rosenbaum has been licensed by the State of Texas as a Registered Professional Land Surveyor since December 2012. Mr. Rosenbaum joined JACOB|MARTIN in April of 2005. Since March of 2019, he has been our Chief Land Surveyor and Survey Department Supervisor. Mr. Rosenbaum oversees all survey operations which include land acquisition, platting, preliminary topographic mapping, and construction layout.

## Project Specific Expertise

During his career at JACOB|MARTIN, Mr. Rosenbaum has served as a Survey Project Manager on multiple land development and building services projects. Additionally, Mr. Rosenbaum has worked with numerous municipalities, school districts, water supply corporations, water districts, and wastewater entities.

## Relevant Project Expertise

2022 - City of Coleman – Phase II Sidewalk Improvements  
 2021 - City of Post – Downtown Sidewalk Improvements  
 2020 - Abilene ISD – Transportation Maintenance Yard Paving Improvements  
 2020 - City of Post - Downtown Sidewalk Improvements  
 2019 - City of Willow Park – Side Street Improvements  
 2018 - City of Lueders - Water System Improvements  
 2018 - City of Abilene – SODA Roadway Improvements  
 2018 - City of Goldthwaite - TDA Sidewalk Improvements  
 2018 - City of Abilene - Sidewalk Capital Plan Phase 1  
 2017 - Zephyr WSC - Waterline Improvements  
 2017 - Gerry McDowell, LLC - Griffith Road Development  
 2016 - Town of Buffalo Gap - Water Line Improvements  
 2016 - Town of Buffalo Gap - First Time Sewer Project  
 2015 - Abilene ISD - Campus Paving & Circulation Improvements  
 2014 - City of Snyder - Water & Sewer Improvements



# Edward R. Wells, PE

*Professional Engineer - Mechanical/Electrical/Plumbing Services*



## Education

B.S. in Electrical Engineering  
Texas A&M University, 1984

MBA  
Angelo State University, 1999

## Registrations

Registered Professional  
Engineer,  
Texas, P.E. No. 66579

Licensed Master Electrician,  
Texas, No. 31401

## Expertise

- Electrical Service Sizing & Design
- Energy Conservation
- Electrical Distribution & Transmission Systems
- ARC Flash Studies
- Grounding
- Military Installations
- Commercial

## Summary

Edward Wells graduated from Texas A&M University in 1984 with a Bachelor of Science in Electrical Engineering. Mr. Wells continued his education by completing his Masters in Business Administration from Angelo State University in 1999. He is an expert Electrical Engineer and has a successful career in both the private and government sectors. Mr. Wells joined JACOB | MARTIN in April 2017.

## Project Specific Expertise

Mr. Wells has over thirty years of electrical engineering experience, and has been a Project Manager and supervisor for numerous companies during his career. He is highly skilled at providing energy efficient solutions to customers and being responsible for the direction and preparation of all technical activities related to Electrical Design from conception to completion. He is experienced with high-voltage electrical systems in industrial, commercial, residential and government buildings, including telecom support infrastructure.

## Relevant Project Expertise

2022 - Johnson County SUD - Electrical Evaluations  
2022 - City of Colorado City - Senate Bill 3 Back up Power Requirements (6 sites)  
2021 - TxHHSC - Replacement of Exterior Fire Stairways  
2021 - City of Ranger - Senate Bill 3 Back up Power Requirements (8 sites)  
2020 - TxHHSC - Anti-Ligature & Exterior Stairway Upgrades  
2020 - Abilene Youth Sports Authority - New Dodge Jones Youth Sports Complex  
2020 - 202 Pine Renovations  
2019 - TxHHSC – 18-105-ABL Steam Heating Replacement for Quads  
2019 - 250 Cypress Renovations  
2019 - Hardin-Simmons University - Houston Lantrip Facility  
2018 - Sanford Construction LLC - Blake Fulenwilder Dealership, Snyder  
2018 - Cross Plains ISD - Elementary Gym & Storm Shelter  
2018 - ColeySquared Management, LLC - New Dental Office



# Charles Keith

*Senior Engineering Technician - Environmental Services*



## Education

B.S.in Microbiology  
Texas Tech University, 1978

## Registrations

Registered Sanitarian,  
Texas, No. 1799

## Expertise

- Groundwater Development
- Operational Assistance
- Permitting
- Regulatory Assistance
- Sanitary Sewer Rehabilitation
- Sludge Handling & Disposal
- Water Distribution
- Water Storage
- Water Supply Studies
- Water Treatment
- Wastewater Treatment

## Summary

Charles Keith received his Bachelor of Science Degree in Microbiology from Texas Tech University in 1978. Mr. Keith retired from the Texas Commission on Environmental Quality (TCEQ) in 2006 where he served as the Region 3, Abilene Water Section Director. Mr. Keith joined JACOB | MARTIN in 2006 where he currently serves as the Director of Environmental Services. Mr. Keith has used his extensive knowledge of water and wastewater operations along with his notable expertise with TCEQ regulations and procedures to manage the environmental, operational and regulatory facets of numerous successful projects throughout West Central Texas.

## Project Specific Expertise

During his tenure at TCEQ, Mr. Keith inspected and assisted public water systems, wastewater treatment facilities, septic systems, municipal solid waste, storm water and surface water quality monitoring of natural waterways. Since joining JACOB|MARTIN, Mr. Keith has lead our environmental team to assist clients in regulatory compliance for all matters relating to water and waste water systems.

## Relevant Project Expertise

- 2020 - City of Alpine - WWTP Improvements
- 2019 - City of Ralls - WWTP Improvements
- 2019 - City of Colorado City – WWTP Facility Major upgrade
- 2018 - City of Gordon - Water System Improvements
- 2018 - City of Coleman - Water Treatment Plant
- 2017 - City of Baird - New Wastewater Treatment Plant
- 2016 - City of Bronte - Water Supply Improvements
- 2016 - City of Cross Plains - Water Distribution & Pump Station Improvements
- 2016 - City of Seymour - Donnell Well Exception
- 2015 - City of Munday - Disaster Relief Wells
- 2015 - City of Haskell - Disaster Relief Wells
- 2015 - BW Primoris - Seminole Well Field Improvements



# Ronny Koehn

*Resident Project Representative - Inspection Services*



## Expertise

- Construction Material Testing
- Construction Staking Easement Acquisition
- Geotechnical Engineering Services
- Investigation of Construction Design
- Permitting
- Project Inspection
- Water & Sewer Lines
- Water & Wastewater Treatment
- Building Services

## Summary

Ronny Koehn joined JACOB | MARTIN in 2008 as a Resident Project Representative. During his tenure with JACOB | MARTIN, Mr. Koehn has provided project inspection on numerous projects involving water and wastewater improvements, street and roadway projects and airport improvement projects. Mr. Koehn has over sixteen years experience in construction management and project inspection. Mr. Koehn recently served as the Resident Project Representative for improvements to Abilene Regional Airport. His efforts were vital to a successful project and paramount to the implementation of the specifications as called out by architects and engineers.

## Project Specific Expertise

Mr. Koehn's resume is full of relevant project experience in street and roadway construction and rehabilitation projects. Mr. Koehn has extensive experience with airport project including all type of pavement construction. Mr. Koehn's experience includes Abilene Regional Airport, Decatur Airport, and Kickapoo Airpark located in Wichita Falls, Texas.

## Relevant Project Expertise

2021 - City of Coleman-Water Treatment Plant Improvements  
 2021 - City of Cross Plains -Multifamily Rental Development  
 2020 - Betty Hardwick Center - Interior Renovations  
 2020 - Condley and Company, LLC - 302 Pine Renovations  
 2020 - Abilene ISD - Fine Arts Renovations & Additions  
 2019 - Western Texas College – Agricultural Expansion & Renovation  
 2019 - Motis Investments - 202 Pine Street Renovations  
 2019 - JAR Land & Investments, LLC - 250 Cypress Renovations  
 2019 - Hardin Simmons University – Houston Lantrip Facility  
 2018 - Cross Plains ISD – New Elementary Gym/Storm Shelter  
 2018 - Abilene Youth Sports Association – New Sports Complex  
 2018 - Garver LLC - Abilene Regional Airport Seal Coat Project  
 2018 - City of Willow Park – Ranch House Road Improvements



INTEGRITY  
EXCELLENCE  
TRUST

## Section 4: History of Successful Performance



3465 Curry Lane  
Abilene, TX 79606  
325.695.1070

908 S. Main Street, Suite 100  
Boerne, TX 78006  
325.695.1070

4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375

1925 Fort Worth Highway  
Weatherford, TX 76086  
817.594.9880



# Texas Department of Agriculture Projects

| Funding Cycle | Program | Client                 | Project Description  | Population |
|---------------|---------|------------------------|--|------------|
| 2020/2021     | CDBG    | City of Azle           | Locust Street Channel Improvements                                     | 14,289     |
| 2019/2020     | DRP     | City of Mineral Wells  | Downtown Renovation Project  | 15,447     |
| 2019/2020     | DRP     | City of Stephenville   | Sidewalk and Paving Improvements                                       | 21,990     |
| 2019/2020     | CDBG    | City of Ropesville     | Lift Station Improvements  | 434        |
| 2019/2020     | CDBG    | City of Moran          | Sewer System Improvements  | 270        |
| 2019/2020     | CDBG    | City of Rotan          | Water Supply Line  | 1,508      |
| 2019/2020     | CDBG    | City of Lorenzo        | Lift Station Improvements  | 1,147      |
| 2019/2020     | CDBG    | City of Bronte         | Water Line Improvements  | 995        |
| 2019/2020     | CDBG    | City of Cross Plains   | Water Line Replacement   | 989        |
| 2019/2020     | TCF     | City of Keene          | Paving Improvements  | 6,106      |
| 2019/2020     | CDBG    | City of Granite Shoals | Water Treatment Improvements   | 4,910      |
| 2019/2020     | CDBG    | City of Rising Star    | AMR Water Meter System   | 829        |
| 2019/2020     | CDBG    | City of De Leon        | Public Infrastructure Improvements                                     | 2,246      |
| 2019/2020     | DRP     | City of Mineral Wells  | Sidewalk Improvements  | 15,447     |
| 2019/2020     | CDBG    | City of Mingus         | Water Improvements   | 235        |
| 2019/2020     | CDBG    | City of Munday         | AMR Water Meter System   | 1,273      |
| 2019/2020     | CDBG    | City of Dublin         | Sewer System Improvements  | 3,654      |
| 2019/2020     | CDBG    | City of Azle           | Channel Improvements   | 14,289     |
| 2019/2020     | CDBG    | City of Gordon         | Water Improvements   | 478        |
| 2019/2020     | DRP     | City of Grandview      | Downtown Revitalization  | 1,753      |
| 2019/2020     | DRP     | City of Post           | Sidewalk Design  | 5,547      |
| 2017/2018     | CDBG    | City of Anson          | Wastewater Treatment Plant Improvements                                | 2,430      |
| 2017/2018     | CDBG    | City of Wellman        | Water Distribution Improvements and Water Well Rehab                   | 203        |
| 2017/2018     | CDBG    | City of Wolfe City     | TDA Public Infrastructure Improvements<br>Water System Interconnection | 1,412      |
| 2017/2018     | CDBG    | Concho County          | Millersview Doole SUD Water Well                                       | 4,276      |
| 2017/2018     | CDBG    | City of Azle           | Bailey Street Improvements   | 14,289     |
| 2019/2020     | CDBG    | Haskell County         | Paint Creek WSC – Water Line Improvements                              | 5,813      |
| 2017/2018     | CDBG    | City of San Saba       | Pump Station & Water Well Improvements                                 | 3,158      |
| 2017/2018     | CDBG    | City of Gustine        | Pump Station Improvements  | 455        |
| 2017/2018     | CDBG    | North San Saba WSC     | San Saba County Water Line Replacement                                 | 6,054      |
| 2017/2018     | CDBG    | McCulloch County       | Wastewater Treatment Plant Improvements                                | 7,987      |
| 2017/2018     | CDBG    | City of Electra        | Elevated Storage Tank Improvements                                     | 2,791      |
| 2017/2018     | DRP     | City of Goldthwaite    | Sidewalk Improvements  | 1,878      |
| 2017/2018     | CDBG    | City of Rule           | Wastewater Treatment Plant Improvements                                | 636        |
| 2017/2018     | CDBG    | City of Goldthwaite    | Water Line Replacement   | 1,878      |
| 2017/2018     | CDBG    | City of Goree          | Sewer Line Replacement   | 203        |
| 2017/2018     | CDBG    | City of Lawn           | Water Line Replacement   | 315        |
| 2017/2018     | CDBG    | City of Melvin         | Elevated Storage Tank Improvements                                     | 178        |
| 2015 / 2016   | CDBG    | City of Azle           | Wilshire Avenue Drainage Improvements                                  | 13,258     |



# Project Schedule History

| Client  | Project Description   | Year of Completion | Schedule History                                 |
|---|---|--------------------|--|
| City of Keene                                 | County Road 316 Paving Improvements - TDA                   | 2021               | Design Schedule Met<br>Construction Schedule Met |
| City of Keene                                 | 4 <sup>th</sup> Street & College Dr. Sewer Line Replacement | 2020               | Design Schedule Met<br>Construction Schedule Met |
| Abilene Youth Sports Authority                | Dodge Jones Youth Sports Center                             | 2020               | Design Schedule Met<br>Construction Schedule Met |
| City of Melvin                                | Radium Removal Water Treatment Plant                        | 2019               | Design Schedule Met<br>Construction Schedule Met |
| Hardin-Simmons University                     | Houston Lantrip Facility                                    | 2019               | Design Schedule Met<br>Construction Schedule Met |
| City of Abilene                               | Buffalo Gap Elevated Tank Rehabilitation                    | 2019               | Design Schedule Met<br>Construction Schedule Met |
| City of Early                                 | Wastewater Treatment Plant                                  | 2018               | Design Schedule Met<br>Construction Schedule Met |
| City of Baird                                 | Wastewater Treatment Plant                                  | 2018               | Design Schedule Met<br>Construction Schedule Met |
| City of Abilene                               | Elmdale Pump Station and Ground Storage Tank                | 2018               | Design Schedule Met<br>Construction Schedule Met |
| City of Goldthwaite                           | 2018 - TDA - DRP - Sidewalk Improvements                    | 2018               | Design Schedule Met<br>Construction Schedule Met |
| North Central Texas Municipal Water Authority | Membrane Water Treatment Plant                              | 2017               | Design Schedule Met<br>Construction Schedule Met |
| City of Willow Park                           | Capital Improvement Plan                                    | 2017               | Design Schedule Met<br>Construction Schedule Met |
| City of Abilene                               | 2 <sup>nd</sup> Pressure Plane Water Lines                  | 2017               | Design Schedule Met<br>Construction Schedule Met |
| City of Strawn                                | Master Plan   | 2017               | Design Schedule Met<br>Construction Schedule Met |
| City of Rhome                                 | Capital Improvement Plan                                    | 2016               | Design Schedule Met<br>Construction Schedule Met |
| City of Andrews                               | Water Treatment Plant                                       | 2015               | Design Schedule Met<br>Construction Schedule Met |
| City of Abilene                               | Maple Street Pump Station Improvements                      | 2015               | Design Schedule Met<br>Construction Schedule Met |
| City of Early                                 | Salt Creek Pump Station                                     | 2015               | Design Schedule Met<br>Construction Schedule Met |
| City of Comanche                              | Water System Improvements                                   | 2015               | Design Schedule Met<br>Construction Schedule Met |
| Abilene Independent School District           | Campus Paving and Circulation Improvements                  | 2015               | Design Schedule Met<br>Construction Schedule Met |
| City of Goldthwaite                           | San Saba Raw Water Supply Line                              | 2015               | Design Schedule Met<br>Construction Schedule Met |



## Project Budget History

| Client  | Project Description   | Year of Completion | Budget       | Final Project Cost |
|---|---|--------------------|--------------|--------------------|
| City of Keene                                 | County Road 316 Paving Improvements – <b>TDA Texas Capital Fund</b> | 2021               | \$1,075,000  | \$946,896.50       |
| City of Keene                                 | 4 <sup>th</sup> Street & College Dr. Sewer Line Replacement         | 2020               | \$160,00     | \$134,824          |
| City of Wolfe City                            | Water System Interconnection Improvements – <b>TDA CDBG</b>         | 2020               | \$222,250    | \$183,950          |
| Abilene Youth Sports Authority                | Dodge Jones Youth Sports Center                                     | 2020               | \$10,100,000 | \$10,003,085       |
| City of Azle                                  | Oak Harbor Drainage Channel   | 2019               | \$175,000    | \$172,000          |
| City of Willow Park                           | Well Supply   | 2019               | \$500,000    | \$450,000          |
| City of Mingus                                | Water System Improvements – <b>TDA CDBG</b>                         | 2020               | \$550,000    | \$550,000          |
| City of Gordon                                | Water Treatment Plant Improvements – <b>TDA CDBG</b>                | 2019               | \$550,000    | \$550,000          |
| City of Abilene                               | Buffalo Gap Elevated Tank Rehabilitation                            | 2019               | \$950,000    | \$768,500          |
| City of Early                                 | Wastewater Treatment Plant  | 2018               | \$4,900,000  | \$3,800,000        |
| City of Baird                                 | Wastewater Treatment Plant  | 2018               | \$2,890,000  | \$2,860,000        |
| City of Goldthwaite                           | 2018 - TDA - DRP - Sidewalk Improvements                            | 2018               | \$200,000    | \$176,770          |
| North Central Texas Municipal Water Authority | Membrane Water Treatment Plant                                      | 2017               | \$5,650,000  | \$3,815,000        |
| City of Abilene                               | 2 <sup>nd</sup> Pressure Plane Water Lines                          | 2017               | \$2,000,000  | \$1,701,000        |
| City of Strawn                                | Drainage Improvements   | 2017               | \$150,000    | \$150,000          |
| City of Mingus                                | Paving Improvements   | 2016               | \$75,000     | \$75,000           |
| City of Gordon                                | Paving Improvements   | 2016               | \$75,000     | \$75,000           |
| City of Abilene                               | Maple Street Pump Station Improvements                              | 2015               | \$929,000    | \$869,686          |
| City of Comanche                              | Water System Improvements   | 2015               | \$750,000    | \$623,100          |
| Abilene Independent School District           | Campus Paving and Circulation Improvements                          | 2015               | \$2,491,255  | \$2,329,270        |
| City of Goldthwaite                           | San Saba Raw Water Supply Line                                      | 2015               | \$2,387,896  | \$2,000,000        |
| Parker County SUD                             | Water System Improvements   | 2014               | \$4,500,000  | \$4,425,788        |
| City of Colorado City                         | East Side Sewer   | 2014               | \$1,300,000  | \$1,253,000        |



# Texas Water Development Board Projects

| Year | Program | Client                | Project Description                                | Population |
|------|---------|-----------------------|--|------------|
| 2021 | DWSRF   | City of Rotan         | Water Supply Line Improvements                     | 1,404      |
| 2021 | DWSRF   | Fort Griffin SUD      | Raw Water Line Improvements                        | 3,294      |
| 2021 | CWSRF   | City of Dublin        | Wastewater System Improvements                     | 3,554      |
| 2021 | DWSRF   | City of Carbon        | Water System Improvements                          | 348        |
| 2021 | DWSRF   | Palo Pinto WSC        | Water System Improvements                          | 495        |
| 2021 | VSS     | Coke County WSC       | AMR Meters and Valve Replacements                  | 400        |
| 2021 | CWSRF   | City of Ralls         | Wastewater Treatment Plant                         | 1,816      |
| 2021 | DWSRF   | City of Paint Rock    | Water Distribution Improvements                    | 223        |
| 2021 | VSS     | Comanche County WSC   | New Pump Station                                   | 1,029      |
| 2020 | DWSRF   | Study Butte WSC       | Water System Improvements                          | 291        |
| 2020 | DWSRF   | City of Wellman       | Reverse Osmosis Water Treatment Plant              | 190        |
| 2018 | DWSRF   | Barton WSC            | Water System Improvements                          | 891        |
| 2018 | DWSRF   | City of Ballinger     | DWSRF Phantom PAD                                  | 3,774      |
| 2018 | DWSRF   | City of Bangs         | Water System Improvements                          | 1,603      |
| 2018 | CWSRF   | City of Colorado City | WWTP Improvements                                  | 4,146      |
| 2018 | DWSRF   | City of Gordon        | Water System Improvements                          | 478        |
| 2018 | DWSRF   | City of Gorman        | Water System Improvements                          | 1,083      |
| 2018 | DWSRF   | City of Lawn          | AMR Metering System and Water System Improvements  | 353        |
| 2018 | DWSRF   | City of Lueders       | AMR Metering System and Water System Improvements  | 346        |
| 2018 | CWSRF   | City of Ranger        | Wastewater Treatment Plant Improvements            | 2,468      |
| 2018 | DWSRF   | City of Seymour       | Reverse Osmosis Water Treatment Plant Improvements | 2,740      |
| 2018 | DWSRF   | Holiday Beach WSC     | Hurricane Harvey Water System Repairs              | 2,190      |
| 2017 | DWSRF   | City of Gorman        | Water System Improvements                          | 1,032      |
| 2017 | DWSRF   | City of Melvin        | Radium Removal                                     | 177        |
| 2017 | DWSRF   | Morton Valley WSC     | Waterline Replacement                              | 350        |
| 2017 | CWSRF   | City of Willow Park   | New Wastewater Treatment Plant                     | 5,146      |
| 2017 | CWSRF   | City of Strawn        | Groundwater Supply Line Improvements               | 649        |
| 2017 | CWSRF   | City of Willow Park   | Water System Improvements                          | 5,146      |
| 2017 | DWSRF   | Bluegrove WSC         | Tank Rehab and Meter Replacement                   | 75         |
| 2017 | CWSRF   | City of Comanche      | Wastewater Treatment Plant Improvements            | 4,206      |
| 2017 | DWSRF   | City of San Saba      | Water System Improvements                          | 3,126      |
| 2017 | DWSRF   | City of Azle          | Main Street Water Line Replacement                 | 12,064     |
| 2017 | DFUND   | City of Early         | Elevated Tank Recoat                               | 2,991      |



