



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

August 06, 2024 at 5:30 PM

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 August 06, 2024 at 5:30 PM at the Breckenridge City Offices, 105 N. Rose Avenue, Breckenridge, Texas.

CALL TO ORDER

INVOCATION

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

Utility billing update

Park improvement update

Certificate of Appreciation- Mercedes Luna

Department head reports

2. Upcoming Events

August 10 Sips of Summer

August 15 Bulk Pickup

August 27 Special Meeting-Public Hearing on Tax Rate

September 2 City Offices Closed in Observance of Labor Day

Police Chief

3. Employee of the Month - Raymond J. Walker

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

(Mayoral proclamations, presentations of awards and certificates, and other acknowledgements of significant accomplishments or service to the community.)

4. Presentation of Certificate of Appreciation to Betty Brewer for her years of service as the Executive Director of the Breckenridge Housing Authority.
5. Administer the Oath of Office to Police Officer Heath Oakley.
6. Presentation of Proclamation and Lifesaving award to Officer Drew Boggs for his successful efforts in saving a human life in the line of duty.
7. Stephens County Humane Society to address the Commission regarding animal control practices and animal ordinance.

CONSENT AGENDA

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

8. Consider approval of the July 2, 2024, regular commission meeting minutes as recorded.
9. Consider approval of the agreement between the City of Breckenridge and the Breckenridge Library and Fine Arts Foundation.

ACTION ITEMS

10. Discussion and any necessary action regarding BEDC - Downtown Development Committee request for funding assistance
11. Discussion and any necessary action regarding BEDC agreement with Shackelford County Community Resource Center to purchase property owned by the Breckenridge Industrial Foundation.
12. Discussion and any necessary action regarding Resolution 2024-19; proposed Commission Code of Ethics.
13. Discussion and any necessary action regarding approval of Resolution 2024-21 updating the Personnel Policy regarding Employee Code of Ethics.

- [14.](#) Discussion and any necessary action regarding proposal to address Fire Station living quarters for employees.
- [15.](#) Discussion and any necessary action regarding approval of Resolution 2024-20 accepting the 2024 Certified Appraisal roll.
- [16.](#) Discussion and any necessary action regarding FY 2024-2025 Budget.
- [17.](#) Discussion and any necessary action to schedule August 27, 2024, for Public Hearing on the proposed tax rate, discuss tax rate, NNR, and Voter Approval Rate, De Minimus Rate and take a record vote.
- [18.](#) Discussion and any necessary action regarding setting a Public Hearing to consider FY 2024/2025 proposed budget on September 3, 2024.
- [19.](#) Discussion and any necessary action regarding approval of Ordinance 2024-13 updating Schedule of Fees (First Reading).

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 **3rd day of AUGUST 2024.**

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.



DEPARTMENTAL REPORTS

JUNE 2024

105 N. Rose Ave.
Breckenridge, TX 76424
254.559.8287
www.breckenridgetx.gov

Finance

Bank

Statement

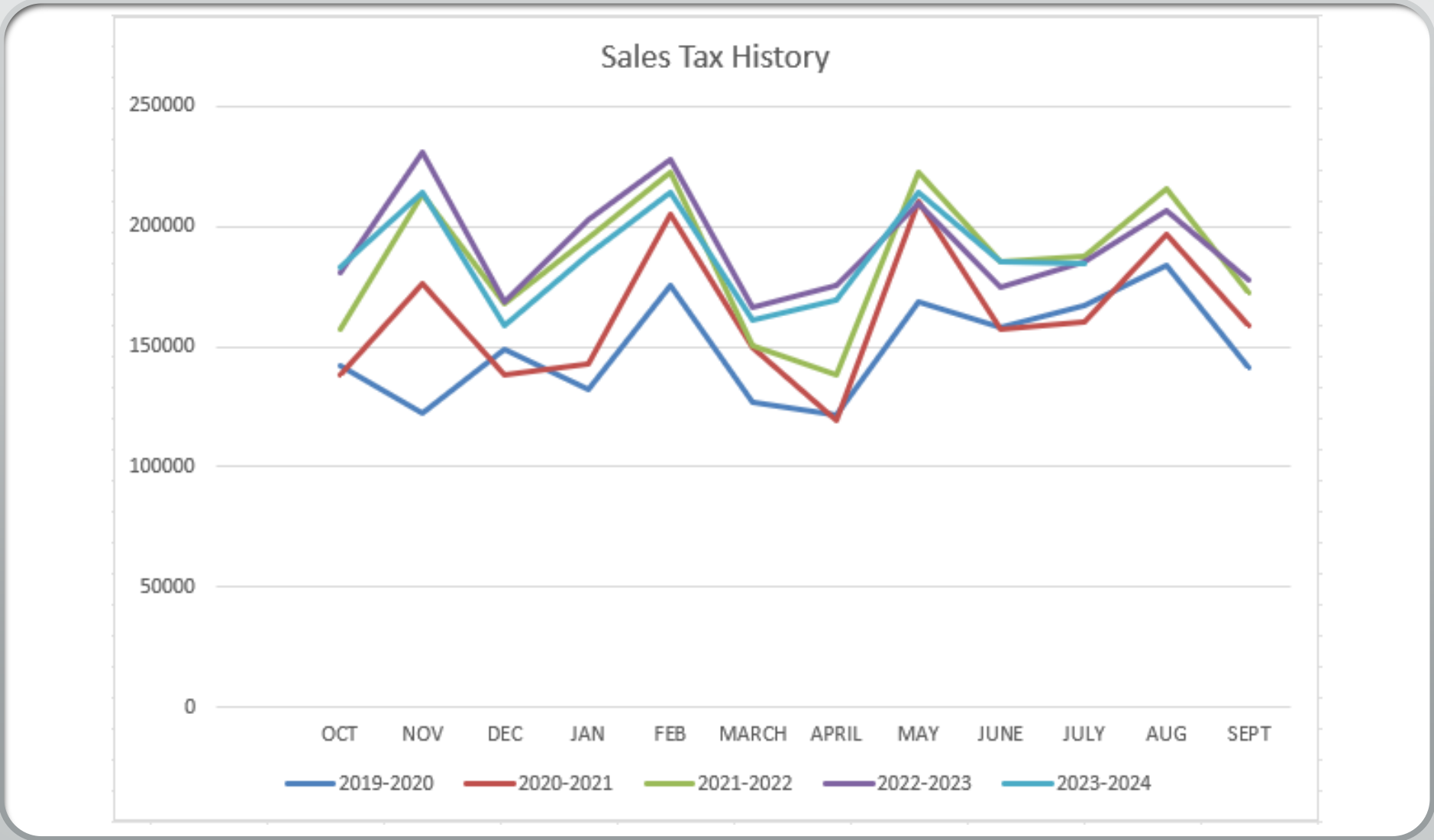
Balances

	Account Name	Balances as of June 2023	Balances as of June 2022
1001	GENERAL FUND	\$ 1,737,257.84	\$ 2,249,519.64
1013	ARSON FUND	\$ 509.89	\$ 509.89
1014	FEDERAL TAX & LOAN	\$ 80.58	\$ 81.29
1001	WATER FUND	\$ 1,607,019.38	\$ 1,735,734.67
1001	WASTEWATER FUND	\$ 814,840.15	\$ 1,215,659.62
1001	SANITATION	\$ 38,539.66	\$ 26,102.10
1001	FIRE DEPT. SPECIAL	\$ 10,466.99	\$ 7,946.30
1001	FORFEITED PROPERTY	\$ 1,476.54	\$ 1,480.66
1002	PAYROLL FUND	\$ 29,698.50	\$ 33,191.49
1001	EQUIP. REPLACEMENT FUND	\$ 236,472.45	\$ 339,714.69
1001	STREET MAINTENANCE	\$ 880,872.81	\$ 252,451.28
1001	BRECKENRIDGE PARK FUND	\$ 9,239.23	\$ 9,631.31
1001	POLICE DEPT. SPECIAL	\$ 13,602.22	\$ 13,640.04
1001	Excess Sales Tax Revenue	\$ 17,617.63	\$ 17,666.58
1001	Breck Trade Days	\$ 39,391.30	\$ 39,500.79
1051	CO 2017 A&B Sinking /Rd	\$ 483,294.09	\$ -
1001	Water Capital Projects	\$ -	\$ -
1001	Wastewater Capital Projects	\$ -	\$ -
1001	Capital Improvement Project	\$ 394,962.75	\$ 193,441.03
1058	GENERAL DEBT SERVICE FUND	\$ 1,281,098.91	\$ -
1001	General Debt Service Fund P/C	\$ -	\$ 370,145.08
1001	REVENUE DEBT SERVICE FUND	\$ -	\$ 144,894.09
1025	Rescue Boat Donation	\$ 1,811.89	\$ 1,816.43
1073	CWSRF LF1001492	\$ 3,566.86	\$ 3.02
1076	CWSRF LF1001492 ESCROW	\$ 1,229,555.55	\$ 1,212,126.34
1056	CWSRF CO 2022A L1001491	\$ 1.00	\$ 1.00
1074	CWSRF CO 2022A L1001491 ESCROW	\$ 930,249.73	\$ 974,488.02
1072	CWSRF CO 2022A L1001426	\$ 1.00	\$ 1.00
1075	CWSRF CO 2022A L1001426 ESCROW	\$ 1,970,164.92	\$ 2,063,856.69
1071	DWSRF LF1001495	\$ 3,036.00	\$ 2.10
1079	DWSRF LF1001495 ESCROW	\$ 1,333,592.49	\$ 1,310,693.59
1070	DWSRF CO 2022B L1001493	\$ 1.00	\$ 1.00
1078	DWSRF CO 2022B L1001493 ESCROW	\$ 1,342,592.80	\$ 1,406,440.19
1057	DWSRF CO 2022B L1001494	\$ 1.00	\$ 1.00
1077	DWSRF CO 2022B L1001494 ESCROW	\$ 941,097.10	\$ 985,851.25
1010	LOGIC CO 2023	\$ -	\$ 7,902,358.81
	TOTAL - ALL FUNDS	\$ 15,352,112.26	\$ 22,508,950.99

Item 1.

Fiscal Year Sales Tax Revenue Received

MONTH RECEIVED	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
OCT	142,235	138,040	157,493	180,530	182,914
NOV	122,415	176,091	213,510	230,739	214,002
DEC	149,000	138,215	167,667	169,037	158,898
JAN	132,144	142,770	195,423	203,137	188,303
FEB	175,232	204,822	222,525	228,165	214,081
MARCH	127,285	149,849	150,395	166,133	161,140
APRIL	121,607	119,118	138,407	175,456	169,163
MAY	168,693	210,823	222,804	210,071	213,928
JUNE	158,145	157,037	185,695	175,128	185,558
JULY	167,474	160,631	187,757	185,736	184,363
AUG	183,855	196,582	215,658	206,710	
SEPT	141,151	158,558	172,552	177,704	
TOTAL	1,789,236	1,952,536	2,229,886	2,308,546	1,872,350



SECURITIES PLEDGED

The following shows the calculation of deposit coverage for the deposits of The City of Breckenridge held in Clear Fork Bank on: June 27, 2024 and securities pledged as of: June 27, 2024

Checking account balances:	\$	6,799,452.09
CD balances:	\$	-
Total on deposit:	\$	<u>6,799,452.09</u>
FDIC Insurance coverage:	\$	250,000.00
Checking account balances:	\$	-
CD balances:	\$	<u>250,000.00</u>
Total Deposit balance		
less FDIC coverage:	\$	<u>6,549,452.09</u>
Securities pledged at market value:	\$	<u>7,454,630.47</u>
Excess securities pledged:	\$	<u>905,178.38</u>

BUILDING & DEVELOPMENT

JUNE 2024		FY 2023-2024
Permits Issued:		
Building	2	44
Roof	3	12
Fence, windows, siding, etc.	2	7
Sign	0	3
Mobile home	0	5
Certificate of Occupancy	1	6
Electrical	3	44
Plumbing	1	27
Gas line	1	27
Irrigation	0	2
HVAC	4	16
Moving	0	0
Demolition	0	1
P&Z	1	3
Variance	0	5
Prelim/final plat/replat	1	3
Solicitor/vendor	1	8
Beer/wine/liquor license	2	10
Gaming machine license	0	5
Food Mobile Unit	0	9
Fire alarm	0	0
Fire sprinkler	0	0

CODE ENFORCEMENT

Violations reported to Code Enforcement via email – 2

Violations reported to Code Enforcement via phone – 5

New violations cases opened – 29

- RV violation – 1011 N. Breckenridge
- High weeds – 115 W. 5th
- High weeds – 1204 E. Dyer
- Rubbish – 1213 W. Elliott
- High weeds – 1201 E. Hullum
- High weeds – 1005 E. Walker
- Junk vehicles – 3102 W. Walker
- Junk vehicles – 701 W. Williams
- High weeds – 700 W. 3rd
- High weeds – 1210 W. 1st
- High weeds – 210 N. McAmis
- High weeds – 1005 E. Elm
- High weeds – 503 N. Harvey
- High weeds – 111 S. Miller
- High weeds – 617 N. Pecan

- High weeds – 1206 W. 4th
- High weeds – 409 W. 4th
- High weeds – 501 W. 3rd
- High weeds – 505 S. Liveoak
- High weeds – 805 N. Pecan
- High weeds – 300 W. 2nd
- High weeds – 212 N. Parks
- High weeds – 212 W. 6th
- High weeds – 420 W. Walker
- High weeds – 701 N. Oakwood
- High weeds – 200 W. 4th
- High weeds – 810 W. Wheeler
- High weeds – 911 N. Court
- Rubbish/weeds – 201 S. Caddo

CODE ENFORCEMENT

Violations closed due to compliance – 22

House is being remodeled – 603 W. Hullum

Vehicle moved – 804 N. Liveoak

Mowed – 1011 E. Elm

Mowed – 806 W. Wheeler

Cleaned up – 1106 E. Dyer

Mowed – 301 N. Parks

RV moved – 1011 N. Breckenridge

Mowed – 115 W. 5th

Mowed – 1204 E. Dyer

Cleaned up – 1213 W. Elliott

Mowed – 1201 E. Hullum

Mowed – 1210 W. 1st

Mowed – 1206 W. 4th

Mowed – 505 S. Liveoak

Mowed – 805 N. Pecan

Mowed – 701 N. Oakwood

Mowed – 200 W. 4th

Mowed – 420 W. Walker

Mowed – 201 S. Caddo

Grass clippings picked up – 1109 E. Walker

Mowed – 205 W. 2nd

Mowed – 300 W. 3rd

CODE ENFORCEMENT

Substandard homes ready for demolition by the City – 8

1305 W. 1st

806 S. Cutting – demolished and hauled off

601 N. Harvey

205 W. 3rd – demolished and hauled off

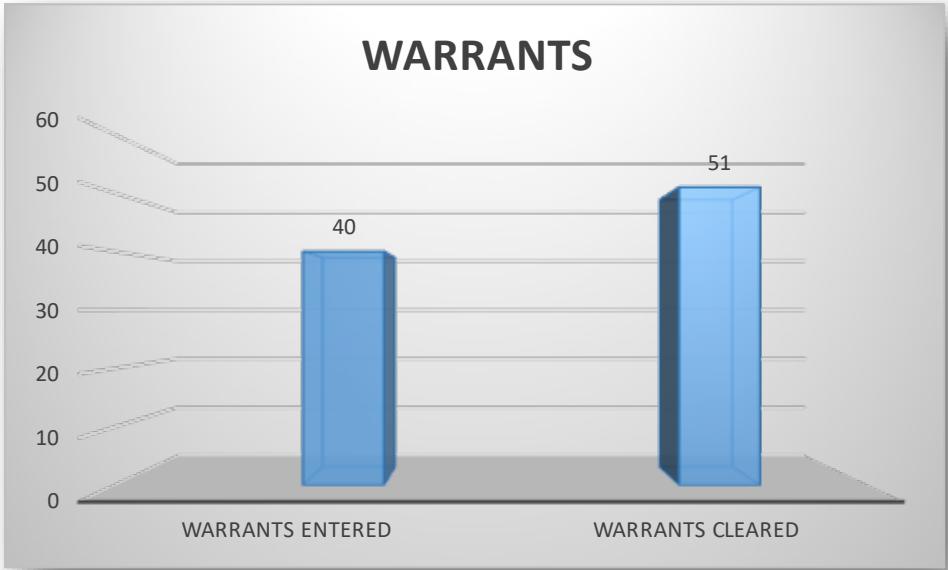
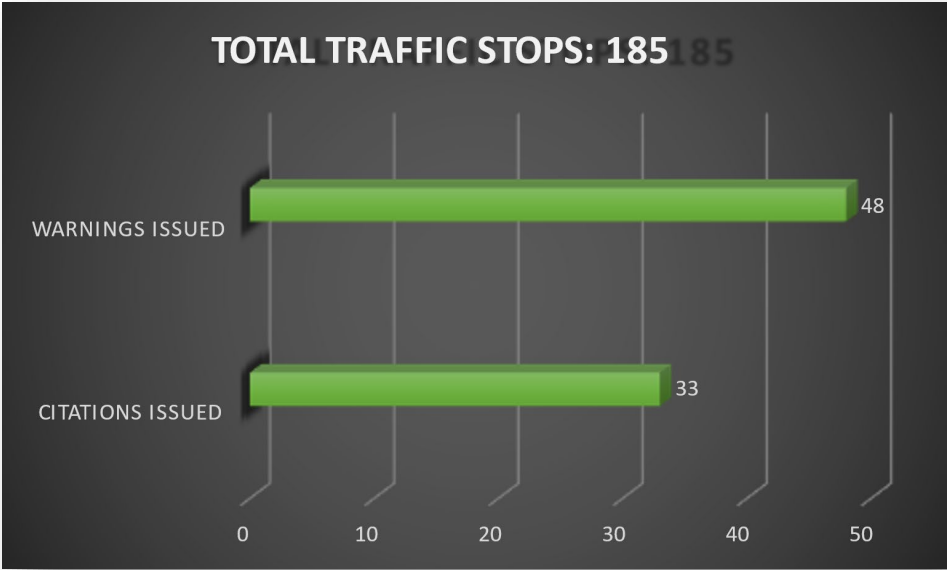
803 W. Hulum

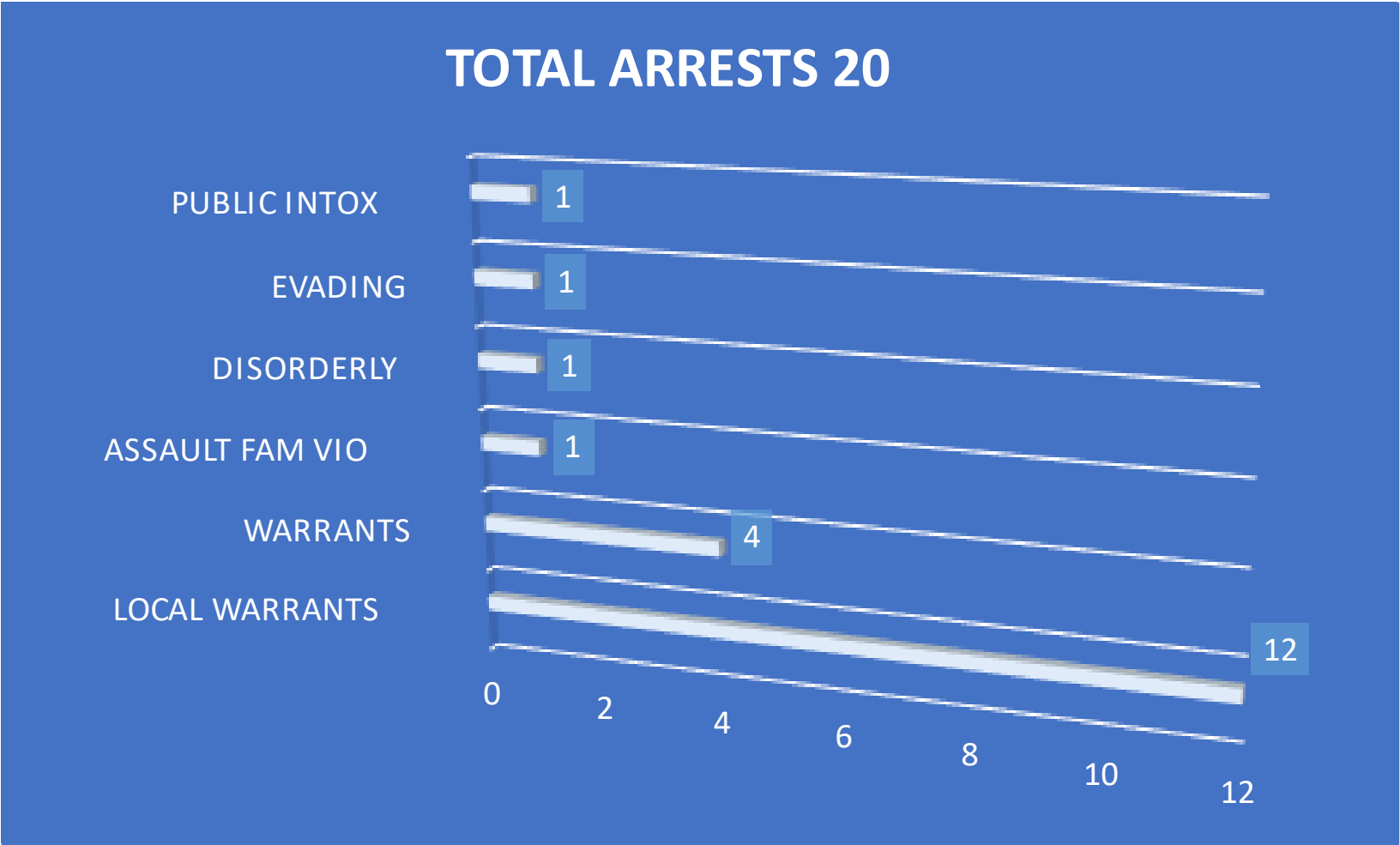
513 S. Stoker

907 N. Shelton – demolished and waiting to be hauled off

1214 W. 4th



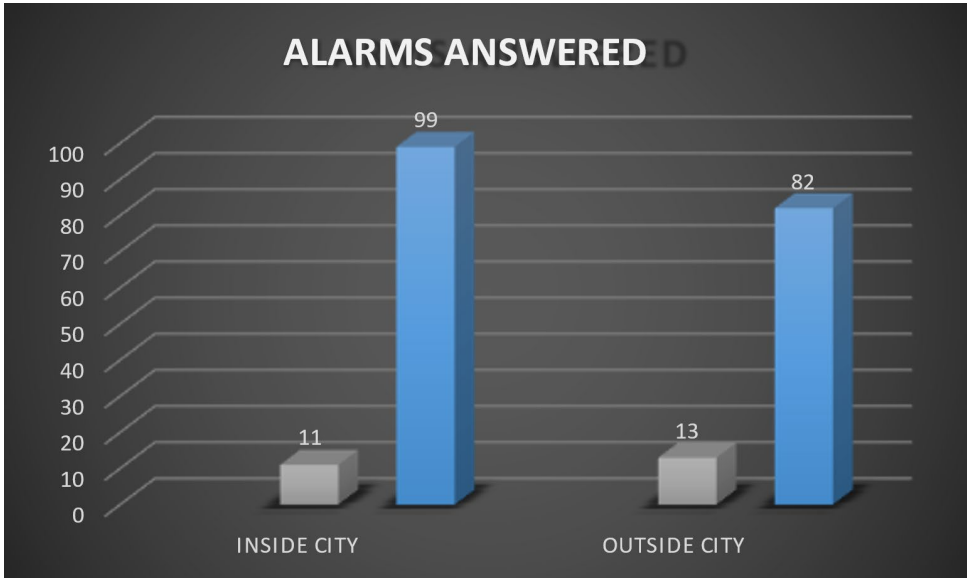
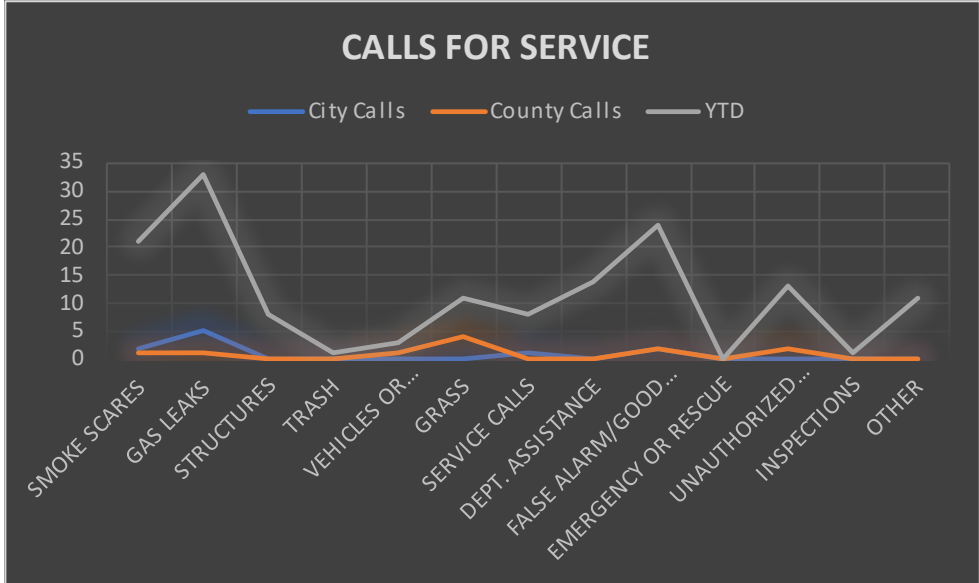