## USDA Projects

| Year | Client                     | Project Description                             | Population |
|------|----------------------------|---|------------|
| 2023 | SUN WSC                    | Water Line Improvements/AMR Meters              | 2,500      |
| 2023 | Coleman County SUD         | Water System/Pump Station Improvements          | 5,000      |
| 2023 | SUN WSC                    | Barnett Pump Station and Henderson Storage Tank | 2,500      |
| 2023 | Morton Valley WSC          | Water Line Improvements – USDA Surplus Funds    | 350        |
| 2022 | Marathon WSC               | Water System Improvements                       | 430        |
| 2022 | Ira WSC                    | Waterline Improvements and AMR Meters           | 680        |
| 2022 | City of Bronte             | Water Treatment Plant                           | 945        |
| 2022 | City of Ralls              | Wastewater Treatment Plant Improvements         | 1,639      |
| 2022 | Ira WSC                    | Elevated Storage Tank/Disinfection              | 680        |
| 2022 | City of Lorenzo            | Water System Improvements                       | 964        |
| 2021 | City of Aspermont          | Water Line Replacement                          | 759        |
| 2021 | City of Clyde              | Geotechnical Study                              | 3,923      |
| 2020 | Town of Buffalo Gap        | Pump Station/Water Line Improvements            | 463        |
| 2020 | City of Lawn               | Abilene Water Supply/Bufalo Gap/Tuscola         | 312        |
| 2019 | Fort Griffin SUD           | Water Line Improvements                         | 3,294      |
| 2018 | City of Coleman            | Water Treatment Plant                           | 4,709      |
| 2018 | City of Strawn             | Groundwater Supply                              | 649        |
| 2018 | Town of Buffalo Gap        | New Treated Water Supply                        | 463        |
| 2018 | Tuscola-Taylor County WCID | New Treated Water Supply                        | 740        |
| 2018 | City of Tye                | Water Distribution/Sewer Improvements           | 1,242      |
| 2018 | Coleman County SUD         | Phase 8 Water System Improvements               | 5,000      |
| 2018 | Ira WSC                    | Elevated Storage and Water System Improvements  | 680        |
| 2018 | Morton Valley WSC          | Water System Improvements                       | 350        |
| 2018 | S.U.N. WSC                 | Water System Improvements                       | 2,500      |
| 2016 | City of Baird              | New Wastewater Treatment Plant                  | 1,492      |
| 2016 | City of Dublin             | Wastewater Improvements                         | 3,654      |
| 2016 | Knox County Rural WSC      | Water System Improvements                       | 24         |
| 2016 | Millersview-Doole WSC      | Water System Improvements                       | 3,819      |
| 2016 | Town of Buffalo Gap        | Water Line Improvements                         | 463        |
| 2015 | City of Comanche           | Water System Improvements                       | 4,355      |
| 2015 | Stephens Regional SUD      | Phase 2 Water System Improvements               | 3,173      |



## Paving and Street Experience

Each of the following projects included the following services provided by **JACOB | MARTIN** personnel: all topographic and any boundary survey required, determination of all boundaries necessary for roadway right of way, all visible and located utilities, and encroachments. In some instances, right of way acquisitions and preparation of required platting was provided. **JACOB | MARTIN** prepared all construction plans with dimensional control layouts, paving plan and profiles, drainage plans, erosion control plans, and associated construction details. During the bidding and construction phases of these projects, **JACOB | MARTIN** provided construction administration and on-site inspection for construction completeness, verification of all pay requests, construction cost estimates, bidding of prepared construction plans, pre-construction and construction meetings, review of all shop drawings and all associated coordination. Additionally, materials testing services were provided by **JACOB | MARTIN** for all construction elements, including but not limited to subgrade preparation, road base installation and asphaltic hot-mix and/or concrete placement.

| Year of Completion | Client   | Project Description   | Reference                                    |
|--------------------|--|---|--|
| 2022               | City of Abilene  | Maple Street Improvements                                   | Robert Hanna, City Manager                   |
| 2021               | City of Abilene  | Griffith Road Reconstruction                                | Robert Hanna, City Manager                   |
| 2021               | City of Abilene & Carriage Hills Development Corporation | Maple Street Improvements                                   | Robert Hanna, City Manager                   |
| 2020               | Abilene Youth Sports Authority                           | New Dodge Jones Youth Sports Complex                        | Brandon Osborne, Director                    |
| 2020               | Abilene ISD  | Transportation Maintenance Yard Paving Improvements         | Scott McLean, Asst. Supt. for Operations     |
| 2019               | City of Willow Park                                      | Ranch House Rd Rehabilitation                               | Bryan Grimes, City Manager                   |
| 2018               | City of Abilene  | SODA Roadway Improvements                                   | Robert Hanna, City Manager                   |
| 2018               | City of Willow Park                                      | Street Reconstruction                                       | Bryan Grimes, City Manager                   |
| 2017               | City of Abilene  | 2017 South of Downtown Area (SODA) Paving Rehabilitation    | Robert Hanna, City Manager                   |
| 2015               | City of Abilene  | Memorial Drive Extension                                    | Robert Hanna, City Manager                   |
| 2015               | Abilene AISD   | Campus Paving and Circulation Improvements                  | Scott McLean, Asst. Supt. for Operations     |
| 2015               | Beltway Park Baptist                                     | North Campus Site & Paving Improvements                     | David McQueen, Lead Pastor                   |
| 2015               | City of Early  | Meadow and Mockingbird Street Improvements                  | Tony Aaron, City Manager                     |
| 2015               | City of Goldthwaite                                      | 4th Street Sidewalk Improvements                            | Rob Lindsey, City Manager                    |
| 2014               | City of Abilene  | Abilene Airport - FAA - Rehabilitation of Taxiways M, N & P | Chris Taylor, Assistant Director of Aviation |



## GRIFFITH ROAD RECONSTRUCTION | CITY OF ABILENE



Location: Abilene, Texas  
 Date of Completion: Ongoing  
 Original Budget: \$1,334,196  
 Construction Cost: \$1,341,572

### Jacob & Martin Project Team:

Project Manager: Clayton Farrow, P.E.  
 Design Engineer: Clayton Farrow, P.E.  
 Survey Team Lead: Lee Rosenbaum, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

### City of Abilene

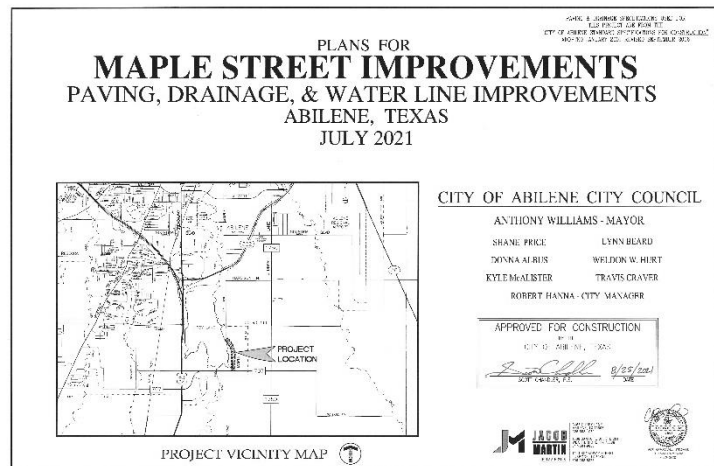
Robert Hanna | City Manager  
 325.676.6206 | robert.hanna@abilenetx.gov

## MAPLE STREET IMPROVEMENTS | CITY OF ABILENE & CARRIAGE HILLS DEVELOPMENT CORPORATION (PUBLIC/PRIVATE PARTNERSHIP)

Location: Abilene, Texas  
 Date of Completion: Ongoing  
 Original Budget: \$1,430,803.32  
 Construction Cost: \$1,525,162.65

### Jacob & Martin Project Team:

Project Manager: Clayton Farrow, P.E.  
 Design Engineer: Clayton Farrow, P.E.  
 Survey Team Lead: Lee Rosenbaum, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.



### City of Abilene

Robert Hanna | City Manager  
 325.676.6206 | robert.hanna@abilenetx.gov



## STREET RECONSTRUCTION | CITY OF WILLOW PARK



Client: City of Willow Park  
 Location: Willow Park, Texas  
 Date of Completion: 2018  
 Original Budget: \$3,350,000  
 Construction Cost: \$2,685,474

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
 Design Engineer: Derek Turner, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

### City of Willow Park

Bryan Grimes | City Administrator  
 817.441.7108 | bgrimes@willowpark.org

## RANCH HOUSE RD REHABILITATION | CITY OF WILLOW PARK

Client: City of Willow Park  
 Location: Willow Park, Texas  
 Date of Completion: 2019  
 Original Budget: \$1,500,000  
 Construction Cost: \$1,203,607

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
 Design Engineer: Derek Turner, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

### City of Willow Park

Bryan Grimes | City Administrator  
 817.441.7108 | bgrimes@willowpark.org



## SHADY OAKS PAVING IMPROVEMENTS | CITY OF KEENE

Client: City of Keene  
 Location: Keene, Texas  
 Date of Completion: 2017  
 Original Budget: \$500,000  
 Construction Cost: \$444,731

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
 Design Engineer: Tom Marquardt, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

### City of Keene

Bernie Parker | City Administrator  
 817.641.3666 | citymanager@keenetx.com





## SOUTH DOWNTOWN PAVING IMPROVEMENTS - PHASE 1 | CITY OF ABILENE

Location: Abilene, Texas  
 Date of Completion: Ongoing  
 Original Budget: \$1,200,000  
 Construction Cost: \$800,237

### Jacob & Martin Project Team:

Project Manager: Tal Fillingim, P.E.  
 Design Engineer: Roy Wright, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.



### City of Abilene

Robert Hanna | City Manager  
 325.676.6206 | robert.hanna@abilenetx.gov

## PAVING & CIRCULATION IMPROVEMENTS | ABILENE ISD



**Abilene Independent School District**  
 Scott McLean | Associate Superintendent  
 325.677.1444 | scott.mclean@abileneisd.org

Location: Abilene, Texas  
 Date of Completion: 2015  
 Original Budget: \$1,520,503  
 Construction Cost: \$1,408,628

### Jacob & Martin Project Team:

Project Manager: Tal Fillingim, P.E., C.F.M.  
 Design Engineer: Roy Wright, P.E.  
 Design Engineer: Blake Howard, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

## ENTERPRISE DRIVE EXTENSION | DEVELOPMENT CORPORATION OF ABILENE

Location: Abilene, Texas  
 Date of Completion: 2015  
 Original Budget: \$225,000  
 Construction Cost: \$256,017

### Jacob & Martin Project Team:

Project Manager: Tal Fillingim, P.E.  
 Design Engineer: Blake Howard, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

### Development Corporation of Abilene

Kent Sharp | Executive Director  
 325.673.7349 | DCOA@abilenetx.gov





## MEADOW & MOCKINGBIRD STREET IMPROVEMENTS | CITY OF EARLY



Location: Early, Texas  
 Date of Completion: 2015  
 Original Budget: \$315,000  
 Construction Cost: \$300,773

### Jacob & Martin Project Team:

Project Manager: Ken Martin, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.  
 Materials Testing: Barry Fowlkes, P.E.

### City of Early

Tony Aaron | City Administrator  
 325.643.5451 | [taaron@earlytx.net](mailto:taaron@earlytx.net)  
 325.643.5451

## PATRIOT AVENUE | CITY OF WEATHERFORD

Client: Keg 1 North Texas  
 Location: Weatherford, Texas  
 Date of Completion: 2014  
 Original Budget: \$350,000  
 Construction Cost: \$350,000

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
 Design Engineer: Derek Turner, P.E.  
 Survey Team Lead: Mark Brown, R.P.L.S.

### City of Weatherford

Bill Smith | City Engineer  
 817.598.4033 | [wsmith@weatherfordtx.gov](mailto:wsmith@weatherfordtx.gov)



## STREET REHABILITATION | CITY OF WILLOW PARK

Client: City of Willow Park  
 Location: Willow Park, Texas  
 Date of Completion: 2015  
 Original Budget: \$500,000  
 Construction Cost: \$465,000

### Jacob & Martin Project Team:

Project Manager: Derek Turner, P.E.  
 Design Engineer: Derek Turner, P.E.

### City of Willow Park

Bryan Grimes | City Administrator  
 817.441.7108 | [bgrimes@willowpark.org](mailto:bgrimes@willowpark.org)





# Drainage Experience

| Year of Completion | Client  | Project Description  | Engineer              |
|--------------------|---|--|-----------------------|
| 2022               | City of Willow Park                               | 2022 Drainage Projects   | Derek Turner, PE, CFM |
| 2022               | Texas Tech University                             | Parking and Drainage Improvements  | Tal Fillingim, PE     |
| 2022               | City of Willow Park                               | Stormwater Fee Studies   | Derek Turner, PE, CFM |
| 2022               | Taylor County                                     | Potosi Drainage Improvements   | Tal Fillingim, PE     |
| 2022               | City of Joshua                                    | Veatch Street Drainage Improvements  | Derek Turner, PE, CFM |
| 2022               | City of Snyder                                    | Drainage Evaluation & Improvements   | Kirt Harle, PE        |
| 2022               | City of Tuscola                                   | Turner Lane Drainage Improvements  | Tal Fillingim, PE     |
| 2022               | City of Keene                                     | Industrial Park Sign & Drainage Analysis                                   | Derek Turner, PE, CFM |
| 2022               | City of Big Spring                                | Kentwood Addition Drainage Plan Review                                     | Clayton Farrow, PE    |
| 2022               | Rick and Holly Betenbough Residential Development | Drainage Analysis & Watershed Timing Evaluation – “Creekside Addition”     | Clayton Farrow, PE    |
| 2022               | Jim Ned Holdings Residential Development          | Detention Pond Design & Hydraulic Routing – “Hills of Tuscola”             | Clayton Farrow, PE    |
| 2022               | Countryside Homes Residential Development         | Regional Detention Pond Design & Hydraulic Routing – “Holloway Farms”      | Clayton Farrow, PE    |
| 2022               | Jim Martin  | LOMR-F & FEMA Coordination   | Clayton Farrow, PE    |
| 2021               | Kyle Paul Residential Development                 | Regional Detention Pond Design & Hydraulic Routing – “The Harvest”         | Clayton Farrow, PE    |
| 2021               | Structured Building Group Residential Development | Floodplain Modeling & HEC-RAS Analysis - "Naomi Meadows"                   | Clayton Farrow, PE    |
| 2021               | Kyle Paul Mixed Use Development                   | Regional Detention Pond Design & Hydraulic Routing - "The Denali Addition" | Clayton Farrow, PE    |
| 2020               | City of Azle                                      | Locust St. Drainage Channel Improvements                                   | Derek Turner, PE, CFM |
| 2020               | City of Willow Park                               | Master Drainage Plan   | Derek Turner, PE, CFM |
| 2020               | Harris Acoustics                                  | Catclaw Drive Drainage Improvements  | Tal Fillingim, PE     |
| 2020               | Dr. Hari Kalla Residential Development            | Detention Pond Modeling & Regional Drainage Analysis – “Forrest Meadows”   | Clayton Farrow, PE    |
| 2019               | City of Azle                                      | 2nd Quarter Drainage Project   | Derek Turner, PE, CFM |
| 2019               | City of Willow Park                               | Ranch House Storm Drain & Trinity Meadows Culvert                          | Derek Turner, PE, CFM |
| 2019               | City of Azle                                      | Bailey Drive Drainage Improvements   | Derek Turner, PE, CFM |
| 2019               | City of Graham                                    | Tennessee Street Drainage Study  | Kirt Harle, PE        |



# Water Supply/Distribution System Experience

## 2<sup>nd</sup> PRESSURE PLANE WATER LINES | CITY OF ABILENE

Location: Abilene, Texas  
 Date of Completion: 2017  
 Original Budget: \$2,000,000  
 Construction Cost: \$1,701,000

### JM Project Team:

Project Format: Design/Bid/Build  
 Firm's Role: Design  
 Project Manager: Kirt Harle, P.E.  
 Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the installation of approximately 19,000 linear feet of 6" – 18" PVC water lines including all valves, fittings, water line connections, bore and encasement, pavement repair

### REFERENCE:

City of Abilene  
 Rodney Taylor, Director  
 of Water Utilities  
 (940) 422-4051

## INDUSTRIAL BLVD WATER LINE REPLACEMENT | CITY OF ABILENE

Location: Abilene, Texas  
 Date of Completion: 2017  
 Construction Cost: \$835,000

### JM Project Team:

Project Format: Design/Bid/Build  
 Firm's Role: Design  
 Project Manager: Kirt Harle, P.E.  
 Project Manager: Cory Higgins, P.E.



**Project Description:** Engineering design and construction administration for the installation of approximately 4,500 linear feet of 12" water line, valves, fittings, water line connections, service re-connections, bore & encasement, and incidentals

### REFERENCE:

City of Abilene  
 Rodney Taylor, Director  
 of Water Utilities  
 (940) 422-4051



## AMBLER WATER LINE REPLACEMENT | CITY OF ABILENE

Location: Abilene, Texas  
 Date of Completion: 2017  
 Budget Cost: \$2,200,000  
 Construction Cost: \$1,900,000

### JM Project Team:

Project Format: Design/Bid/Build  
 Firm's Role: Design  
 Project Manager: Ken Martin, P.E.  
 Project Manager: Ken Martin, P.E.



**Project Description:** Engineering design and construction administration for the Installation of approximately 20,360 linear feet of 12" Thru 1" water line, valves, fittings, water line connections, service re-connections, bore & encasement, and incidentals

### REFERENCE:

City of Abilene  
 Rodney Taylor, Director  
 of Water Utilities  
 (940) 422-4051

## SAN SABA RAW WATER SUPPLY | CITY OF GOLDTHWAITE

Location: Goldthwaite, Texas  
 Date of Completion: 2015  
 Budget Cost: \$1,836,000  
 Construction Cost: \$1,874,000

### JM Project Team:

Project Format: Design/Bid/Build  
 Firm's Role: Design  
 Project Manager: Kirt Harle, P.E.  
 Project Manager: Brice Campbell, P.E.



**Project Description:** Engineering design and construction administration for the Installation of an intake structure on Mill Creek and approximately 70,000 LF of 10" raw water supply line. **JM** also assisted with an amendment to the San Saba water rights for withdraw of water from Mill Creek at an alternative take point.

### REFERENCE:

City of Goldthwaite  
 Rob Lindsey, City Manager  
 (325) 648-3186



## BCWID TREATED WATER SUPPLY LINE | CITY OF EARLY AND ZEPHYR WSC

Location: Early, Texas  
 Date of Completion: 2014  
 Construction Cost: \$4,300,000

### JM Project Team:

Project Format: Design/Bid/Build  
 Firm's Role: Design  
 Project Manager: Kirt Harle, P.E.  
 Design Engineer: Kirt Harle, P.E.



**Project Description:** Engineering design and construction administration for the Installation of approximately 40,000 LF of 24" treated water supply line.

**REFERENCE:**  
 City of Early  
 Tony Aaron, City Manager  
 (325) 643-5451

## HORDS CREEK | CITY OF COLEMAN

Location: Coleman, Texas  
 Date of Completion: 2011  
 Budget Cost: \$2,400,000  
 Construction Cost: \$1,652,000

### JM Project Team:

Project Format: Design/Bid/Build  
 Firm's Role: Design  
 Project Manager: Ken Martin, P.E.  
 Design Engineer: Ken Martin, P.E.



**Project Description:** Engineering design and construction administration for the Installation of a new raw water pump station and head tank located at Hords Creek Lake, approximately 44,000 LF of 16" raw water supply line and approximately 40,000 linear feet of water distribution lines.

**REFERENCE:**  
 City of Coleman  
 Diana Lopez, City Manager  
 (325) 625-5114



# Materials Testing and Engineering

## Project Example

### CATCLAW DRIVE RECONSTRUCTION PROJECT | CITY OF ABILENE

Location: Abilene, Texas  
Date of Completion: 2016

#### JM Project Team:

Project Format: Design  
Firm's Role: Design/Materials  
Project Manager: Barry Fowlkes, P.E.



**Project Description:** Remove existing hot mix pavement, and rework existing base and subbase courses. Lay Type C and D hot mix asphalt courses. Site concrete work was also included, like curb and gutter, sidewalks etc.

## Scope of Services Provided on Example Projects

#### SOILS:

- Field Sampling
- Atterberg Limits
- Sieve Analysis
- Developed Moisture Density Curves
- Field Compaction Tests of the soils



#### CONCRETE:

- Sampling Freshly Mix Concrete
- Temperature of Concrete
- Slump Test of Concrete
- Entrained Air Content of Concrete
- Made and Cured Concrete Test Specimens
- Tested Compressive Strength Concrete Specimens

#### ASPHALT PAVING:

- Sampling Hot Mix Pavement
- Rice Theoretical Specific Gravity of HMA
- Established Roller Patterns for HMA using Nuclear Density Gauge
- Drilled core samples
- Laboratory Density of Compacted HMA samples



# Certifications

Barry Fowlkes, P.E., C.T., S.E.T.

- Registered Professional Engineer in Texas
- Certified Engineering Technologist, CT
- Certified Senior Engineering Technician, S.E.T., Level IV, Asphalt, Concrete, Soils

| Employee   | Certification   | Issuing Agency  |
|--|---|-----------------|
| <b>NICET</b>   |   |                 |
| Barry Fowlkes  | Certified Engineering Technologist in Civil Engineering, C.T. | NICET           |
| Barry Fowlkes  | Certified Senior Engineering Technician, Level IV Asphalt     | NICET           |
| Barry Fowlkes  | Certified Senior Engineering Technician, Level IV Concrete    | NICET           |
| Barry Fowlkes  | Certified Senior Engineering Technician, Level IV Soils       | NICET           |
| <b>American Concrete Institute</b>                           |   |                 |
| Blake Steen  | ACI Concrete Strength Testing Technician                      | ACI             |
| Steve Romero   | ACI Concrete Strength Testing Technician                      | ACI             |
| Blake Steen  | Concrete Field Testing Technician – Grade 1                   | ACI             |
| Hunter Bergeron  | Concrete Field Testing Technician – Grade 1                   | ACI             |
| Steve Romero   | Concrete Field Testing Technician – Grade 1                   | ACI             |
| Chase Mann   | Concrete Field Testing Technician – Grade 1                   | ACI             |
| Coleton Davis  | Concrete Field Testing Technician – Grade 1                   | ACI             |
| Edward Layne   | Concrete Field Testing Technician – Grade 1                   | ACI             |
| Landon Jones   | Concrete Field Testing Technician – Grade 1                   | ACI             |
| <b>Nuclear Density/Moisture Gauge</b>                        |   |                 |
| Barry Fowlkes  | Nuclear Gauge Radiation Safety Officer Training               | Component Sales |
| Barry Fowlkes  | Nuclear Gauge Safety Certification                            | Component Sales |
| Blake Steen  | Nuclear Gauge Safety Certification                            | Troxler         |
| Steve Romero   | Nuclear Gauge Safety Certification                            | Troxler         |
| Hunter Bergeron  | Nuclear Gauge Safety Certification                            | Troxler         |
| Chase Mann   | Nuclear Gauge Safety Certification                            | Troxler         |
| Coleton Davis  | Nuclear Gauge Safety Certification                            | Troxler         |
| Edward Layne   | Nuclear Gauge Safety Certification                            | Troxler         |
| Landon Jones   | Nuclear Gauge Safety Certification                            | Troxler         |
| <b>Hazmat Certifications</b>                                 |   |                 |
| Barry Fowlkes  | Hazmat Certification  | Component Sales |
| Blake Steen  | Hazmat Certification  | Troxler         |
| Steve Romero   | Hazmat Certification  | Troxler         |
| Hunter Bergeron  | Hazmat Certification  | Troxler         |
| Chase Mann   | Hazmat Certification  | Troxler         |
| Landon Jones   | Hazmat Certification  | Troxler         |
| Edward Layne   | Hazmat Certification  | Troxler         |
| Coleton Davis  | Hazmat Certification  | Troxler         |
| <b>Texas Hot Mix Asphaltic Concrete Pavement Association</b> |   |                 |
| Hunter Bergeron  | Level 1A HMA Plant Specialist Certification                   | TxAPA           |
| Chase Mann   | Level 1A HMA Plant Specialist Certification                   | TxAPA           |
| Hunter Bergeron  | Level 1B HMA Roadway Specialist Certification                 | TxAPA           |



## GIS Mapping and Asset Management

| CLIENT                 | PROJECT DESCRIPTION  | POPULATION |
|------------------------|--|------------|
| <b>MUNICIPALITIES</b>  |  |            |
| City of Andrews        | Web-based Geographic Information System<br>Work Flow Management System | 13,574     |
| City of Big Spring     | Web-based Geographic Information System<br>Work Flow Management System | 28,532     |
| City of Brownwood      | Web-based Geographic Information System                                | 19,153     |
| City of Clyde          | Web-based Geographic Information System                                | 3,842      |
| City of Coleman        | Web-based Geographic Information System                                | 4,431      |
| City of Colorado City  | Web-based Geographic Information System                                | 4,001      |
| City of Comanche       | Web-based Geographic Information System                                | 4,206      |
| City of Dublin         | Web-based Geographic Information System                                | 3,626      |
| City of Early          | Web-based Geographic Information System                                | 2,991      |
| City of Fort Stockton  | Web-based Geographic Information System                                | 8,515      |
| City of Goldthwaite    | Web-based Geographic Information System<br>Work Flow Management System | 1,867      |
| City of Granite Shoals | Web-based Geographic Information System                                | 5,117      |
| City of Haskell        | Web-based Geographic Information System                                | 3,192      |
| City of Mineral Wells  | Web-based Geographic Information System<br>Work Flow Management System | 17,450     |
| City of Monahans       | Web-based Geographic Information System                                | 7,638      |
| City of Snyder         | Web-based Geographic Information System                                | 7,638      |
| City of Springtown     | Web-based Geographic Information System                                | 3,223      |
| Town of Argyle         | Web-based Geographic Information System                                | 4,006      |
| Town of Buffalo Gap    | Web-based Geographic Information System                                | 468        |
| <b>WATER DISTRICTS</b> |  |            |
| Brookesmith SUD        | Web-based Geographic Information System                                | 13,765     |
| Brown County WID 1     | Web-based Geographic Information System<br>Work Flow Management System | 36,292     |
| Coleman County SUD     | Web-based Geographic Information System                                | 5,000      |
| Fort Belknap WSC       | Web-based Geographic Information System                                | 5,235      |
| Potosi WSC             | Web-based Geographic Information System                                | 7,011      |
| Reeves County          | Web-based Geographic Information System                                | 15,281     |
| Richland SUD           | Web-based Geographic Information System                                | 2,000      |
| Steamboat Mountain WSC | Web-based Geographic Information System                                | 7,724      |



INTEGRITY  
EXCELLENCE  
TRUST

## Section 5: Additional Information



3465 Curry Lane  
Abilene, TX 79606  
325.695.1070

908 S. Main Street, Suite 100  
Boerne, TX 78006  
325.695.1070

4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375

1925 Fort Worth Highway  
Weatherford, TX 76086  
817.594.9880



## Client References

| Client                                   | Contact  | Phone/Email                                 |
|--|--|---|
| City of Big Spring                       | Mr. John Medina<br>Assistant City Manager      | 432-264-2345                                |
| City of Cross Plains                     | Ms. Debbie Gosnell<br>City Administrator       | 254-725-6114<br>deb@crossplains.org         |
| City of Early                            | Mr. Tony Aaron<br>City Administrator           | 325-643-5451<br>taaron@earlytx.net          |
| City of Coleman                          | Ms. Diana Lopez<br>City Manager                | 325-625-5114                                |
| City of San Saba                         | Mr. Scott Edmonson<br>City Manager             | 325-372-5144                                |
| City of Goldthwaite                      | Mr. Rob Lindsey<br>City Manager                | 325-648-3186                                |
| City of Willow Park                      | Mr. Bryan Grimes<br>City Manager               | 806-773-6116                                |
| City of Snyder                           | Mr. Merle Taylor<br>City Manager               | 325-573-4957<br>mtaylor@ci.snyder.tx.us     |
| Brookesmith SUD                          | Steve Adams<br>Manager                         | 325-646-5731                                |
| Ft. Griffin SUD                          | Mark Gardenhire<br>Manager                     | 325-762-2575                                |
| SUN WSC                                  | Finley Barnett<br>Manager                      | 325-668-8082                                |
| Potosi WSC                               | Jennifer Potts<br>Manager                      | 325-529-3269                                |
| Steamboat Mountain WSC                   | Billy Lodermeier<br>Manager                    | 325-554-7454                                |
| Coleman County SUD                       | Travis Rhoads<br>Manager                       | 325-647-2222                                |
| Cross Plains Independent School District | Mr. Dade Cosby<br>Superintendent               | 254-725-6121<br>dcosby@cplains.esc14.net    |
| Hardin Simmons University                | Mr. Andrew Briscoe<br>Construction Manager     | 325-670-1692<br>andrew.briscoe@hsutx.edu    |
| Abilene Independent School District      | Mr. Scott McLean<br>Asst. Supt. for Operations | 325-677-1444<br>scott.mclean@abileneisd.org |
| Abilene Youth Sports Authority           | Mr. Brandon Osborne<br>Executive Director      | 325-692-2972                                |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **Item 11.**  
12/02/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |  |  |
|---|--|--|--|
| <b>PRODUCER</b><br>CBS Insurance<br>3005 South Treadaway Blvd<br>Abilene TX 79602                           |  | <b>CONTACT NAME:</b> Morgan Anderson, CISR<br><b>PHONE (A/C, No, Ext):</b> (325) 695-0222<br><b>E-MAIL ADDRESS:</b> manderson@cbsins.com<br><b>FAX (A/C, No):</b> (325) 695-0228   |  |
| <b>INSURED</b><br>Jacob & Martin, LLC<br>Jacob & Martin Leasing, LLC<br>3465 Curry Lane<br>Abilene TX 79606 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Acuity Insurance<br><b>INSURER B:</b> Texas Mutual Insurance Company<br><b>INSURER C:</b> QBE Insurance Corporation<br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|   |  | <b>NAIC #</b><br>14184<br>22945  |  |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD                                    | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|--|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:                             |  |          | ZH3603        | 12/01/2022              | 12/01/2023              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000 |
|          | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY |  |          | ZH3603        | 12/01/2022              | 12/01/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b><br><input checked="" type="checkbox"/> EXCESS LIAB<br>DED RETENTION \$  |  |          | 0001185875    | 12/01/2022              | 12/01/2023              | EACH OCCURRENCE \$<br>AGGREGATE \$  |
|          | <input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input checked="" type="checkbox"/> Y | N/A      | 0001185875    | 12/01/2022              | 12/01/2023              | <input checked="" type="checkbox"/> PER STATUTE<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
| C        | Professional Liability   |  |          | ANE62592-03   | 08/08/2022              | 08/08/2023              | Per Claim \$2,000,000<br>Aggregate \$2,000,000  |

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The general liability, business auto and umbrellas policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. General Liability, Auto Liability and Workers Compensation policies include a blanket automatic waiver of subrogation endorsement that provides waiver of subrogation status to the cert holder only when there is a written contract between the named insured and the certificate holder that requires such status.

## CERTIFICATE HOLDER

## CANCELLATION

FOR INFORMATION ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Maria L. Bueh*



Entity Information Search Results 1 Total Results

Filter by:

|               |        |
|---------------|--------|
| Keyword (ALL) | Status |
| CTY8LEQ1XA15  | active |

JACOB & MARTIN LTD ● Active Registration

Unique Entity ID: CTY8LEQ1XA15  
CAGE/NCAGE: 5TYQ2

Physical Address:  
3465 CURRY LN  
ABILENE , TX  
79606 USA

Expiration Date:  
Jun 13, 2023  
  
Purpose of Registration:  
All Awards

Entity



# Current Certification of TxCDBG Project Implementation Training

**JACOB** | **MARTIN** holds a current, valid Certification by Katy Stryker, Project Coordinator

**From:** Audrey Bartee <[Audrey.Bartee@TexasAgriculture.gov](mailto:Audrey.Bartee@TexasAgriculture.gov)>

**Sent:** Monday, November 14, 2022 2:05 PM

**To:** Katy Stryker <[kstryker@jacobmartin.com](mailto:kstryker@jacobmartin.com)>

**Subject:** 2022 TxCDBG Certified Administrator Test

Dear Katy Stryker,

This email is to certify that you have **passed** the TxCDBG Certified Administrator Test. You are now certified for the 2022 year and will remain so for one year or until a new certification process is made available by TDA, whichever is longer.

Please retain a copy of this email as evidence of your certification. NOTE: This email replaces the "certificates" sent in previous years.



**TEXAS DEPARTMENT OF AGRICULTURE**  
**COMMISSIONER SID MILLER**

## Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, JACOB | MARTIN, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



\_\_\_\_\_  
Signature of Contractor's Authorized Official

Kirt Harle, P.E. - Principal Engineer and Vice President  
Printed Name and Title of Contractor's Authorized Official

03/06/2023  
Date

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

N/A

**2** ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

N/A

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes


☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

N/A

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

  
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

03/06/2023

\_\_\_\_\_  
Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Breckenridge TxCDBG Contract No. 2023/2024 CD Program  
 Name of Respondent E.H.I. Date of Rating 3 10 2023  
 Evaluator's Name(s) Cynthia Nertling

**Experience** – Rate the respondent for experience in the following areas:

Comments

| Factor   | Max.Pts.  | Score            |  |
|--|-----------|------------------|--|
| 1. Has previously designed <u>15</u> type of projects  | 20        | <u>19</u>        |  |
| 2. Has worked on federally funded construction projects  | 10        | <u>10</u>        |  |
| 3. Has worked on projects that were located in this general region.  | 10        | <u>10</u>        |  |
| Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b) |           |                  |  |
| 4. Extent of experience in project construction management   | 18        | <u>18</u>        |  |
| 5. Current Certification of TxCDBG Project Implementation Training   | 2         | <u>2</u>         |  |
| <b>Subtotal, Experience</b>  | <b>60</b> | <b><u>59</u></b> |  |

### Work Performance

| Factor   | Max.Pts.  | Score            |  |
|--|-----------|------------------|--|
| 1. Past projects completed on schedule           | 10        | <u>9</u>         |  |
| 2. Manages projects within budgetary constraints | 5         | <u>4</u>         |  |
| 3. Work product is of high quality               | 10        | <u>9</u>         |  |
| <b>Subtotal, Performance</b>                     | <b>25</b> | <b><u>22</u></b> |  |

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

| Factor  | Max.Pts.  | Score            |  |
|---|-----------|------------------|--|
| 1. Staff Level / Experience of Staff            | 5         | <u>5</u>         |  |
| 2. Adequacy of Resources                        | 5         | <u>5</u>         |  |
| 3. Professional liability insurance is in force | 5         | <u>5</u>         |  |
| <b>Subtotal, Capacity to Perform</b>            | <b>15</b> | <b><u>15</u></b> |  |

### TOTAL SCORE

| Factor                                       | Max.Pts.   | Score            |  |
|--|------------|------------------|--|
| <input type="checkbox"/> Experience          | 60         | <u>59</u>        |  |
| <input type="checkbox"/> Work Performance    | 25         | <u>22</u>        |  |
| <input type="checkbox"/> Capacity to Perform | 15         | <u>15</u>        |  |
| <b>Total Score</b>                           | <b>100</b> | <b><u>96</u></b> |  |

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Breckenridge  
 Name of Respondent Jacob Martin  
 Evaluator's Name(s) Cynthia Norfwo

TxCDBG Contract No. 2023/2024 CD Program  
 Date of Rating 3.6.2023

**Experience** -- Rate the respondent for experience in the following areas:

Comments

| Factor   | Max.Pts.  | Score     |
|--|-----------|-----------|
| 1. Has previously designed <u>15</u> type of projects  | 20        | <u>18</u> |
| 2. Has worked on federally funded construction projects  | 10        | <u>10</u> |
| 3. Has worked on projects that were located in this general region.  | 10        | <u>9</u>  |
| Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b) |           |           |
| 4. Extent of experience in project construction management   | 18        | <u>18</u> |
| 5. Current Certification of TxCDBG Project Implementation Training   | 2         | <u>2</u>  |
| <b>Subtotal, Experience</b>  | <u>60</u> | <u>57</u> |

### Work Performance

| Factor   | Max.Pts.  | Score     |
|--|-----------|-----------|
| 1. Past projects completed on schedule           | 10        | <u>8</u>  |
| 2. Manages projects within budgetary constraints | 5         | <u>4</u>  |
| 3. Work product is of high quality               | 10        | <u>8</u>  |
| <b>Subtotal, Performance</b>                     | <u>25</u> | <u>20</u> |

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

| Factor  | Max.Pts.  | Score     |
|---|-----------|-----------|
| 1. Staff Level / Experience of Staff            | 5         | <u>4</u>  |
| 2. Adequacy of Resources                        | 5         | <u>5</u>  |
| 3. Professional liability insurance is in force | 5         | <u>5</u>  |
| <b>Subtotal, Capacity to Perform</b>            | <u>15</u> | <u>14</u> |

### TOTAL SCORE

| Factor                                       | Max.Pts.   | Score     |
|--|------------|-----------|
| <input type="checkbox"/> Experience          | 60         | <u>57</u> |
| <input type="checkbox"/> Work Performance    | 25         | <u>20</u> |
| <input type="checkbox"/> Capacity to Perform | 15         | <u>14</u> |
| <b>Total Score</b>                           | <u>100</u> | <u>91</u> |

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Breckenridge  
 Name of Respondent EHT  
 Evaluator's Name(s) Jessica Sutter

TxCDBG Contract No. 2023/2024 CD Program  
 Date of Rating 3/6/2023

**Experience** -- Rate the respondent for experience in the following areas:

Comments

| Factor   | Max.Pts.  | Score                  |
|--|-----------|------------------------|
| 1. Has previously designed <u>Street</u> type of projects  | 20        | <u>19</u>              |
| 2. Has worked on federally funded construction projects  | 10        | <u>10</u>              |
| 3. Has worked on projects that were located in this general region.  | 10        |                        |
| Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b) |           |                        |
| 4. Extent of experience in project construction management   | 18        | <u>10</u><br><u>18</u> |
| 5. Current Certification of TxCDBG Project Implementation Training   | 2         | <u>2</u>               |
| <b>Subtotal, Experience</b>  | <u>60</u> | <u>59</u>              |

### Work Performance

| Factor   | Max.Pts.  | Score     |
|--|-----------|-----------|
| 1. Past projects completed on schedule           | 10        | <u>9</u>  |
| 2. Manages projects within budgetary constraints | 5         | <u>4</u>  |
| 3. Work product is of high quality               | 10        | <u>10</u> |
| <b>Subtotal, Performance</b>                     | <u>25</u> | <u>23</u> |

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

| Factor  | Max.Pts.  | Score     |
|---|-----------|-----------|
| 1. Staff Level / Experience of Staff            | 5         | <u>5</u>  |
| 2. Adequacy of Resources                        | 5         | <u>5</u>  |
| 3. Professional liability insurance is in force | 5         | <u>5</u>  |
| <b>Subtotal, Capacity to Perform</b>            | <u>15</u> | <u>15</u> |

### TOTAL SCORE

| Factor                                       | Max.Pts.   | Score     |
|--|------------|-----------|
| <input type="checkbox"/> Experience          | 60         | <u>59</u> |
| <input type="checkbox"/> Work Performance    | 25         | <u>23</u> |
| <input type="checkbox"/> Capacity to Perform | 15         | <u>15</u> |
| <b>Total Score</b>                           | <u>100</u> | <u>97</u> |

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of BreckenridgeTxCDBG Contract No. 2023/2024 CD ProgramName of Respondent Jacob MartinDate of Rating 3/6/2023Evaluator's Name(s) Jessica Sutter**Experience** — Rate the respondent for experience in the following areas:Comments

| <u>Factor</u>  | <u>Max.Pts.</u> | <u>Score</u> |
|--|-----------------|--------------|
| 1. Has previously designed <u>Street</u> type of projects  | 20              | <u>18</u>    |
| 2. Has worked on federally funded construction projects  | 10              | <u>9</u>     |
| 3. Has worked on projects that were located in this general region.  | 10              |              |
| Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b) |                 |              |
| 4. Extent of experience in project construction management   | 18              | <u>18</u>    |
| 5. Current Certification of TxCDBG Project Implementation Training   | 2               | <u>2</u>     |
| <b>Subtotal, Experience</b>  | <u>60</u>       | <u>57</u>    |

**Work Performance**

| <u>Factor</u>                                    | <u>Max.Pts.</u> | <u>Score</u> |
|--|-----------------|--------------|
| 1. Past projects completed on schedule           | 10              | <u>9</u>     |
| 2. Manages projects within budgetary constraints | 5               | <u>5</u>     |
| 3. Work product is of high quality               | 10              | <u>9</u>     |
| <b>Subtotal, Performance</b>                     | <u>25</u>       | <u>23</u>    |

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

| <u>Factor</u>                                   | <u>Max.Pts.</u> | <u>Score</u> |
|---|-----------------|--------------|
| 1. Staff Level / Experience of Staff            | 5               | <u>5</u>     |
| 2. Adequacy of Resources                        | 5               | <u>5</u>     |
| 3. Professional liability insurance is in force | 5               | <u>5</u>     |
| <b>Subtotal, Capacity to Perform</b>            | <u>15</u>       | <u>15</u>    |

**TOTAL SCORE**

| <u>Factor</u>                                | <u>Max.Pts.</u> | <u>Score</u> |
|--|-----------------|--------------|
| <input type="checkbox"/> Experience          | 60              | <u>57</u>    |
| <input type="checkbox"/> Work Performance    | 25              | <u>23</u>    |
| <input type="checkbox"/> Capacity to Perform | 15              | <u>15</u>    |
| <b>Total Score</b>                           | <u>100</u>      | <u>95</u>    |

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Breckenridge  
 Name of Respondent EHT  
 Evaluator's Name(s) Bob Sims

TxCDBG Contract No. 2023/2024 CD Program

Date of Rating 3/6/2023

**Experience** – Rate the respondent for experience in the following areas:

Comments

| <u>Factor</u>  | <u>Max.Pts.</u> | <u>Score</u> |  |
|--|-----------------|--------------|--|
| 1. Has previously designed <u>Street</u> type of projects  | 20              | <u>19</u>    |  |
| 2. Has worked on federally funded construction projects  | 10              | <u>10</u>    |  |
| 3. Has worked on projects that were located in this general region.  | 10              |              |  |
| Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b) |                 |              |  |
| 4. Extent of experience in project construction management   | 18              | <u>10</u>    |  |
| 5. Current Certification of TxCDBG Project Implementation Training   | 2               | <u>2</u>     |  |
| <b>Subtotal, Experience</b>  | <u>60</u>       | <u>59</u>    |  |

### Work Performance

| <u>Factor</u>                                    | <u>Max.Pts.</u> | <u>Score</u> |  |
|--|-----------------|--------------|--|
| 1. Past projects completed on schedule           | 10              | <u>10</u>    |  |
| 2. Manages projects within budgetary constraints | 5               | <u>4</u>     |  |
| 3. Work product is of high quality               | 10              | <u>10</u>    |  |
| <b>Subtotal, Performance</b>                     | <u>25</u>       | <u>24</u>    |  |

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

| <u>Factor</u>                                   | <u>Max.Pts.</u> | <u>Score</u> |  |
|---|-----------------|--------------|--|
| 1. Staff Level / Experience of Staff            | 5               | <u>5</u>     |  |
| 2. Adequacy of Resources                        | 5               | <u>5</u>     |  |
| 3. Professional liability insurance is in force | 5               | <u>5</u>     |  |
| <b>Subtotal, Capacity to Perform</b>            | <u>15</u>       | <u>15</u>    |  |

### **TOTAL SCORE**

| <u>Factor</u>                                | <u>Max.Pts.</u> | <u>Score</u> |  |
|--|-----------------|--------------|--|
| <input type="checkbox"/> Experience          | 60              | <u>59</u>    |  |
| <input type="checkbox"/> Work Performance    | 25              | <u>24</u>    |  |
| <input type="checkbox"/> Capacity to Perform | 15              | <u>15</u>    |  |
| <b>Total Score</b>                           | <u>100</u>      | <u>98</u>    |  |

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Breckenridge  
 Name of Respondent Jacob Martin  
 Evaluator's Name(s) Bob Sims

TxCDBG Contract No. 2023/2024 CD Program  
 Date of Rating 3/6/2023

**Experience** -- Rate the respondent for experience in the following areas:

Comments

| Factor   | Max.Pts.  | Score                 |
|--|-----------|-----------------------|
| 1. Has previously designed <u>Street</u> type of projects  | 20        | <u>18</u>             |
| 2. Has worked on federally funded construction projects  | 10        | <u>10</u>             |
| 3. Has worked on projects that were located in this general region.  | 10        |                       |
| Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b) |           |                       |
| 4. Extent of experience in project construction management   | 18        | <u>9</u><br><u>18</u> |
| 5. Current Certification of TxCDBG Project Implementation Training   | 2         | <u>2</u>              |
| <b>Subtotal, Experience</b>  | <u>60</u> | <u>57</u>             |

### Work Performance

| Factor   | Max.Pts.  | Score     |
|--|-----------|-----------|
| 1. Past projects completed on schedule           | 10        | <u>8</u>  |
| 2. Manages projects within budgetary constraints | 5         | <u>4</u>  |
| 3. Work product is of high quality               | 10        | <u>9</u>  |
| <b>Subtotal, Performance</b>                     | <u>25</u> | <u>21</u> |

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

### Capacity to Perform

| Factor  | Max.Pts.  | Score     |
|---|-----------|-----------|
| 1. Staff Level / Experience of Staff            | 5         | <u>5</u>  |
| 2. Adequacy of Resources                        | 5         | <u>5</u>  |
| 3. Professional liability insurance is in force | 5         | <u>5</u>  |
| <b>Subtotal, Capacity to Perform</b>            | <u>15</u> | <u>15</u> |

### TOTAL SCORE

| Factor                                       | Max.Pts.   | Score     |
|--|------------|-----------|
| <input type="checkbox"/> Experience          | 60         | <u>57</u> |
| <input type="checkbox"/> Work Performance    | 25         | <u>21</u> |
| <input type="checkbox"/> Capacity to Perform | 15         | <u>15</u> |
| <b>Total Score</b>                           | <u>100</u> | <u>93</u> |



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding award of General Street Maintenance contract

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

In an effort to make headway on critically needed street improvements, in part due to understaffing in our Street Department, our Engineers developed and advertised an RFP for General Street maintenance. This will allow us to utilize the contractor to perform various projects to include base failure repairs, level ups, overlays, etc. Currently,  $\frac{1}{4}$  of \$.01 cent collected in sales tax is dedicated to street improvements which has been yielding approximately \$200K - \$250K annually.

We received three proposals. See attached proposals submitted, proposal summary and recommendation for award.