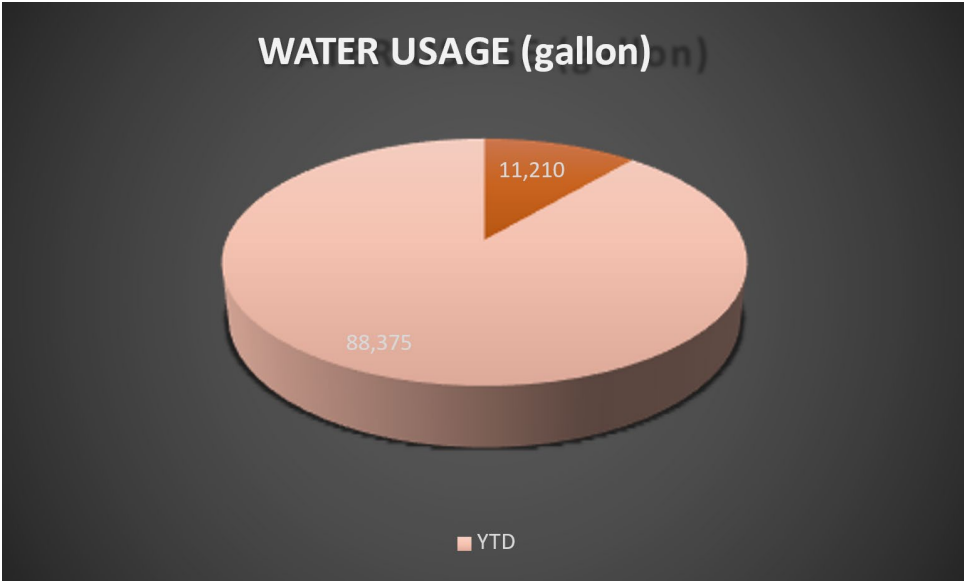
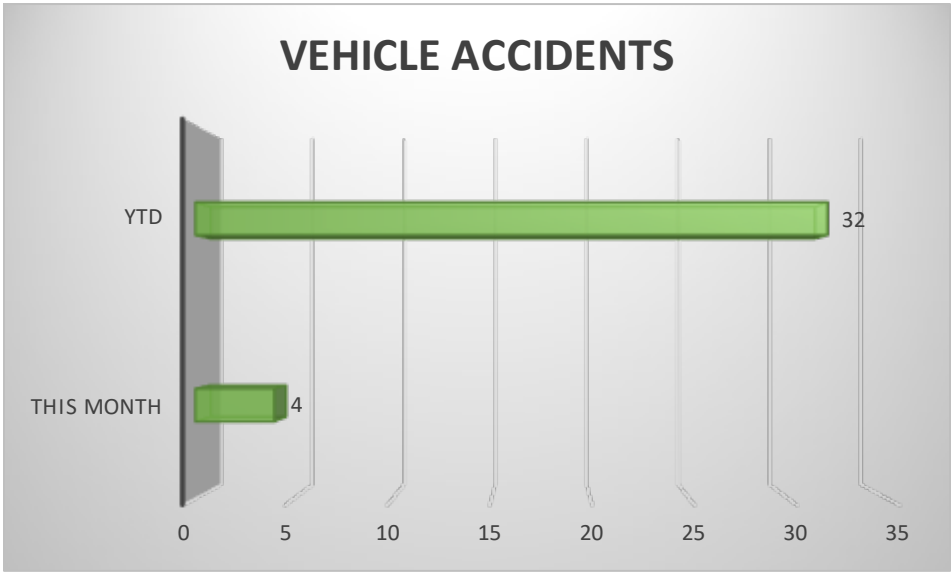


ANIMAL CONTROL

Call Type	Carcass	Nuisance Dog /Other	Stray	Missing Pet	Bite- animal	Bite- Human	Wildlife/ Livestock	Welfare	Info	Injured	Total
	10	16/1	17	4	2	3	3/4	6	11	2	79
Shelter Intake	Surrender	Stray	Aggressive	Carcass	Cat	Born	County				
	1	7	4	10	2	0	7				21/10
Left Shelter	Owner	Adopted	Foster	Euthanized	Expired	Rescue					
	3	3	1	4							11
Total in Shelter at Month End											10







PARKS & CEMETERY





5 pavilion rentals

2 pickleball courts completed

2 volleyball courts completed

Maintaining all parks

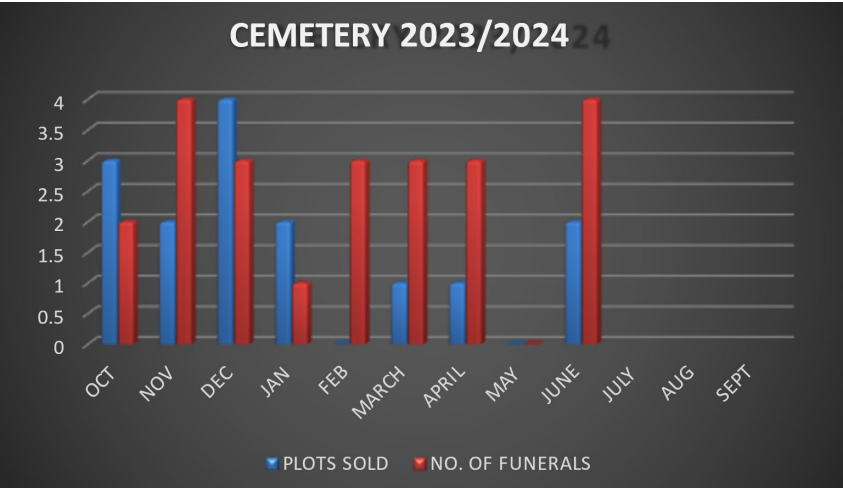
Lights for BookerT ballpark completed

The pool is doing good all party nights are booked.

Attendance is equal to or better than last season.

A lot of people using the park

Several projects are still being worked on,
including the Dog Park, Toddler Park



4 funerals to report

2 spaces sold for 550.00

1 burial 1 cremation

Maintaining Cemetery

Maintaining equipment

Filling Graves

Helping in park

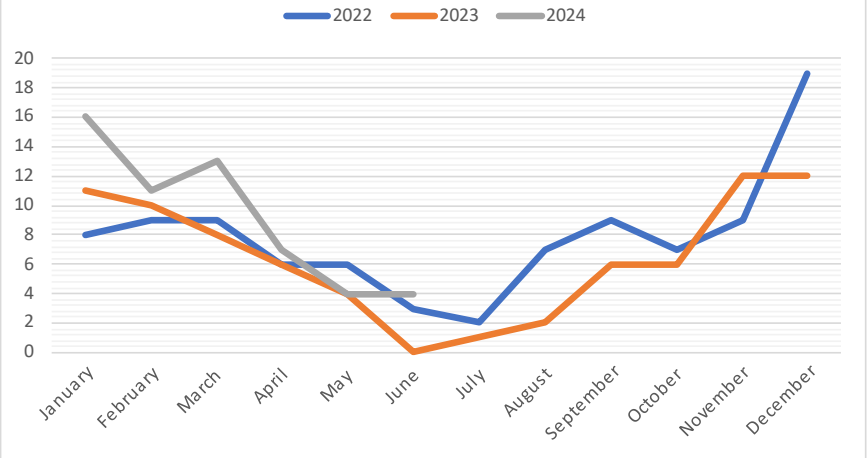
CEMETERY

PUBLIC WORKS

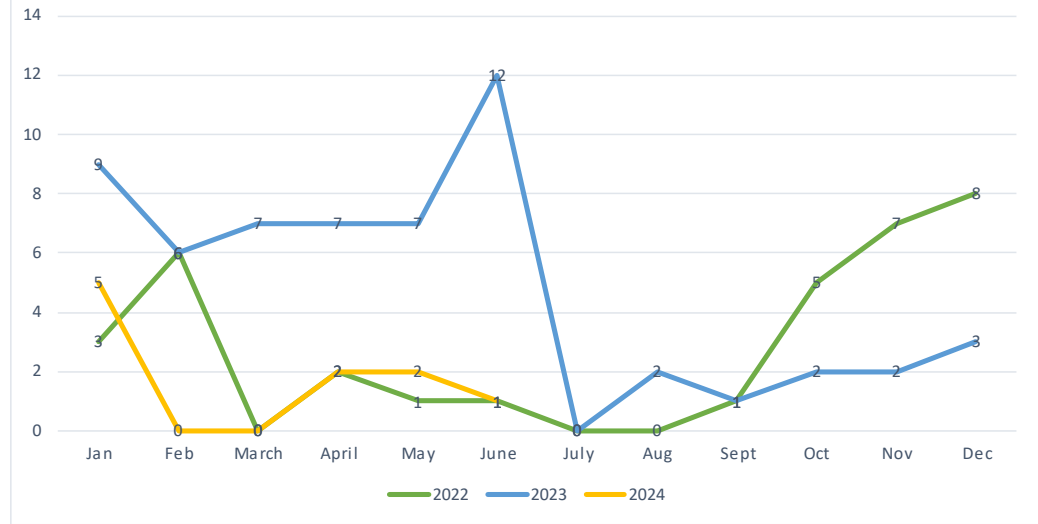


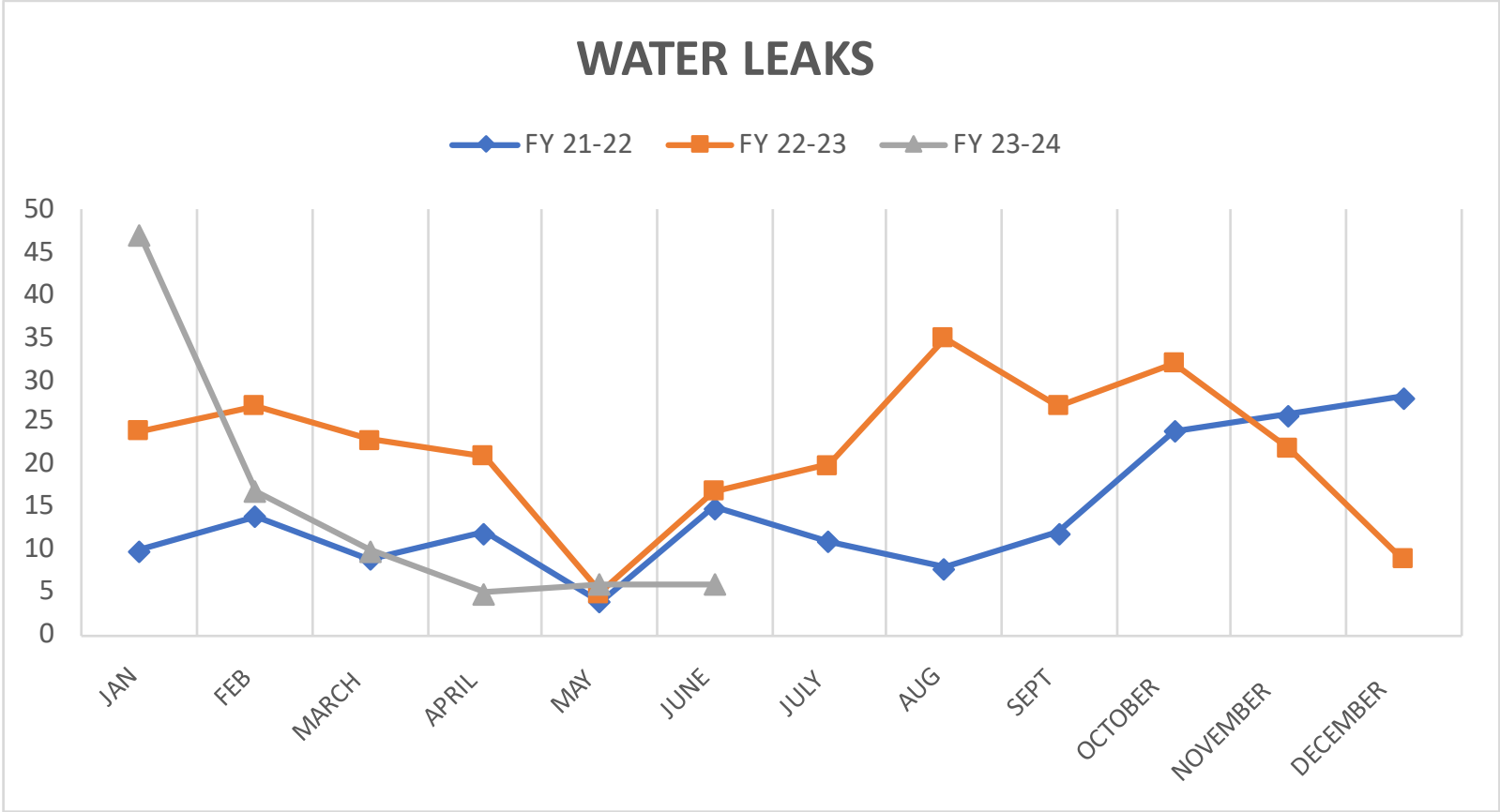
DEPARTMENT

SEWER STOPPAGES



Meter Leak Report







BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Presentation of Certificate of Appreciation to Betty Brewer for her years of service as the Executive Director of the Breckenridge Housing Authority.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

Betty Brewer has served in the community Breckenridge as the Executive Director of the Breckenridge Housing Authority for the last 42 years. During that time she has served with compassion and integrity, maintaining multiple properties within the City.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Present Certificate of Appreciation

Betty Brewer

Breckenridge, Texas 76424

July 15, 2024

To The Board of Breckenridge Housing Authority:

I would like for you to accept my resignation of Executive Director as of August 15, 2024, as your Director for the last 42 years. I would like to stay on for the next six (6) months as a consultant with no pay but would like to have my insurance paid for the six months. The HA elected to pay any employees supplemental insurance if they have worked thirty (30) years. I would like to have my dental, life insurance, and vision as pay for 6 months. I have loved the job along with the people that have come for help, and my wonderful Board of Directors and employees that have all been so supportive for the last years.

Due to my health, and age, I am no longer able to be the Director. I have great and dedicated employees to leave my job with. I hope you will hire Landi Crossman as your new Executive Director. She has worked with housing since she was 15 years old. She has earned her computer skills and graduated from TSTC. I have been training her to take my place, and she is already doing the work.

Thank you for all the support,

A handwritten signature in cursive script that reads "Betty Brewer".

Betty Brewer

Welcome



TO THE TEAM

**Police Officer
Heath Oakley**





**BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM**

Subject: Presentation of Proclamation and Lifesaving award to Officer Drew Boggs for his successful efforts in saving a human life in the line of duty.

Department: Police Department

Staff Contact: Blake Johnson

Title: Chief of Police

BACKGROUND INFORMATION:

The Breckenridge Police Department was assisting Shackelford and Stephens County with a pursuit that entered the city of Breckenridge on May 15, 2024. During the pursuit, the suspect crashed into Sgt Gray of the BPD. The crash flipped the patrol vehicle on its side and left Sgt Gray unconscious in a burning vehicle. Officer Boggs broke out the windshield of the car and pulled Sgt Gray to safety until paramedics took over. He will be receiving a Proclamation from the city as well as a life-saving award for his actions.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

No action taken



OFFICE OF THE MAYOR
CITY OF BRECKENRIDGE

PROCLAMATION

WHEREAS, The City of Breckenridge recognizes and values the heroism and acts of courage by its employees; and

WHEREAS, on May 15, 2024, Officer Drew Boggs came to the aid of Sergeant Noah Gray; and

WHEREAS, Officer Drew Boggs assisted Sergeant Noah Gray who was trapped in a burning patrol car involved in a major crash; and

WHEREAS, Officer Drew Boggs recognized he needed to respond fast and without regard to his own personal safety; and

WHEREAS, Officer Drew Boggs broke out the front window of the patrol unit and pulled unconscious Sergeant Noah Gray from the burning vehicle and assisted him until EMS arrived; and

WHEREAS, Officer Drew Boggs is recognized by his peers for his honor and bravery in service to the lives of our community; and

NOW, THEREFORE, I, Bob Sims, Mayor of the City of Breckenridge, the City of Breckenridge, the Breckenridge City Commission and the Breckenridge Police Department hereby congratulate and honor Officer Drew Boggs for his bravery and selflessness and award him this Lifesaving Award.

PROCLAIMED this 6th day of August 2024.

Bob Sims, Mayor

Jessica Sutter, City Secretary

SEAL



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Stephens County Humane Society to address the Commission regarding animal control practices and animal ordinance

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

Stephens County Humane Society (Kathy O’Shields) requested through Commissioner Akers to be put on the agenda to address the commission regarding animal control practices and the animal ordinance.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Consider approval of the July 2, 2024, regular commission meeting minutes as recorded.

Department: Administration

Staff Contact: Jessica Sutter

Title: City Secretary

BACKGROUND INFORMATION:

Meeting minutes for the regular commission meeting on July 2, 2024.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of the July 2, 2024, regular meeting minutes as presented.

REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION



Tuesday, July 2, 2024, at 5:30 PM
Breckenridge City Offices Commission Chambers
105 North Rose Avenue
Breckenridge, Texas 76424

MINUTES

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

PRESENT

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

BOB SIMS
GREG AKERS
VINCE MOORE
GARY MERCER

CITY MANAGER
CITY SECRETARY
CITY ATTORNEY
POLICE CHIEF
PUBLIC SERVICES DIRECTOR
CODE ENFORCEMENT/FIRE CHIEF
FINANCE DIRECTOR

CYNTHIA NORTHROP
JESSICA SUTTER
EILEEN HAYMAN
BLAKE JOHNSON
STACY HARRISON
MALCOLM BUFKIN
DIANE LATHAM

NOT PRESENT

COMMISSIONER, PLACE 1

BLAKE HAMILTON

CALL TO ORDER

Mayor Sims called the meeting to order at 5:30 p.m.

Invocation led by Steve Spoon of Real Church

PLEDGE OF ALLEGIANCE

OPEN FORUM

Elizabeth Power-1311 Renee St.

No Action Taken

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

- Fire Ad Hoc Committee update
- Downtown Revitalization Project update
- Splashpad update
- Department Head reports

2. Upcoming Events

- July 4 City offices closed in observance of Independence Day
- July 18 Bulk Pickup

Fire Chief

3. Employee of the Month-Christi Tidrow

No Action Taken

PUBLIC HEARING ITEMS

Mayor Sims opened the Public Hearing at 5:48 p.m.

4. Conduct a final public hearing for the Breckenridge Comprehensive Plan - TxCDBG Contract #CPC21-0522.

Ken Coignet-Public Management

Mayor Sims closed the Public Hearing at 5:50 p.m.

CONSENT AGENDA

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

- 5. Consider approval of the June 4, 2024, Regular Commission Meeting minutes as recorded.
- 6. Consider approval of Resolution 2024-16 City of Breckenridge Investment Policy

7. Discussion and any necessary action regarding approval of Ordinance 2024-11 approving the City of Breckenridge Water Conservation Plan and Drought Contingency Plan.

Mayor Pro-Tem Moore made a motion to approve consent agenda items 5-7 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

EXECUTIVE SESSION

Mayor Sims Convened the meeting into Executive Session at 5:52 p.m.

Consultation **with** **Attorney**
§551.071(1),(2): Consultation with attorney regarding pending or anticipated litigation, or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter:

8. Animal Control

Mayor Sims Reconvened the meeting into open session at 6:42 p.m. with no action taken.

ACTION ITEMS

9. Discussion and any necessary action regarding a requested replat to the property at 303 S. Jackson, currently legally described as Walker Caldwell 11 Addition, Block 35, Lots 8,9, & N/48 of 10, into two lots (one lot will measure 8,400 square feet and the other 12,320 square feet). The property owner intends to sell these lots.

The current property is two and a half vacant lots. The property owner would like to replat this property into two lots and sell them. The Planning and Zoning Commission reviewed the replat during a meeting held on Tuesday, June 25, 2024, and recommended approval of the replat unanimously.

Commissioner Mercer made a motion to approve the Planning and Zoning Commission's recommendation to replat the property at 303 S. Jackson as presented. Mayor Pro-Tem Moore seconded the motion. The Motion passed 4-0

10. Discussion and any necessary action regarding Ordinance 2024-12; updating Chapter 4: Animals and Fowl.

City Manager Cynthia Northrop stated the staff is recommending updating Chapter 4, Animals and Fowl, to be in alignment with the latest state regulations regarding animal control as well as cleaning up items according to policy and practice.

Commissioner Akers made a motion to approve Ordinance 2024-12 updating Chapter 4: Animal and Fowl. Mayor Pro-Tem Moore seconded the motion. The motion passed 4-0.

11. Discussion and any necessary action regarding approval of Resolution 2024-18 accepting the Breckenridge Comprehensive Development Plan (TXCDBG Contract #CPC21-0522).

City Manager Northrop explained this grant will update the City's Comprehensive Development Plan and will serve as a long-range planning document. The grant consultant, Public Management, presented this to Planning and Zoning in both May and June of 2024 who made a recommendation to approve. The plan was also presented to the commission in June of 2024.

Mayor Pro-Tem Moore made a motion to approve Resolution 2024-18 accepting the Breckenridge Comprehensive Development Plan (TxCDBG Contract # CPC21-0522). Commissioner Mercer seconded the motion. The motion passed 4-0.

12. Discussion and any necessary action regarding the adoption of Ordinance 2024-10 prohibiting drilling and mining in the public parks in the City of Breckenridge in relation to the Texas Parks and Wildlife 2025 Local Park Grant.

Northrop stated that the city is seeking a Splash Pad Grant and although it is not a requirement, having an ordinance that prohibits drilling in our public parks strengthens our application and shows that we are committed to protecting our public parks. The city had an ordinance previously (Ord. 89-14) that was repealed by Ordinance 2016-17. This ordinance is consistent with state statutes.

Commissioner Mercer made a motion to approve Ordinance 2024-10 as presented. Mayor Pro-Tem Mercer seconded the motion. The motion passed 4-0.

13. Discussion and any necessary action regarding approval of Resolution 2024-17 authorizing the submission of an application to Texas Parks and Wildlife for the 2025 Local Park Grant.

City Manager Northrop explained that this resolution will allow the city to submit a grant through Texas Parks and Wildlife for a project that will include a Splash Pad, site improvements, electrical, enclosure building, lighting, sod/irrigation, and potentially retrofitting the baby pool to bring it into ADA compliance.

Commissioner Akers made a motion to approve Resolution 2024-17 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

14. Discussion and any necessary action regarding Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (Fund) Interlocal for Cyber Security.

The city is insured through the Texas Municipal League Intergovernmental Risk Pool and has had Cyber Liability and Data Breach Response Coverage for the past several years. Due to an exponential increase in claims, the Board of Trustees recently created a new Cyber Liability Fund and approved changes to the Pool's coverage structure effective October 1, 2024. An interlocal is required to continue coverage.

Mayor Pro-Tem Moore made a motion to approve the Cyber Liability and Data Breach Response Coverage Interlocal and authorize the City Manager to sign the documents. Commissioner Mercer seconded the motion. The motion passed 4-0.

- 15. Discussion and any necessary action on 2023 Certificate of Obligation fund status and updating Park Projects

City Manager Northrop stated that staff is requesting commissioners consider approving a few additional improvements to the park using a portion of the 2023 Certificates of Obligations including an additional sand volleyball court and a cover over the swing set.

Commissioner Mercer made a motion to approve staff request to fund additional park improvements. Mayor Pro-Tem Moore seconded the motion. The motion passed 4-0.

- 16. Discussion and any necessary action regarding the FY 2024-2025 Preliminary Budget.

City Manager Cynthia Northrop reviewed the Fiscal Year 2024-2025 preliminary budget.

No action was taken.

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.

No requests.

ADJOURN

There being no further business, Mayor Sims adjourned the regular session at 7:37 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary



BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM

Subject: Consider approval of the agreement between the City of Breckenridge and the Breckenridge Library and Fine Arts Foundation

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

This is the Agreement for the Breckenridge Library and Fine Arts Foundation for the period of October 1, 2024, through September 30, 2025. There is no change in this agreement from previous agreements, except for the dates. The city agrees to fund the Breckenridge Fine Arts Center in the amount of \$16,100.00 annually as well as fund the Breckenridge Library in the amount of \$13,900.00 annually.

FINANCIAL IMPACT:

Total annual impact \$30,000.00

STAFF RECOMMENDATION:

Consider approval of the agreement as presented.

Breckenridge Library and Fine Arts Foundation

Item 9.

President
David L. Clark
Vice-President
Barrett D. Clark

Post Office Box 752
Breckenridge, Texas 76424
254-559-2246
FAX 254-559-8553

Secretary-Treasurer
Rena Goldsmith

July 12, 2024

Mr. Bob Sims
Mayor, City of Breckenridge
Ms. Cynthia Northrup, City Manager
105 N. Rose
Breckenridge, TX 76424

Re: Contractual Agreement between the City of Breckenridge and the Breckenridge Library & Fine Arts Foundation

Dear Bob & Cynthia:

Please find enclosed for yours, and the commissioners review and consideration a proposed Contractual Agreement between the City of Breckenridge and the Breckenridge Library and Fine Arts Foundation for the period beginning October 1, 2024 thru September 30, 2025. Nothing was changed from the previous Agreement, except for the dates.

We appreciate all that you guys have done for the Library and the Fine Art Center through the past years. I would think that the citizens of Breckenridge appreciate your helping to provide these fine facilities that are used by so many each year. Many hours of time and treasure by the Foundation and many volunteers are donated to help provide these facilities. Without the city's financial support, the employees of both the Library and FAC and the many non-paid volunteers, it will be very difficult to continue to provide these wonderful facilities each year for the citizens of Breckenridge and Stephens County.

Thank you so much for your help, and if acceptable, please return one executed copy to me in the enclosed return envelope or please give me a call at 254-559-2246, Ext 1 and I'll be glad to drop by your office to pick up the BLFAF's copy. If you have any questions or need to discuss, please give me a call.

Sincerely yours,



David L. Clark

CONTRACTUAL AGREEMENT

The City of Breckenridge, a municipality in Stephens County, Texas, hereinafter referred to as "City" hereby contracts with the Breckenridge Library and Fine Arts Foundation, a private corporation, of Breckenridge, Stephens County, Texas, hereinafter referred to as "Foundation" for the provision of services and facilities relating to a complex located at 207 and 209 North Breckenridge Avenue, Breckenridge, Texas, hereinafter referred to as "Complex", subject to the following considerations, covenants, agreements, and conditions:

1. Term:

The term of this contractual agreement shall be for a period of one (1) year, beginning on October 1, 2024 thru September 30, 2025. This contractual agreement expires without notification on September 30, 2025.

2. Termination:

This contractual agreement may be terminated by the city or the Foundation, in whole, or from time to time, in part, whenever such termination is in the best interest of the City or Foundation. Termination will be effective thirty (30) days after delivery of written notice of termination by either party.

3. Foundation Responsibilities:

A. Foundation agrees to operate a Breckenridge Library and a Breckenridge Fine Arts facility within this complex.

B. Foundation agrees to maintain a public auditorium within this complex.

C. Foundation agrees to use of the Breckenridge Library, Breckenridge Fine Arts Facility, and the designated public meeting area within the facility, by the City of Breckenridge without any fee or use charges.

D. Foundation agrees to furnish to the City Manager's office, monthly, a copy of minutes and financial reports for the Breckenridge Library Board of Directors and for the Breckenridge Fine Arts Center Board of Directors.

4. City Responsibilities:

A. City agrees to payments to the **Breckenridge Fine Arts Center** of an amount of **\$16,100.00** during the term of this agreement to be applied to a combination of electrical utility cost, general liability and property insurance cost, janitorial cost, equipment and building repair cost. Said funds will be reimbursed only after proof of

payment by the Breckenridge Fine Arts Center. The City assumes no responsibility for the payment of any of the referenced cost, or for the coverage, negotiations of premiums, or processing of any insurance claims.

B. City agrees to payments to the Breckenridge Library of an amount of \$13,900.00 during the term of this agreement to be applied to a combination of electrical utility cost, general liability and property insurance cost, janitorial cost, equipment and building repair cost. Said funds will be reimbursed only after proof of payment by the Breckenridge Library. The City assumes no responsibility for the payment of any of the referenced cost, or for coverage, negotiations of premiums, or processing of any insurance claims.

5. Notices:

All notices to be given to City shall be in writing deposited in the United States mail, certified or registered, with postage prepaid, and addressed to City of Breckenridge, Attention of City Manager, at 105 North Rose Avenue Breckenridge, Texas 76424 and to the Foundation in the same manner, addressed to Foundation, P.O. Box 752, Breckenridge, TX 76424. Change of address by either party must be by notice given to the other in the same manner as above specified.

IN WITNESS WHEREOF, the City of Breckenridge and the Breckenridge Library and Fine Arts Foundation have executed this contractual agreement on this _____ day of _____, 2024.

CITY OF BRECKENRIDGE

BRECKENRIDGE LIBRARY AND FINE ARTS FOUNDATION

By: _____
Bob Sims, Mayor

By: David L. Clark
David L. Clark, President

ATTEST:

By: _____
Cynthia Northrop
City Manager

STATE OF TEXAS:
COUNTY OF STEPHENS:

This instrument was acknowledged before me on _____, 2024, by Bob Sims, Mayor for and on behalf of said City and in the capacity herein stated.

S E A L

Notary Public

My Commission Expires: _____

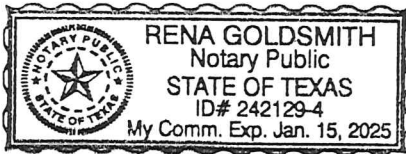
STATE OF TEXAS:
COUNTY OF STEPHENS:

This instrument was acknowledged before me on July 12, 2024, by David L. Clark, President for and on behalf of said Foundation and in the capacity herein stated.

S E A L

Rena Goldsmith
Notary Public

My Commission Expires: 1-15-25



3 *DL*



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding BEDC - Downtown Development Committee request for funding assistance

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The BEDC has been funding a part-time position (keeps downtown area picked up, cleaned up, trash, etc.) at the request of a sub-committee of the BEDC, Breckenridge Downtown Development Committee (BDDC). Discussions of the city cost-sharing the position have been ongoing for the past several months. While staff agrees that this is a valuable position, promoting economic and community development, budgetary priorities of city employee pay, vehicles and this year a new position of Code Enforcement have taken precedence.

However, now that certified values are in, there would be room in the budget to do a 50/50 cost share for the position if this is a priority for the Commission. See budgetary impact below. BEDC/BDDC would be responsible for oversight of the contract worker.

Staff would recommend that continued cost-sharing would be evaluated on an annual basis during budget.

FINANCIAL IMPACT:

The position is a contract position and pays \$15.00 per hour and is capped at \$750 (bi-weekly)/25 hours per week. Annual cost would be \$19,500. City cost would be \$9,750.

STAFF RECOMMENDATION:

Consider request.



BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding BEDC agreement with Shackelford County Community Resource Center to purchase property owned by the Breckenridge Industrial Foundation

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The BEDC has reached an agreement with Shackelford County Community Resource Center to purchase roughly 1.7 acres contiguous with 2.4 acres owned by the Breckenridge Industrial Foundation. The additional land will increase the efficiency of the 2.4-acre tract which they are offering to a hotel developer. A draft boundary map of the two properties is attached.

FINANCIAL IMPACT:

BEDC will fund the project at \$30,000.00 plus closing costs and survey costs.

STAFF RECOMMENDATION:

Consider approval of agreement



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding Resolution 2024-19;
proposed Commission Code of Ethics

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

During the development of a City Commission orientation packet for new Commissioners, it was discovered that we don't have a Code of Ethics. It is standard for Cities to have a Code of Ethics in place.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Approve Resolution 2024-19 City Commission Code of Ethics

RESOLUTION NO. 2024-19

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, ADOPTING A CODE OF CONDUCT AND CODE OF ETHICS; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Breckenridge (the “City”) is a Home Rule Municipality acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution;

WHEREAS, Section 4.14 of the City’s Charter grants the City Commission of the City (the “City Commission”) “all powers necessary to and incident to the proper discharge of the duties imposed upon it” and Section 4.16 provides that the City Commission may “determine its own rules of procedure”; and

WHEREAS, the City Commission finds that adopting a code of ethics governing the City Commission is advisable to ensure that the Commission works productively and transparently to serve the citizens of the City.

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

SECTION 1. Incorporation of Premises. All of the above premises are found to be true and correct and are incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2. Adoption of Rules. The Breckenridge City Commission Code of Conduct and Code of Ethics set forth in **Exhibit “A”**, attached hereto and incorporated herein, is hereby adopted.

SECTION 3. Severability. Should any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect.

SECTION 4. Repeal. Any resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION 5. Effective Date. This Resolution shall become effective immediately from and after its passage.

PASSED, ADOPTED, AND APPROVED by the City Commission of the City of Breckenridge, Texas this the 6th day of August 2024.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

S E A L

Exhibit A

CITY OF BRECKENRIDGE CODE OF CONDUCT AND ETHICS POLICY

The Breckenridge City Commission is the governing body for the City of Breckenridge; therefore, it must bear the initial responsibility for the integrity of governance. The Commission is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address Mayor and Commission relations, Commission and staff relations, and Commission and media relations. By adopting these guidelines for elected officials, we acknowledge our responsibility to each other, to our professional staff, and to the public. The City Commission will govern the City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community:

1. The Commission has as high priorities the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. The Commission will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the City Commission; strive for strong, working relationships among Breckenridge, Stephens County, and Breckenridge Independent School District elected officials.
3. In its governance role, the Commission will continue to be dedicated to friendly and courteous relationships with staff, other Commissioners, and the public, and seek to improve the quality and image of public service.
4. The Commission will also strive to recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.
5. Finally, each Commissioners will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust.

Statement of Mission

In order to ensure proper discharge of duties for the improvement of democratic local government, Breckenridge City Commissioners should display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of Breckenridge and to each other in their relationships.

Section I: Mayor-City Commission Relations

A. Mayor's Responsibilities

1. The Mayor shall be the presiding officer at all meetings. The Mayor Pro Tem shall preside in his/her absence.
2. The Mayor shall have a voice in all matters before the Commission and may vote on all agenda items requiring Commission action.
3. The Mayor shall preserve order and decorum and shall require Commissioners engaged in debate to limit discussion to the question under consideration.
4. The Mayor will encourage all Commissioners to participate in Commission discussion and give each Commissioner an opportunity to speak before any Commissioner can speak again on the same subject. The Mayor may limit such speech to five minutes to ensure efficient use of time.
5. The Mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging debate among members and keeping discussion on the agenda item being considered.
6. Should a conflict arise among Commissioners, the Mayor serves as mediator.

B. Commissioner Responsibilities

1. Each Commissioner is encouraged to attend at least one Texas Municipal League sponsored conference each year in order to stay informed on issues facing municipalities.
2. It is the responsibility of Commissioners to be informed about previous action taken by the Commission in their absence. In the case of absence from a workshop session where information is given, the individual Commissioner is responsible for obtaining this information prior to the Commission meeting when said item is to be voted upon.

3. When addressing an agenda item, a Commissioner shall confine himself/herself to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Commissioners or staff member in his/her argument or vote.
4. In the absence of a ruling by the Mayor on any procedural matter, a Commissioner may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the Commission members present and voting shall be necessary to approve the motion.
5. Any Commissioner may appeal to the Commission as a whole from a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain his/her position, but no other member may speak on the motion. The Mayor will then put the ruling to a vote of the Commission.
6. Any Commissioner may ask the Mayor to enforce the rules established by the Commission. Should the Mayor fail to do so, a majority vote of the Commission members present shall require him/her to do so.
7. When a Commissioner is appointed to serve as liaison to a board, the Commissioner is responsible for keeping the City Manager and the Commission as a whole at meetings of the Commission informed of significant board activities; therefore, regular attendance to the assigned board is of great importance. In the event a Commissioner is absent from three meetings in a twelve-month period that are considered unexcused, the City Secretary shall notify the Commissioner by letter requesting an explanation for the absences. After reviewing the explanation for absences, if the City Commission finds that the absences are unexcused, the City Commission may choose to remove the Commissioner from the assigned board for non-attendance at the board meetings.

C. Code of Conduct for Mayor and Commissioners

1. During Commission meetings, Commissioners shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the Mayor or the rules of the Commission. Commissioners shall demonstrate respect and courtesy to each other, to City staff members, and to members of the public appearing before the Commission. Commissioners shall refrain from rude and derogatory remarks and shall not belittle staff members, other Commissioners, or members of the public.
2. Commissioners should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question before the Commission.

3. Commissioners will not condone any unethical or illegal activity. All Commissioners agree to uphold the intent of this policy and to govern their actions accordingly.
4. Commissioners shall not be indebted to the City for any City service and shall avoid entering into any contract with the City for services or work to be performed or equipment of supplies to be provided.

Section II: Commission and Staff Relations

No single relationship is as important as that of the Commission and their City Manager in effectively governing the City of Breckenridge. It is for this reason that the Commission and the City Manager must understand their respective roles in that process. The City Manager is the primary link between the Commission and the professional staff. The Commission's relationship with the staff shall be through the City Manager.

1. In order to ensure proper presentation of agenda items by staff, questions arising from Commissioners after receiving their information packet should be whenever possible, presented to the City Manager for staff consideration prior to the Commission meeting. This allows staff time to address the Commissioner's concern and provide all Commissioners with the additional information.
2. The City Manager shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the Commission on the issues which require Commission action. The presentation should be professional, timely, and allow for discussion of options for resolving the issue. The staff member making the presentation shall either make it clear that no Commission action is required, present the staff recommendation, or present the specific options for Commission consideration.
3. The City Manager is directly responsible for providing information to all the Commission concerning any inquiries by a specific Commissioners. If the City Manager or his/her staff's time is being dominated or misdirected by a Commissioner, it is his/her responsibility to inform the Mayor of the concern.
4. The City Manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The City Manager is also responsible for seeing that his/her staff also receives the education and information necessary to address the issues facing municipal government.
5. All staff members shall show each other, each Commissioners, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.

6. The City Manager, after an election, will make sure that staff has prepared information needed for the orientation of new Commissioners and inform them of any Texas Municipal League conferences and seminars available. The City Manager will also be responsible for meeting personally with new members and informing them about City facilities and procedures.

Section III: Commission and Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their municipality, it is imperative the media play an important role in the Commission-Manager-media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reporters. The Commission and the City Manager recognize that the news media provide an important link between the Commission and the public. It is the Commission’s desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

1. During the conduct of official business, the news media shall occupy places designated for them or the general public.
2. All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.
3. In order to preserve the decorum and professionalism of Commission meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the Commission chambers while Commission is in session.
4. It is requested that all reporters new to City Commission meetings meet with the City Manager, Mayor, or the media relations representative prior to covering their first meeting to be informed of policies and procedures to help ensure a professional working relationship between the media reporter and the City.
5. On administrative matters, the City Manager is the spokesperson, unless he/she has appointed a media relations person to present staff information on the agenda.

Breckenridge City Commission Code of Ethics

The office of elected officials is one of trust and service to the citizens of Breckenridge. This position creates a special responsibility for the Breckenridge City Commission Member. In

response to this, the Breckenridge City Commission is expected to govern this City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing. To further these objectives, certain ethical principles shall govern the conduct of every Commissioner, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of Breckenridge;
2. Recognize that the chief function of local government at all times is to serve the best interests of all of the people;
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Commission. Will not seek nor accept gifts or special favors and will not use confidential information or public funds or time for personal gain; and
5. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the City Commission.



**BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM**

Subject: Discussion and any necessary action regarding approval of Resolution 2024-21 updating the Personnel Policy regarding Employee Code of Ethics

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The City has some elements of a Code of Ethics, but it is not complete. This update will be more comprehensive in setting the standard for the Employee Code of Ethics. It is best practice for Cities to have an Employee Code of Ethics policy in place.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of Resolution 2024-21 as presented.

RESOLUTION NO. 2024-21

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS ADOPTING A REVISION TO THE PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL OF THE CITY; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Breckenridge (the “City”) has adopted a Personnel and Administrative Regulations Manual (“PARM”) to govern employment with the City, including codes of conduct for employees, which was last revised on March 5, 2024; and

WHEREAS, the City Commission of the City of Breckenridge (the “City Commission”) finds that it would promote efficiency of government to amend Chapter 15 “Employee Standards of Conduct” to add more stringent provisions related to ethical behavior expected of employees.

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

SECTION 1. All other ordinances, resolutions, or policies in conflict with this Resolution are hereby amended to the extent of such conflict.

SECTION 2. Chapter 15, Employee Standards of Conduct, of the Personnel and Administrative Regulations Manual of the City is hereby amended to read as shown in the attached **Exhibit “A”**.

SECTION 3. That this Resolution shall take effect immediately upon its adoption by the City Commission.

PASSED, ADOPTED, AND APPROVED by the City Commission of the City of Breckenridge this the 6th day of August 2024.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

S E A L

“EXHIBIT A”

**CHAPTER 15
EMPLOYEE STANDARDS OF CONDUCT**

Effective August 6, 2024

15.01 City Responsibilities

The City’s work force exists to provide essential municipal services to the community. The City of Breckenridge is committed, within its financial constraints, to maintaining a work force of the most qualified workers to provide reliable, quality, and cost-efficient services to the community in a respectful and friendly manner.

15.02 Management Responsibilities

In keeping with the respect due each employee, management is committed to:

- A. providing effective and efficient delivery of services;
- B. compensating employees fairly for work done;
- C. providing safe, healthy, work conditions in accordance with provisions of all applicable law;
- D. adequately instructing and training employees in their duties;
- E. supplying necessary tools and equipment (except those customarily provided by employees);
- F. providing reasonable opportunities for development experience and competitive advancement; and
- G. actively engaging in equal opportunity activities.

City management shall not dismiss an individual, fail or refuse to hire an individual, or otherwise discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, creed, color, religion, veteran status, national origin, sex, age over 40, the basis of genetic information, the existence of a physical or mental disability, or any other classification protected under applicable state or federal law. This equal opportunity policy of the City applies to all areas of employment, including, but not limited to, recruitment, hiring, job assignments, pay, training, promotions, privileges, and conditions of employment.

15.03 Employee Responsibilities

An employee shall:

- A. be loyal to and meet the reasonable expectations of City management and the citizens of the City;
- B. report to work regularly and on time;

- C. consistently meet or exceed performance standards established for the employee's job; and
- D. work in a professional, cooperative, safe, and friendly manner.

15.04 Employee Conduct

An employee is expected to consistently maintain satisfactory performance standards. Whenever work habits, attitude, production, or personal conduct of an employee falls below a desirable standard, the problem should first be addressed by the mutually cooperative efforts of the Supervisor and the employee. Those efforts include but are not limited to:

- A. an analysis of the problem;
- B. a determination of needed changes and assistance; and
- C. implementation of a corrective plan of action and establishment of achievement dates.

If performance standards are not met within a reasonable period of time, the employee, depending upon the documented reasons for failure, may be transferred, demoted, or dismissed.

15.05 Unacceptable Conduct

The following types of conduct are unacceptable and may be the reason for corrective discipline in the form of reprimand, suspension, demotion, or dismissal, depending upon the facts and circumstances of each case. The examples given are typical but not all-inclusive.

- A. Unsatisfactory attendance exemplified by, but not limited to, the following violations:
 - 1. unexcused absence or tardiness;
 - 2. failure to give notice of an absence or tardiness to the Supervisor from within two hours before to within 15 minutes after starting time;
 - 3. separate absences or days of tardiness which exceed the average absences or days of tardiness of the employee's work group and which lack sufficient justification;
 - 4. absence or tardiness without sufficient justification that causes significant curtailment or disruption of service;
 - 5. excessive amounts of time off the job, regardless of the reason; or
 - 6. any absence when the employee has exhausted all sick, vacation, or other available paid leave, if the employee is not on an approved unpaid leave of absence.

- B. Job abandonment occurs when an employee, deliberately and without authorization from a Supervisor, is absent from the job, or refuses a legitimate order to report to work. If an employee is absent from work for two (2) or more consecutive work days without properly notifying his Supervisor, the absence will be considered a voluntary resignation. If such a situation occurs, and the employee later returns to

work with documentation proving that such absence was totally beyond his control and it was impossible to provide the necessary notification, then reinstatement may be considered.

C. Inability or unwillingness to perform assigned work satisfactorily is exemplified by, but is not limited to, the following violations:

1. failure to follow routine written or verbal instructions or being insubordinate to a Supervisor or Department Head;
2. arguing over assignments or instructions; or
3. an accumulation of other deficiencies indicating the employee's continuing failure to adequately perform in a productive, efficient, and competent manner.

D. Indifference towards work is exemplified by, but is not limited to, the following violations:

1. inattention, inefficiency, loafing, sleeping, carelessness, or negligence;
2. failure to remain at one's work station, leaving work without permission, or taking excessive time or more time than allowed for meal or rest periods;
3. interference with the work of others; or
4. discourteous or irresponsible treatment of the public or other employees.

E. Sabotage is exemplified by, but is not limited to, the following violations:

1. deliberate damage to or destruction of City equipment or property;
2. defacing of City property;
3. unauthorized alteration, removal, destruction, or disclosure of City records;
4. advocacy of or participation in unlawful trespass or seizure of City property;
5. encouraging or engaging in slowdowns, sit-ins, strikes, or other concerted actions or efforts to limit or restrict employees from working;
6. interference with the public use of or access to City services, properties, or buildings; or
7. threats to commit any act of sabotage.

F. Safety violations are exemplified by, but are not limited to, the following violations:

1. failure to follow City or departmental safety regulations;
2. failure to use required safety apparel;
3. removal or circumvention of a safety device;

- 4. lifting in an unsafe manner;
- 5. operation of vehicle or other equipment in an unsafe manner;
- 6. smoking in a prohibited area;
- 7. endangering of one's own safety or that of others by careless or irresponsible actions or negligence;
- 8. failure to report an on-the-job injury, vehicle accident, or unsafe work condition; or
- 9. failure of a Supervisor to remove from the work place or to assist to a safe location an employee whose mental capabilities are impaired due to injury, illness, alcohol or drug use, or emotional distress.

G. Dishonesty is exemplified by, but is not limited to, the following violations:

- 1. cheating, forging, or willful falsification of official City reports or records, including time keeping records and employment applications;
- 2. false reporting of the reason for paid leave of absence;
- 3. lying or willful omission of fact;
- 4. any other falsifying action detrimental to the City or fellow employees; or
- 5. making or publishing false, vicious, or malicious statements about the City, a coworker, or a Supervisor.

H. Theft regardless of property value, is exemplified by, but is not limited to, the following violations:

- 1. unauthorized taking of City property or the property of others;
- 2. unauthorized use of City or employee funds;
- 3. using or authorizing the use of City equipment or employee services for other than official City business;
- 4. using or authorizing the use of City equipment or employee services without proper authority; or
- 5. falsification of time worked.

I. Insubordination is exemplified by, but is not limited to, the following violations:

- 1. willful failure or refusal to follow the specific orders or instructions of a Supervisor or higher authority; or
- 2. pursuit of a denied request to a higher authority without revealing the lower level disposition; provided that:
 - a. if the employee believes an instruction or order is improper, he should obey the instruction or order and file a grievance later; or
 - b. if the employee believes the instruction or order, if followed, would result in physical injury to the employee or others or

damage to City equipment, the employee should request approval by the next higher level of supervision before performing the work, unless the danger complained about is inherent to the job.

J. Abuse of drugs or alcohol: Abuse of drugs or alcohol is exemplified by, but is not limited to, the following violations:

1. an employee is judged unable to perform duties in an effective and safe manner due to:
 - a. ingestion, inhalation, or injection of a drug; or
 - b. ingestion of an alcoholic beverage;
2. an employee possesses or ingests, inhales, or injects into his body an illegal drug:
 - a. during working hours;
 - b. in a City vehicle; or
 - c. on City property; or
3. an employee possesses or ingests an alcoholic beverage:
 - a. during working hours;
 - b. in a City vehicle; or
 - c. on City property, except at an authorized City event.

K. Disturbance is exemplified by, but is not limited to, the following violations:

1. fighting or boisterous conduct;
2. deliberate causing of physical injury to another employee or citizen;
3. threatening to cause physical injury to another employee or citizen;
4. intimidation;
5. unnecessary disruption of the work area;
6. use of profane, abusive, threatening, or loud and boisterous language;
7. spreading of false reports; or
8. other disruption of the harmonious relations among employees or between employees and the public.

L. Abuse of City property:

1. Abuse of City property is exemplified by, but is not limited to, the following violations:
 - a. negligent damage or destruction of City equipment or property;
 - b. waste of materials or negligent loss of tools or materials;
 - c. improper maintenance of equipment; or
 - d. damage caused by use of tools or equipment for purposes other than that for which the tool or equipment was intended.