### **FINANCIAL IMPACT:**

NA

### **STAFF RECOMMENDATION:**

Based on lowest and best bid, we are recommending award to Raydon, Inc.



March 1, 2023

City of Breckenridge  
105 N. Rose Ave  
Breckenridge, Texas 76424  
Attn: Mr. Bob Sims, Mayor

**Re: Recommendation of Award  
20203 Paving Maintenance RFP**

Dear Mayor Sims:

Proposals for the referenced project were opened on February 23, 2023. A total of three (3) bids were received and the proposal tabulation is attached for reference. Based upon evaluation of the submitted proposals, the lowest priced proposal was submitted by Raydon Inc., from Breckenridge, Texas.

The responsiveness of the bidder has been evaluated for conformity with all material conditions of the Advertisement for Proposals and the Request for Proposals. Additionally, the low proposer has successfully completed past projects for the City.

Based upon the evaluation findings, it is recommended that the construction contract for the City of Breckenridge 2023 Paving Improvements Project be awarded to Raydon Inc., as the lowest, qualified proposer.

The proposal format is structured similar to an "on-call" format where the City has the flexibility to pick and choose the improvements desired during the 2023 paving season. The unit prices are provided in the attached proposal tabulation sheet.

Sincerely,

**Enprotec / Hibbs & Todd**

Sage Diller, P.E.

SD/jd

Encl: Proposal Tabulation

c: Cynthia Northrop, City Manager  
Project File 5580-33

P:\Projects\Breckenridge, City of\5580-33 Pavement Evaluation\5. Bidding Phase\Bidder Evaluation\030123 Letter of Recommendation.docx

CITY OF BRECKENRIDGE  
REQUEST FOR PROPOSALS FOR 2023 STREET MAINTENANCE  
BID PROPOSALS- FEBRUARY 23, 2023

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE  | PRICE PER | RAYDON INC.    |               |               |               | PLATINUM PAVING |               | BLACKSMITH |               |
|---------|--------------------|---|-----------|----------------|---------------|---------------|---------------|-----------------|---------------|------------|---------------|
|         |                    |   |           | SMALL <1000 SY |               | LARGE >1000SY |               | UNIT PRICE      | TOTAL PRICE   | UNIT PRICE | TOTAL PRICE   |
|         |                    |   |           | UNIT PRICE     | TOTAL PRICE   | UNIT PRICE    | TOTAL PRICE   |                 |               |            |               |
| 1       | 10,000 SY          | Furnish and install Chip Seal, including all labor, equipment and materials to complete chip seal utilizing Asphalt (AC-20-5TR, or approved equal) and Aggregate (PB Grade 4). Typical application rate of 0.35-0.45 gal/sy asphalt and 110 SY/CY aggregate. Actual rates will depend upon pavement conditions. No adjustment to unit price will be considered. | SY        | \$ 10.50       | \$ 105,000.00 | \$ 8.93       | \$ 89,300.00  | \$ 10.00        | \$ 100,000.00 | \$ 10.00   | \$ 100,000.00 |
| 2       | 2,000 SY           | Furnish and install Asphalt Pavement Level-Up (Pre-Lay), includes all labor, equipment and materials to complete asphalt level up (pre-lay) utilizing Type D Hot Mix and Tack Oil, cleaning of existing pavement surface, and compaction  | SY        | \$ 18.30       | \$ 36,600.00  | \$ 16.71      | \$ 33,420.00  | \$ 29.10        | \$ 58,200.00  | \$ 20.00   | \$ 40,000.00  |
| 3       | 10,000 SY          | Furnish and install Hot Mix Paving/Overlay (2" Type D), includes all labor, equipment and materials to complete 2" Type D hot mix overlay including cleaning of existing surface, tack oil, compaction and clean up   | SY        | \$ 24.56       | \$ 245,600.00 | \$ 20.48      | \$ 204,800.00 | \$ 21.06        | \$ 210,600.00 | \$ 27.00   | \$ 270,000.00 |
| 4       | 2,000 SY           | Removal of Existing Asphalt (1"-3"), includes all labor, equipment and materials to complete asphalt pavement removal including saw cutting (where appropriate), loading, hauling and disposal of removed material  | SY        | \$ 6.65        | \$ 13,300.00  | \$ 5.96       | \$ 11,920.00  | \$ 13.85        | \$ 27,700.00  | \$ 9.00    | \$ 18,000.00  |
| 5       | 5,000 SY           | Furnish and install Roadway Base Repair (6"), includes all labor, equipment and materials to complete asphalt pavement repair including 6" scarification, moisture conditioning, and compaction   | SY        | \$ 15.20       | \$ 76,000.00  | \$ 19.70      | \$ 98,500.00  | \$ 21.35        | \$ 106,750.00 | \$ 20.00   | \$ 100,000.00 |
| 6       | 2,000 LF           | Furnish and install Curb and Gutter Replacement, includes all labor, equipment and materials to complete removal and installation of new curb and gutter to include reinforcement and 6" curb (match existing),   | LF        | \$ 27.00       | \$ 54,000.00  | \$ 30.00      | \$ 60,000.00  | \$ 68.53        | \$ 137,060.00 | \$ 50.00   | \$ 100,000.00 |
| 7       | 2,000 LF           | Furnish and install Ditch Grading, includes all labor, equipment and materials to regrade ditches along existing roadways to include removal and disposal of removed material   | LF        | \$ 23.25       | \$ 46,500.00  | \$ 23.25      | \$ 46,500.00  | \$ 18.51        | \$ 37,020.00  | \$ 300.00  | \$ 6,000.00   |
| 8       | 3,000 SY           | Furnish and install Cement Stabilization of Existing Roadway Base Materials (6"), includes all labor, equipment and materials to complete 6" cement stabilization of existing roadway base material to include 4%-8% cement, mixing, moisture conditioning, blading, compaction and miscellaneous work  | SY        | \$ 10.23       | \$ 30,690.00  | \$ 11.00      | \$ 33,000.00  | \$ 20.29        | \$ 60,870.00  | \$ 18.00   | \$ 54,000.00  |

*layton*

SMALL AREAS LESS THAN 1,000 SY

**CITY OF BRECKENRIDGE  
REQUEST FOR PROPOSALS FOR 2023 STREET MAINTENANCE  
BID PROPOSAL SHEET**

This Bid Proposal Sheet shall be completed in full. All blank spaces for proposal items shall be filled in, in ink or typewritten, and the Sheet shall be fully completed and executed when submitted.

As part of its Proposal document, the Respondent may offer alternate proposal items or terms that in its assessment may serve to benefit the Owner and facilitate the completion of the project as desired by the Owner. Such items are subject to the Owner's acceptance.

**BID PROPOSAL  
FOR LABOR, MATERIAL, EQUIPMENT, AND INCIDENTALS:**

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)   | UNIT PRICE   | TOTAL PRICE   |
|---------|--------------------|--|--------------|---------------|
| 1       | 10,000 SY          | Furnish and install Chip Seal, including all labor, equipment and materials to complete chip seal utilizing Asphalt (AC-20-5TR, or approved equal) and Aggregate (PB Grade 4). Typical application rate of 0.35-0.45 gal/sy asphalt and 110 SY/CY aggregate. Actual rates will depend upon pavement conditions. No adjustment to unit price will be considered.<br><br>TEN _____ Dollars and<br>FIFTY _____ Cents per square yard. | \$ 10.50 /SY | \$ 105,000.00 |
| 2       | 2,000 SY           | Furnish and install Asphalt Pavement Level-Up (Pre-Lay), includes all labor, equipment and materials to complete asphalt level up (pre-lay) utilizing Type D Hot Mix and Tack Oil, cleaning of existing pavement surface, and compaction, for _____<br>EIGHTEEN _____ Dollars and<br>THIRTY _____ Cents per square yard.   | \$ 18.30 /SY | \$ 36,600.00  |
| 3       | 10,000 SY          | Furnish and install Hot Mix Paving/Overlay (2" Type D), includes all labor, equipment and materials to complete 2" Type D hot mix overlay including cleaning of existing surface, tack oil, compaction and clean up, for _____<br><br>TWENTY FOUR _____ Dollars and<br>FIFTY SIX _____ Cents per square yard.  | \$ 24.56 /SY | \$ 245,600.00 |
| 4       | 2,000 SY           | Removal of Existing Asphalt (1"-3"), includes all labor, equipment and materials to complete asphalt pavement removal including saw cutting (where appropriate), loading, hauling and disposal of removed material, for _____<br><br>SIX _____ Dollars and<br>SIXTY FIVE _____ Cents per square yard.  | \$ 6.65 /SY  | \$ 13,300.00  |

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)  | UNIT PRICE   | TOTAL PRICE  |
|---------|--------------------|---|--------------|--------------|
| 5       | 5,000 SY           | Furnish and install Roadway Base Repair (6"), includes all labor, equipment and materials to complete asphalt pavement repair including 6" scarification, moisture conditioning, and compaction, for _____<br>FIFTEEN _____ Dollars and<br>TWENTY _____ Cents per square yard.  | \$ 15.20 /SY | \$ 76,000.00 |
| 6       | 2,000 LF           | Furnish and install Curb and Gutter Replacement, includes all labor, equipment and materials to complete removal and installation of new curb and gutter to include reinforcement and 6" curb (match existing), for _____<br>TWENTY _____ Dollars and<br>SEVEN _____ Cents per linear foot.   | \$ 27.00 /LF | \$ 54,000.00 |
| 7       | 2,000 LF           | Furnish and install Ditch Grading, includes all labor, equipment and materials to regrade ditches along existing roadways to include removal and disposal of removed material, for _____<br>TWENTY THREE _____ Dollars and<br>TWENTY FIVE _____ Cents per linear foot.  | \$ 23.25 /LF | \$ 46,500.00 |
| 8       | 3,000 SY           | Furnish and install Cement Stabilization of Existing Roadway Base Materials (6"), includes all labor, equipment and materials to complete 6" cement stabilization of existing roadway base material to include 4%-8% cement, mixing, moisture conditioning, blading, compaction and miscellaneous work, for _____<br>TEN _____ Dollars and<br>TWENTY THREE _____ Cents per square yard. | \$ 10.23 /SY | \$ 30,690.00 |

Respectfully Submitted (Proposer), RAYDON, INC.

By: 

In submitting this Proposal, Proposer represents, as set forth in the Agreement, that:

- A. Proposer has examined and carefully studied the Documents, the other related data identified in the Documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.

Addendum Date

FULL DEPTH PATCHES LESS THAN 55 SY - \$65.25/SY  
OR A \$1,200.00 MINIMUM

- B. Proposer certifies Proposer is qualified to do business in the state where the Project is located as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

LARGE AREAS GREATER THAN 1,000 SY

**CITY OF BRECKENRIDGE  
REQUEST FOR PROPOSALS FOR 2023 STREET MAINTENANCE  
BID PROPOSAL SHEET**

This Bid Proposal Sheet shall be completed in full. All blank spaces for proposal items shall be filled in, in ink or typewritten, and the Sheet shall be fully completed and executed when submitted.

As part of its Proposal document, the Respondent may offer alternate proposal items or terms that in its assessment may serve to benefit the Owner and facilitate the completion of the project as desired by the Owner. Such items are subject to the Owner's acceptance.

**BID PROPOSAL  
FOR LABOR, MATERIAL, EQUIPMENT, AND INCIDENTALS:**

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)  | UNIT PRICE   | TOTAL PRICE   |
|---------|--------------------|---|--------------|---------------|
| 1       | 10,000 SY          | Furnish and install Chip Seal, including all labor, equipment and materials to complete chip seal utilizing Asphalt (AC-20-5TR, or approved equal) and Aggregate (PB Grade 4). Typical application rate of 0.35-0.45 gal/sy asphalt and 110 SY/CY aggregate. Actual rates will depend upon pavement conditions. No adjustment to unit price will be considered.<br><br>EIGHT _____ Dollars and<br>NINETY THREE _____ Cents per square yard. | \$ 8.93 /SY  | \$ 89,300.00  |
| 2       | 2,000 SY           | Furnish and install Asphalt Pavement Level-Up (Pre-Lay), includes all labor, equipment and materials to complete asphalt level up (pre-lay) utilizing Type D Hot Mix and Tack Oil, cleaning of existing pavement surface, and compaction, for _____<br>SIXTEEN _____ Dollars and<br>SEVENTY ONE _____ Cents per square yard.  | \$ 16.71 /SY | \$ 33,420.00  |
| 3       | 10,000 SY          | Furnish and install Hot Mix Paving/Overlay (2" Type D), includes all labor, equipment and materials to complete 2" Type D hot mix overlay including cleaning of existing surface, tack oil, compaction and clean up, for _____<br><br>TWENTY _____ Dollars and<br>FORTY EIGHT _____ Cents per square yard.  | \$ 20.48 /SY | \$ 204,800.00 |
| 4       | 2,000 SY           | Removal of Existing Asphalt (1"-3"), includes all labor, equipment and materials to complete asphalt pavement removal including saw cutting (where appropriate), loading, hauling and disposal of removed material, for _____<br><br>Five _____ Dollars and<br>NINETY SIX _____ Cents per square yard.  | \$ 5.96 /SY  | \$ 11,920.00  |

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)   | UNIT PRICE   | TOTAL PRICE  |
|---------|--------------------|--|--------------|--------------|
| 5       | 5,000 SY           | Furnish and install Roadway Base Repair (6"), includes all labor, equipment and materials to complete asphalt pavement repair including 6" scarification, moisture conditioning, and compaction, for _____<br>NINETEEN _____ Dollars and<br>SEVENTY _____ Cents per square yard.   | \$ 19.70 /SY | \$ 98,500.00 |
| 6       | 2,000 LF           | Furnish and install Curb and Gutter Replacement, includes all labor, equipment and materials to complete removal and installation of new curb and gutter to include reinforcement and 6" curb (match existing), for _____<br>THIRTY _____ Dollars and<br>ZERO _____ Cents per linear foot.   | \$ 30.00 /LF | \$ 60,000.00 |
| 7       | 2,000 LF           | Furnish and install Ditch Grading, includes all labor, equipment and materials to regrade ditches along existing roadways to include removal and disposal of removed material, for _____<br>TWENTY THREE _____ Dollars and<br>TWENTY FIVE _____ Cents per linear foot.   | \$ 23.25 /LF | \$ 46,500.00 |
| 8       | 3,000 SY           | Furnish and install Cement Stabilization of Existing Roadway Base Materials (6"), includes all labor, equipment and materials to complete 6" cement stabilization of existing roadway base material to include 4%-8% cement, mixing, moisture conditioning, blading, compaction and miscellaneous work, for _____<br>ELEVEN _____ Dollars and<br>ZERO _____ Cents per square yard. | \$ 11.00 /SY | \$ 33,000.00 |

Respectfully Submitted (Proposer): RAYDON, INC.

By: 

In submitting this Proposal, Proposer represents, as set forth in the Agreement, that:

- A. Proposer has examined and carefully studied the Documents, the other related data identified in the Documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.

Addendum Date

FULL DEPTH PATCHES LESS THAN 55 SY - \$65.25/SY  
OR A \$1,200.00 MINIMUM

- B. Proposer certifies Proposer is qualified to do business in the state where the Project is located as required by laws, rules, and regulations or, if allowed by stature, covenants to obtain such qualification prior to contract award.

**CITY OF BRECKENRIDGE  
REQUEST FOR PROPOSALS FOR 2023 STREET MAINTENANCE  
BID PROPOSAL SHEET**

This Bid Proposal Sheet shall be completed in full. All blank spaces for proposal items shall be filled in, in ink or typewritten, and the Sheet shall be fully completed and executed when submitted.

As part of its Proposal document, the Respondent may offer alternate proposal items or terms that in its assessment may serve to benefit the Owner and facilitate the completion of the project as desired by the Owner. Such items are subject to the Owner's acceptance.

**BID PROPOSAL  
FOR LABOR, MATERIAL, EQUIPMENT, AND INCIDENTALS:**

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)   | UNIT PRICE          | TOTAL PRICE          |
|---------|--------------------|--|---------------------|----------------------|
| 1       | 10,000 SY          | Furnish and install Chip Seal, including all labor, equipment and materials to complete chip seal utilizing Asphalt (AC-20-5TR, or approved equal) and Aggregate (PB Grade 4). Typical application rate of 0.35-0.45 gal/sy asphalt and 110 SY/CY aggregate. Actual rates will depend upon pavement conditions. No adjustment to unit price will be considered.<br><u>Ten</u><br>Dollars and<br>Cents per square yard. | \$ <u>10.00</u> /SY | \$ <u>100,000.00</u> |
| 2       | 2,000 SY           | Furnish and install Asphalt Pavement Level-Up (Pre-Lay), includes all labor, equipment and materials to complete asphalt level up (pre-lay) utilizing Type D Hot Mix and Tack Oil, cleaning of existing pavement surface, and compaction, for <u>Twenty-nine</u><br>Dollars and<br><u>ten</u> Cents per square yard.   | \$ <u>29.10</u> /SY | \$ <u>58,200.00</u>  |
| 3       | 10,000 SY          | Furnish and install Hot Mix Paving/Overlay (2" Type D), includes all labor, equipment and materials to complete 2" Type D hot mix overlay including cleaning of existing surface, tack oil, compaction and clean up, for <u>Twenty-one</u><br>Dollars and<br><u>six</u> Cents per square yard.   | \$ <u>21.06</u> /SY | \$ <u>210,600.00</u> |
| 4       | 2,000 SY           | Removal of Existing Asphalt (1"-3"), includes all labor, equipment and materials to complete asphalt pavement removal including saw cutting (where appropriate), loading, hauling and disposal of removed material, for <u>Thirteen</u><br>Dollars and<br><u>eighty-five</u> Cents per square yard.  | \$ <u>13.85</u> /SY | \$ <u>27,700.00</u>  |

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)  | UNIT PRICE          | TOTAL PRICE          |
|---------|--------------------|---|---------------------|----------------------|
| 5       | 5,000 SY           | Furnish and install Roadway Base Repair (6"), includes all labor, equipment and materials to complete asphalt pavement repair including 6" scarification, moisture conditioning, and compaction, for <u>Twenty-one</u><br>_____ Dollars and<br><u>thirty-five</u> Cents per square yard.  | \$ <u>21.35</u> /SY | \$ <u>106,750.00</u> |
| 6       | 2,000 LF           | Furnish and install Curb and Gutter Replacement, includes all labor, equipment and materials to complete removal and installation of new curb and gutter to include reinforcement and 6" curb (match existing), for <u>Sixty-eight</u><br>_____ Dollars and<br><u>fifty-three</u> Cents per linear foot.  | \$ <u>68.53</u> /LF | \$ <u>137,060.00</u> |
| 7       | 2,000 LF           | Furnish and install Ditch Grading, includes all labor, equipment and materials to regrade ditches along existing roadways to include removal and disposal of removed material, for <u>Eighteen</u><br>_____ Dollars and<br><u>fifty-one</u> Cents per linear foot.  | \$ <u>18.51</u> /LF | \$ <u>37,020.00</u>  |
| 8       | 3,000 SY           | Furnish and install Cement Stabilization of Existing Roadway Base Materials (6"), includes all labor, equipment and materials to complete 6" cement stabilization of existing roadway base material to include 4%-8% cement, mixing, moisture conditioning, blading, compaction and miscellaneous work, for <u>Twenty</u><br>_____ Dollars and<br><u>twenty-nine</u> Cents per square yard. | \$ <u>20.29</u> /SY | \$ <u>60,870.00</u>  |

Respectfully Submitted (Proposer): KCh L CFO PLATINUM PAVING LLC

By: CHAD LINN CFO

In submitting this Proposal, Proposer represents, as set forth in the Agreement, that:

- A. Proposer has examined and carefully studied the Documents, the other related data identified in the Documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.                      Addendum Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Proposer certifies Proposer is qualified to do business in the state where the Project is located as required by laws, rules, and regulations or, if allowed by stature, covenants to obtain such qualification prior to contract award.

- C. The Proposer shall provide values for specific performance parameters for the equipment being proposed. The Proposer understands and agrees that the values stated in this Section for the associated performance parameters will be compared to the performance standards required in the equipment specifications. Proposers understand and agree to guarantee the performance values stated herein for the equipment proposed in accordance with the guidelines specified herein.
- D. Proposer understands and agrees that this Proposal shall form the basis for an agreement with the Owner. Therefore, the Proposer agrees to enter into an agreement to perform and furnish all Work as specified for the amount indicated in this Proposal and in accordance with the other terms and conditions of these RFP Documents.
- E. Proposer accepts all of the terms and conditions of these RFP Documents. This Proposal shall remain subject to acceptance for a period of 90 days after the day of opening.
- F. Proposer has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Documents, and the written resolution thereof by Engineer is acceptable to Proposer.
- G. The RFP Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.

# **AIA** Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)  
Platinum Paving, LLC

817 E. Center Street  
Sheridan, AR 72150

**OWNER:**

(Name, legal status and address)

City of Breckenridge  
105 North Rose Avenue  
Breckenridge, TX 76424

BOND AMOUNT: \*\*\*FIVE PERCENT OF AMOUNT BID\*\*\*

**SURETY:**

(Name, legal status and principal place of business)

Great Midwest Insurance Company  
800 Gessner Road, Suite 600  
Houston, TX 77024

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:**

(Name, location or address, and Project number, if any)  
2023 Street Maintenance Program

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **23rd** day of **February**, **2023**  
Platinum Paving, LLC

*Mallory Nitt*  
(Witness)

(Principal)

*CPD*

(Title)

Great Midwest Insurance Company

(Surety)

(Title)

Thomas O. Chambers, Attorney-in-Fact



*Osra Hernandez*  
(Witness)

Init.

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## POWER OF ATTORNEY

## Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:  
Thomas O. Chambers, Todd Schaap

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1<sup>st</sup> day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.



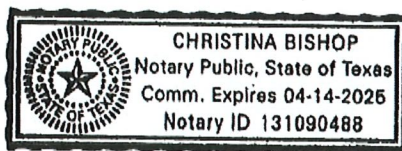
GREAT MIDWEST INSURANCE COMPANY

BY

Mark W. Haushill  
President

## ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY

Christina Bishop  
Notary Public

## CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 23rd Day of February, 2023



BY

Leslie K. Shaunty  
Secretary

**"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.**

STATE OF WISCONSIN )

COUNTY OF **Racine** )

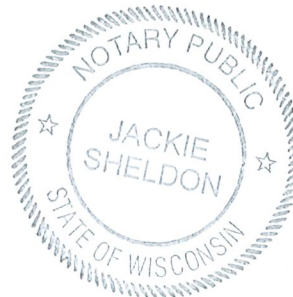
ON THIS 23rd day of February, 2023,  
 before me, a notary public, within and for said County and State, personally appeared \_\_\_\_  
Thomas O. Chambers to me personally known, who being duly sworn,  
 upon oath did say that he is the Attorney-in-Fact of and for the \_\_\_\_\_  
Great Midwest Insurance Company, a corporation  
 of Texas, created, organized and existing under and  
 by virtue of the laws of the State of Texas; that the corporate seal  
 affixed to the foregoing within instrument is the seal of the said Company; that the seal  
 was affixed and the said instrument was executed by authority of its Board of Directors;  
 and the said Thomas O. Chambers did acknowledge that he/she  
 executed the said instrument as the free act and deed of said Company.