2. In addition to appropriate disciplinary action, damage caused by proven intent will cause the employee to be responsible for the repair or replacement of any damaged property. Failure to reimburse the City is cause for dismissal.

M. Misconduct is any criminal offense or immoral conduct, during or off working hours, which, if it should become public knowledge, could have an adverse effect on the City or on the confidence of the public in City government.

N. Disregard of public trust is any conduct, during or off working hours, which, if it should become public knowledge, could impair the public's confidence or trust in the operation of City government.

O. Failure to report a violation is exemplified by, but not limited to, failure to report to the proper authority any known violation described in this Chapter.

P. Violation of City Codes is any activity which violates any provision of the City Code or any City Ordinance. Compliance with City Codes is required by all City employees.

15.06 Disciplinary and Legal Actions

Employees must immediately notify their Supervisor and/or their Department Head if they are arrested, charged, indicted, convicted, receive deferred adjudication, probation, or plead nolo contendere to any misdemeanor or felony; provided, however, employees who do not drive as part of their job duties with the City are not required to report minor traffic violations.

When an employee is arrested, charged or indicted for a felony or misdemeanor, or accused of official misconduct or other serious criminal violation, and the evidence obtained during an internal administrative investigation supports a violation of this section, disciplinary action may be taken independently of and before any legal action or criminal conviction.

During an internal investigation into alleged misconduct or violations of City policies, the City may, at its sole discretion, place the employee on paid administrative leave.

At the City Manager's discretion, an employee arrested, charged or indicted for a felony or misdemeanor, or accused of official misconduct or other serious criminal violation, may be placed on unpaid administrative leave until the charge, indictment or information is dismissed or fully adjudicated without trial, and, if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. An employee on administrative leave may be reinstated to the position held before being placed on administrative leave (if available) if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.

15.07 Gifts and Gratuities

Acceptance of gifts, gratuities, significant discounts, commissions, loans, or any other item(s) (collectively, "Gifts") by employees from any person or entity with whom the City has or is contemplating having a business relationship (e.g., vendors, supplies, or consultants) may create an appearance that the Gift was intended to influence such employees in making certain decisions. For that reason, employees may not accept such Gifts of monetary value. This guideline is not intended to prohibit normal or customary business practices, such as meetings over meals, corporate items given to participants in meetings and conferences, or token hosting gifts, as long as they are of reasonable value and promote the City's legitimate business interests. Should an employee believe there is an appropriate reason to make an exception for a specific situation, that employee should contact his/her immediate supervisors or the City Manager prior to accepting the gift.

15.08 Political Activity

- A. Policy. In order to maintain a high level of professionalism within the City and maintain the proper operation of a democratic government, an employee of the City shall not:
 - 1. Coerce another employee to participate in, or to refrain from participating in, a political campaign; or
 - 2. Require an employee to contribute to any political fund, render any political service, or support any political election or punish an employee in any way for refusing to do so.

- B. Endorsements as City Employees. Employees are prohibited from using their official capacity to influence, interfere with, or affect the results of an election. City employees shall not participate in any of the following types of activities:
 - 1. Employees, during hours of work or while in uniform, shall not take an active part in any political campaign for an elective position. The term "active part" includes but is not limited to the following:
 - a. making political speeches;
 - b. passing out cards or other political literature;
 - c. writing letters or signing petitions;
 - d. actively and openly soliciting votes; or
 - e. making public remarks about the candidates for such elective positions.

 - 2. Employees shall not engage in any activity which could be construed as giving Departmental sanction to any candidate for public office. This includes, but is not limited to, the following:

- a. soliciting votes, wearing campaign buttons, or distributing campaign literature at work or in a City uniform or in the offices or buildings of the City of Breckenridge;
- b. listing the employee's position or occupation in an endorsement of a candidate for public office; or
- c. addressing political gatherings in support of, or in opposition to, a partisan candidate where the employee's occupations is mentioned or listed.

C. Candidates for Breckenridge City Commission. Any City employee who enters a race for Breckenridge City Commission shall resign. If he loses the race, he can be reinstated to his previous position if the position is still open and available.

D. Candidates for Political Office. Employees shall not hold an appointive or elective City office, a partisan office in any jurisdiction, or any other office where service would constitute a direct conflict of interest with City employment. If an employee decides to assume such an office, the employee shall resign from City employment or shall immediately forfeit employment with the City.

15.09 Code of Ethics

- A. Generally. The employees of the City of Breckenridge are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws, regulations, and confidentiality governing business transactions, competing fairly with others, and using City funds only for legitimate and ethical purposes. In general, the use of good judgment based on high ethical principles will guide the employees with respect to acceptable conduct. However, to avoid any misunderstanding with regard to areas of conduct most likely to give rise to questions of ethics, confidentiality, objectivity, and conflicts of interest, the following shall be observed:
- 1. Employees should exercise the highest standards of care, including diligence and prudence when conducting any activity on behalf of the City.
 - 2. Employees should, in all of their actions, act fairly, responsibly, without any personal benefit, and without bias in any direction in regard to all decisions, transactions, or proposed courses of action.
 - 3. Employees should assume that every situation and every action undertaken could be subject to public scrutiny.
 - 4. When negotiating on behalf of the City, employees shall maintain an arm's-length relationship with those the City may enter into contracts or business transactions to remain objective.
 - 5. Employees have an obligation to disclose to the City Manager any relationships which create, potentially create, or may appear to be a conflict of interest.

- 6. With respect to a potential contract or transaction between the City and a person or an entity with which an employee is affiliated, the employee shall not act as advocates or give any special consideration in the City's decision-making process.
- 7. In the event of doubt, each situation should be resolved in accordance with the principle of avoiding the appearance of impropriety. Such matters should be brought to the attention of the City Manager or the employee's immediate supervisor.

B. Conflicts of Interest. Although it is difficult to describe every conflict-of-interest situation, in general, a conflict of interest may arise when employees or close relatives or members of the household of such employees hold or have held positions or have interests or beliefs that would tend to affect the employees' independence of judgment in regard to a contract or other transaction or agreement. In particular, a conflict of interest may arise when employees have material direct or indirect financial interests in the outcome of a decision or when employees have a legal interest or other conflict of loyalties that would not necessarily result in financial gain but would interfere with the employees' impartiality. Any potential conflict of interest of an employee should be disclosed to an immediate supervisor or the City Manager, and such employees shall not participate in the decision-making process with respect to that potential conflict.

Although not inclusive and intended only to provide guidance, the following activities illustrate types of potential or actual conflicts of interest that should be avoided and disclosed, as applicable, in accordance with this policy:

- 1. **Self-benefit:** Using an employee's position or relationships within the City to promote his/her own interests or those of the employee's family, including using confidential or privileged information gained in the course of employment at the City for personal benefit or gain or for the personal gain or benefit of family members.
- 2. **Influence peddling:** Soliciting personal benefits from outside organizations in exchange for advancement of the interests of that outside organization within the City.
- 3. **Other business relationships and dealings:** Employees having significant financial or other interests or relationships in a supplier or other business or entity that conducts or seeks to conduct business with the City.
- 4. **Property transactions:** Employees directly or indirectly leasing, renting, trading, or selling real or personal property to the City.
- 5. **Use of the City property for personal advantage:** Using or taking City resources, including facilities, equipment, personnel, and supplies, for personal use or other unauthorized, non-City activities.
- 6. **Recording or reporting false information:** Misrepresenting, withholding, or falsifying relevant information required to be reported

to external parties or used internally for decision-making purposes, to derive personal benefits.

- C. Confidential Information. Information should be considered confidential if it is not readily available to the public and should not be disclosed or made accessible to anyone or any entity that does not have a legitimate and business-related need for such information (e.g., vendor bids and related information or employee personal data). The City retains the exclusive right to determine who shall be granted access to such information, and employees must exercise good judgment and care at all times regarding dissemination of City information. Upon termination of employment, employees must return to the City all documents and materials that contain confidential information as determined by the City.

- D. Reporting of Code of Ethics Violations. It is the responsibility of employees to report violations or suspected violations of this Code to their immediate supervisors or the City Manager. Such violations or suspected violations may be submitted on a confidential basis or may be submitted anonymously. All reports will be kept confidential to the extent possible or allowed by law, consistent with the need to conduct an adequate investigation; all reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation and upon review and approval by the City's legal counsel.

Employees reporting a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of this Code. If reported in good faith, employees will not suffer harassment, retaliation, or adverse employment consequences as a result of their reporting violations or suspected violations. Any employee who retaliates against another employee who has reported a violation or suspected violation in good faith will be subject to discipline up to and including termination of employment. Further, any reported allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false may be viewed as a serious disciplinary offense.



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding proposal to address Fire Station living quarters for employees

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

Staff created an Ad Hoc Committee to brainstorm solutions to address the living quarters for City of Breckenridge Firefighters. Several options were analyzed, and committee is recommending a Phased in approach:

- Phase 1 – Place temporary living quarters on parking lot north of Fire Station (OPC: \$65K)
- Phase 2 – Demo existing Fire Station building (OPC: \$150K)
- Phase 3 – Construct modest metal building on remaining slab (OPC: \$500K-\$750K; will explore grant opportunities).

Other options explored include:

1. Renovate existing Fire Station: Cost Prohibitive/Estimated cost \$3-\$5 million/unknown issues
2. Construct new Metal building on same property to south of existing Fire Station/Fire Bays: Leaves an empty building to continue to maintain and will continue to deteriorate
3. Construct new on new property: Cost prohibitive/in addition to metal building cost would also have to construct new building for bays. Location is also an issue. Ideal location is within a few blocks of existing Fire Station as it is centrally located for ideal response times.

FINANCIAL IMPACT:

Staff is exploring funding partners and will bring back financing plan

STAFF RECOMMENDATION:

Consider approval of Ad Hoc Committee recommendation as presented above

FIRE STATION FACILITY PROPOSAL

BACKGROUND

Location: 120 W. Elm on 1.033 acres
Size: Approximately 11,466 s.f.
Year built: 1921
Purpose: Houses FD offices, training room, living quarters

CHALLENGE

Substandard living quarters
(Strategic Goal One – Invest in Employees)

Create Ad Hoc Cmt with community leaders
(BEDC, BIF, Stephens County, engineer,
builder)

Goal: Address living conditions in most cost-
effective manner

PROCESS

Brainstorm options

- 1. Build new on vacant land – challenge price/location
- 2. Metal Building on existing site in front of existing bays – leaves current building vacant/city maint costs
- 3. Renovate existing Fire Station – cost prohibitive (structural, porous walls, ADA compliance, etc.)
- 4. Demo existing Fire Station, build metal building

PROPOSED SOLUTION – PHASED APPROACH

1

PHASE 1

TEMP HOUSING

\$65K

2

PHASE 2

DEMO FIRE STATION

\$150K

3

PHASE 3

BUILD METAL BLDG

\$500K-\$750K/SEEK

GRANT FUNDING

W/COUNTY

PRICES ARE ESTIMATES

PRELIMINARY PROPOSED FUNDING

COST SHARE WITH PARTNERS (COUNTY, BEDC, BIF)

- History: City, County, BIF partnered to fund extra bays
- Partners are open to explore details to participate
- Still in development – will bring back details when available
- Action ITEM – Approve proposed Phased Approach



**BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM**

Subject: Discussion and any necessary action regarding approval of Resolution 2024-20 accepting the 2024 Certified Appraisal roll.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

Enclosed please find the resolution accepting the 2024 Tax Appraisal Roll. Also enclosed is a copy of the Certification of the 2024 Tax Appraisal Roll as prepared by the Stephens County Appraisal District.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Approve Resolution 20204-20 as presented

STEPHENS COUNTY APPRAISAL DISTRICT



City of Breckenridge
105 N Rose Ave
Breckenridge, TX 76424

July 29, 2024

RE: 2024 Certified Taxable Value

\$299,380,774

"I, Gary L. Zeitler, Chief Appraiser for Stephens County Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me and that I have included in the records all property that I am aware of at an appraised value determined as required by law."

Signing in my absences is Chief Appraiser in Training, William W. Thompson.

William W. Thompson, Chief Appraiser in Training
Stephens County Appraisal District

STEPHENS COUNTY APPRAISAL DISTRICT



2024 CERTIFIED TAXABLE VALUES

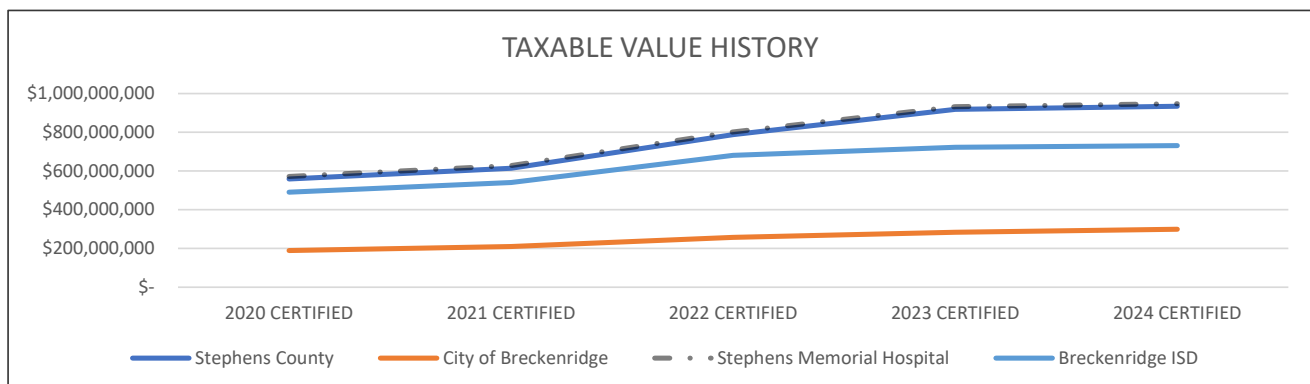
ENTITY	REAL PROPERTY	MINERALS	INDUSTRIAL	BUSINESS PP	CERT TOTAL	UNDER PROTEST
Stephens County	\$ 712,654,202	\$ 105,610,680	\$ 90,025,322	\$ 26,142,436	\$ 934,432,640	0.1450%
City of Breckenridge	\$ 238,440,121	\$ 5,610,060	\$ 32,828,402	\$ 22,502,191	\$ 299,380,774	0.0000%
Stephens Memorial Hospital	727,316,030	\$ 103,937,580	\$ 90,025,322	\$ 26,378,076	\$ 947,657,008	0.1450%
Breckenridge ISD	\$ 519,889,970	\$ 103,062,500	\$ 83,002,332	\$ 25,285,921	\$ 731,240,723	0.1250%
Albany ISD	\$ 1,758,496	\$ 127,800	\$ 186,320		\$ 2,072,616	0.0000%
Graham ISD	\$ 708,840	\$ 6,800	\$ 122,740		\$ 838,380	0.0000%
Moran ISD	\$ 5,197,954	\$ 1,317,300	\$ 316,750		\$ 6,832,004	0.0000%
Ranger ISD	\$ 5,184,208	\$ 201,940	\$ 5,393,430		\$ 10,779,578	1.2490%
Woodson ISD	\$ 7,975,802	\$ 894,350	\$ 1,003,750	\$ 4,200	\$ 9,878,102	0.0000%

2023 CERTIFIED TAXABLE VALUES FOR COMPARISON (100,000 Deduction)

ENTITY	REAL PROPERTY	MINERALS	INDUSTRIAL	BUSINESS PP	CERTIFIED TOTALS
Stephens County	\$ 675,456,311	\$ 129,291,170	\$ 88,893,509	\$ 24,669,901	\$ 918,310,891
City of Breckenridge	\$ 225,072,906	\$ 6,963,690	\$ 29,959,487	\$ 21,367,148	\$ 283,363,231
Stephens Memorial Hospital	\$ 689,490,620	\$ 129,291,170	\$ 88,893,509	\$ 24,832,351	\$ 932,507,650
Breckenridge ISD	\$ 492,208,296	\$ 125,160,560	\$ 81,670,064	\$ 23,811,558	\$ 722,850,478
Albany ISD	\$ 684,580	\$ 368,510	\$ 152,340		\$ 1,205,430
Graham ISD	\$ 615,900	\$ 8,730	\$ 307,710		\$ 932,340
Moran ISD	\$ 6,680,490	\$ 2,121,760	\$ 390,295	\$ 650	\$ 9,193,195
Ranger ISD	\$ 5,902,150	\$ 622,830	\$ 5,265,010		\$ 11,789,990
Woodson ISD	\$ 5,222,790	\$ 1,008,780	\$ 1,108,890	\$ 2,000	\$ 7,342,460

HISTORIC TAXABLE VALUES FOR COMPARISON

ENTITY	2020 CERTIFIED	2021 CERTIFIED	2022 CERTIFIED	2023 CERTIFIED	2024 CERTIFIED
Stephens County	\$ 558,878,891	\$ 614,371,483	\$ 788,423,814	\$ 918,310,891	\$ 934,432,640
City of Breckenridge	\$ 189,426,374	\$ 210,353,345	\$ 257,613,426	\$ 283,363,231	\$ 299,380,774
Stephens Memorial Hospital	\$ 571,953,421	\$ 628,021,806	\$ 802,069,164	\$ 932,507,650	\$ 947,657,008
Breckenridge ISD	\$ 490,729,225	\$ 541,398,095	\$ 681,518,954	\$ 722,850,478	\$ 731,240,723
Albany ISD	\$ 1,254,008	\$ 1,438,266	\$ 1,845,400	\$ 1,205,430	\$ 2,072,616
Graham ISD	\$ 768,789	\$ 799,433	\$ 921,580	\$ 932,340	\$ 838,380
Moran ISD	\$ 4,564,123	\$ 5,295,057	\$ 6,705,770	\$ 9,193,195	\$ 6,832,004
Ranger ISD	\$ 7,547,260	\$ 8,898,053	\$ 10,967,518	\$ 11,789,990	\$ 10,779,578
Woodson ISD	\$ 5,169,600	\$ 5,476,274	\$ 7,412,020	\$ 7,342,460	\$ 9,878,102
	\$ 1,830,291,691	\$ 2,016,051,812	\$ 2,557,477,646	\$ 2,887,495,665	\$ 2,943,111,825
		10.15%	26.86%	12.90%	1.93%



EFFECTIVE TAX RATE TOTALS YEAR 2024

CBR-CITY OF BRECKENRIDGE (2024)

Count : 5,767

Market													
Improvement	Count	Value	Land	Count	Value	Prod Mkt	Count	Value	Other	Count	Value		
Homesite	2,224	213,594,673	Homesite	2,271	15,857,010	Agricultural	29	1,718,750	Mineral	1,445	5,610,060		
Non Homesite	413	74,584,383	Non Homesite	1,068	19,392,070	Inventory	0	0	Personal	436	55,330,593		
New Homesite	23	799,270	New Homesite	0	0	Timber	0	0	New Personal	0	0		
New Non Hs	9	1,739,480	New Non Hs	0	0								
Impr Market		290,717,806	(+) Land Market		35,249,080	(+) Prod Market		1,718,750	(+) Other		60,940,653		
											Total Market	(=)	388,626,289

Loss											
			Cap Loss	Count	Value	Productivity	Count	Prod Value	Prod Loss		
			General HS	926	33,300,875	Agricultural	29	23,230	1,695,520		
			Circuit Breaker	691	3,820,699	Inventory	0	0	0		
						Timber	0	0	0		
						Timber78	0	0	0		
			Cap Loss		37,121,574	(+) Prod Loss		1,695,520	(=)		38,817,094

Deductions											
	Homestead	Count	Value	Over 65	Count	Value	Disabled	Count	Value	Assessed	
	General	0	0	General	0	0	General	0	0		349,809,195
	Frozen	0	0	Frozen	0	0	Frozen	0	0		
	Local	0	0	Local	31	91,500	Local	2	6,000		
	Local Frozen	0	0	Local Frozen	450	1,350,000	Local Frozen	83	249,000		
	Local %	0	0								
	Local % Fzn	0	0								
	Total Hs		0	(+) Total Os		1,441,500	(+) Total Dis		255,000		
	Disabled Veteran	Count	Value	Miscellaneous	Count	Value	Const Exempt	Count	Value		
	General	21	219,620	Abatements	0	0	General	314	44,488,480		
	Frozen	27	310,310	Polution Control	0	0	Prorated	0	0		
	100% Homesite	19	3,302,570	Freeport	0	0					
				Minimum Value	713	140,161					
				Temp Disaster	0	0					
				Other	3	270,780					
	Total Dis Vet		3,832,500	(+) Total Other		410,941	(+) Total Exempt		44,488,480	(=)	50,428,421

Taxable / Tax												
	New Frozen Taxable		8,090	(+) Taxable Frozen		53,607,626	(+) Taxable Non Frozen		245,765,058	(=)	Total Taxable	299,380,774
											Taxable Loss	18,649,382
											2024 Rate Per \$100	0.0105471
	New Frozen Tax		22.15	(+) Tax Frozen		368,770.97	(+) Tax Non Frozen		2,592,108.94	(=)	Total Tax	2,960,902.06

Additional Totals												
Miscellaneous	Count	Value	Natural Disaster	Value	TIFF	TIFF #1	Value	TIFF	TIFF #2	Value	Certifiable	Value
Subj to Hs	1,196	124,626,005	Jan 1 Market	0	Total Taxable	0	0	Total Taxable	0	0	Market	388,626,289
New Taxable	28	1,066,030	Jan 1 Txbl	0	Total Tax	0.00	0.00	Total Tax	0.00	0.00		
			Jan 1 Tax	0.00	Origination Year	0	0	Origination Year	0	0	% Protested	0%
Legal Acres		2,199.613	Jan 1 Avg %	0.000	Taxable Base	0	0	Taxable Base	0	0	Taxable	299,380,774
Ag Acres		0.000	Disaster Market	0	Taxable Captured	0	0	Taxable Captured	0	0	Tax	2,960,902.06
Inv Acres		0.000	Disaster Txbl	0	Tax Captured	0.00	0.00	Tax Captured	0.00	0.00		
Tmb Acres		0.000	Disaster Tax	0.00								
			Disaster Avg %	0.000								
Annexed	0	0	Disaster Avg %	0.000								
DeAnnexed	0	0	Est Recognizable Txbl	0								
			Est Recognizable Tax	0.00								
					Chapter 313 Value Limitation			Value				
					I&S Taxable			299,380,774				
					M&O Taxable			299,380,774				
					VLA Cap Loss			0				

* Please contact Chief Appraiser to obtain estimated recognizable values of property under protest

RESOLUTION NO. 2024-20

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, TO ACCEPT THE 2024 CERTIFIED APPRAISED VALUES FROM STEPHENS COUNTY APPRAISAL DISTRICT.

WHEREAS, the Certified Appraisal Roll for the Year 2024, assessing all taxable property located in the City of Breckenridge, has been prepared in due course, pursuant to Chapter 26 of the Texas Property Tax Code; and

WHEREAS, the Review Board of the Stephens County Appraisal District has carefully examined and given hearings to the owners of the property desiring to be heard on protests of valuations and has reviewed and fully and finally revised said Certified Appraisal Roll; and

WHEREAS, the said Certified Appraisal Roll for the Year 2024 is in proper form and is proper and correct as finally revised and equalized by said Review Board;

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Breckenridge, Texas:

Section I. That the Certified Appraisal Roll covering taxable property in the City of Breckenridge, assessed for City purposes for the Year 2024, be and same is hereby in all things accepted for the benefit of the City of Breckenridge for the Year 2024.

Section II. That this resolution shall take effect from and after its passage, as provided.

PASSED AND APPROVED by the City Commission of the City of Breckenridge this the 6th day of August 2024.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

SEAL



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding FY 2024-2025 Budget

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

Staff will present an updated draft budget based on Certified Values.

Certified Values 2024/25: \$299,380,774

No New Revenue Rate: \$100536/\$100

Voter Approval Rate: \$108110/\$100

De minimis Rate: \$125059/\$100

Debt Rate: \$.28309/\$100

Proposed tax rate: \$1.04471 which is \$.01 less than the prior year tax rate.

FINANCIAL IMPACT:

see doc.

STAFF RECOMMENDATION:

Provide any feedback on the budget.



Draft Budget
based on
Certified Values
August 6, 2024

Core Values

Together, We Are Building A Community Where Everyone Can Thrive

B

Be Bold

We embrace creative solutions and innovative ideas that help our city flourish.

R

Be Responsible

We faithfully serve our citizens to create a community where everyone can thrive.

E

Be Excellent

We give each day our best effort because we know our work makes a difference.

C

Be Compassionate

We foster an environment of genuine care for each other, our residents, and our neighbors.

K

Be Knowledgeable

We're committed to professionalism and personal growth so we can serve our community well.

Vision Statement

A thriving, family-centered community in the heart of Texas: welcoming and fostering growth, investment, and tourism.

Mission Statement

Consistently plan for higher quality of life through positive community relationships that value citizens, welcome visitors, and invite business growth by focusing on innovation, education, and safety.

Our Purpose

Leading our city with strategic initiatives that elevate our community's worth, educate our citizens, encourage civic engagement, and enhance the well-being of our residents.

Our Promise

Our focus on safety, education, and forward-thinking ushers our community into a future brimming with opportunity.

STRATEGIC PLAN

GOALS

**Invest in
Infrastructure**

**Invest in
Employees**

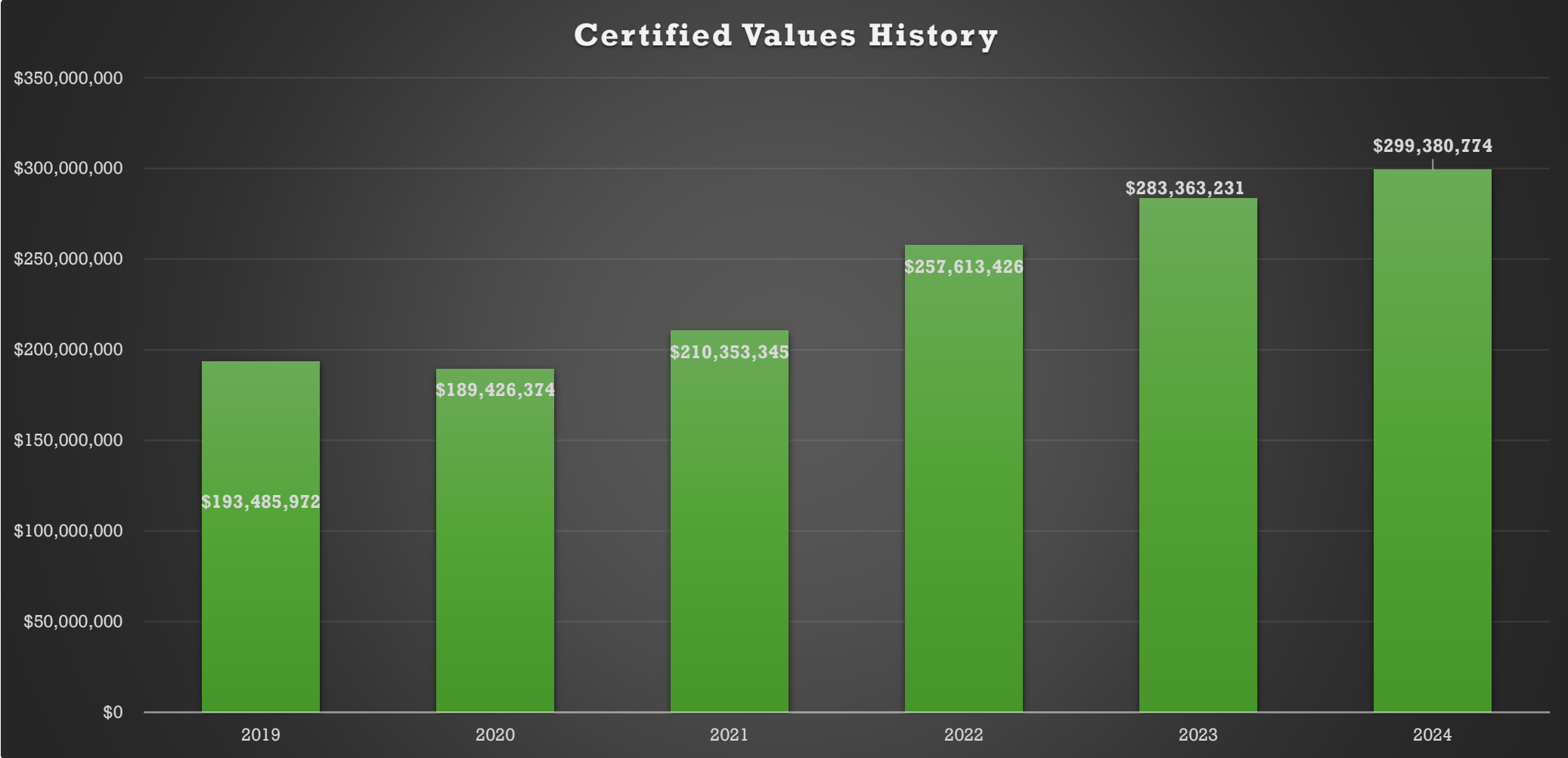
**Invest in
Beautifying
Breckenridge**

**Promote Economic
Development,
tourism, and
Breckenridge as a
Destination!**

**Promote
transparency
and
communication**

WHERE ARE THE INCREASES?

C.O.L.A, Merit, Equity Adjustments (including benefit costs)	\$	262,695.58
Fleet Maintenance	\$	331,000.00
Code Enforcement Officer	\$	70,000.00
PT TO FT ACO POSITION	\$	49,516.00
TOTAL	\$	713,211.58





**TRUTH IN
TAXATION
PROCESS***



Draft a Budget



**Calculate Tax
Rate**



Publish Notices



**Hold Public
Hearings**



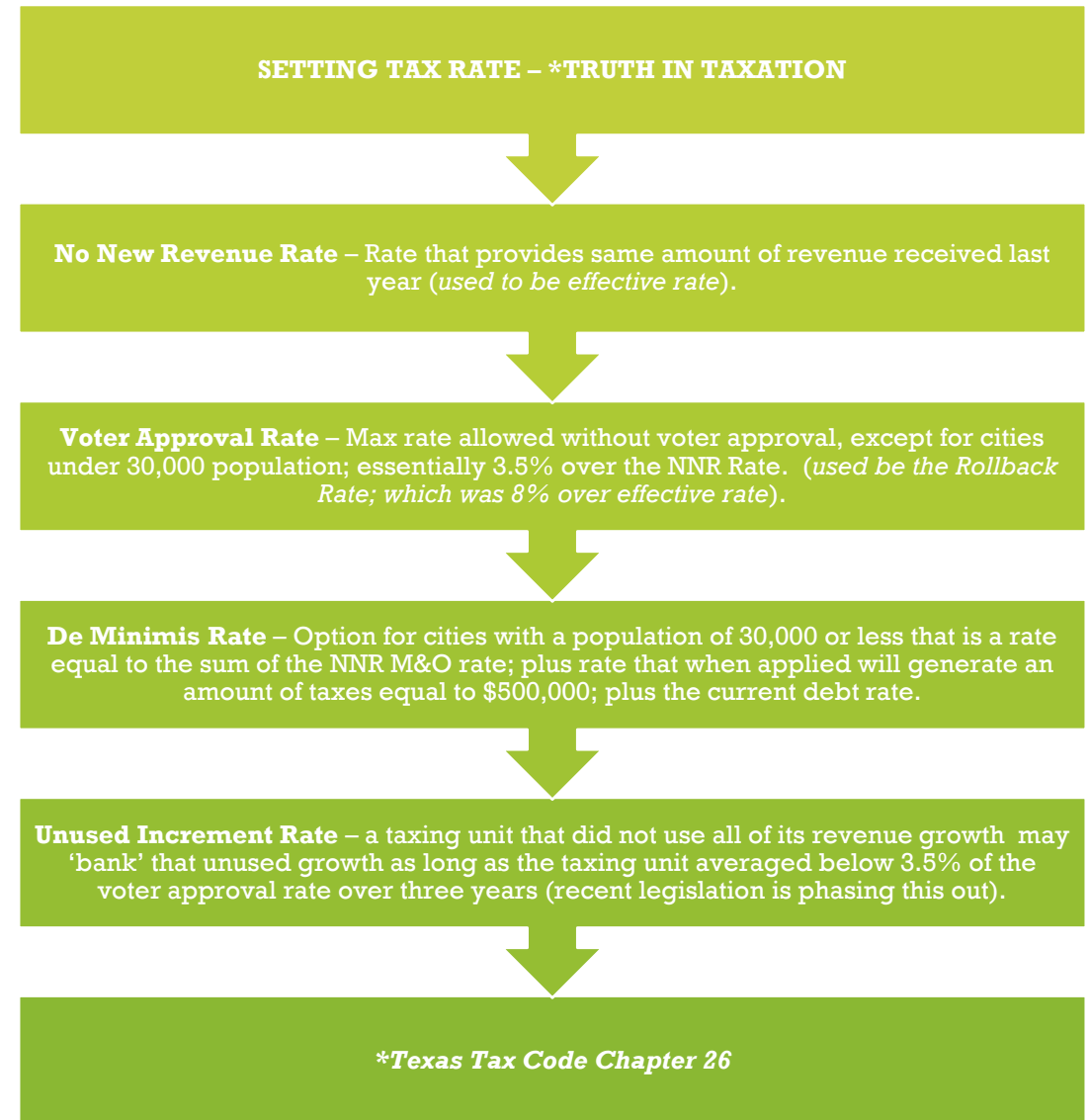
Adopt a Budget



Adopt a Tax Rate



****Texas Tax Code
Chapter 26***



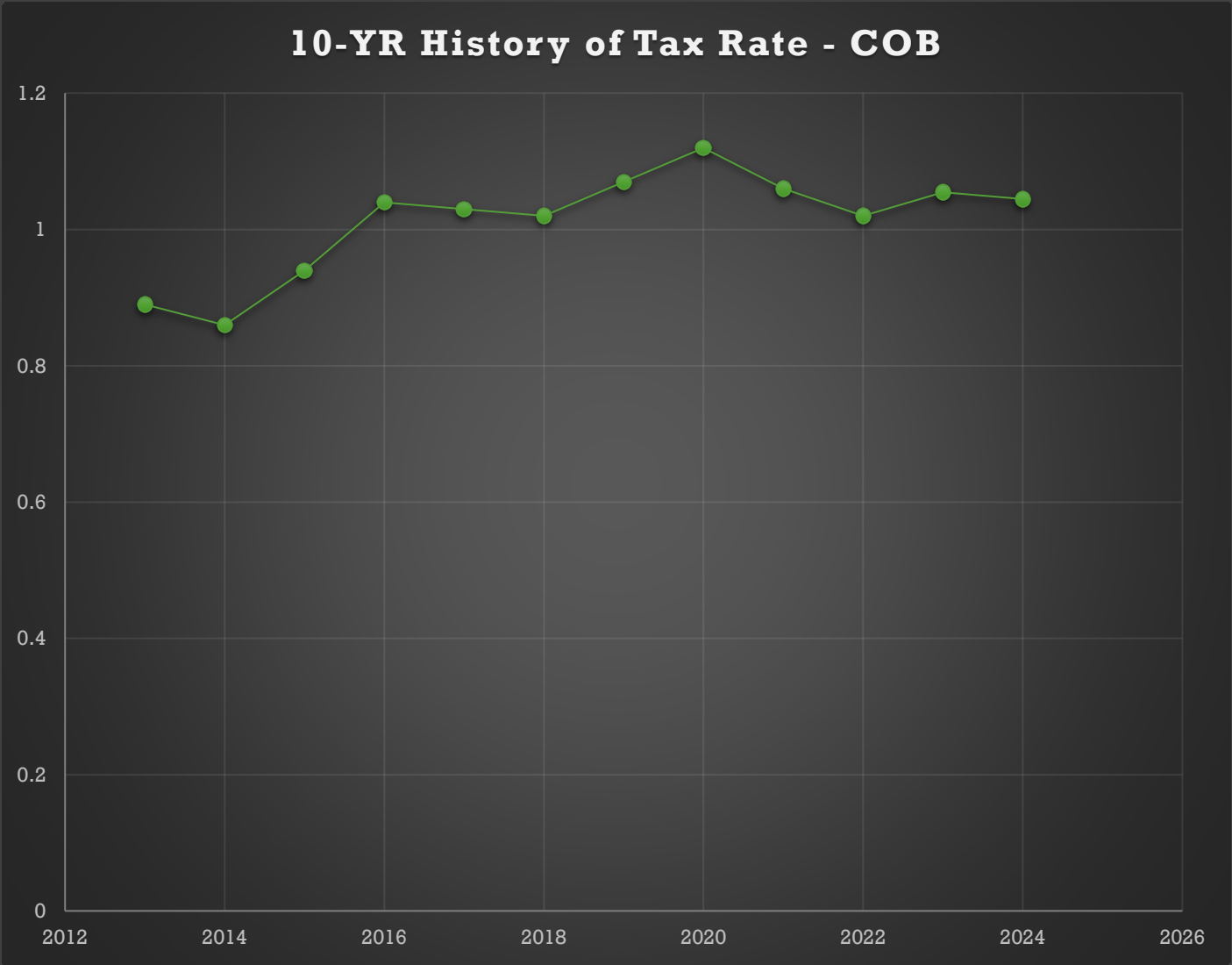
BASED ON CERTIFIED VALUES

No New Revenue Rate -	<i>\$1.00536</i>
No New Revenue Rate M&O -	<i>\$0.76407</i>
Debt Rate -	<i>\$.28309</i>
Voter Approval Rate (adj. for sales tax) -	<i>\$1.08110</i>
De Minimis Rate -	<i>\$1.25059</i>

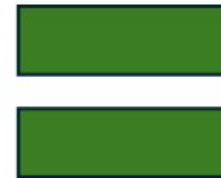
Proposed tax rate - \$1.4471

Last Year's tax rate - \$1.05471

Decrease - \$.01



BASED ON CERTIFIED VALUES

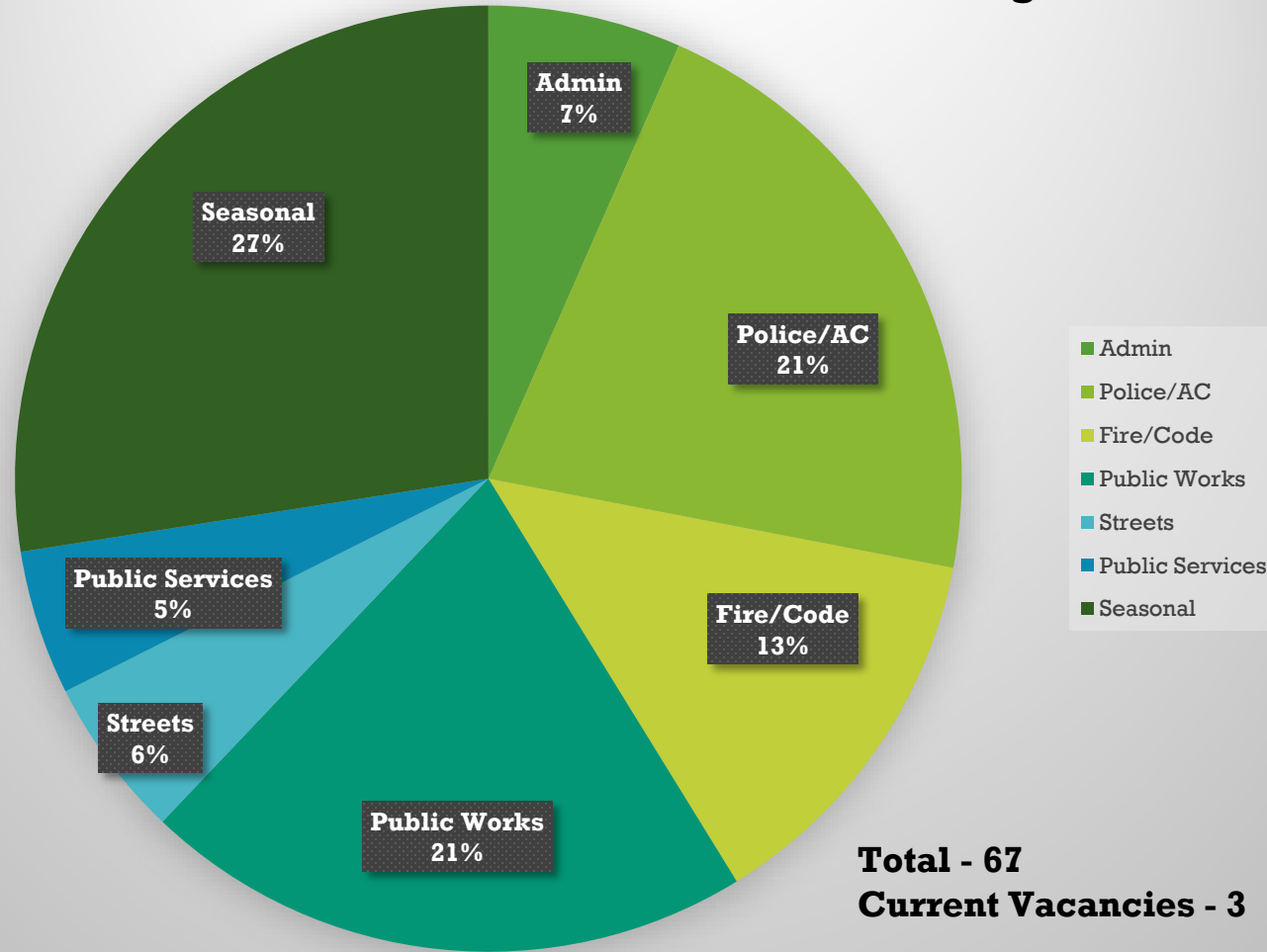


\$48
Average Tax
Increase

GF & W/WW Fund Debt	DESCRIPTION	FY 2024-25 Payment	OUTSTANDING PRINCIPLE/INTEREST
2012	Water Plant & System Improvements	\$58,061	\$485,000/\$41,046
2013	Wastewater Plant & System Improvements	\$36,615	\$590,000/\$134,445
2014	Water Plant, Lake Daniels & System Improvements	\$136,910	\$1,905,000/\$961,751
2017A	Parks/Lindsey – Streets & Drainage	\$33,001	\$698,000/\$339,048
2017B	Parks/Lindsey – Water & Sewer	\$159,911	\$3,189,000/\$1,439,546
2022A (CWSRF)	Wastewater System Improvements	\$127,533	\$2,855,000/\$753,343
2022B (DWSRF)	Water Treatment Plant & System Improvements	\$95,181	\$2,260,000/\$535,685
2023 (CO)	Street, Parks & PW Facility Imp.	\$632,075	\$8,150,000/\$3,895,850
2024 (CO)	Lead Sewer Line Replacement (Inventory)	\$51,311	\$555,000/\$226,374

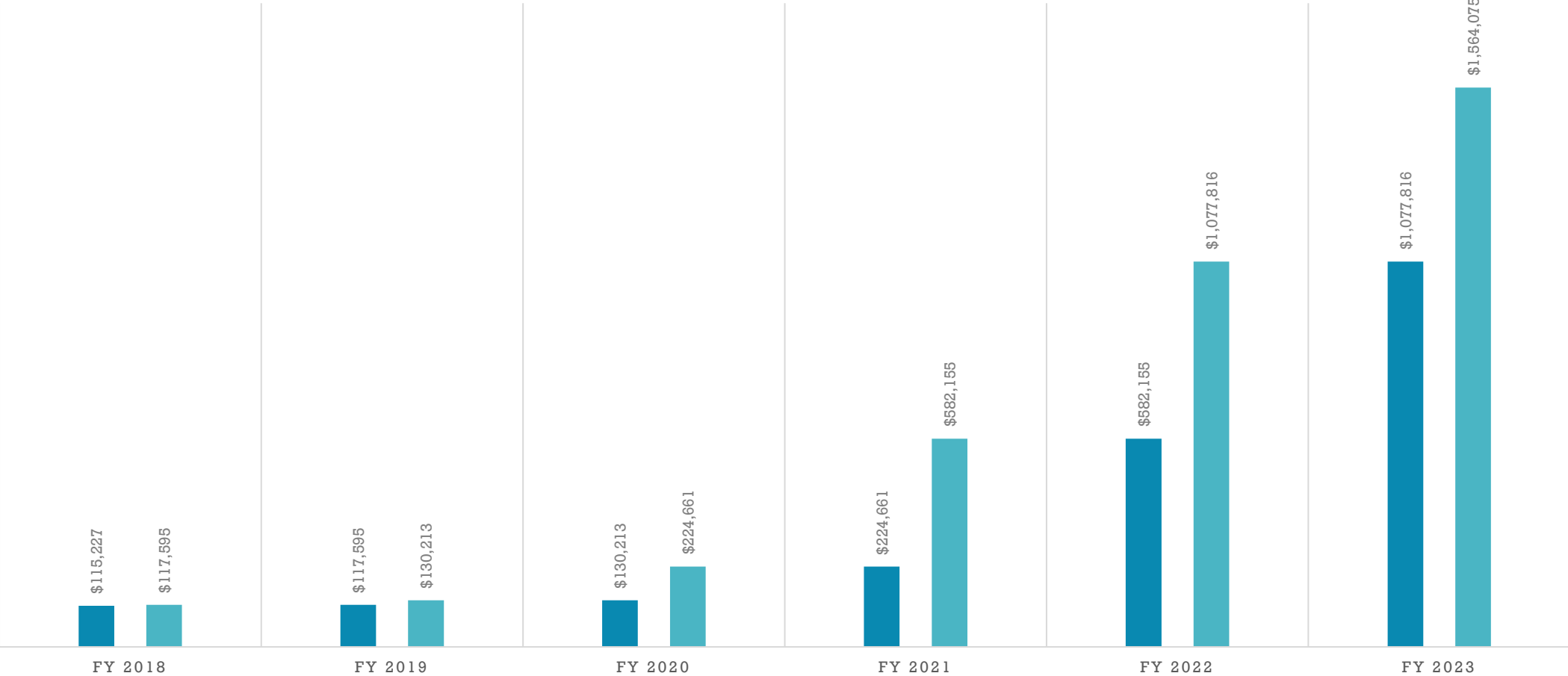
Cert of Obligation 2023	DESCRIPTION
Streets : <i>COMPLETED</i> <i>Primarily sales tax</i>	Various Intersections, plus W. Elliott, N. Rose, W. 7 th
Streets: 2 – 5 yrs* <i>Will be underway late summer 2024</i> <i>Approx. \$5 million</i>	SE: Stoker, Gaddis, Intersections NE: Flint, Dyer, Veale, Intersections NW: Harvey, Oakwood, Shelton, Payne, 4 th , 3 rd , 2 nd , Intersections SW: Harding, Williams, Hullum, Pecan, Harvey, Oakwood, Intersections
Parks: <i>Majority of projects completed</i>	Replace playground equipment, install sand volleyball court, Pickleball Courts, Foundation Park Improvements, Booker T. Park lights, dog park, pool filter install, tarp, generator, move electric transformer, mower
PW Facilities: <i>75% completed</i>	Remove/Replace current equipment carport from bottom shop area to top shop area, in addition to 2 new storage buildings
	<p style="text-align: right;"><i>*draft list based on pricing and w/ww line replacement project</i></p>