Jackie Sheldon

**Jackie Sheldon**

Notary Public, **Racine** County, Wisconsin

My Commission Expires **2/13/2027**



## CITY OF BRECKENRIDGE 2023 STREET MAINTENANCE PROGRAM

The City of Breckenridge (Owner) is accepting proposals for the 2023 Street Maintenance. Proposals for the maintenance of the Project will be received at the **Breckenridge City Hall** located at **105 North Rose Avenue, Breckenridge, Texas 76424**, until **Thursday, February 23, 2023** at **11:00 a.m.** local time, submissions should be given to the City Clerk for recording of date and time stamp. At that time the Proposals received will be **publicly** opened and read aloud.

The RFP may be obtained at City Hall and from Civcast at [www.civcastusa.com](http://www.civcastusa.com). Proposer may examine the RFP at the Engineer's Office, located at 402 Cedar Street, Abilene, Texas 79601 on Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m.

### **SCOPE OF PROJECT:**

The selected Respondent to this Request for Proposals (RFP) shall be responsible for various pavement maintenance activities to include, but not limited to, pothole repair, chip seal, pavement overlay, pavement replacement, mill and fill pavement replacement, curb and gutter replacement, and miscellaneous pavement maintenance activities.

All maintenance activities are in residential and commercial areas.

### **PROPOSAL PROCESS:**

1. A pre-proposal conference will not be held for this RFP.
2. Requests for Proposal (RFP's) shall be submitted to the Engineer, in writing, no later than **11:00 A.M. on Wednesday, February 22, 2023.** The Engineer's contact information is:

Sage Diller, P.E.  
Enprotec/Hibbs & Todd, Inc.  
Sage.diller@e-ht.com  
325-698-5560  
402 Cedar, Abilene, TX 79601

3. Proposals will be opened and read aloud after the closing hour of the due date. Proposal contents and cost tabulations will not be disclosed until the evaluation process is completed.
4. Proposals shall be subject to acceptance for a period of 90 days from the proposal closing date.

### **EVALUATION OF PROPOSALS:**

The City of Breckenridge intends to procure a contractor for a Project with an emphasis on the following goals:

- To provide high-quality surface maintenance for the intended sections of roadway.
- Ensure ease of access of affected residents and properties.
- To use sound construction principles to evaluate innovative approaches and cost saving measures to optimize the available resources.

**If a proposal is selected by City and a Contract awarded, then the submitted unit prices will be valid for maintenance activities between March 1, 2023 and October 31, 2023.**

**PUBLIC INFORMATION:**

The 2023 Street Maintenance Program is a continuation of the Street Maintenance Program that the City of Breckenridge has defined for the annual maintenance of the street network. The City Commission and citizen input have indicated significant desire to increase infrastructure maintenance and improvement as one of the top priorities and desires. To this point the Public Works Department will continue to refine the Street Maintenance Program to provide the best maintenance and repair value possible.

It will be critical for the selected contractor and City staff to communicate intended maintenance activities and repair timelines to the residents. The City feels that informing the effected property owners about project schedule and what to expect during construction helps to streamline the program.

1. The City will select the lowest qualified proposer for the 2023 Street Maintenance Program.
2. It is of utmost importance that the requested information be submitted with your Proposal. The approved contractor must be qualified to work in Stephens County, hold insurance and have bonding capacity for the scope. Failure to submit any of the required information may result in your firm being disqualified from the Selection Process.
3. The City reserves the right to reject all proposals, to waive minor defects or technicalities, or to solicit new proposals for the same project or a modified project that may include portions of the originally proposed project as the City may deem necessary.
4. The City reserves the right to negotiate with selected proposer on pricing and additional related work.
5. The City reserves the right to complete all of the work indicated, a portion of the work indicated, or none of the work indicated.
6. The contract between the City and the selected Contractor shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.
7. The City shall not be liable for any costs associated with design- or construction- related activities on this Project that have occurred prior to the issuance by the City of a Notice to Proceed.
8. Questions during the RFP period should be directed to:

Cynthia Northrop, City Manager  
 City of Breckenridge, Texas  
 105 North Rose Avenue  
 Breckenridge, Texas 76424  
 Phone: (254) 559-8287  
[cnorthrop@breckenridgetx.gov](mailto:cnorthrop@breckenridgetx.gov)

Blacksmith

**CITY OF BRECKENRIDGE  
REQUEST FOR PROPOSALS FOR 2023 STREET MAINTENANCE  
BID PROPOSAL SHEET**

This Bid Proposal Sheet shall be completed in full. All blank spaces for proposal items shall be filled in, in ink or typewritten, and the Sheet shall be fully completed and executed when submitted.

As part of its Proposal document, the Respondent may offer alternate proposal items or terms that in its assessment may serve to benefit the Owner and facilitate the completion of the project as desired by the Owner. Such items are subject to the Owner's acceptance.

**BID PROPOSAL  
FOR LABOR, MATERIAL, EQUIPMENT, AND INCIDENTALS:**

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)   | UNIT PRICE              | TOTAL PRICE              |
|---------|--------------------|--|-------------------------|--------------------------|
| 1       | 10,000 SY          | Furnish and install Chip Seal, including all labor, equipment and materials to complete chip seal utilizing Asphalt (AC-20-5TR, or approved equal) and Aggregate (PB Grade 4). Typical application rate of 0.35-0.45 gal/sy asphalt and 110 SY/CY aggregate. Actual rates will depend upon pavement conditions. No adjustment to unit price will be considered.<br><br>_____ Dollars and<br>_____ Cents per square yard. | \$ 10 <sup>00</sup> /SY | \$ 100,000               |
| 2       | 2,000 SY           | Furnish and install Asphalt Pavement Level-Up (Pre-Lay), includes all labor, equipment and materials to complete asphalt level up (pre-lay) utilizing Type D Hot Mix and Tack Oil, cleaning of existing pavement surface, and compaction, for _____<br><br>_____ Dollars and<br>_____ Cents per square yard.   | \$ 20 <sup>00</sup> /SY | \$ 40,000 <sup>00</sup>  |
| 3       | 10,000 SY          | Furnish and install Hot Mix Paving/Overlay (2" Type D), includes all labor, equipment and materials to complete 2" Type D hot mix overlay including cleaning of existing surface, tack oil, compaction and clean up, for _____<br><br>_____ Dollars and<br>_____ Cents per square yard.  | \$ 27 <sup>00</sup> /SY | \$ 270,000 <sup>00</sup> |
| 4       | 2,000 SY           | Removal of Existing Asphalt (1"-3"), includes all labor, equipment and materials to complete asphalt pavement removal including saw cutting (where appropriate), loading, hauling and disposal of removed material, for _____<br><br>_____ Dollars and<br>_____ Cents per square yard.   | \$ 9 <sup>00</sup> /SY  | \$ 18,000                |

| ITEM NO | ESTIMATED QUANTITY | DESCRIPTION AND UNIT PRICE<br>(Price to be written in words)   | UNIT PRICE              | TOTAL PRICE              |
|---------|--------------------|--|-------------------------|--------------------------|
| 5       | 5,000 SY           | Furnish and install Roadway Base Repair (6"), includes all labor, equipment and materials to complete asphalt pavement repair including 6" scarification, moisture conditioning, and compaction, for _____ Dollars and _____ Cents per square yard.  | \$ 20 <sup>00</sup> /SY | \$ 100,000 <sup>00</sup> |
| 6       | 2,000 LF           | Furnish and install Curb and Gutter Replacement, includes all labor, equipment and materials to complete removal and installation of new curb and gutter to include reinforcement and 6" curb (match existing), for _____ Dollars and _____ Cents per linear foot.   | \$ 50 <sup>00</sup> /LF | \$ 100,000 <sup>00</sup> |
| 7       | 2,000 LF           | Furnish and install Ditch Grading, includes all labor, equipment and materials to regrade ditches along existing roadways to include removal and disposal of removed material, for _____ Dollars and _____ Cents per linear foot.  | \$ 3 <sup>00</sup> /LF  | \$ 6,000 <sup>00</sup>   |
| 8       | 3,000 SY           | Furnish and install Cement Stabilization of Existing Roadway Base Materials (6"), includes all labor, equipment and materials to complete 6" cement stabilization of existing roadway base material to include 4%-8% cement, mixing, moisture conditioning, blading, compaction and miscellaneous work, for _____ Dollars and _____ Cents per square yard. | \$ 18 <sup>00</sup> /SY | \$ 54,000 <sup>00</sup>  |

Respectfully Submitted (Proposer): Blacksmith Ventures, LLC  
 By: John Hayhurst LOD

In submitting this Proposal, Proposer represents, as set forth in the Agreement, that:

- A. Proposer has examined and carefully studied the Documents, the other related data identified in the Documents, and the following Addenda, receipt of all which is hereby acknowledged.

|                     |                      |
|---------------------|----------------------|
| <u>Addendum No.</u> | <u>Addendum Date</u> |
| _____               | _____                |
| _____               | _____                |
| _____               | _____                |

- B. Proposer certifies Proposer is qualified to do business in the state where the Project is located as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

- C. The Proposer shall provide values for specific performance parameters for the equipment being proposed. The Proposer understands and agrees that the values stated in this Section for the associated performance parameters will be compared to the performance standards required in the equipment specifications. Proposers understand and agree to guarantee the performance values stated herein for the equipment proposed in accordance with the guidelines specified herein.
- D. Proposer understands and agrees that this Proposal shall form the basis for an agreement with the Owner. Therefore, the Proposer agrees to enter into an agreement to perform and furnish all Work as specified for the amount indicated in this Proposal and in accordance with the other terms and conditions of these RFP Documents.
- E. Proposer accepts all of the terms and conditions of these RFP Documents. This Proposal shall remain subject to acceptance for a period of 90 days after the day of opening.
- F. Proposer has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Documents, and the written resolution thereof by Engineer is acceptable to Proposer.
- G. The RFP Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.

# BLACKSMITH VENTURES

PO Box 188, Bryson Texas 76427 (940) 550-4385

Mission

2023

Blacksmith Ventures, LLC has an impeccable track record providing the finest customer service and quality of workmanship. Blacksmith consistently finishes jobs on time and on budget while using the latest techniques to provide the best job possible. We at Blacksmith are a family-owned company with small town values that takes pride in our name and the jobs that we complete. Blacksmith is a TX-Dot certified contractor that specializes in state, city, and county highway maintenance/construction services.

Blacksmith is a woman owned business that is constantly striving to help improve our business relations. We treat all of our employees as family. When we started this company, we knew that higher profits would take a backseat so that we could provide our employees a much higher wage than our competitors while also providing health insurance and other benefits that would make working for us an easy decision in an already difficult industry. This benefits you as a customer as well as Blacksmith because our turn-over rate is almost zero so we maintain a higher quality experienced workforce. We hold monthly board meetings where our employees have an equal say in business relations and how we should proceed with upcoming jobs. Blacksmith is all about building relationships with all of our customers so that when we are working for you, we are working with you. Your happiness as a customer will always be our second priority coming in second only because safety will always remain our number one priority for your benefit as well as ours. We encourage you to contact our references with the government entities we provided and ask them what kind of experience they had while doing business with us.

At Blacksmith our combined years of experience will ensure that your job is done to the absolute best that it can be. While working with you our job supervisor and company management will always be available to you for any questions or suggestions you may have. We look forward to working with you and would love to provide you our services on your upcoming improvements.

# BLACKSMITH VENTURES

PO BOX 188  
Bryson, Tx 76427  
(940) 507-1680

Job, Supply  
+ Completed  
Jobs

January 2023

## Supplier References:

### REFERENCES

Jeff Brown 940-464-0000 Cell 817-300-8842  
SSI EMAIL JEFFREY.Brown@ncsssi.com  
8141 Gateway Drive, St#210  
Argyle Tx 76226

Lonestar ross@lonestarhighway.com

PO Box 4170

Wichita Falls, Tx 76308 940-691-1105

Austin Asphalt smcconathy@austin-ind.com

6330 Commerce Drive St#150 217-596-7300

Irving, TX 75063

# BLACKSMITH VENTURES

PO BOX 188  
Bryson, Tx 76427  
(940) 507-1680

January 2023

## Completed/Current Jobs

### Tx DOT

Archer County  
CSJ# 0804-02-013 (Mill and Overlay)  
(\$915,881.00)

Burleson County (In Process)  
CSJ# 1507-02-016 (Culverts, Headwalls, & Mow Strips)  
(\$2,095,512.00)

Throckmorton County (In Process)  
CSJ# 6399-17-001 (Mill and Overlay)  
(\$783,357.20)

Kimble County  
CSJ# 6371-95-001 (Bridge Maintenance)  
(\$549,342.00)

Mason County (Complete)  
CSJ# 0914-26-009 (Bridge Replacement & Asphalt Bridge Ends)  
(\$204,873.00)

Kimble County (Complete)  
CSJ # 6371-95-001 (Bridge Maintenance)  
(\$549,342.00)

Taylor County (Complete)  
CSJ#6391-86-001 (Construct New Replacement)  
(\$290,093.91)

### City/County

Duval County  
021-001 (Mill and Overlay)  
(\$588,085.00)

Duval County (Complete)  
021-002 (Mill and Overlay)  
(\$1,651,929.00)

City of Holliday (Complete)  
(Subgrade Stabilization and HMAC Overlay)  
(\$369,868.00)

Archer County (Complete)  
Chip Seal  
(\$142,625.00)

Archer County (Complete)  
Chip Seal  
(\$142,625.00)

City of Burkburnett (Complete)  
2022 Mill and Inlay  
(\$190,867.10)

Village of Salado (Complete)  
1963-220-02 (Mill and Inlay)  
(\$215,900.00)

# BLACKSMITH VENTURES

PO BOX 188  
Bryson, Tx 76427  
(940) 507-1680

January 2023

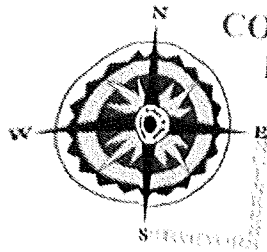
JO References

Contract Administration for Duval County/Planner I  
Nueces River Authority  
Tara Pruski  
(210) 710-0617  
[tppruski@nueces-ra.org](mailto:tppruski@nueces-ra.org)

Anthony P. Boucher, E.I.T.  
Engineering Assistant | Graham Area Office  
Texas Department of Transportation  
Phone: 940-456-4602  
Email: [anthony.boucher@txdot.gov](mailto:anthony.boucher@txdot.gov)

Lisette Howard  
Project Manager, Public Management, Inc.  
281-592-0439 x 36 | 214-223-2848 | [lhoward@publicmgt.com](mailto:lhoward@publicmgt.com)  
5100 Eldorado Pkwy, Ste 102 #323  
McKinney, Texas 75070

Kyler C. Norman, E.I.T.



CORLETT,  
PROBST &  
BOYD, P.L.L.C.

1605 Old Jacksboro Highway  
Wichita Falls, Texas 76792

Telephone (817) 723-1175  
Fax (817) 397-0710

Joshua D. Caffey  
Construction Inspector  
Abilene Area Office  
Office Phone (325) 307-6248  
Cell (325) 307-8944

# BLACKSMITH VENTURES

Item 12.

PO Box 188, Bryson Texas 76427 (940) 550-4385

*Equipment*

| DATE      | VENTURES<br>DATE INTO<br>SERVICE | EQUIPMENT<br>DESCRIPTION               | VIN               |
|-----------|----------------------------------|--|-------------------|
| 6/16/2020 | 2/20/2021                        | BACKHOE LOADER                         | CAT416DTBFP16365  |
| 12/4/2020 | 2/20/2021                        | MOULDIN PAVER                          | S/N MD041652Z     |
| 7/13/2020 | 3/14/2021                        | SKID STEER                             | JAF10482          |
| 9/1/2020  | 5/4/2021                         | ROADTEC MILLING                        | RX500-3X139       |
| 6/3/2020  | 11/20/2020                       | CAT AP 105SD PAVER                     | AP105JFA00322     |
| 6/3/2020  | 11/22/2020                       | CAT CB-634C                            | 3BR267            |
| 6/3/2020  | 11/22/2020                       | CEDARAPIDS                             | 43330             |
| 2/19/2021 | 5/4/2021                         | ASPHALT MILL HEAD                      | AP 600HD          |
| 2/19/2021 | 5/4/2021                         | MISC SIGNS FOR HIGHWAY<br>CONSTRUCTION |                   |
| 7/20/2021 | NOT YET                          | ASPHALT HOPPER                         | WELLER            |
| 7/20/2021 | NOT YET                          | PORTABLE WATER TANK                    | 1K9TC40S96T013642 |
| 7/20/2021 | NOT YET                          | BOMAG STABLIZER                        | 90132             |
| 7/20/2021 | NOT YET                          | LOAD KING 353DFP                       | 49348Y1023554     |
| 7/30/2020 | 11/20/2020                       | ROSCO DIS TRUCK                        | 1FVABTBV32DH31646 |
| 7/30/2020 | 11/20/2020                       | CHIP SPREADER                          | MODEL K K4906     |
| 6/2/2020  | 11/20/2020                       | CASE 1845C                             | JAF0081497        |
| 6/2/2020  | 11/20/2020                       | HYSTER C5-304A                         | A91C2619W         |
| 6/2/2020  | 7/12/2021                        | BARBER GREENE ASPHALT PAVER            | BG 260B950        |
| 6/2/2020  | 5/4/2021                         | WINCH TRACTOR CAT 15                   | 1XKDPBTX99        |
| 7/28/2020 | 11/1/2020                        | BOMAG ROLLER                           | 8.61834E+11       |
| 7/28/2020 | 11/20/2020                       | DT80J BROOM                            | 807634            |
| 7/28/2020 | 11/20/2020                       | EMI                                    | EMLB50R1P771627A  |
| 7/28/2020 | 11/20/2020                       | PEERLESS                               | 2PLGD5337WBA90470 |



## Texas Department of Transportation

125 EAST 11TH STREET | AUSTIN, TEXAS 78701-2483 | (512) 463-8588 | WWW.TXDOT.GOV

November 21, 2022

TXDOT  
Letter

BLACKSMITH VENTURES LLC  
1136 S MAIN ST  
JACKSBORO, TX. 76458

RE: TxDOT Vendor Number 17569

Dear Contractor:

Your Confidential Questionnaire is satisfactory and qualifies you to bid on Projects let by the Texas Department of Transportation (TxDOT) from the date of this letter through July 31, 2023.

Your bidding capacity has been set at \$18,432,000.00. You may request and receive bidding proposals for projects on which the engineer's estimate does not exceed your bidding capacity less any uncompleted work currently under contract with TxDOT.

If we may be of further assistance, please contact our Pre-qualification Branch at 512/416-2584.

Sincerely,

Greg Williams  
Director, Letting Management Section  
Construction Division



## Women Business Enterprise (WBE) Blacksmith Ventures

### Blacksmith Ventures

has filed with the Agency an Affidavit as defined by NCTRCA Women Business Enterprise (WBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 237310: HIGHWAY, STREET, AND BRIDGE CONSTRUCTION  
NAICS 238910: SITE PREPARATION CONTRACTORS  
NAICS 324121: ASPHALT PAVING MIXTURE AND BLOCK MANUFACTURING

This Certification commences April 28, 2022 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: April 30, 2024  
Issued Date: April 28, 2022  
CERTIFICATION NO. WFWB65935N0424

Certification Administrator

Form 1560  
(Rev. 8/18)  
Previous editions of this form may not be used.  
Page 1 of 2

# CERTIFICATE OF INSURANCE

Agents should complete this form by providing all requested information, then either email, fax, or mail this form as noted at the bottom of page two. Copies of endorsements listed below are not required as attachments to this certificate.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not confer any rights or obligations other than the rights and obligations conveyed by the policies referenced on this certificate. The terms of the policies referenced in this certificate control over the terms of the certificate.

Insured: Blacksmith Ventures, LLC

Street/Mailing Address: 1136 South Main

City/State/Zip: Jacksboro, Tx 76458

Phone Number: ( 940 ) 507 - 1680

## WORKERS' COMPENSATION INSURANCE COVERAGE:

Endorsed with a Waiver of Subrogation in favor of TxDOT.

|  |                  |                |                                     |                                  |
|--|------------------|----------------|-------------------------------------|----------------------------------|
| Carrier Name: Next First Insurance Agency, Inc |                  |                | Carrier Phone #: ( 855 ) 222 - 5919 |                                  |
| Address: Po Box 60787                          |                  |                | City, State, Zip: Palo Alto, CA     |                                  |
| Type of Insurance                              | Policy Number    | Effective Date | Expiration Date                     | Limits of Liability:             |
| Workers' Compensation                          | NXTS9ROL8Y-01-WC | 4-23-22        | 4-23-23                             | Not Less Than: Statutory - Texas |

## COMMERCIAL GENERAL LIABILITY INSURANCE:

|  |                |                 |  |  |
|--|----------------|-----------------|--|--|
| Carrier Name: Acuity INSURANCE         |                |                 | Carrier Phone #: ( 800 ) 242 - 7666        |  |
| Address: Po Box 58                     |                |                 | City, State, Zip: SHEBOYGAN, WI 53082-0058 |  |
| Type of Insurance:                     | Policy Number: | Effective Date: | Expiration Date:                           | Limits of Liability:                         |
| Commercial General Liability Insurance | ZN6640         | 07/23/22        | 07/23/23                                   | Not Less Than:<br>\$ 600,000 each occurrence |

## BUSINESS AUTOMOBILE POLICY:

|                                |                |                 |  |  |
|--------------------------------|----------------|-----------------|--|--|
| Carrier Name: ACUITY INSURANCE |                |                 | Carrier Phone #: ( 800 ) 242 - 7666        |  |
| Address: PO BOX 58             |                |                 | City, State, Zip: SHEBOYGAN, WI 53082-0058 |  |
| Type of Insurance:             | Policy Number: | Effective Date: | Expiration Date:                           | Limits of Liability:                               |
| Business Automobile Policy     | ZN6640         | 07/23/22        | 07/23/23                                   | Not Less Than:<br>\$ 600,000 combined single limit |

## UMBRELLA POLICY (if applicable):

|                                |                |                 |                                     |                      |
|--------------------------------|----------------|-----------------|-------------------------------------|----------------------|
| Carrier Name: ACUITY INSURANCE |                |                 | Carrier Phone #: ( 800 ) 242 - 7666 |                      |
| Address: PO BOX 58             |                |                 | City, State, Zip:                   |                      |
| Type of Insurance:             | Policy Number: | Effective Date: | Expiration Date:                    | Limits of Liability: |
| Umbrella Policy                | ZN6640         | 07/23/22        | 07/23/23                            | 5,000,000.00         |

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. THIS IS TO CERTIFY to the Texas Department of Transportation acting on behalf of the State of Texas that the insurance policies named are in full force and effect. If this form is sent by facsimile machine (fax), the sender adopts the document received by TxDOT as a duplicate original and adopts the signature produced by the receiving fax machine as the sender's original signature.