Staffing Levels



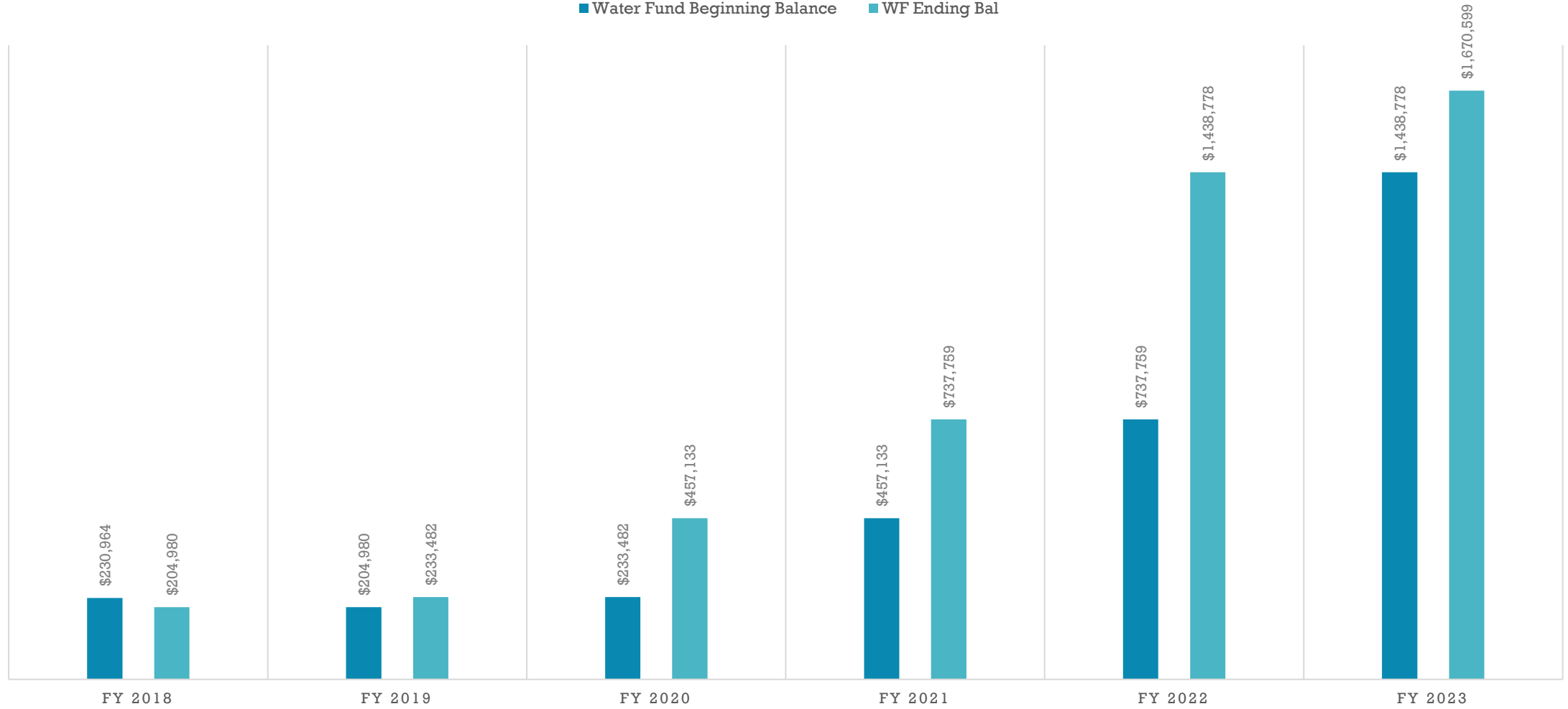
GENERAL FUND BALANCE HISTORY

■ General Fund Beginning Balance ■ GF Ending Bal



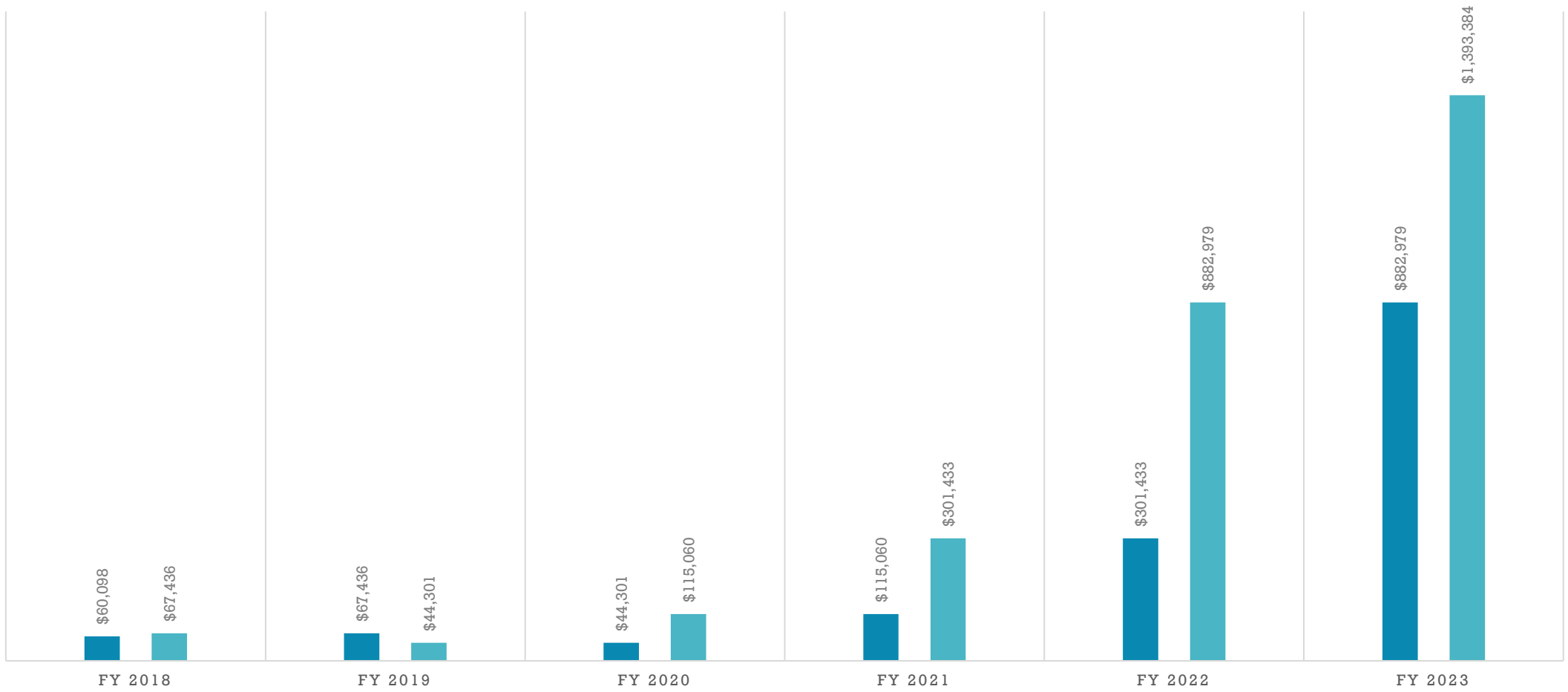
WATER FUND BALANCE HISTORY

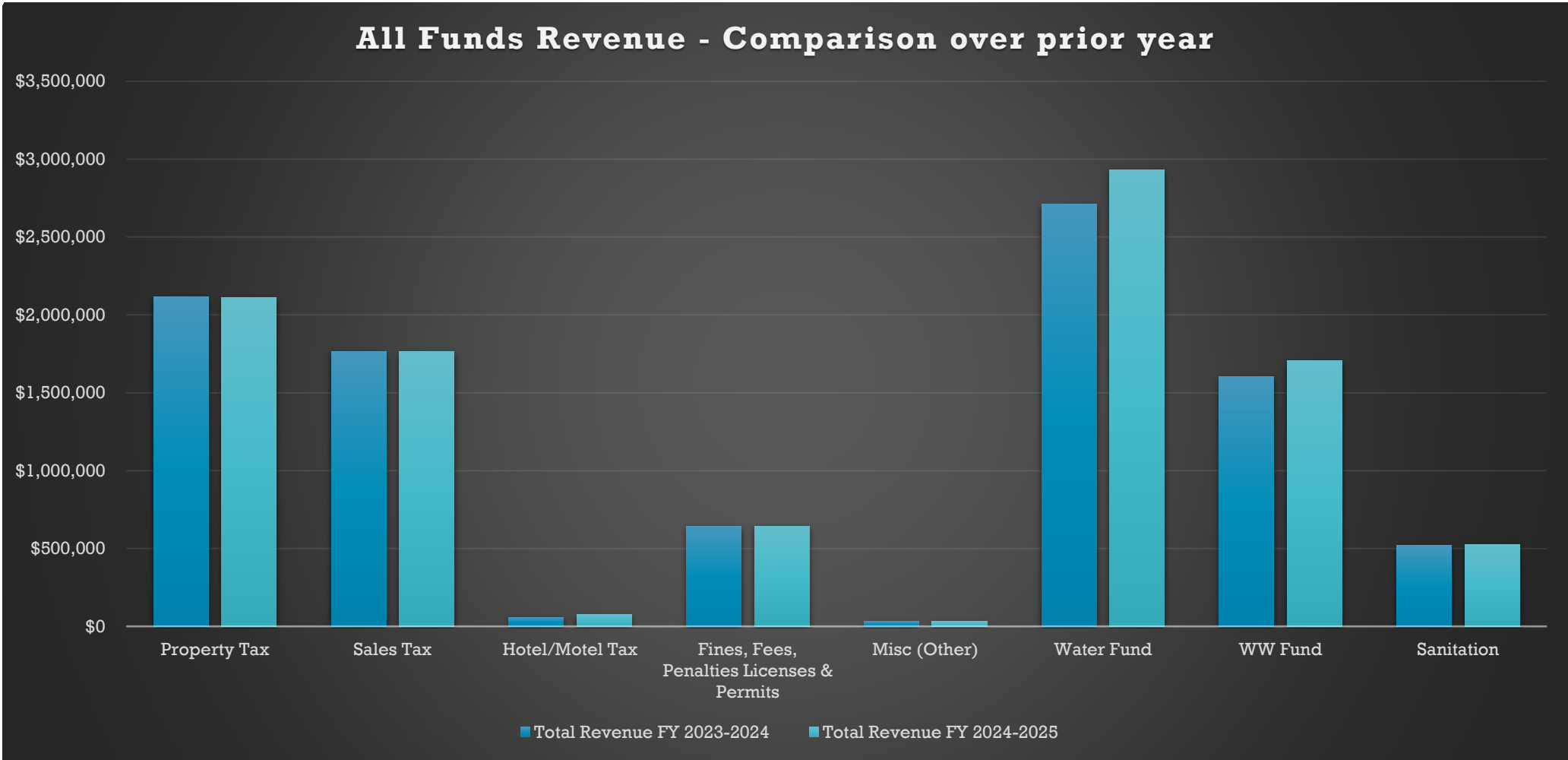
■ Water Fund Beginning Balance ■ WF Ending Bal



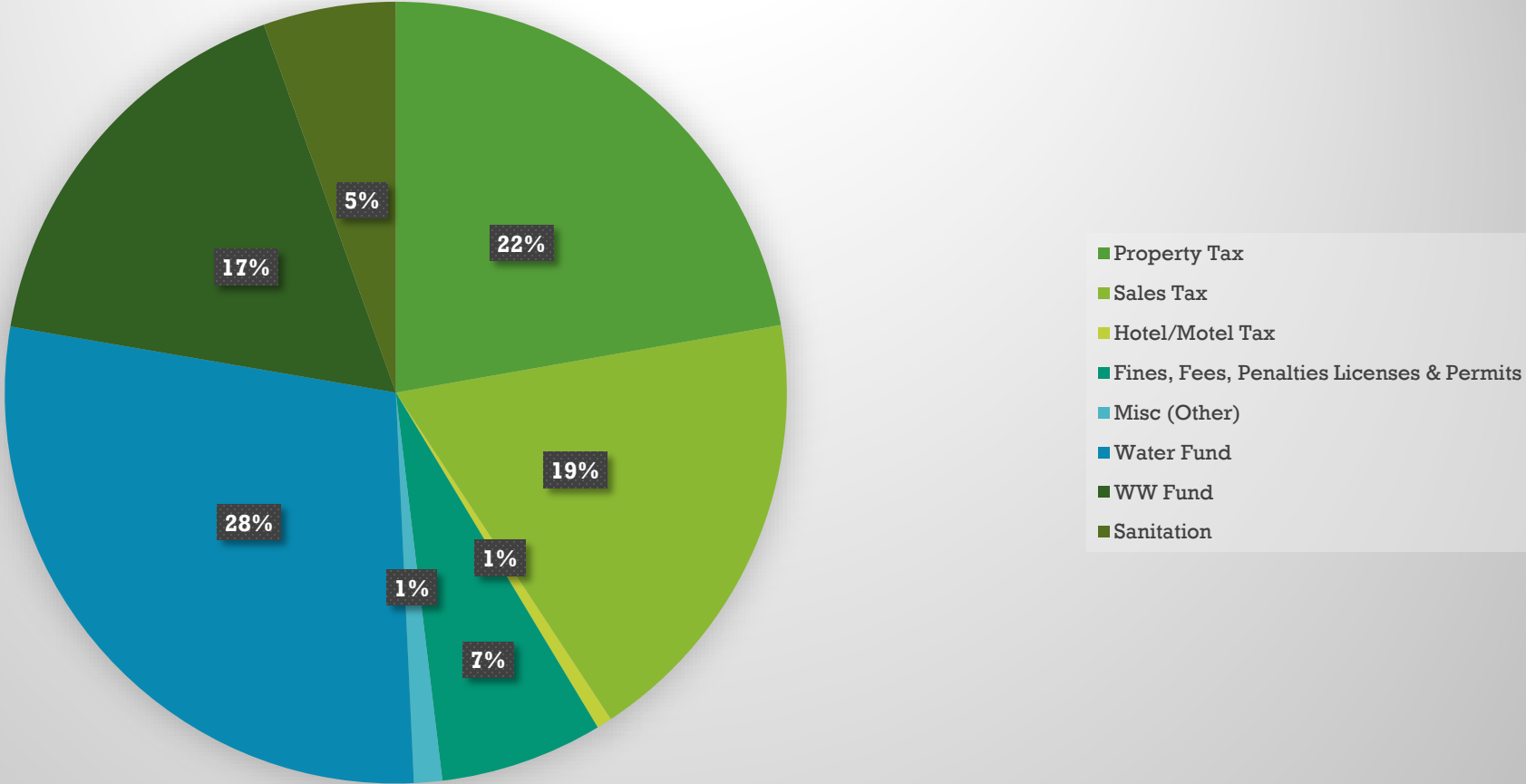
WASTEWATER FUND BALANCE HISTORY

■ Waste Water Beginning Balance ■ WWF Ending Bal

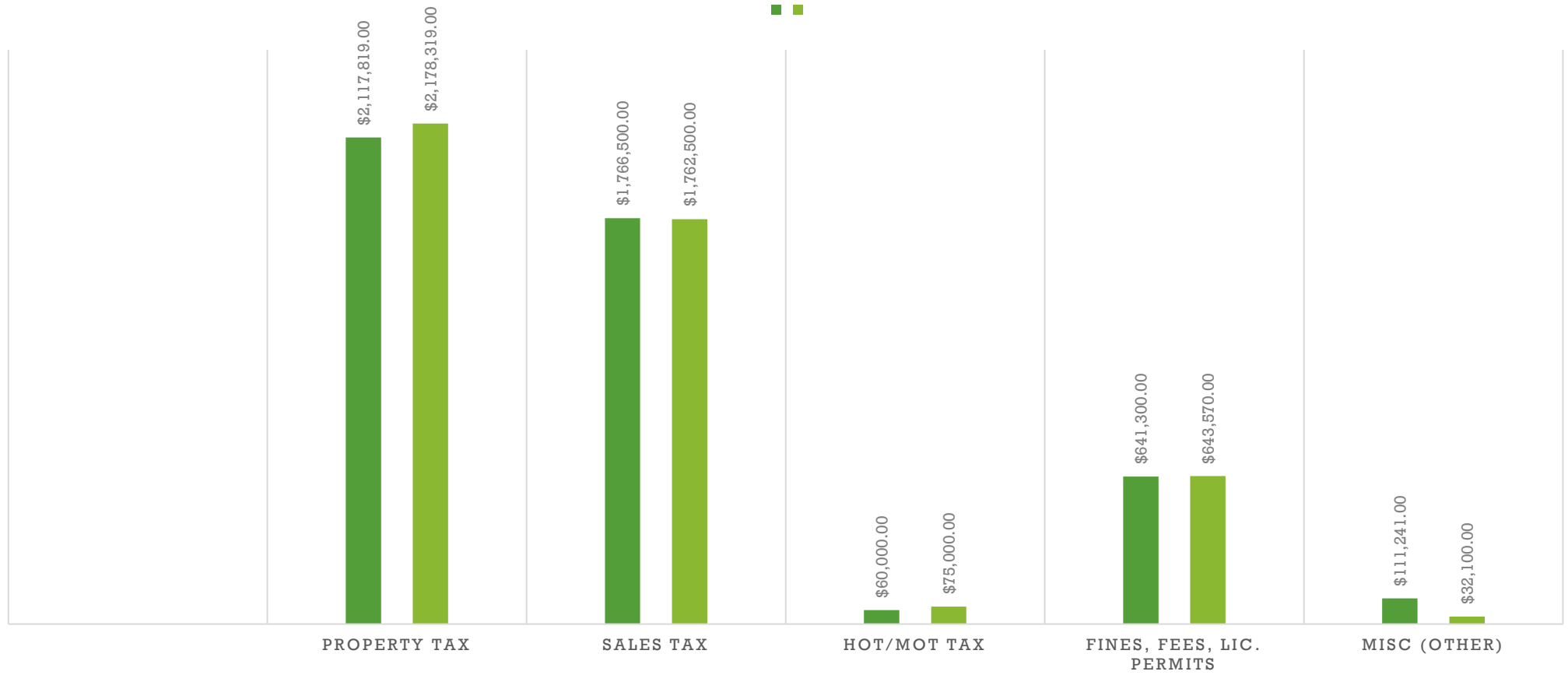




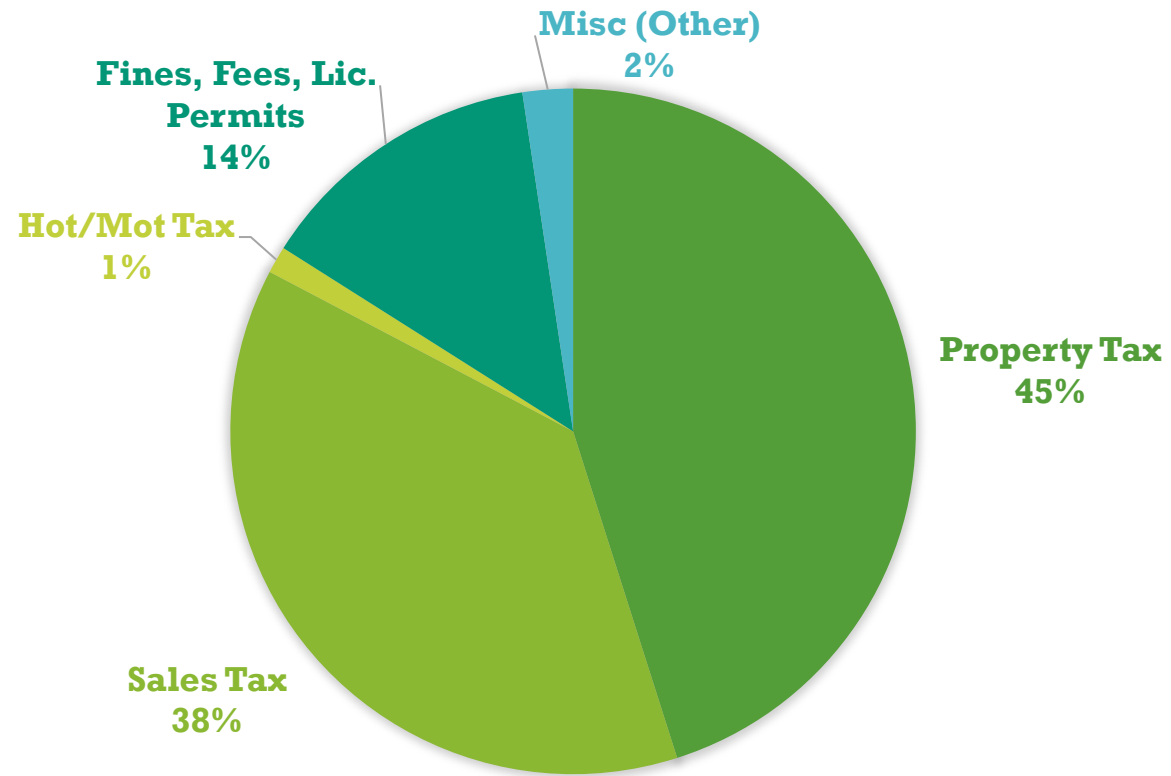
ALL FUNDS REVENUE - FY 2023-2024



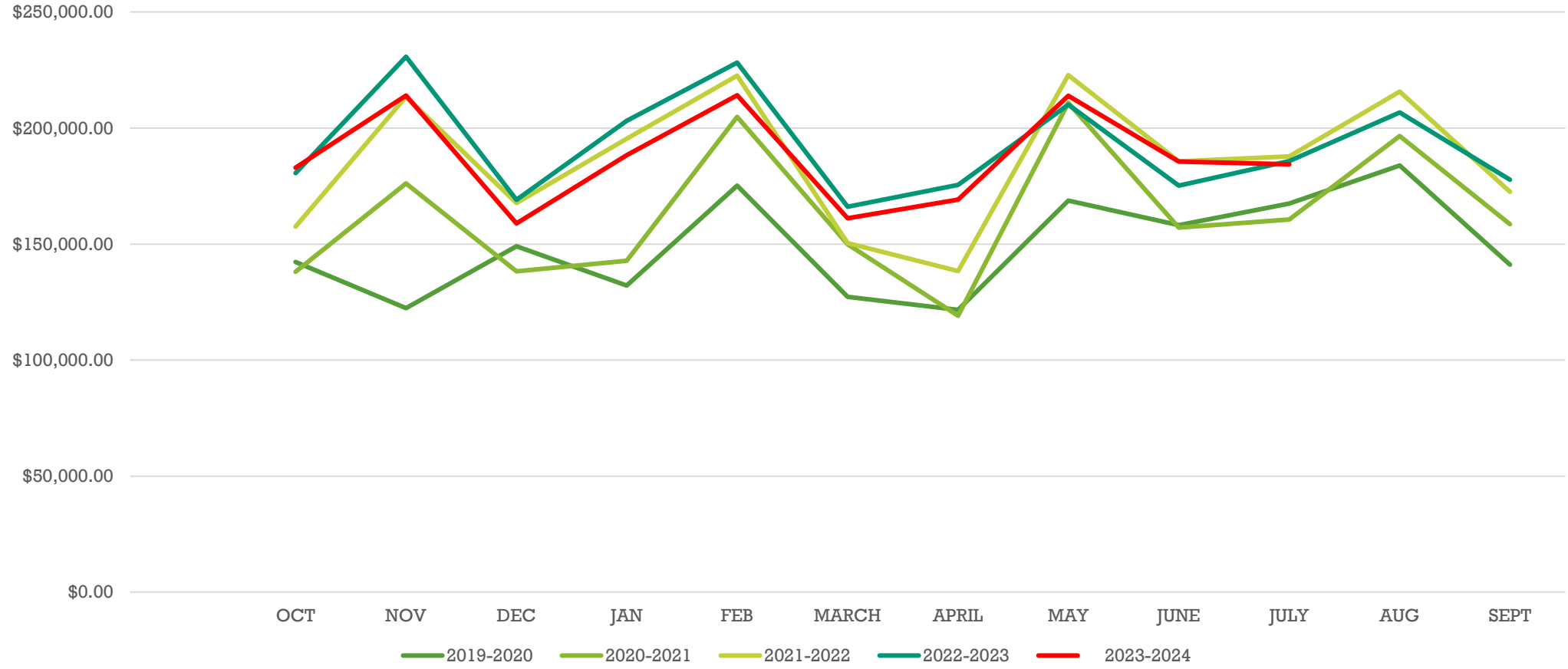
GENERAL FUND REVENUE - COMPARISON OVER PRIOR YEAR

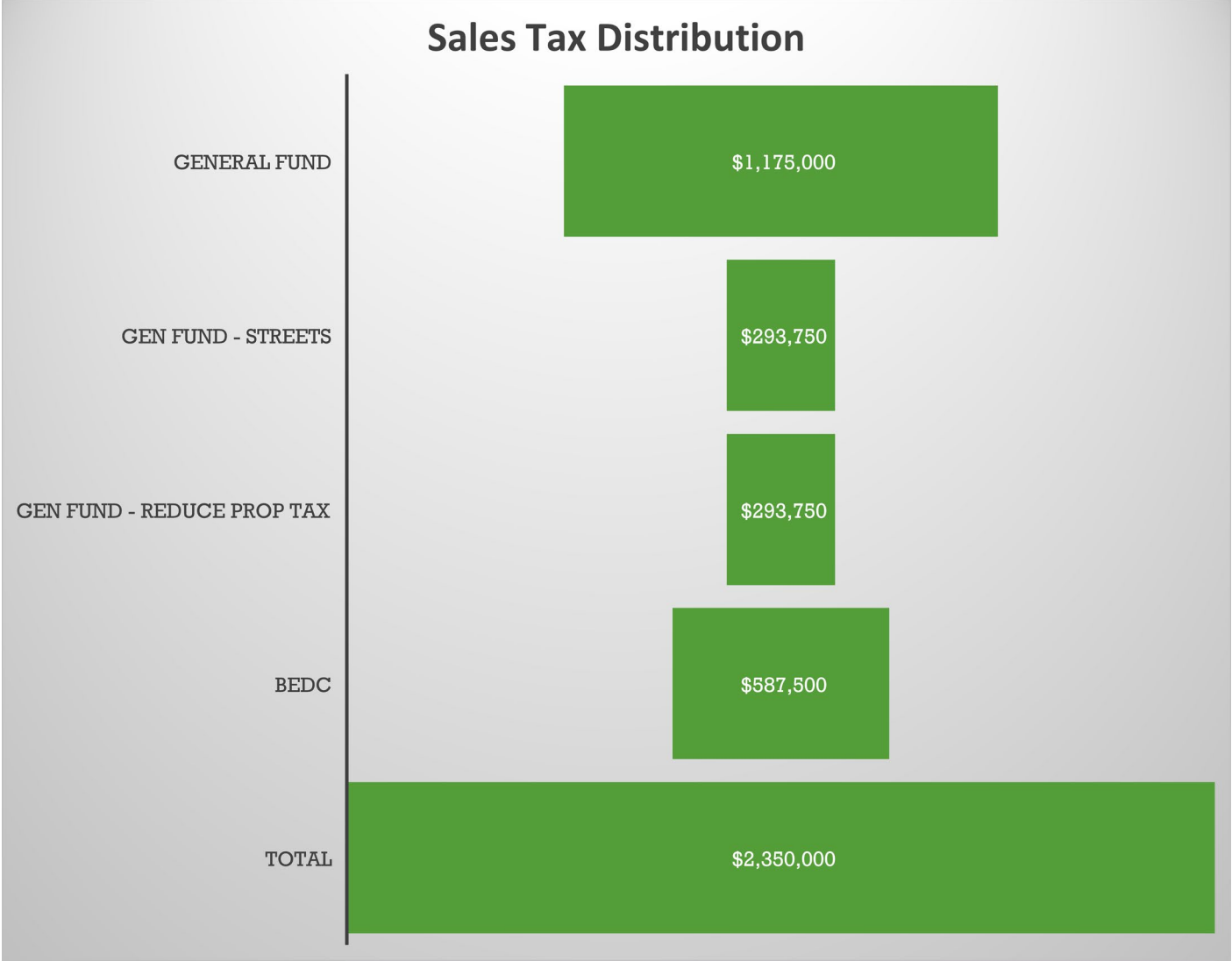


GENERAL FUND REVENUE - FY 24-25

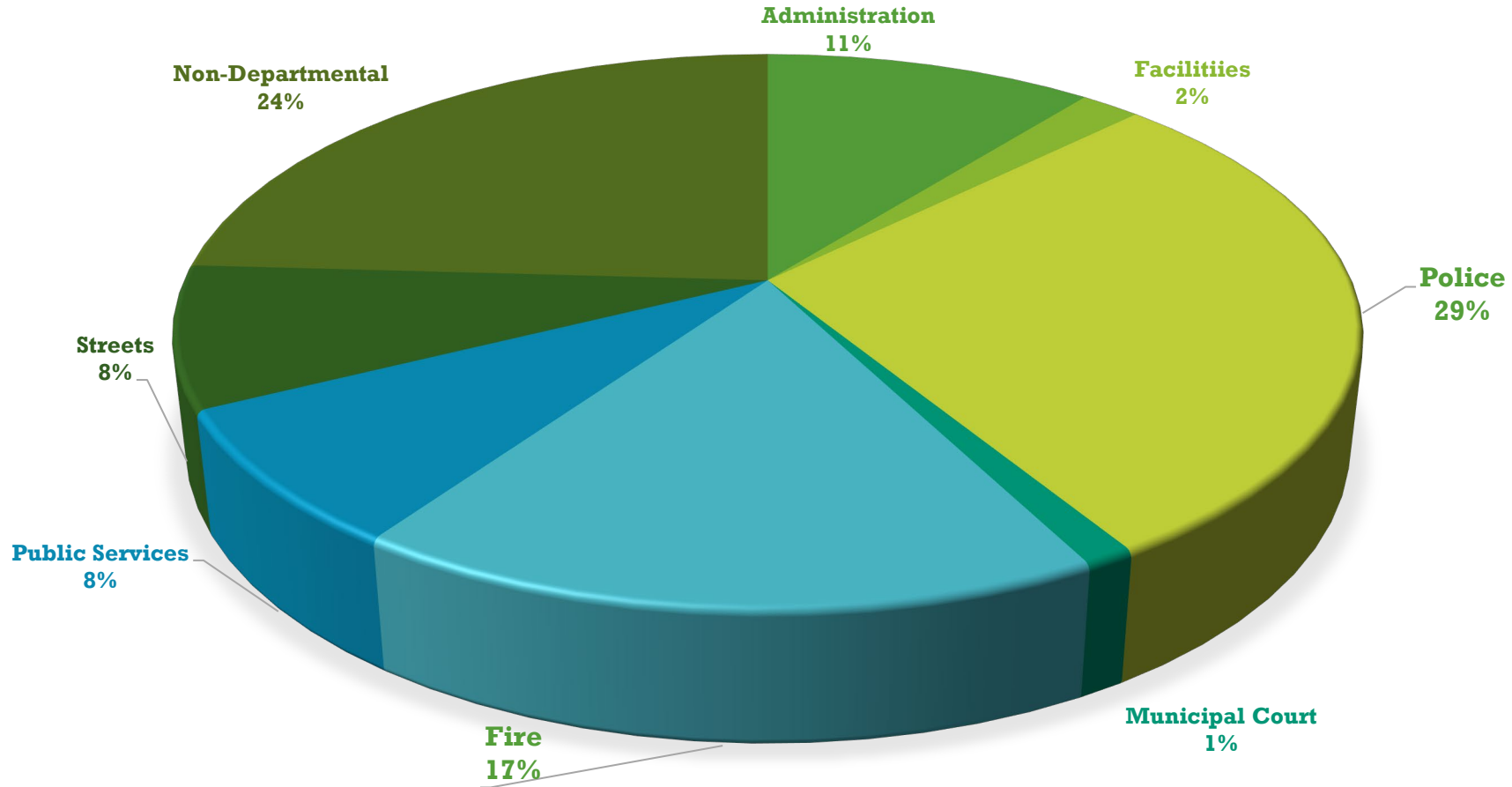


Sales Tax History





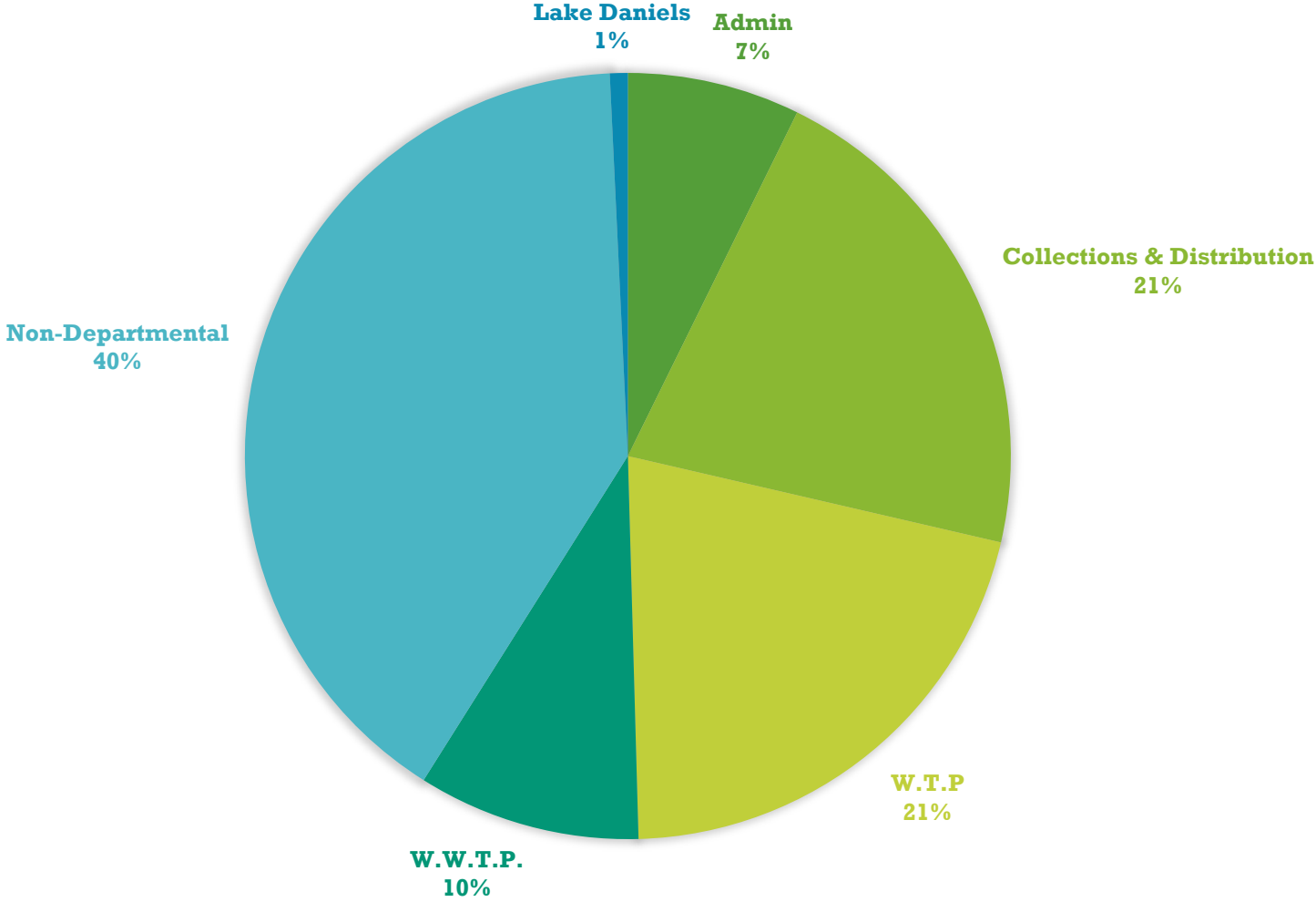
GENERAL FUND EXPENDITURES BY FUNCTION



Water/Wastewater Fund Revenue Comparison



WATER/WASTEWATER FUND EXPENDITURES



FY 2024-2025 GENERAL FUND (DRAFT)

WHERE ARE THE INCREASES?

REVENUE				
	2023-2024	2024-2025	DIFFERENCE	EXPLANATION
All Taxes	\$ 3,650,569.00	\$ 3,731,069.00	\$ 80,500.00	Increase in taxable value from \$283M to \$299M
Licenses & Permits	\$ 17,400.00	\$ 33,350.00	\$ 15,950.00	Based on prior year actuals
Charges for Services	\$ 138,650.00	\$ 129,750.00	\$ (8,900.00)	Based on prior year actuals
Franchise Fees	\$ 445,000.00	\$ 440,000.00	\$ (5,000.00)	Based on prior year actuals
Fines & Penalties	\$ 40,250.00	\$ 40,470.00	\$ 220.00	Based on prior year actuals
Other Revenues	\$ 111,241.00	\$ 32,100.00	\$ (79,141.00)	Insurance reimbursement for claims
Budgetary Transfers	\$ 595,000.00	\$ 925,000.00	\$ 330,000.00	VV/VVV Fund Transfers for Internal Services, Insurance, Fleet
Total Revenues	\$ 4,757,700.00	\$ 5,331,739.00	\$ 574,039.00	

C.O.L.A, Merit, Equity Adjustments
(including benefit costs) **\$ 262,695.58**

Fleet Maintenance **\$ 331,000.00**

Code Enforcement Officer **\$ 70,000.00**

EXPENDITURES				
	2023-2024	2024-2025	DIFFERENCE	EXPLANATION
City Commission	\$ 2,500.00	\$ 1,969.00	\$ (531.00)	
City Manager	\$ 219,329.00	\$ 233,850.00	\$ 14,521.00	Salary increases
City Secretary	\$ 86,651.00	\$ 95,490.00	\$ 8,839.00	Salary, training increases
Public Works Director	\$ -	\$ -	\$ -	Moved to PWV Fund 102, Dept 75
Finance-Accounting	\$ 141,690.00	\$ 153,518.00	\$ 11,828.00	Salary, training increases
Code Enforcement	\$ 11,850.00	\$ 83,478.00	\$ 71,628.00	New Code Enforcement Officer
Facilities-City Offices	\$ 59,550.00	\$ 91,050.00	\$ 31,500.00	Consolidated all communications (phones/internet)
Facilities-Fire Station	\$ 12,550.00	\$ 12,250.00	\$ (300.00)	
Police	\$ 1,309,022.00	\$ 1,362,829.00	\$ 53,807.00	Salary, ammo, uniform increases
Animal Services	\$ 128,737.00	\$ 181,782.00	\$ 53,045.00	Salary, training, bldg maintenance increases
Municipal Court	\$ 62,911.00	\$ 62,804.00	\$ (107.00)	Salary increase, legal fee decrease
Fire	\$ 894,747.00	\$ 918,470.00	\$ 23,723.00	Salary increases
Aging Services	\$ 14,700.00	\$ 14,000.00	\$ (700.00)	decreased electricity
Cemetary	\$ 88,942.00	\$ 75,500.00	\$ (13,442.00)	Salary increase, decrease in capital equipment purchase and comm
Parks & Recreation	\$ 333,164.00	\$ 330,073.00	\$ (3,091.00)	Salary increase, decrease in capital purchase & emergency repairs
Streets	\$ 451,717.00	\$ 436,172.00	\$ (15,545.00)	Salary increases & various line item decrease to match actual exp.
Garage & Warehouse	\$ 10,000.00	\$ (10,000.00)	\$ (10,000.00)	Moved employee to PWV and deleted dept as cost savings
Non-Departmental	\$ 1,043,316.00	\$ 1,259,226.00	\$ 215,910.00	Increases in IT, Contractual Services, EBC usage
Total Expenditures	\$ 4,871,376.00	\$ 5,312,461.00	\$ 441,085.00	
Net Revenue/Expenditures	\$ (113,676.00)	\$ 19,278.00		

PT TO FT ACO POSITION **\$ 49,516.00**

TOTAL **\$ 713,211.58**

FY 2024-2025 WATER FUND

REVENUE				
	2023-2024	2024-2025	DIFFERENCE	EXPLANATION
Charges for Services	\$ 2,708,000.00	\$ 2,930,000.00	\$ 222,000.00	Increased rates and in Stephens RWD usage
Other Revenue	\$ 1,500.00	\$ 2,000.00	\$ 500.00	
Total Revenues	\$ 2,709,500.00	\$ 2,932,000.00	\$ 222,500.00	

EXPENDITURES				
	2023-2024	2024-2025	DIFFERENCE	EXPLANATION
Water & Sewer Comm.	\$ 112,951.00	\$ 117,592.00	\$ 4,641.00	Salary Increase
Water Meters	\$ 80,844.00	\$ 91,476.00	\$ 10,632.00	Salary & fuel increase, includes high service pump replacement
Lake Daniel	\$ 41,900.00	\$ 32,400.00	\$ (9,500.00)	TCEQ required Maint. Completed last year
Water Treatment Plant	\$ 884,209.00	\$ 910,458.00	\$ 26,249.00	Salary and chemical increase
W/WW C & D	\$ 899,030.00	\$ 940,651.00	\$ 41,621.00	Salary increases
Public Works Director	\$ 101,311.00	\$ 106,371.00	\$ 5,060.00	Salary increase
Non-Departmental	\$ 556,579.00	\$ 666,466.00	\$ 109,887.00	ABC usage increase, vehicle replacement, transfers to GF and Water Fund deb
Total Expenditures	\$ 2,676,824.00	\$ 2,865,414.00	\$ 188,590.00	Fleet Maint. Program, 2 backhoes (lease purch. pymts)
Net Revenue/Expenditures	\$ 32,676.00	\$ 66,586.00		

FY 2024-2025 WASTE WATER FUND

REVENUE			
	2023-2024	2024-2025	DIFFERENCE
Charges for Services	\$ 1,601,000.00	\$ 1,704,500.00	\$ 103,500.00
Other Revenue	\$ 800.00	\$ 900.00	\$ 100.00
Total Revenues	\$ 1,601,800.00	\$ 1,705,400.00	\$ 103,600.00

EXPENDITURES				
	2023-2024	2024-2025	DIFFERENCE	EXPLANATION
Sewer Collection		\$ -	\$ -	Moved to Fund 102/Dept 74 Water Dist
WW Treatment Plant	\$ 363,542.00	\$ 421,599.00	\$ 58,057.00	Salary increases, VFD's, new pumps
Non-Departmental	\$ 942,913.00	\$ 1,119,069.00	\$ 176,156.00	actor paymt, contractual services, det
Total Expenditures	\$ 1,306,455.00	\$ 1,540,668.00	\$ 234,213.00	
Net Revenue/Expenditures	\$ 295,345.00	\$ 164,732.00		

WHAT'S IN THE FISCAL YEAR 2024-2025 BUDGET?

Decrease of \$.01 from \$.05471 to \$.04471 on the Property Tax Rate.

Increased pay for all existing employees to bring closer to market competitiveness. **(Goal 2)**

New position/Code Enforcement Officer - **(Goal 3,4)**

Increase from PT to FT ACO position (Goal 3, 4)

Vehicle Replacement program - EFleets. **(Goal 1,2)**

GF Debt for 2023 Certificates of Obligation - Streets, Parks, PW Facility **(Goals 1,2,3)**

W/WW Fund Debt - W/WW Treatment Plant and W/WW lines improvement & LSLR inventory **(Goal 1)**

Significant funding for contract mowing & Gunsolus Creek maintenance. **(Goal 3, 4)**

Thank
You

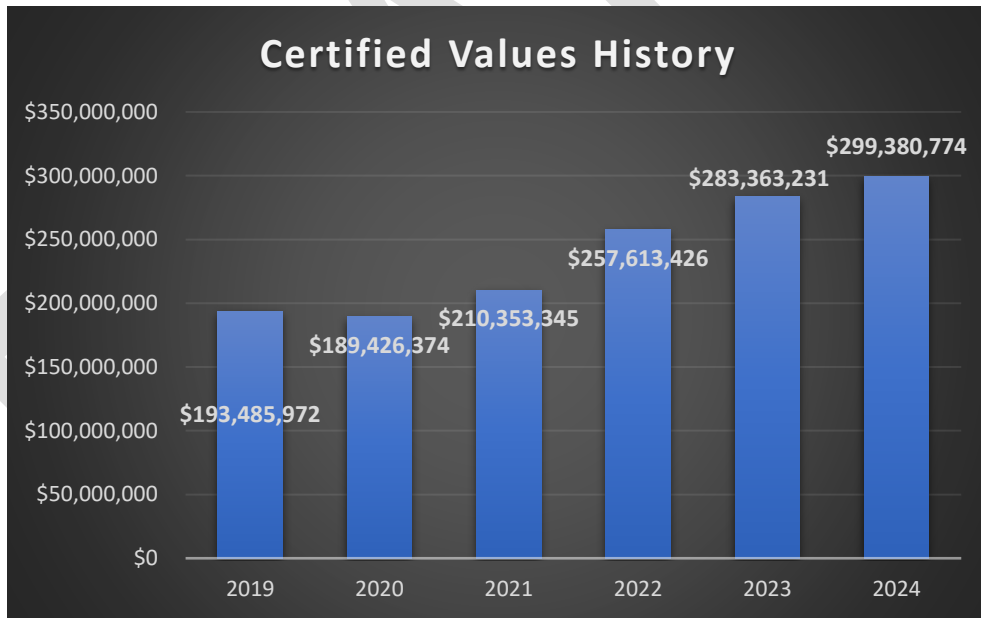


Honorable Mayor, City Commissioners, and Citizens of Breckenridge:

I am pleased to present the FY 2024-2025 proposed budget for the City of Breckenridge. This proposed draft budget, **based on certified tax values and calculations**, has been prepared in compliance with State law and City Policies to meet the expressed vision of the Council.

Property Values

Below is a 5-year history of Certified Property Tax values. This year’s Certified Value (\$299,380,774) increased over last year’s value by \$16,096,533. For the last few years, the Appraisal District has been making progress in updating property values as they have historically been very low in comparison to market values as well as making sure they are capturing new improvements. Like most cities across the nation property values stagnated between 2019 and 2021, reflecting the COVID pandemic impact and have been recovering in the last few years; supply chain issues and inflation continue to be significant challenges.



As a reminder, Senate Bill 2 (also known as the Texas Property Tax Reform and Transparency Act) passed in 2019 and went into effect in FY 2020-2021, essentially placing property tax revenue caps by limiting a tax rate

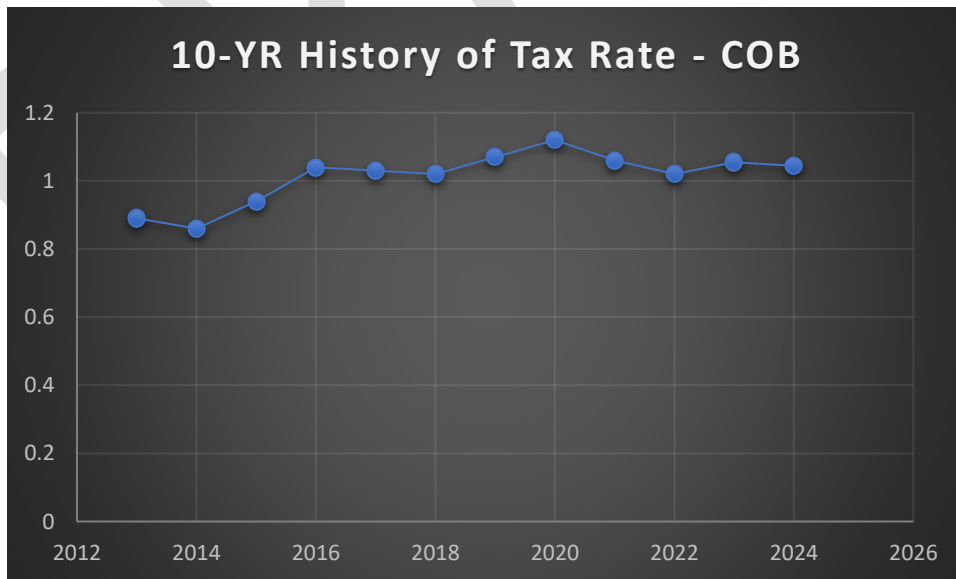


increase to no more than 3.5% above what was the effective rate and is now called the No New Revenue Rate and, in most cases (cities under 30,000 population are the exception), requiring an election to go above that limit which is now called the Voter Approval Rate. Cities under 30,000 population may use the DeMinimis rate calculation and are not subject to an election if the rate is not more than 8% above the VAR rate and is below the DeMinimis rate. This is a simplified explanation as calculating the tax rate is very complex. As indicated above, the terminology also changed: The rollback tax rate was changed to the voter-approval tax rate meaning any tax rate set above the voter-approval rate (VAR) will require an election, though again, cities under 30,000 population are not subject to the automatic election requirement, if they are under the DeMinimis rate calculation.

Property Tax

The proposed tax rate based on Certified Values is \$1.04471 per one hundred-valuation. Based on the Certified Values received by the Stephens County Appraisal District July 29, 2024, the VAR rate for FY 2024-2025 is \$1.08110 per one hundred-valuation (\$1.08110/100). Also changed was the term effective rate, which referred to the benchmark tax rate needed to raise the same amount of revenue in the previous year for operations and maintenance on new growth. The new term is the 'no-new-revenue tax rate' (NNR). The NNR tax rate (based on certified values) for FY 2024-2025 is \$1.00536/100. The proposed tax rate for FY 2024-2025 is \$1.04471/100, which is under both the DeMinimis rate of \$1.25059 and the VAR rate of \$1.08110. The proposed tax rate is \$0.01 less than last year's tax rate of \$1.05471/100. The M&O portion of the proposed \$1.04471/100 tax rate is \$0.76162, and the I&S Debt Rate is \$0.28309.

Here is the City of Breckenridge's tax-rate history:





Based on an average actual home value for Breckenridge of \$105,010 the proposed \$1.04471 tax rate equals an increase of \$48.11 (total tax = \$1097.05) on a homeowner’s property tax bill, compared with last’s years actual home value for Breckenridge which was \$100,405 (total tax = \$1048.94) at last year’s tax rate of \$1.05471.



The proposed tax rate allows the Commissioners to meet its stated priorities of investing in our infrastructure, investing in our current employees, better positioning us to retain and attract a professional workforce, addresses code compliance concerns and provides resources, all of which promote health and safety of citizens and employees alike, meets the goals identified in the Strategic Plan and provides for excellent city services.

Introduction

This budget is presented after many hours of analysis, preparation and review by City staff and City Commissioners. Staff was asked to budget for what is necessary to maintain current service levels and to address departmental needs for the purpose of providing services for the health and safety of our residents. Additionally, the Strategic Plan adopted last year provides the framework that dictated priorities.

The City of Breckenridge Vision Statement

“A thriving, family-centered community in the heart of Texas: Welcoming and fostering growth, investment and tourism.”

City Commission Guidance and Priorities

The annual budget is developed with careful consideration of the funding needs and available revenues and forecast methods for matching future revenues and expenditures. The following adopted goals from the *Strategic Plan* guided the priorities in the budget:

- Goal 1: Invest in Infrastructure**
- Goal 2: Invest in Employees**



Goal 3: Invest in Beautifying Breckenridge

Goal 4: Promote Economic Development, Tourism and Breckenridge as a Destination!