Agency Name

JAMIE DAVIS

Address

3110 SOUTH FIRST STREET

City, State, Zip Code

LUFKIN TX 75901

( 936 ) 634 - 2291

Authorized Agent's Phone Number

Authorized Agent Original Signature

07/22/22

Date

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under §§552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.

# TEXAS A&M ENGINEERING EXTENSION SERVICE

The Texas A&M University System

*Max J. Dixon*

*has successfully completed*

Work Zone Traffic Control

16 Hours

August 11 - 12, 2020

Continuing Education Units Earned 1.60

*David Coakley*  
David Coakley, Director  
Texas A&M Engineering Extension Service



*Ron Peddy*  
Ron Peddy, Division Director  
Infrastructure Training and Safety Institute

# BLACKSMITH VENTURES

PO BOX 188  
Bryson, Tx 76427  
(940) 507-1680

Company  
Contact

January 2023

**Blacksmith Ventures, LLC**

PO BOX 188, Bryson, Tx 76427

[Blacksmithventures20@gmail.com](mailto:Blacksmithventures20@gmail.com)

**CEO/Owner**

Julie Hayhurst

**COO/ Manager**

John Hayhurst (940) 507-1680

**Business/ Office Manager**

Laurie Kelley (940) 550-4385

**Onsite Manger**

Luis Guzman (817) 296-2996

**Traffic Controls**

Trey Hayhurst (682) 412-9239

**Onsite Manager**

Richard Hall (940) 255-4765

In case of emergency, please contact any of the above.

## ADVERTISEMENT FOR PROPOSALS

City of Breckenridge  
2023 Street Maintenance Program  
Breckenridge, Texas

### General Notice

The City of Breckenridge (Owner) is requesting sealed Proposals for the maintenance of the following Project:

#### 2023 Street Maintenance

Proposals for the maintenance of the Project will be received at the **Breckenridge City Hall**, located at **105 North Rose Avenue, Breckenridge, Texas 76424**, until **Thursday, February 23, 2023** at **11:00 a.m.** local time. At that time the Proposals received will be **publicly** opened and read aloud.

The Project includes the following Work:

Various pavement maintenance activities to include, but not limited to, pothole repair, chip seal, crack seal, pavement overlay, pavement replacement, mill and fill pavement replacement, curb and gutter replacement, and miscellaneous pavement maintenance activities.

### Obtaining the Proposal Documents

Information and Proposal Documents for the Project can be found at City Hall and the following designated website:

[www.civcastusa.com](http://www.civcastusa.com)

Proposal Documents may be downloaded from the designated website. Proposers are urged to register with the designated website as a plan holder, even if Proposal Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a sealed Proposal for the Project. All official notifications, addenda, and other Proposal Documents will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Proposal Documents, including addenda, if any, obtained from sources other than the designated website.

### Instructions to Proposers

For all further requirements regarding sealed Proposal submittal, qualifications, procedures, and contract award, refer to the Request for Proposal Documents.

**This Advertisement is issued by:**

Owner: **City of Breckenridge**  
By: **Cynthia Northrop**  
Title: **City Manager**  
Date: **January 8, 2023**

## CITY OF BRECKENRIDGE 2023 STREET MAINTENANCE PROGRAM

The City of Breckenridge (Owner) is accepting proposals for the 2023 Street Maintenance. Proposals for the maintenance of the Project will be received at the **Breckenridge City Hall** located at **105 North Rose Avenue, Breckenridge, Texas 76424**, until **Thursday, February 23, 2023 at 11:00 a.m.** local time, submissions should be given to the City Clerk for recording of date and time stamp. At that time the Proposals received will be **publicly** opened and read aloud.

The RFP may be obtained at City Hall and from Civcast at [www.civcastusa.com](http://www.civcastusa.com). Proposer may examine the RFP at the Engineer's Office, located at 402 Cedar Street, Abilene, Texas 79601 on Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m.

### SCOPE OF PROJECT:

The selected Respondent to this Request for Proposals (RFP) shall be responsible for various pavement maintenance activities to include, but not limited to, pothole repair, chip seal, pavement overlay, pavement replacement, mill and fill pavement replacement, curb and gutter replacement, and miscellaneous pavement maintenance activities.

All maintenance activities are in residential and commercial areas.

### PROPOSAL PROCESS:

1. A pre-proposal conference will not be held for this RFP.
2. Requests for Proposal (RFP's) shall be submitted to the Engineer, in writing, no later than **11:00 A.M. on Wednesday, February 22, 2023**. The Engineer's contact information is:

Sage Diller, P.E.  
Enprotec/Hibbs & Todd, Inc.  
Sage.diller@e-ht.com  
325-698-5560  
402 Cedar, Abilene, TX 79601

3. Proposals will be opened and read aloud after the closing hour of the due date. Proposal contents and cost tabulations will not be disclosed until the evaluation process is completed.
4. Proposals shall be subject to acceptance for a period of 90 days from the proposal closing date.

### EVALUATION OF PROPOSALS:

The City of Breckenridge intends to procure a contractor for a Project with an emphasis on the following goals:

- To provide high-quality surface maintenance for the intended sections of roadway.
- Ensure ease of access of affected residents and properties.
- To use sound construction principles to evaluate innovative approaches and cost saving measures to optimize the available resources.

Request for Proposals  
City of Breckenridge  
2023 Street Maintenance Program

If a proposal is selected by City and a Contract awarded, then the submitted unit prices will be valid for maintenance activities between March 1, 2023 and October 31, 2023.

**PUBLIC INFORMATION:**

The 2023 Street Maintenance Program is a continuation of the Street Maintenance Program that the City of Breckenridge has defined for the annual maintenance of the street network. The City Commission and citizen input have indicated significant desire to increase infrastructure maintenance and improvement as one of the top priorities and desires. To this point the Public Works Department will continue to refine the Street Maintenance Program to provide the best maintenance and repair value possible.

It will be critical for the selected contractor and City staff to communicate intended maintenance activities and repair timelines to the residents. The City feels that informing the effected property owners about project schedule and what to expect during construction helps to streamline the program.

1. The City will select the lowest qualified proposer for the 2023 Street Maintenance Program.
2. It is of utmost importance that the requested information be submitted with your Proposal. The approved contractor must be qualified to work in Stephens County, hold insurance and have bonding capacity for the scope. Failure to submit any of the required information may result in your firm being disqualified from the Selection Process.
3. The City reserves the right to reject all proposals, to waive minor defects or technicalities, or to solicit new proposals for the same project or a modified project that may include portions of the originally proposed project as the City may deem necessary.
4. The City reserves the right to negotiate with selected proposer on pricing and additional related work.
5. The City reserves the right to complete all of the work indicated, a portion of the work indicated, or none of the work indicated.
6. The contract between the City and the selected Contractor shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.
7. The City shall not be liable for any costs associated with design- or construction- related activities on this Project that have occurred prior to the issuance by the City of a Notice to Proceed.
8. Questions during the RFP period should be directed to:

Cynthia Northrop, City Manager  
 City of Breckenridge, Texas  
 105 North Rose Avenue  
 Breckenridge, Texas 76424  
 Phone: (254) 559-8287  
[cnorthrop@breckenridgetx.gov](mailto:cnorthrop@breckenridgetx.gov)



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding establishing Contractor Registration and associated fees

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

Contractor registration helps to promote the health and safety in communities and most cities require and have a process and associated fee. Staff is recommending adopting the ordinance that requires contractors to register on an annual basis so we know who is performing work and we can ensure they have the appropriate licenses.

### **FINANCIAL IMPACT:**

NA

### **STAFF RECOMMENDATION:**

Adopt contractor registration ordinance

**ORDINANCE NO. 23-~~0600~~**

**AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS AMENDING CHAPTER 5, "BUILDINGS AND STRUCTURES", BY ADDING ARTICLE VII, "CONTRACTOR REGISTRATION"; REQUIRING CONTRACTORS WORKING WITHIN THE CITY TO REGISTER WITH THE CITY; PROVIDING A PENALTY; PROVIDING REPEALER AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Breckenridge, Texas (the "City") is a home-rule city operating pursuant to its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution;

**WHEREAS**, the City has the power to adopt ordinances "necessary to protect health, life, and property" within the City, as long as those ordinances are not inconsistent with State law, pursuant to Section 3.2 of the Charter;

**WHEREAS**, the City may adopt building codes and amendments to those building codes pursuant to Subchapter G, Chapter 214, Texas Local Government Code and has done so in Chapter 5 of the Breckenridge Code of Ordinances; and

**WHEREAS**, the City Commission of the City wishes to require that contractors be registered with the City to protect the health, safety, and welfare of citizens of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS THAT:**

**I. Amendment to Chapter 5.** Chapter 5, "Buildings and Structures" of the Breckenridge Code of Ordinances is hereby amended to add Article VII, "Contractor Registration", which shall read as follows:

**ARTICLE VII. CONTRACTOR REGISTRATION**

**Sec. 5-110. Registration Required.**

(a) It shall be unlawful for any person, firm, corporation, or business entity in the business of contracting services which require, by State law or local ordinance, a registration, certification, or license to perform such services, to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or appurtenance, plumbing, electrical, mechanical, irrigation, or private sewage disposal system in the City, unless such person, firm, corporation or business entity is the holder of a valid registration with the City. Such person, firm, corporation, or business entity shall be herein designated as an "applicant" or "registrant", as applicable.

(b) It shall be unlawful for any general contractor to engage in the business of general contracting, construction management, or coordination of subcontractor services related to the construction, alteration, addition, and/or renovation of residential or commercial structures or building sites within

the City, unless such general contractor is the holder of a valid registration with the City. Such general contractor shall be herein designated as an “applicant” or “registrant”, as applicable.

(1) The term “general contractor”, as used in this Section, is defined to mean any person, firm, corporation, or business entity engaged in the business of general contracting, construction management, or coordination of subcontractor services related to the construction, alteration, addition, and/or renovation to residential or commercial structures or building sites within the City.

(c) In extending the rights and privileges of such registration, the City makes no statement of the technical competency of those so registered, and no manner of license is proffered.

(d) No permit to perform work on any building or appurtenance, plumbing, mechanical, electrical, irrigation, or private sewage wastewater disposal system shall be issued to any person, firm, corporation, or business entity without prior valid registration; provided, however, that property owners performing work on their primary place of residence shall be exempt from the registration requirements set forth in this Article.

#### **Sec. 5-111. Application for Registration.**

An applicant for registration under this Article shall provide to the office of the City Secretary the following information:

(1) The complete name, mailing address, and telephone number of the applicant; if the applicant is a firm, corporation, or business entity, there must be provided the name and private mailing address of a principal of the firm, corporation, or business entity who is authorized to bind the firm, corporation, or business entity in legal agreements. Each applicant must also provide the names of all employees authorized to obtain permits.

(2) A copy of the applicant’s license, issued by the appropriate State board or agency with the authority to issue licenses for that particular trade.

(3) Proof of liability insurance.

#### **Sec. 5-112. Term; Fee**

(a) Registration shall be effective until December 31<sup>st</sup> of the year in which it is obtained.

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(b) The yearly fee for registration shall be set out in the Fee Schedule Ordinance. Said fee shall be prorated, by month, if registration is obtained after January of any given year. Applications shall submit said fee with each application for registration. Plumbing contractors and electricians are exempt from the requirements for pay this fee, but still must comply with the registration requirements and conditions of this Article.

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#### **Sec. 5-11~~32~~. Transfer of Registration Prohibited.**

No registrant under this Article shall for any purpose allow its registration, by name or any other identification, to be transferred to, assigned to, or in any manner directly or indirectly used by, any person, firm, corporation, or business entity other than the one to whom the registration was issued.

**Sec. 5-114. Requirement to Update Information.**

If a change occurs in the information previously provided by the registrant under the provisions of Section 5-111, the registrant shall provide written notice of the updated information to the City Secretary within 30 days of the change.

~~**Sec. 5-114. Registration fee and renewal.**~~

~~(a) **Fee.** The fee for registration shall be as set in the Fee Schedule Ordinance. Applicants shall submit said fee with each application for registration. Plumbing contractors and electricians are exempt from the requirement to pay this fee, but still must comply with the registration requirements and conditions of this Article.~~

~~(b) **Term and Renewal.** Registration shall expire annually on the date of the initial registration and shall be routinely reactivated by the payment of a renewal fee if the application information remains accurate. The fee for renewal shall be the same as for the initial registration.~~

~~(c) **Expiration.** No permits will be issued to a contractor whose registration has expired.~~

**Sec. 5-115. Revocation of Registration.**

A registrant's privileges under this Article may be revoked, temporarily or permanently, for:

- (1) Providing false or misleading information;
- (2) Failing to provide updated information within 30 days of such change;
- (3) Failing to maintain trade licensure from the appropriate agency having licensing authority or suspension of licensure;
- (4) Transferring or allowing another person, firm, corporation, or business entity to use registrant's registration;
- (5) Failing to maintain general liability insurance; and
- (6) Being convicted of at least two (2) violations of this Article or any other ordinance of the City within a 12-month period, including but not limited to, convictions arising from failing to obtain required permits and failing to correct code violations.

**Sec. 5-116. Penalty.**

Violations of the terms of this article shall be punishable as stated in Sec. 1-6 of this Code.

**Sec. 5-117—5-119. Reserved.**

**II. Repeal.** Any prior ordinances or ordinance provisions are hereby repealed to the extent they are in conflict with the terms of this Ordinance. Any remaining provisions of said ordinances shall remain in full force and effect.

**III. Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Breckenridge hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, clauses, or phrases be declared unconstitutional or invalid.

**IV. Effective Date.** This Ordinance shall become effective immediately upon its adoption and after publication as required by law.

PASSED, APPROVED, AND ADOPTED on this the 7<sup>th</sup> day of March 2023.

ATTEST:

\_\_\_\_\_  
Bob Sims, Mayor

\_\_\_\_\_  
Jessica Sutter, City Secretary

S E A L

## ORDINANCE NO. 23-06

**AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS AMENDING CHAPTER 5, “BUILDINGS AND STRUCTURES”, BY ADDING ARTICLE VII, “CONTRACTOR REGISTRATION”; REQUIRING CONTRACTORS WORKING WITHIN THE CITY TO REGISTER WITH THE CITY; PROVIDING A PENALTY; PROVIDING REPEALER AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Breckenridge, Texas (the “City”) is a home-rule city operating pursuant to its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution;

**WHEREAS**, the City has the power to adopt ordinances “necessary to protect health, life, and property” within the City, as long as those ordinances are not inconsistent with State law, pursuant to Section 3.2 of the Charter;

**WHEREAS**, the City may adopt building codes and amendments to those building codes pursuant to Subchapter G, Chapter 214, Texas Local Government Code and has done so in Chapter 5 of the Breckenridge Code of Ordinances; and

**WHEREAS**, the City Commission of the City wishes to require that contractors be registered with the City to protect the health, safety, and welfare of citizens of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS THAT:**

**I. Amendment to Chapter 5.** Chapter 5, “Buildings and Structures” of the Breckenridge Code of Ordinances is hereby amended to add Article VII, “Contractor Registration”, which shall read as follows:

### ARTICLE VII. CONTRACTOR REGISTRATION

#### **Sec. 5-110. Registration Required.**

(a) It shall be unlawful for any person, firm, corporation, or business entity in the business of contracting services which require, by State law or local ordinance, a registration, certification, or license to perform such services, to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or appurtenance, plumbing, electrical, mechanical, irrigation, or private sewage disposal system in the City, unless such person, firm, corporation or business entity is the holder of a valid registration with the City. Such person, firm, corporation, or business entity shall be herein designated as an “applicant” or “registrant”, as applicable.

(b) It shall be unlawful for any general contractor to engage in the business of general contracting, construction management, or coordination of subcontractor services related to the construction, alteration, addition, and/or renovation of residential or commercial structures or building sites within

the City, unless such general contractor is the holder of a valid registration with the City. Such general contractor shall be herein designated as an “applicant” or “registrant”, as applicable.

- (1) The term “general contractor”, as used in this Section, is defined to mean any person, firm, corporation, or business entity engaged in the business of general contracting, construction management, or coordination of subcontractor services related to the construction, alteration, addition, and/or renovation to residential or commercial structures or building sites within the City.
- (c) In extending the rights and privileges of such registration, the City makes no statement of the technical competency of those so registered, and no manner of license is proffered.
- (d) No permit to perform work on any building or appurtenance, plumbing, mechanical, electrical, irrigation, or private sewage wastewater disposal system shall be issued to any person, firm, corporation, or business entity without prior valid registration; provided, however, that property owners performing work on their primary place of residence shall be exempt from the registration requirements set forth in this Article.

**Sec. 5-111. Application for Registration.**

An applicant for registration under this Article shall provide to the office of the City Secretary the following information:

- (1) The complete name, mailing address, and telephone number of the applicant; if the applicant is a firm, corporation, or business entity, there must be provided the name and private mailing address of a principal of the firm, corporation, or business entity who is authorized to bind the firm, corporation, or business entity in legal agreements. Each applicant must also provide the names of all employees authorized to obtain permits.
- (2) A copy of the applicant’s license, issued by the appropriate State board or agency with the authority to issue licenses for that particular trade.
- (3) Proof of liability insurance.

**Sec. 5-112. Term; Fee**

- (a) Registration shall be effective until December 31<sup>st</sup> of the year in which it is obtained.
- (b) The yearly fee for registration shall be set out in the Fee Schedule Ordinance. Said fee shall be prorated, by month, if registration is obtained after January of any given year. Applications shall submit said fee with each application for registration. Plumbing contractors and electricians are exempt from the requirements for pay this fee, but still must comply with the registration requirements and conditions of this Article.

**Sec. 5-113. Transfer of Registration Prohibited.**

No registrant under this Article shall for any purpose allow its registration, by name or any other identification, to be transferred to, assigned to, or in any manner directly or indirectly used by, any person, firm, corporation, or business entity other than the one to whom the registration was issued.

**Sec. 5-114. Requirement to Update Information.**

If a change occurs in the information previously provided by the registrant under the provisions of Section 5-111, the registrant shall provide written notice of the updated information to the City Secretary within 30 days of the change.

**Sec. 5-115. Revocation of Registration.**

A registrant's privileges under this Article may be revoked, temporarily or permanently, for:

- (1) Providing false or misleading information;
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- (3) Failing to maintain trade licensure from the appropriate agency having licensing authority or suspension of licensure;
- (4) Transferring or allowing another person, firm, corporation, or business entity to use registrant's registration;
- (5) Failing to maintain general liability insurance; and
- (6) Being convicted of at least two (2) violations of this Article or any other ordinance of the City within a 12-month period, including but not limited to, convictions arising from failing to obtain required permits and failing to correct code violations.

**Sec. 5-116. Penalty.**

Violations of the terms of this article shall be punishable as stated in Sec. 1-6 of this Code.

**Sec. 5-117—5-119. Reserved.**

**II. Repeal.** Any prior ordinances or ordinance provisions are hereby repealed to the extent they are in conflict with the terms of this Ordinance. Any remaining provisions of said ordinances shall remain in full force and effect.

**III. Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Breckenridge hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, clauses, or phrases be declared unconstitutional or invalid.

**IV. Effective Date.** This Ordinance shall become effective immediately upon its adoption and after publication as required by law.

PASSED, APPROVED, AND ADOPTED on this the 7<sup>th</sup> day of March 2023.

ATTEST:

\_\_\_\_\_  
Bob Sims, Mayor

\_\_\_\_\_  
Jessica Sutter, City Secretary

S E A L



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding sewer stoppages

**Department:** Public Works

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### BACKGROUND INFORMATION:

The City's Wastewater infrastructure is aging; with an estimated 75% clay lines over 50 years old. Over the last several years the city has had an inconsistent approach to addressing sewer stoppages including assuming private property owner's liability for sewer stoppages. This has created a culture of using city resources to trouble-shoot sewer stoppages instead of the property owner first calling a plumber to confirm their service line/lateral line is clear before calling the city to the main.

| Sewer Stoppages                                   | Number | Estimated Cost Impact | Repairs               |
|---|--------|-----------------------|-----------------------|
| 9.12.2022 - current                               | 60     | \$30,000*             |                       |
| 2022  | 98     | \$49,000*             |                       |
| In-house (\$2K per occurrence – 2X per month/12)  |        |                       | \$48,000**            |
| Outsource (\$3K per occurrence – 2X per month/12) |        |                       | \$72,000**            |
| <b>Estimated annual impact</b>                    |        |                       | <b>\$97K - \$121K</b> |

\*Estimate avg cost per occurrence - \$500 (clearing main and/or clearing from clean-out to the main).

\*\*Factor in estimated avg. of digging, camera, equipment, fuel, repairs) per occurrence:

*In-house* - \$2000 (2X per month/12=\$48,000 - *Outsource* - \$3000 (2X per month/12=72,000)

Our ordinances are silent on this issue, though our cost structure for sewer taps implies the homeowner is responsible for their service line/lateral lines. Most cities also assume property owners are financially responsible for maintenance of their service lines to the main.

However, there are some common options used by cities on how the work is handled and cost is assessed:

1. City crews
2. City contracts out requiring licensed plumber and city inspects

Options for covering the cost:

1. Assess individual property owner based on cost
2. Assess a surcharge to all system users. Adding a \$5 surcharge to every user would generate approximately \$132K (2200 accounts X \$5=\$11K X 12 months = \$132K).

A related issue is concerning clean-outs. It is estimated that 50% of the properties in the city do not have clean-outs. Staff is recommending we update our ordinance to require clean-outs be installed at the curb, which again is a requirement in most cities. Staff recently met with several local plumbers recently and most were in agreement with the need to require clean-outs at the curb.

It is important to remember that the entire water/wastewater system is an enterprise fund where charges for service should cover the cost of operations, maintenance and necessary and required improvements.

Dependent upon Mayor/Commissioner directive, staff will develop appropriate policy on process.

**FINANCIAL IMPACT:**

A conservative estimated cost impact is \$97K-\$121K annually

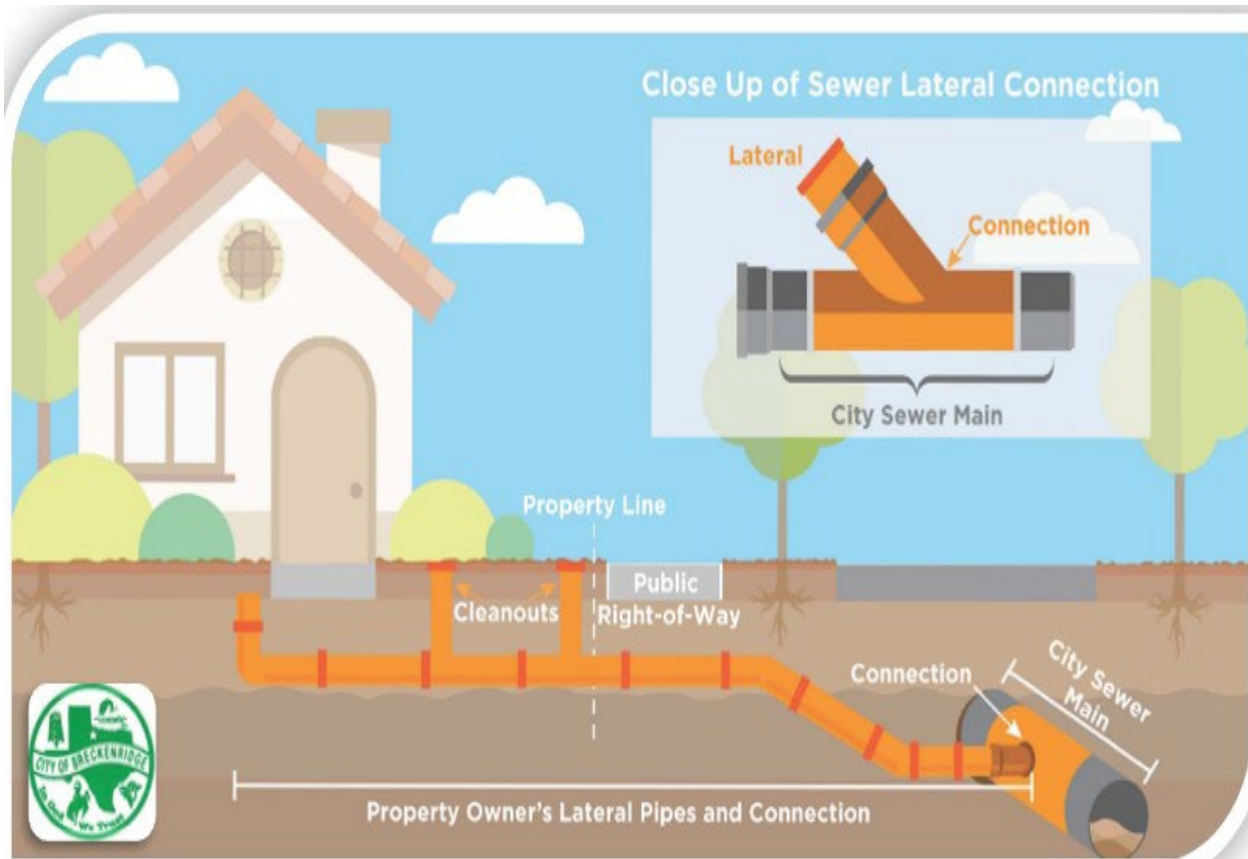
**STAFF RECOMMENDATION:**

Adopt ordinance language (attached) and consider assessing associated cost to either the individual property owner or to all system users via a \$5 surcharge per month added to utility bills.



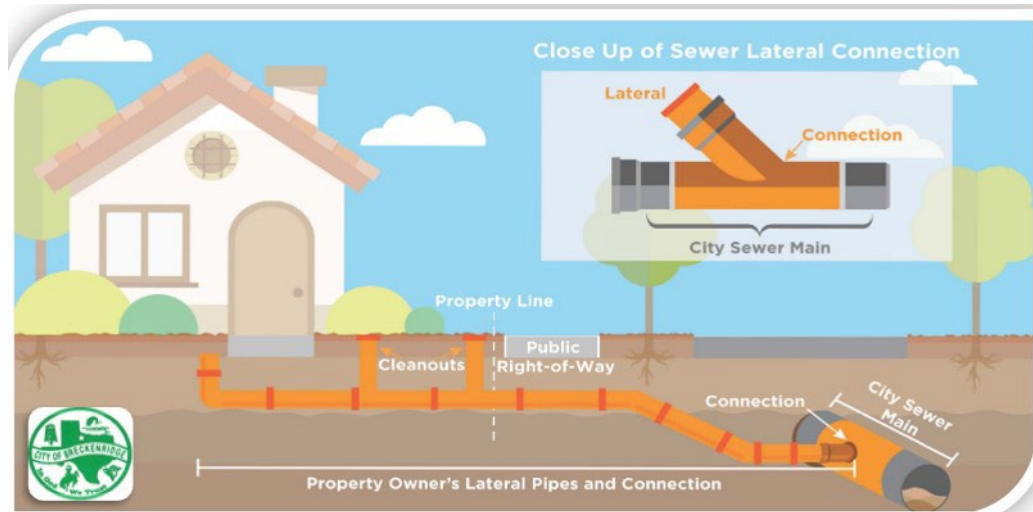
## Sewer Stoppages: Who is Responsible?

# BACKGROUND



After issue surfaced, began research:

- *Ordinances*
- *Met w/former employees*
- *Met w/ area plumbers*
- *Consulted with Engineers, Attorney*
- *Consulted with other cities*



(9) Auxiliary pump--A secondary or supplementary pump that is available for use as needed.

(10) Biotower--A biological filtration system that involves biological film on a plastic media that reduces the biochemical oxygen demand of the effluent.

(11) Building lateral--A pipe that conveys raw wastewater and connects the plumbing of a structure to a collection system pipe. For an alternative collection system, a pipe that conveys raw wastewater and connects the plumbing of a structure to an on-site component (e.g., grinder pump, vacuum valve pit, septic tank effluent pump). A building lateral is not a part of a collection system.

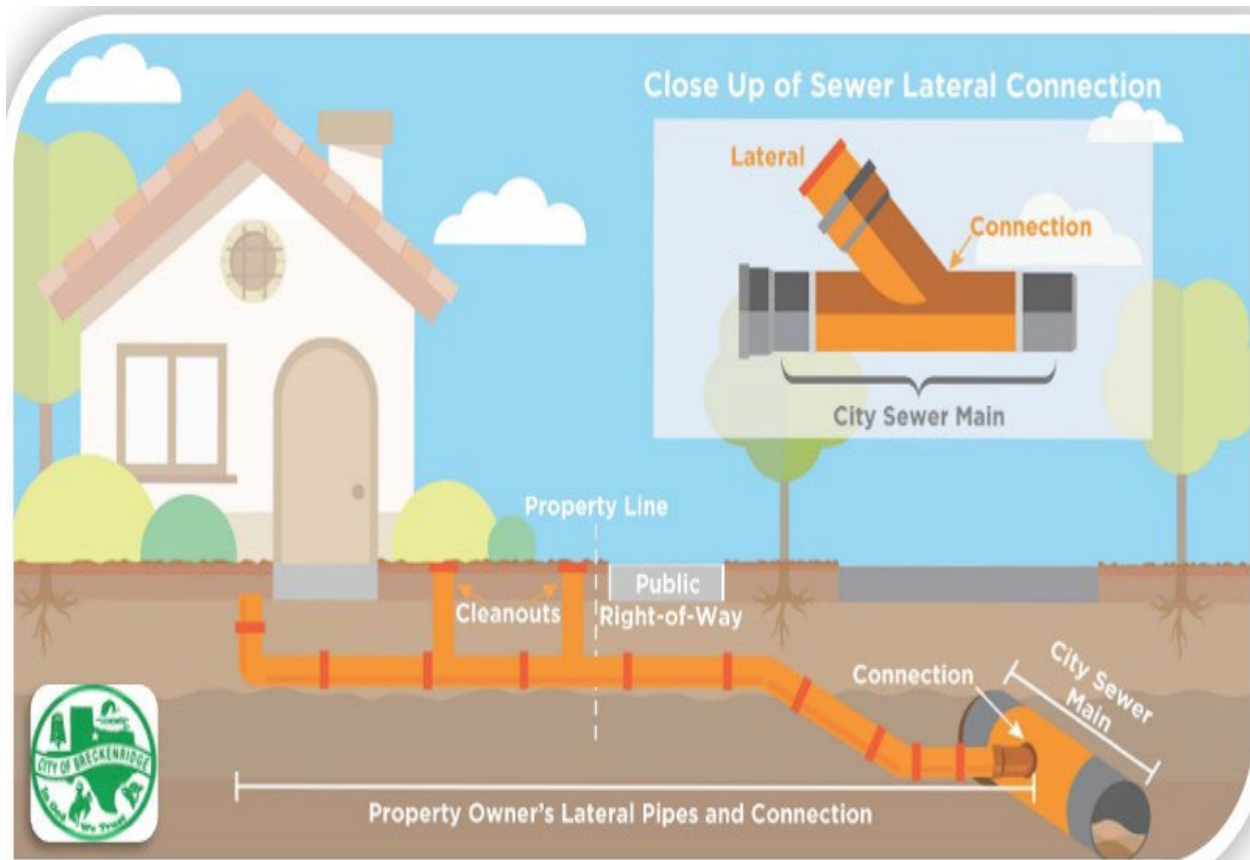
(12) Bypass--The intentional diversion of a waste stream from any portion of a wastewater treatment facility or collection system.

(13) Collection system--Pipes, conduits, lift stations, force mains, and all other constructions, devices, and appurtenant appliances used to transport domestic wastewater to a wastewater treatment facility.

# CHALLENGE: WHO IS RESPONSIBLE?

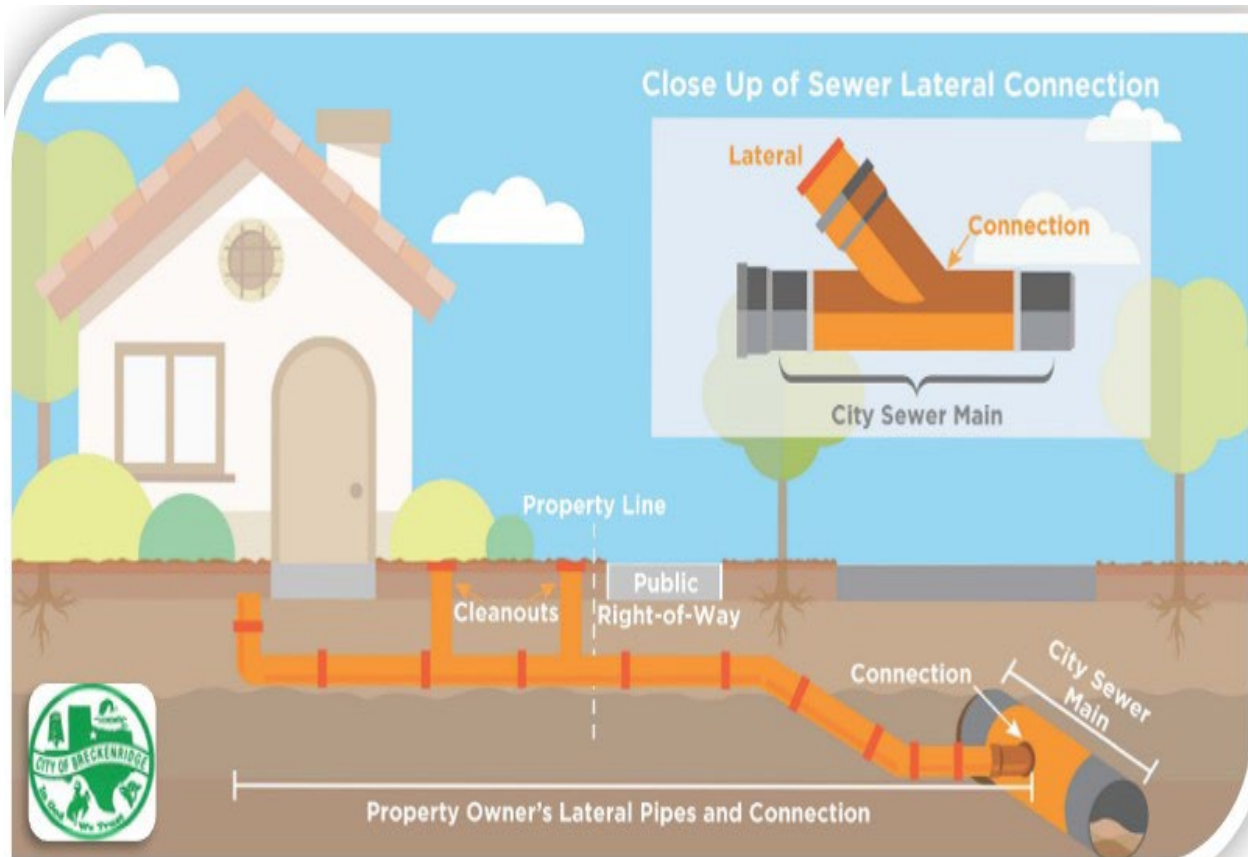
TCEQ's definitions on Design Criteria for Domestic Wastewater Systems

# CHALLENGE: WHO IS RESPONSIBLE?



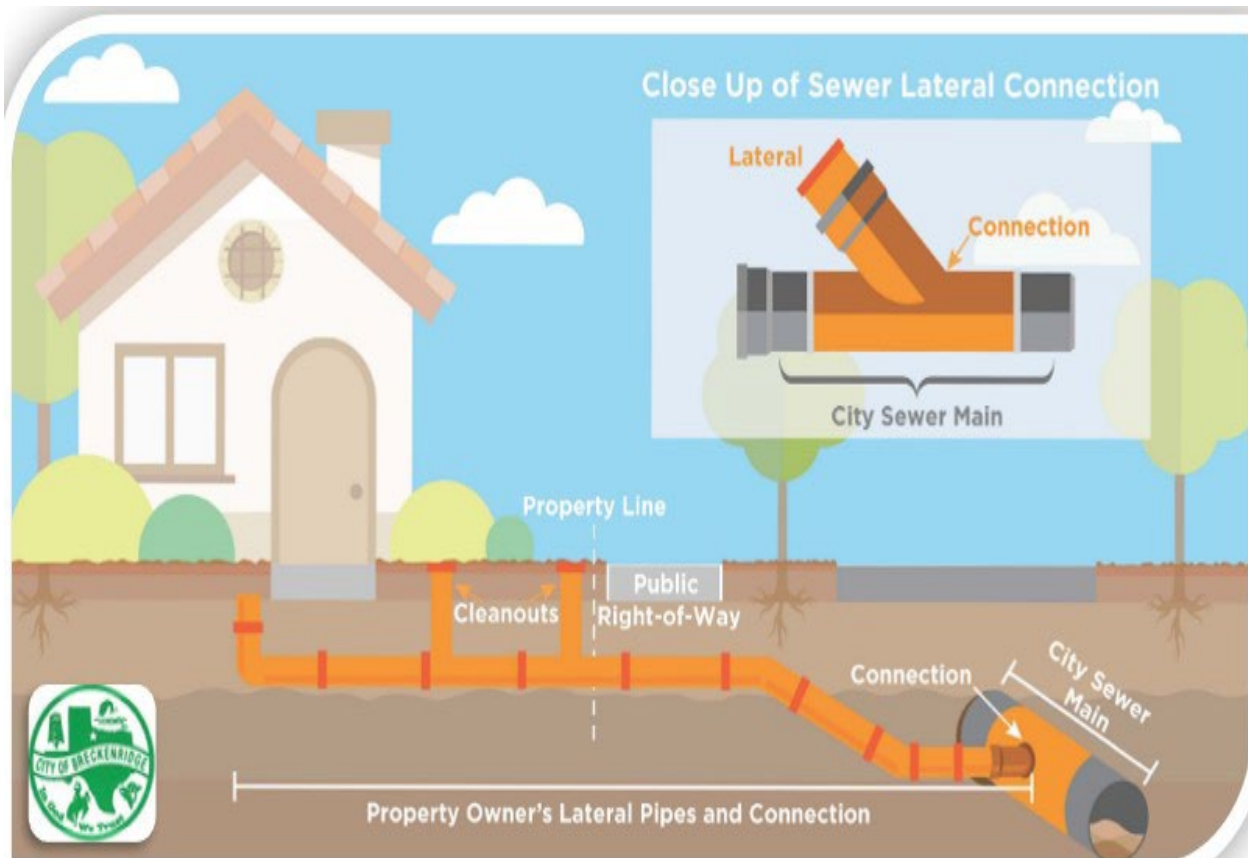
- Ordinance is silent
- Schedule of Fee structure indicates property owner
- Inconsistent application
- City has been assuming private property owner's liability

# PROPOSED RESOLUTION



- Update Ordinance to clarify responsibility
- Adopt best and common practice adopted by most municipalities
- Allow City to invest in system-wide collection improvements that benefit all – treating all property owners the same
- Consistent, clear application

# PROPOSED RESOLUTION



## Options for covering the cost:

- Assess individual property owner based on cost
- Assess a surcharge to all system users. Adding a **\$5 surcharge to every user** would generate approximately \$132K (2200 accounts X \$5=\$11K X 12 months = \$132K).

## ORDINANCE NO. 23-07

**AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS AMENDING CHAPTER 21, “WATER AND SEWERS”, ARTICLE III, “SEWERS”, TO ADD SECTION 21-45, “RESPONSIBILITIES OF PROPERTY OWNER”; REQUIRING PROPERTY OWNERS TO MAINTAIN BUILDING LATERAL LINES AND TO INSTALL CLEANOUTS; PROVIDING A PENALTY; PROVIDING REPEALER AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Breckenridge, Texas (the “City”) is a home-rule city operating pursuant to its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution;

**WHEREAS**, the City has the power to adopt maintain, operate, and regulate its sewer system pursuant to Section 3.16 of the City Charter; and

**WHEREAS**, the City Commission of the City (the “City Commission”) wishes to clarify the responsibility of homeowners to maintain the lateral service lines connected to the City’s sewer system; and

**WHEREAS**, the City Commission finds that the regulations contained in this Ordinance are in the best interest of the health, safety, and welfare of the citizens of the City and serve to promote the efficient operation and provision of City systems and services.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS THAT:**

**I. Amendment to Chapter 21, Article III.** Chapter 21, “Water and Sewers”, Article III, “Sewers” of the Breckenridge Code of Ordinances is hereby amended to add Section 21-45, “Responsibilities of Property Owner”, which shall read as follows:

**Sec. 21-45. Responsibilities of Property Owner.**

(a) Building Lateral. It is the responsibility of the property owner connecting to the City’s sewer system to install and maintain the building lateral. For purposes of this section, the “building lateral” is the pipe that conveys raw wastewater and connects the plumbing of a structure to a collection system pipe. A building lateral is not part of a collection system. The “connection system”, for which the City is responsible for maintaining, is “pipes, conduits, lift stations, force mains, and all other constructions, devices, and appurtenant appliances used to transport domestic wastewater to a wastewater treatment facility.

(b) Cleanout. It is the responsibility of the property owner to install a sewer cleanout on the building lateral located on the owner’s property.

(c) Penalty. A violation of the requirements of this Section shall be punishable pursuant to Section 1-6 of this Code.

**II. Repeal.** Any prior ordinances or ordinance provisions are hereby repealed to the extent they are in conflict with the terms of this Ordinance. Any remaining provisions of said ordinances shall remain in full force and effect.

**III. Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Breckenridge hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, clauses, or phrases be declared unconstitutional or invalid.

**IV. Effective Date.** This Ordinance shall become effective immediately upon its adoption and after publication as required by law.

PASSED, APPROVED, AND ADOPTED on this the 7<sup>th</sup> day of March 2023.

ATTEST:

\_\_\_\_\_  
Bob Sims, Mayor

\_\_\_\_\_  
Jessica Sutter, City Secretary

S E A L



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding re-appointment of Will Thompson term as Director on the WCTMWD Board

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

Will Thompson is currently serving as a Director on WCTMWD Board of Directors. His term expires in May 2023. He is willing to continue to serve, representing the City of Breckenridge.

### **FINANCIAL IMPACT:**

### **STAFF RECOMMENDATION:**

Approve re-appointment of Will Thompson to the WCTMWD Board of Directors



## WEST-CENTRAL-TEXAS-MUNICIPAL-WATER-DISTRICT

410 Hickory Street, Abilene, TX 79601, Phone 325-673-8254, Fax 325-673-8272, [www.wctmwd.org](http://www.wctmwd.org)

March 1, 2023

Mayor Sims  
City of Breckenridge  
105 N. Rose  
Breckenridge, TX 76424-3531

Dear Mayor Sims:

Our records indicate that Will Thompson's term as Director on the WCTMWD Board will expire this May.

Please notify me at your first convenience of his reappointment or replacement. Ideally, we would like to receive all appointments by May 1, 2023 in order to be prepared for the May 10<sup>th</sup> Board meeting. Please let me know if I can be of any assistance.

Sincerely,

Debbie Strayer  
Administrative & Finance Specialist  
[debbie.strayer@wctmwd.org](mailto:debbie.strayer@wctmwd.org)

CC: Will Thompson

**RESOLUTION NO. 23-06**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, APPOINTING A MEMBER TO THE BOARD OF DIRECTORS OF THE WEST CENTRAL TEXAS MUNICIPAL WATER DISTRICT.**

**WHEREAS**, the City Commission of the City of Breckenridge is charged to annually appoint a member to the Board of Directors of the West Central Texas Municipal Water District; and

**WHEREAS**, the term of office for WILL THOMPSON does expire May 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS:** That WILL THOMPSON be reappointed to the Board of Directors of the West Central Texas Municipal Water District for a term of two years which shall expire May 31, 2025.

**PASSED AND APPROVED** this 7<sup>th</sup> day of March 2023.

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**Bob Sims, Mayor**

**ATTEST:**

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**Jessica Sutter/City Secretary**

**SEAL**



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding approval of ordinance 2023-05 repealing and replacing Ordinance 2023-01 establishing a general fee schedule for the City of Breckenridge. *(First Reading)*

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

This update will include a few various fees that were inadvertently left off (plumbing, gas, mechanical permits) in the recent update and will include the addition of contractor registration fee and an increase to gaming machine fees.

### **FINANCIAL IMPACT:**

NA

### **STAFF Recommendation:**

Approve Schedule of Fee Ordinance updates

## ORDINANCE NO. 2023-05

**AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS, REPEALING AND REPLACING ORDINANCE NO. 2023-01; ESTABLISHING A GENERAL FEE SCHEDULE FOR THE CITY OF BRECKENRIDGE; INCLUDING REVISED RATES FOR CERTAIN PERMITS; ADDING A CONTRACTOR REGISTRATION FEE; PROVIDING AN OPEN MEETINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Breckenridge desires to provide a single and convenient location for a list of all fees charged by the City of Breckenridge; and

**WHEREAS**, the City Commission hereby authorizes amendments to the fee schedule by minute order of the City Commission.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS:**

- I. **Repeal.** Ordinance No. 2023-01 adopted on February 7, 2023, is hereby repealed. All other ordinances or parts of ordinances in conflict herewith shall be and are hereby repealed to the extent of such conflict.
- II. **Enactment.** Ordinance No. 2023-00 shall be the Fee Schedule Ordinance of the City of Breckenridge and shall establish all fees under the Breckenridge Code of Ordinances.

\*\*\*\*\*

**Fee Schedule of the City of Breckenridge, Texas**  
Effective April 5, 2023

**I. Chapter 3 - Parks, playgrounds, etc.**

- (A) Non Profit Organization  
Non Profit Organizations may request the rental fee be waived for the facility; however, the deposit shall be required.
- (B) Park Pavilion and Trade Barn Rental (Sec. 3.20)

|     |   |         |
|-----|---|---------|
| (1) | Daily Rental Fee  | \$50.00 |
| (2) | A deposit not to exceed \$100.00 shall be charged with said deposit being returned to the renter upon leaving the facilities in an appropriate condition, to include but not be limited to all trash picked up, lights turned off, doors locked and restrooms satisfactorily cleaned. |         |
- (C) City Pool Per Session Fee (Sec. 3.20)

|     |   |        |
|-----|---|--------|
| (1) | Individual, ages 4 years old and up                                   | \$3.00 |
| (2) | Individual, ages 3 years old and under                                | free   |
| (3) | Child care facility with prior approval from Public Services Director | \$2.00 |
- (D) Pool Party Rates (Sec. 3.20)

|     |  |          |
|-----|--|----------|
| (1) | 2-hour (minimum) rental available on Saturdays only. Maximum 150 people.     | \$250.00 |
| (2) | A \$50.00 deposit is required and refundable if the pool area is left clean. |          |

**II. Chapter 4 - Animals and Fowl**

- (A) Permit for Selling, Grooming, Breeding, or Boarding of Dogs (Sec. 4-14): \$75.00 per year
- (B) Dog License Fee (Sec. 4-20): \$10.00 per year  
\*The Dog License Fee may be waived by the Animal Services Supervisor in the interest of animal care.
- (C) Impoundment Fees (Sec. 4-31):

- (1) Impounded dog, cat, or fowl:
- (a) Pound Fee: \$15.00 per animal or fowl
  - (b) Board Fee: \$10.00 per 24-hour period or part thereof
  - (c) Impounded dog without City License: \$25.00
  - (d) The cost of any vaccinations or veterinary care provided to the animal while impounded: \$25.00 Minimum
- (2) All other impounded animals:
- (a) Pound Fee: \$20.00 per animal
  - (b) Board Fee: \$15.00 per 24-hour period or part thereof
  - (c) The cost of any vaccinations or veterinary care provided to the animal while impounded: \$25.00 Minimum
- (D) Dangerous Dog Registration Fee (Sec 4-40): \$50.00 per year

### **III. Chapter 5 - Buildings and Structures**

- (A) Building Permits (Sec. 5-3):
- (1) New Construction: \$50.00 plus \$0.05 per square foot
  - (2) Remodel - Residential: \$50.00
  - (3) Remodel - Commercial: \$50.00 plus \$0.05 per square foot
  - (4) Sign, Fence, and Window: \$40.00
- (B) Demolition Permits (Sec. 5-4): \$100.00 plus insurance
- (C) Electrical Permits (Sec. 5-37):
- (1) Residential: \$50.00
  - (2) Commercial: \$50.00 plus \$0.05 per square foot
  - (3) Re-inspection Fee: \$50.00 per trip
  - (4) Meter Upgrade: \$75.00
- (D) Permit to Move Building (Sec. 5-51): \$50.00
- (E) Plumbing Permits and Inspections (Sec. 5-60.1):
- (1) Residential: \$50.00
  - (2) Commercial: \$50.00 plus \$0.05 per square foot
  - (3) Re-inspection Fee: \$25.00 per trip
  - (4) Inspections outside of normal business hours: \$75.00
  - (5) Inspections - no fee is specifically indicated: \$20.00 per hour (1/2 hour minimum)
  - (6) Additional plan review required by changes, additions, or revisions to approved plans: \$40.00 per hour (1/2 hour minimum)
- (F) Gas Permits and Inspections (Sec. 5-61.1):
- (1) Permit: \$50.00
  - (2) Re-inspection Fee: \$50.00 per trip
  - (3) Inspections outside of normal business hours: \$75.00
- (G) Mechanical Permits and Inspections (Sec. 5-100):  
\*For installation of heating, ventilating, refrigeration, or air conditioning systems
- (1) Residential: \$50.00
  - (2) Commercial: \$50.00 plus \$0.05 per square foot
  - (3) Re-inspection Fee: \$25.00 per trip
- (H) Contractor Registration (Sec. 5-112): \$48.00

### **IV. Chapter 9 - Fire Protection and Prevention**

- (A) Fire Sprinkler Permits (Sec. 9-9): \$40.00

### **V. Chapter 10 - Garbage, Trash, Weeds and Other Wastes**

(A) Administrative Sanitation Fee: \$5.00

(B) Trash Rate Codes:

(RI = Residential Inside City Limits, CI = Commercial Inside City Limits, RO = Residential Outside City Limits, CO = Commercial Outside City Limits)

|                         |                                 |                       |
|-------------------------|---------------------------------|-----------------------|
| T1 - RI                 | 1 Poly Cart                     | \$ 16.25              |
| T2 - RI                 | 2 Poly Carts                    | \$ 24.35              |
| T3 - RI                 | 3 Poly Carts                    | \$ 32.50              |
| T7 - RO                 | 1 Poly Cart                     | \$ 16.25              |
| T8 - RO                 | 2 Poly Carts                    | \$ 24.35              |
| T9 - RO                 | 3 Poly Carts                    | \$ 32.50              |
| T13-CI at RI rate       | 1 Poly Cart                     | \$ 16.25              |
| T25                     | 1 Poly Cart<br>Delivery/Removal | \$28.00<br>per occur. |
| Lockbar<br>Rental       |                                 | \$13 per<br>occur     |
| Lockbar<br>Installation |                                 | \$93.00<br>per occur. |

(C) Convenience Station - Disposal Fee (Sec. 10-40):

(1) Citizens show their utility bill permitted 1 free dump each month

**CITY OF BRECKENRIDGE CONVENIENCE STATION RULES AND FEES TO BE CHARGED**

08/03/2018

|  |
|--|
| <b>MATERIAL PUT IN ROLL-OFFS</b>                             |
| <b>ITEMS ACCEPTED = NORMAL HOUSEHOLD TRASH</b>               |
| <b>ATTENDANT MAY ADJUST FEES BASED ON SIZE OF LOAD</b>       |
| \$18.00 MINIMUM FEE  |
| \$45.00 5-6' BED P/U LEVEL FULL                              |
| \$55.00 5-6' BED P/U ROUNDED UP                              |
| \$65.00 8' BED P/U LEVEL FULL                                |
| \$75.00 8' BED P/U ROUNDED UP                                |
| \$140.00 16' TRAILER   |
| \$175.00 20' OR LARGER TRAILER                               |
| <b>ALL ITEMS MUST BE PUT IN ROLL-OFF NOT ON GROUND</b>       |
| <b>MATERIAL PUT IN SMALL DUMPSTERS</b>                       |
| <b>ITEMS ACCEPTED = NORMAL HOUSEHOLD TRASH/ BAGGED TRASH</b> |
| <b>ATTENDANT MAY ADJUST FEES BASED ON SIZE OF LOAD</b>       |
| \$8.00 MINIMUM   |
| \$20.00 5-6' BED P/U LEVEL FULL                              |
| \$30.00 5-6' BED P/U ROUNDED UP                              |
| \$30.00 8' BED P/U LEVEL FULL                                |
| \$50.00 8' BED P/U ROUNDED UP                                |
| TRAILER - ATTENDANT WILL DETERMINE FEE                       |
| <b>ALL ITEMS MUST BE PUT IN DUMPSTER NOT ON GROUND</b>       |
| <b>RECYCLE BINS-CARDBOARD BOXES MUST BE BROKEN DOWN</b>      |
| <b>ITEMS NOT ACCEPTED</b>                                    |
| APPLIANCES WITH FREON  |
| PAINT-PAINT THINNER  |
| CHEMICALS OF ANY KIND  |
| TIRES  |
| BATTERIES  |
| VEHICLE PARTS  |
| STONE OR CONCRETE  |
| CONSTRUCTION MATERIAL  |
| LUMBER MUST BE CUT INTO SHORT LENGTHS 4' OR LESS             |
| PALLETS  |

**VI. Chapter 13 - Occupational Licenses and Regulations**

|     |  |                 |
|-----|--|-----------------|
| (A) | <u>Permit Fee for Shows, Circuses, etc.</u> (Sec. 13-3): | \$50.00 per day |
| (B) | <u>Peddler License Fees</u> (Sec. 13-65):                |                 |
| (1) | Peddler or Solicitor:                                    |                 |
|     | (a) Application Fee:                                     | \$50.00         |
|     | (b) License Fee:   | \$50.00         |
| (2) | Itinerant Vendor:  |                 |
|     | (a) License Fee:   | \$250.00        |
| (3) | Canvasser:   |                 |
|     | (a) Application Fee:                                     | None            |
|     | (b) License Fee:   | None            |
| (4) | Mobile Food Vendor:                                      |                 |
|     | (a) Application Fee:                                     | \$50.00         |
| (C) | <u>Gaming Machine Fees</u> (Article VI):                 |                 |
| (1) | Permit Fee:  | \$1,000.00      |
| (2) | Occupations Tax (per machine):                           | \$15.00         |

**VII. Chapter 14 - Offenses and Miscellaneous Provisions**

|     |  |         |
|-----|--|---------|
| (A) | <u>Sport Shooting Range Application Fee</u> (Sec. 14-2): | \$25.00 |
|-----|--|---------|

**VIII. Chapter 16 - Cemetery**

|     |                           |                                  |             |
|-----|---------------------------|----------------------------------|-------------|
| (A) | <u>Costs</u> (Sec. 16-10) |                                  |             |
| (1) |                           | Administration Fee               | N/A         |
| (2) | Section A                 | Plot - Upright Head / Foot Stone | \$ 1,000.00 |
|     |                           | Plot - Flat Head / Foot Stone    | \$ 800.00   |
|     |                           | Urn                              | \$ 150.00   |
| (3) | Section B                 | Plot - Upright Head / Foot Stone | \$ 1,200.00 |
|     |                           | Plot - Flat Head / Foot Stone    | \$ 1,000.00 |
|     |                           | Urn                              | \$ 150.00   |
| (4) | Section C                 | Plot - Upright Head / Foot Stone | \$ 1,000.00 |
|     |                           | Plot - Flat Head / Foot Stone    | \$ 800.00   |
|     |                           | Urn                              | \$ 150.00   |
| (5) | Section J                 | Plot - Upright Head / Foot Stone | \$ 800.00   |
|     |                           | Plot - Flat Head / Foot Stone    | \$ 400.00   |
|     |                           | Urn                              | \$ 150.00   |
| (6) | Section K                 | Plot - Upright Head / Foot Stone | \$ 600.00   |
|     |                           | Plot - Flat Head / Foot Stone    | \$ 300.00   |
|     |                           | Urn                              | \$ 150.00   |
| (7) | Baby Land                 | Plot - Flat Head / Foot Stone    | \$ 50.00    |
| (8) | Columbarium               | Niches                           | \$ 400.00   |
|     |                           |                                  | \$125.00    |

**IX. Chapter 17 - Streets and Sidewalks**

|     |  |  |
|-----|--|--|
| (A) | <u>Permit for Network Nodes</u> (Sec. 17-77):      | \$500.00 for up to 5 Nodes*<br>\$250.00 each Node after 5* |
| (B) | <u>Permit for Node Support Poles</u> (Sec. 17-77): | \$1,000.00*  |

*\*These fees shall only be changed pursuant to Chapter 284 of the Texas Local Government Code.*

|     |   |  |
|-----|---|--|
| (C) | <u>Public Right-of-Way Fees</u> (Sec. 17-78): |  |
|-----|---|--|

|     |                       |  |
|-----|-----------------------|--|
| (1) | Transport Facilities: | \$28.00 per Node in Right-of-Way per month** |
| (2) | Network Nodes:        | \$250.00 per Node per year**                 |
| (3) | Use of Service Poles: | \$20.00 per Pole utilized, per year**        |

*\*\*These fees may be increased annually by an amount equal to one-half of the annual change in the consumer price index, as per Section 284.054 of the Texas Local Government Code. Any other changes shall only be made pursuant to Chapter 284 of the Texas Local Government Code.*

## **X. Chapter 21 - Water and Sewers**

### **(A) Water Taps (Sec. 21-1):**

|      |  |             |
|------|--|-------------|
| (1)  | 3/4-inch water tap only                        | \$ 1,250.00 |
| (2)  | 3/4-inch water tap and pavement repair         | \$ 1,750.00 |
| (3)  | 3/4-inch water tap, bore and pavement repair   | \$ 2,575.00 |
| (4)  | 1-inch water tap only                          | \$ 1,450.00 |
| (5)  | 1-inch water tap and pavement repair           | \$ 1,950.00 |
| (6)  | 1-inch water tap, bore and pavement repair     | \$ 2,775.00 |
| (7)  | 1 1/2-inch water tap only                      | \$ 1,650.00 |
| (8)  | 1 1/2-inch water tap and pavement repair       | \$ 2,150.00 |
| (9)  | 1 1/2-inch water tap, bore and pavement repair | \$ 2,975.00 |
| (10) | 2-inch water tap only                          | \$ 1,850.00 |
| (11) | 2-inch water tap and pavement repair           | \$ 2,350.00 |
| (12) | 2-inch water tap, bore and pavement repair     | \$ 3,175.00 |

### **(B) Meter Sets (Sec. 21-1):**

|     |  |  |
|-----|--|--|
| (1) | 3/4-inch meter set                     | \$ 270.00  |
| (2) | 3/4-inch meter set outside city limits | \$ 540.00  |
| (3) | 1-inch meter set                       | \$ 410.00  |
| (4) | 1-inch meter set outside city limits   | \$ 820.00  |
| (5) | 1.5- inch meter set                    | inside city limits: \$1610.00.... Outside: \$3220.00 |
| (6) | 2-inch meter set                       | \$ 1,655.00  |
| (7) | 2-inch meter set outside city limits   | \$ 3,310.00  |

### **(C) Sewer Taps (Sec. 21-1):**

|     |  |             |
|-----|--|-------------|
| (1) | 4-inch sewer tap only  | \$ 1,630.00 |
| (2) | 4-inch sewer tap and pavement repair   | \$ 1,980.00 |
| (3) | 4-inch sewer tap, bore and pavement repair   | \$ 3,600.00 |
| (4) | Sewer services larger than four inch require connection to an existing or installed manhole and shall be contracted and paid for by the requester. |             |

***ROCK CLAUSE: the extra cost for excavation of rock shall be in addition to the fees associated above with the Water and Sewer Taps.***

### **(D) Minimum Security Deposit (Sec. 21-11):**

|  |  |          |
|--|--|----------|
| (1)  | Customers in good standing:  | \$220.00 |
| <i>At least two times the minimum rate for single-family residential homes within the City limits.</i> |  |          |
| (2)  | Customers with 2 or more disconnects within a 12 month period:   | \$440.00 |
| (3)  | If, in the judgement of the Finance Director, the minimum security deposit shall be insufficient to insure the city against loss due to nonpayment of a final bill as a result of a customer's use of water above the normal use or based on the payment history, then such customer shall be required to make a deposit in an amount which in the judgement of the Finance Director will be sufficient to insure the city against loss due to nonpayment of final bill. |          |

(E) Extensions & Pay Arrangements (Sec. 21-11):

- (1) Payment Extensions: ONLY Two (2) extensions of a maximum of ten (10) calendar days will be permitted on each account within a calendar year.
- (2) Payment Arrangements: At the discretion of the Finance Director or her/his designee, payment arrangements will be considered on a case by case basis. Account holder must come in to complete an application for the Finance Director's review, approval and conditions of arrangement fully explained and signed off by the account holder.
- (3) Residential customers may request a temporary exemption of late charges once within a calendar year if they have a satisfactory 12-month history of on-time payments for utilities with the City.

(F) Water Rate Schedule (Sec. 21-12):

|   | <i>Inside City Limits</i> | <i>Outside City Limits</i> |
|---|---------------------------|----------------------------|
| (1) <i>Residential Single Family:</i>   |                           |                            |
| First 2,000 gallons (minimum):  | \$42.00                   | \$64.00                    |
| Next 3,000 gallons, per thousand:   | \$7.05                    | \$10.90                    |
| Next 5,000 gallons, per thousand:   | \$7.50                    | \$11.55                    |
| Next 10,000 gallons, per thousand:  | \$8.75                    | \$13.40                    |
| Over 20,000 gallons, per thousand:  | \$10.00                   | \$15.35                    |
| (2) <i>Commercial and Apartments:</i>   |                           |                            |
| First 2,000 gallons (minimum):  | \$52.00                   | \$79.90                    |
| Next 3,000 gallons, per thousand:   | \$7.05                    | \$10.90                    |
| Next 5,000 gallons, per thousand:   | \$7.50                    | \$11.55                    |
| Next 10,000 gallons, per thousand:  | \$8.75                    | \$13.40                    |
| Over 20,000 gallons, per thousand:  | \$10.00                   | \$15.35                    |
| (3) Add \$5.40 or \$10.80 to the minimum charge for each additional family, apartment or house over two (2) allowed for \$49.50 or \$74.25 minimum that is connected to the <b>same meter</b> . |                           |                            |
| (4) <i>Texas Department of Criminal Justice - Walker Sayle Unit:</i>  |                           |                            |
| per one thousand gallons:   |                           | \$8.60                     |
| (5) <i>High Mesa Water Company:</i>   |                           |                            |
| First 2,000 gallons (minimum):  |                           | \$45.50                    |
| 2,001 gallons and over, per one thousand gallons:   |                           | \$6.00                     |
| (6) <i>Stephens Regional Special Utility District:</i>  |                           |                            |
| per one thousand gallons:   |                           | \$6.00                     |
| (7) <i>Plant Water:</i>   |                           |                            |
| treated per one thousand gallons:   |                           | \$25.00                    |
| raw per one thousand gallons:   |                           | \$18.00                    |
| (8) <i>Meter Access:</i>  |                           |                            |
| Meter Reader unable to access meter to get reading due to customer parking over meter or any blocking meter access in any way.  |                           | \$25.00                    |

(G) Delinquent Account Fees (Sec. 21-15):

- |                                    |         |
|------------------------------------|---------|
| (1) Late Payment Fee:              | \$25.00 |
| (2) Reconnection Fee:              |         |
| (a) During normal operating hours: | \$25.00 |
| (b) After hours:                   | \$50.00 |

(H) Rereads (Sec. 21-16): \$10.00\*(I) Temporary Disconnection of Service (Sec. 21-17):

|     |  |          |
|-----|--|----------|
| (1) | Disconnection during normal operating hours: | \$25.00  |
| (2) | Disconnection after hours:                   | \$50.00  |
| (3) | Meter Tampering**                            | \$100.00 |

(J) Connection and Transfer Fees (Sec. 21-19):

|     |                                    |         |
|-----|------------------------------------|---------|
| (1) | Connection Fee:                    |         |
|     | (a) During normal operating hours: | \$25.00 |
|     | (b) After hours:                   | \$50.00 |
| (2) | Transfer Fee:                      |         |
|     | (a) During normal operating hours: | \$25.00 |
|     | (b) After hours:                   | \$50.00 |

|     |   |         |
|-----|---|---------|
| (K) | Return Check Fee (non-sufficient fund charge) | \$25.00 |
|-----|---|---------|

(L) Sewer Service Charges (Sec. 21-44):

|     | <i>Inside City Limits</i>         | <i>Outside City Limits</i> |
|-----|-----------------------------------|----------------------------|
| (1) | <i>Residential Single Family:</i> |                            |
|     | First 5,000 gallons (minimum):    | \$71.25                    |
|     | Over 5,000 gallons, per thousand: | \$7.10                     |
|     | Maximum monthly charge:           | \$140.60                   |
| (2) | <i>All other use:</i>             |                            |
|     | First 5,000 gallons (minimum):    | \$78.40                    |
|     | Over 5,000 gallons, per thousand: | \$9.50                     |
| 2   | Maximum monthly charge:           | \$750.00                   |

|     |                                   |          |
|-----|-----------------------------------|----------|
| (3) | <i>* Sewer Irrigation Credit:</i> |          |
|     | Residential Single Family:        | \$60.00  |
|     | All other use:                    | \$210.00 |

|     |  |        |
|-----|--|--------|
| (4) | <i>Texas Department of Criminal Justice - Walker Sayle Unit:</i> |        |
|     | per thousand gallons of water, or portion thereof, used monthly: | \$5.05 |

|     |   |  |
|-----|---|--|
| (5) | If a customer installs a separate irrigation meter to provide for the separate metering of irrigation water they may request to be charged for water use only and not to be charged for sewer services. |  |
|-----|---|--|

(M) Reconnection Fee (Sec. 21-44):

|     |   |         |
|-----|---|---------|
| (1) | Reconnection during normal operating hours: | \$25.00 |
| (2) | Reconnection after hours:                   | \$50.00 |

**\* Sewer Irrigation Credit must be requested by the customer each month qualified.**

**\*\* Meter Tampering / Theft of Services:**

In an effort to deter losses in water revenue, service calls and meter repair, any detected water meter tampering will be reported to the police, investigated, and charges filed. Tampering with a water meter is a Class A misdemeanor in Texas and punishable by a fine not to exceed \$4000, confinement in jail for a term not to exceed 1 year, or both. Individuals responsible for tampering may also incur civil liability and additional fees. Anyone who reconnects water service in any way after the city has disconnected the water for nonpayment of delinquent bill. In addition to the amount of the delinquent bill, the reconnect fee, meter tampering fee and any damages shall be paid before water service will be reconnected. Any tampering with meter will result in meter removal and a tampering fee of \$100. Any account charged with tampering fee is required an additional \$300 deposit.

(N) Penalties for Violations relating to Grease Traps/Interceptors (Sec. 21.93):

|     |   |                 |
|-----|---|-----------------|
| (1) | Blockage Caused by a Generator:                                 |                 |
|     | (a) First Violation:  | \$400.00        |
|     | (b) Second Violation (within 2 years of 1st):                   | \$500.00        |
|     | (c) Third Violation (within 2 years of 1st or 2nd):             | \$750.00        |
|     | (d) Repeat Offenders (in addition to penalty (a), (b), or (c)): | \$250.00        |
| (2) | General Violations:   |                 |
|     | (a) First Violation:  | Written Warning |
|     | (b) Second Violation (within 2 years of warning):               | \$400.00        |

|  |          |
|--|----------|
| (c) Third Violation (within 2 years of warning):               | \$500.00 |
| (d) Fourth Violation (within 2 years of warning):              | \$750.00 |
| (e) Repeat Offenders (in addition to penalty (b), (c) or (d)): | \$250.00 |

#### **XI. Chapter 22 - Zoning**

|     |   |          |
|-----|---|----------|
| (A) | <b><u>Permits Related to Zoning</u></b> (Sec. 22-8):  |          |
| (1) | Mobile Home Permits:                                  | \$75.00  |
| (2) | Certificate of Occupancy (on commercial application): | \$75.00  |
| (3) | Locating Portable Building:                           | \$50.00  |
| (4) | Zoning:   | \$400.00 |
| (5) | Preliminary Plat:                                     | \$500.00 |
| (6) | Final Plat:   | \$400.00 |
| (7) | Replat:   | \$400.00 |
| (8) | Variance Request:                                     | \$200.00 |

\*\*\*\*\*

- III. **Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Local Government Code.

- IV. **Effective Date.** This ordinance shall take effect immediately upon its adoption by the City Commission.

The above and foregoing ordinance was duly proposed, read in full, and adopted upon first reading on March 7, 2023 at a regular meeting of the City Commission.

The above and foregoing ordinance was read and finally adopted upon second reading on April 4, 2023 at a regular meeting of the City Commission.

\_\_\_\_\_  
Bob Sims, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Sutter, City Secretary

S E A L