Goal 5: Promote Transparency and Communication

Infrastructure

There are several challenges with our current infrastructure of facilities, streets, drainage, water and wastewater. Breckenridge is a recognized Boomtown. The population exploded from 1500 in 1920 to almost 30,000 in 1921. This drove the development of the infrastructure to accommodate the population. Fast forward to 2024 and where population has hovered around 5500, though the latest unofficial population is 6200 provided by Public Management, Inc. in the updated Comprehensive Development Plan. The result leaves the City with a dramatically reduced tax base but saddled with the aging infrastructure designed to meet the demands of a much larger population. ***In short, more road miles, more linear ft of water/wastewater collection and distribution lines to maintain and older facilities that weren't designed to meet the latest building and energy efficiency standards.***

Another **major challenge** is not having accurate maps and records of the location(s) of our water/wastewater infrastructure. While we have been making some progress on discovering and adding to our existing maps, it is a slow and laborious process, exacerbated by the continual challenge of attracting, retaining and training employees, though we are making progress in that area. Currently, we are pursuing available grants to help us in our efforts to identify our infrastructure (the Lead Service Line Replacement Project, which begins with an inventory will assist us in this endeavor).

Debt

In the last Fiscal Year (2022-2023), Mayor/Commissioners took steps to adjust the debt more appropriately where the Water/Wastewater Fund supported debt associated with W/WW projects. This was also in line with the recommendations that came out as a result of the Water/Wastewater Rate Study conducted in FY 2020-2021. The second part of the plan was to use the debt capacity freed up in the General Fund to issue Certificates of Obligation (discussed in more detail below). The chart below itemizes that debt that is supported by the W/WW Fund, including the upcoming Texas Water Development Board debt issuance for 2024 (in red) for the Lead Service Line Replacement Project.

W/WW Fund Debt	DESCRIPTION	FY 2024-2025 Payment
2012	Water Plant & System Improvements	\$58,061
2013	Wastewater Plant & System Improvements	\$36.615



2014	Water Plant, Lake Daniels & System Improvements	\$136,910
2017A	Parks/Lindsey – Streets& Drainage	\$33,001
2017B	Parks/Lindsey – Water & Sewer	\$159,911
2022A (CWSRF)	Wastewater System Improvements	\$127,533
2022B (DWSRF)	Water Treatment Plant & System Improvements	\$95,181
2024 (CO)	Lead Service Line Replacement (inventory phase)	\$51,311
TOTAL		\$698,523

Certificates of Obligation 2023

As discussed, City Commissioner’s began preparing for this issuance during the FY 2022-2023 Budget process; determining to move current debt related to the Water/Wastewater Fund and utilize the freed-up capacity on the General Fund to support additional debt for needed capital improvement projects; most notably streets but also including Park Improvements and PW Facilities. This is in alignment with the *Strategic Plan* Goals 1, 2, & 4.

The City closed on the bond sale for the CO 2023 Issuance on August 29, 2023, and the city net amount received for projects was \$8,641,984.74. The General Fund Debt payment for the 2023 CO for FY 2024-2025 is \$632,075.00. An *estimated* breakdown of project funding, dependent upon individual actual project costs is as follows:

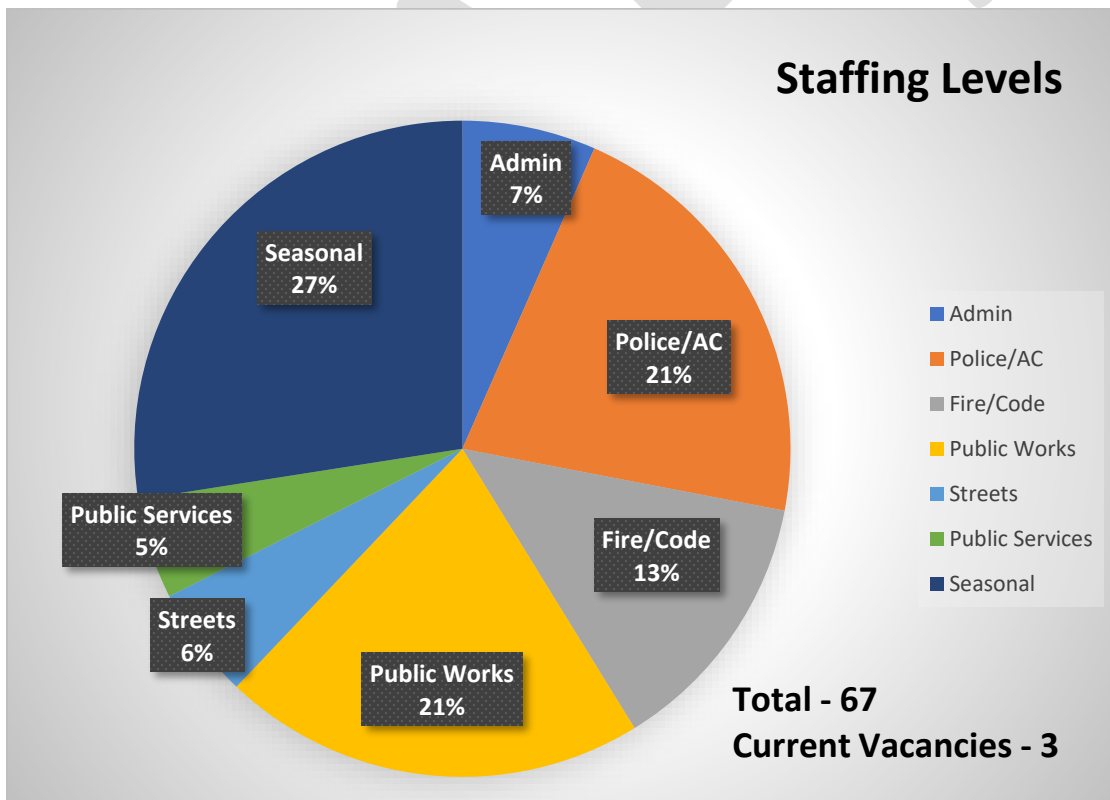
- ✓ Street Improvements – approximately \$7,441,684 million
 - See Street Plan
- ✓ Park Improvements – Original \$600,000/Updated \$842,473
 - Replace/Update Playground Equipment
 - Misc. Park Improvements including:
 - Foundation Park improvements
 - Booker T Lights/playground (exploring grants)
 - Exploring the refurbishing of the current baby pool with splash pad (exploring available grants)
- ✓ PW Facility Improvements – Original \$600,000/Updated \$272,181.24
 - New covered structure on topside to protect equipment & removal of old
 - New metal bldg inventory storage on existing slab



Staffing Levels

As mentioned earlier, attracting, and retaining employees has been an ongoing challenge for several reasons including COVID affects on the labor market and poor pay. The City has made significant improvements in several areas including recent pay increases, equity adjustments, approved sign-on bonuses (2022-2023), funding of the certification pay policy, increased attention to employee relations, increased training opportunities and communication of employee benefits. As the chart below shows, we currently have 67 full-time positions (FTE) and 4 vacancies; for reference last year at this time, we had 15 vacancies. This demonstrates progress in retaining employees.

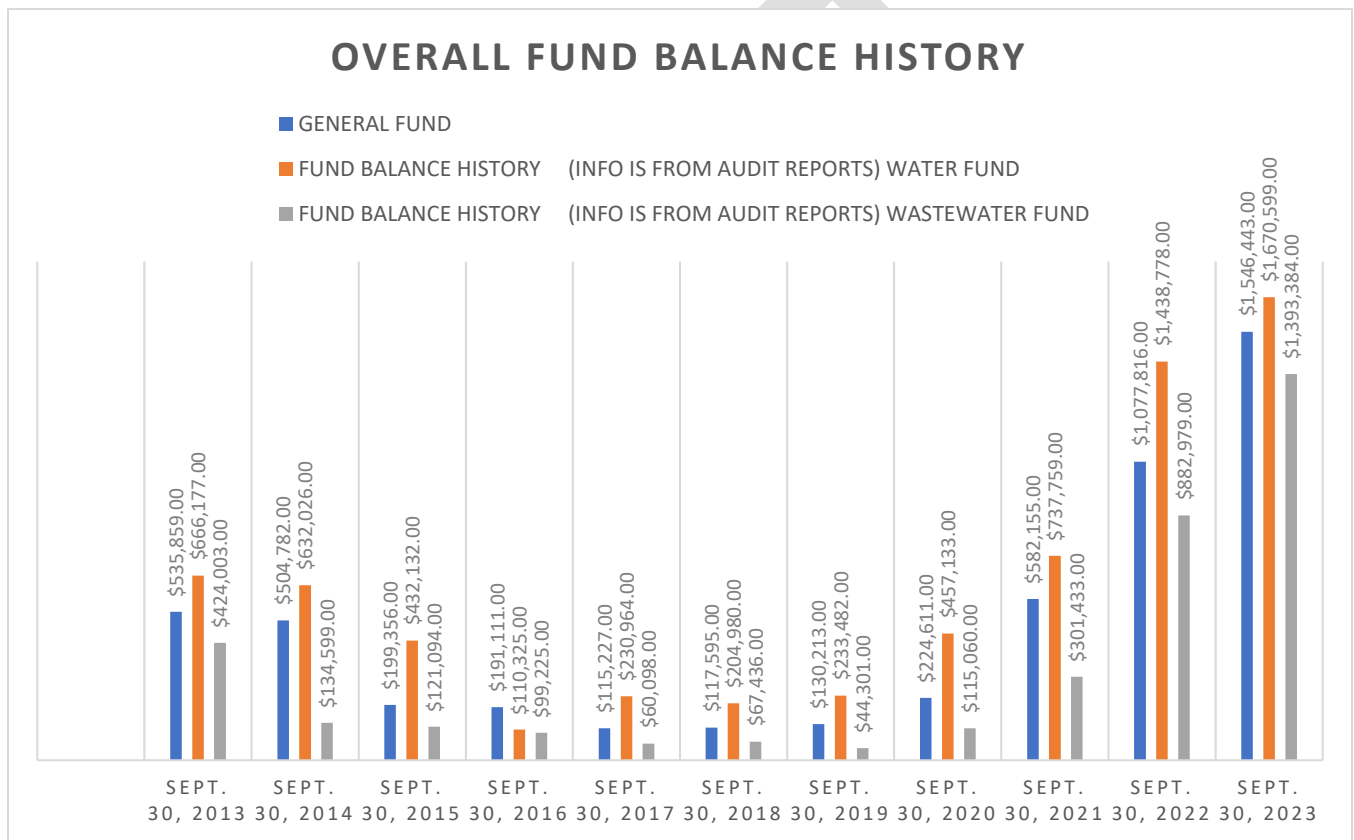
In alignment with Strategic Plan Goal 2, "Invest in Employees," this draft budget includes a 3% (COLA and Merit) increase for all employees, along with equity adjustments for various position and department heads, based on TML Salary Survey. We are continuing a phased in approach to funding the Certification Pay for employees, funding at 75%.

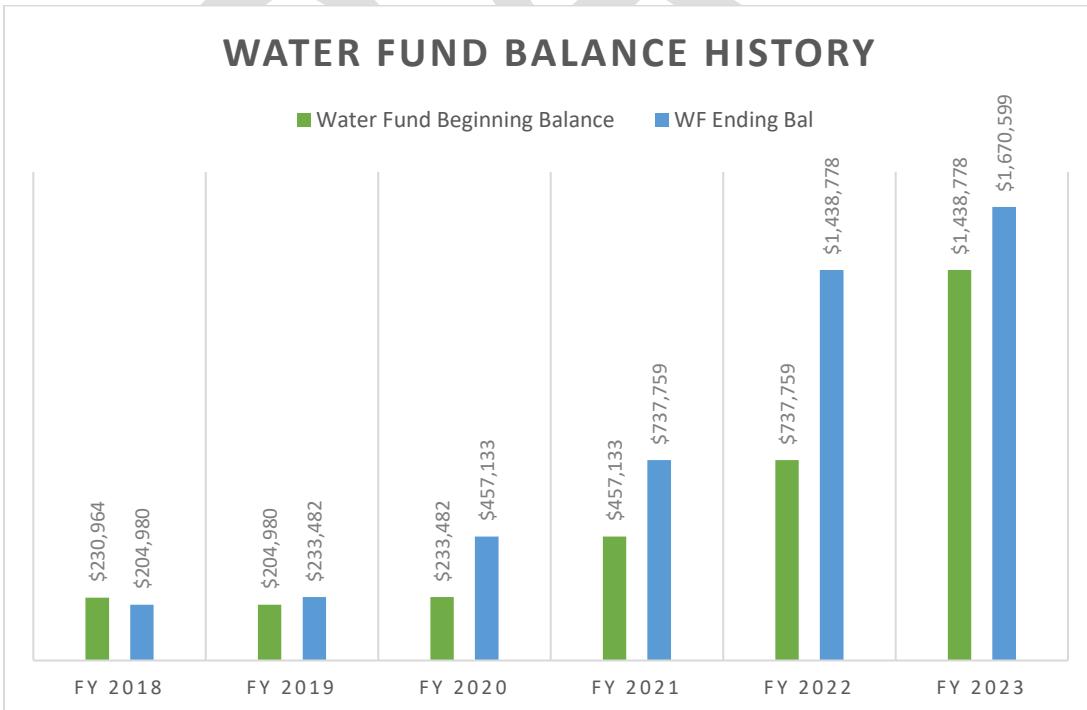
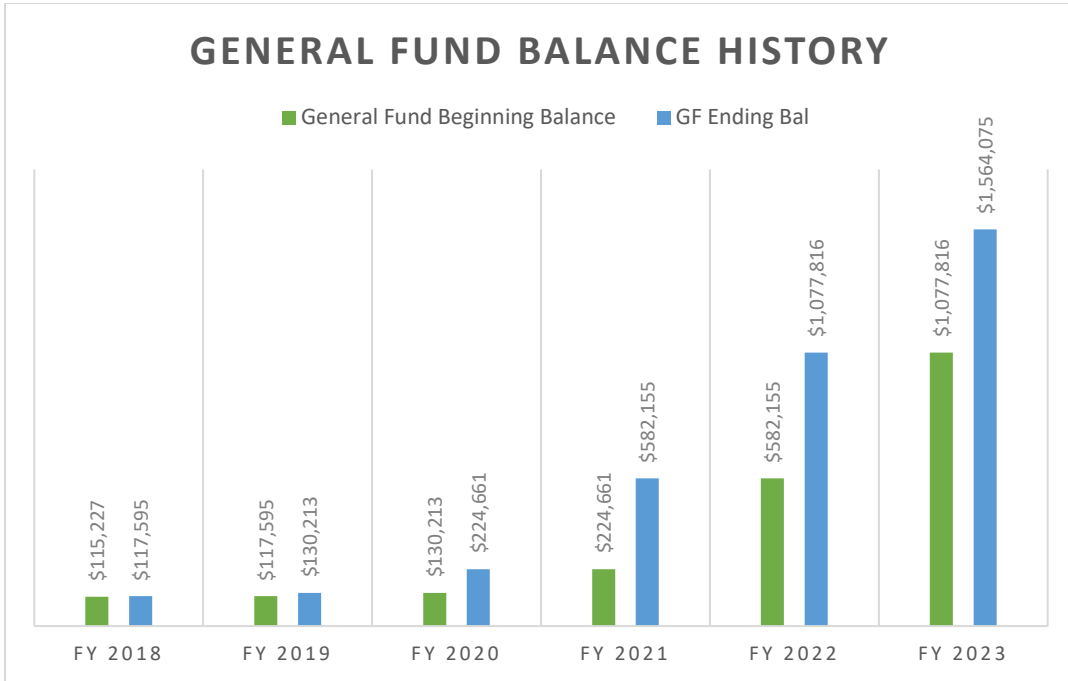


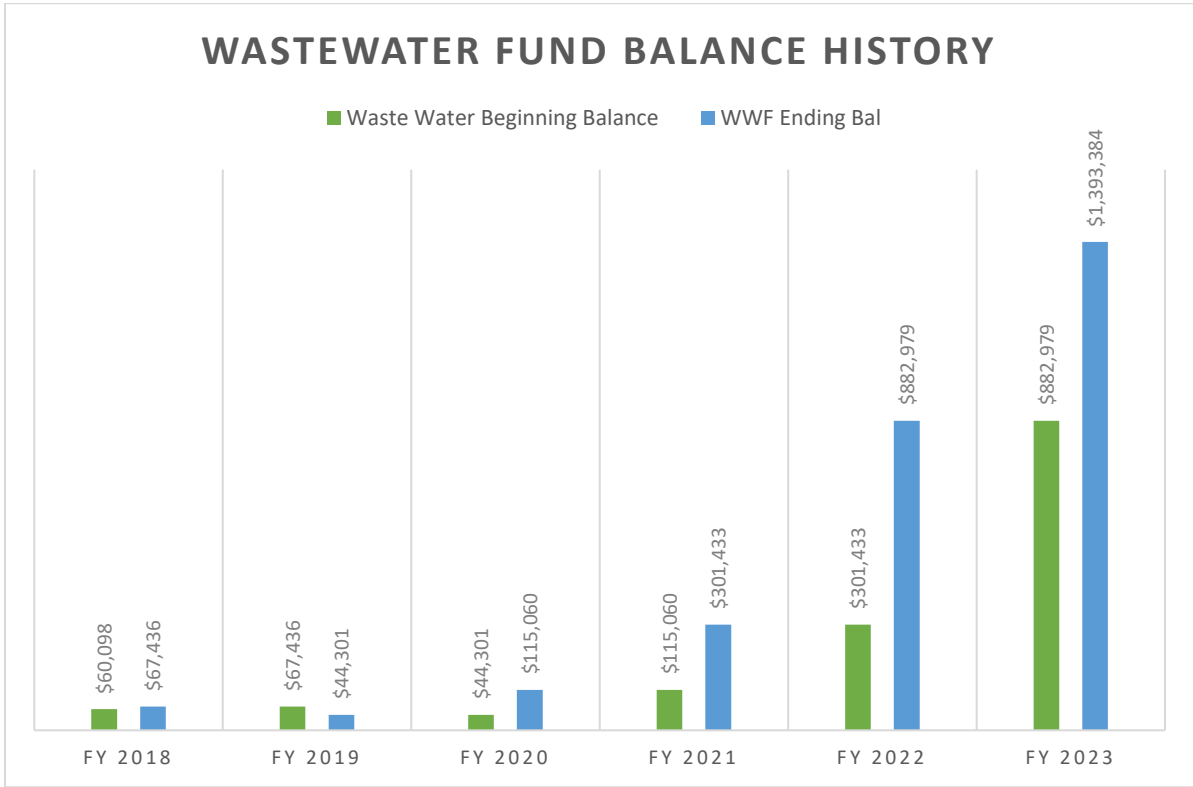


Fund Balance History Overall and by Fund

The following graphs show an overall fund balance history and a 5-year history of beginning and ending fund balances. The takeaways for the increased financial stability include the economic recovery, slight uptick in economic development, salary attrition, conservative spending and the increased water/wastewater rates. Please keep in mind that the Water/Wastewater Rate Study included spending assumptions such as market pay for W/WW employees, equipment purchases and system improvements; some of which are represented by the TWDB 2022A/B projects.





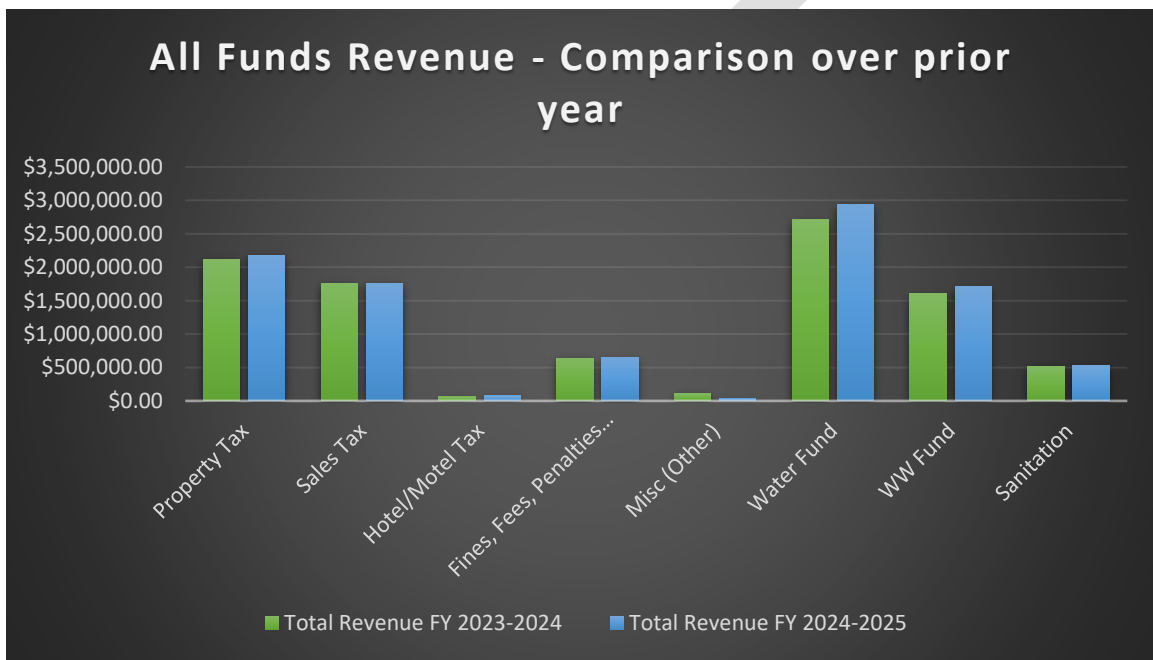


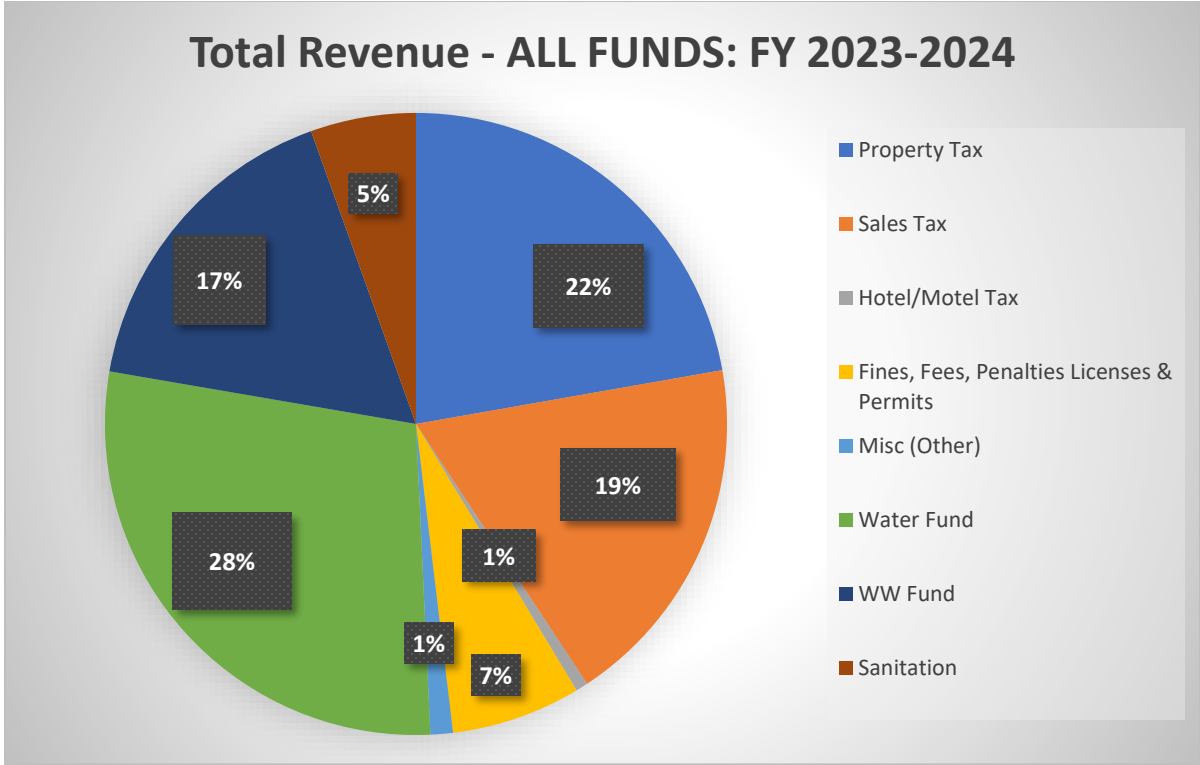
Revenues

Projected General Fund revenues reflect a small increase primarily due to increased values. Other sources of revenue are projected to remain relatively flat with some slight increase over the prior year. Additionally, sales tax forecasted revenue for 2023/24 remains flat. Essentially, we saw some recovery after COVID and then a leveling out. In alignment with the schedule for W/WW rate increases approved following the Water/Wastewater Rate Study, our W/WW revenues are projected to increase slightly. This will be the last year of approved rate increases. While not included in this budget, we will want to consider onboarding NewGen again to update the W/WW Rate analysis going forward to be prepared for the next five years and anticipated infrastructure projects needed.



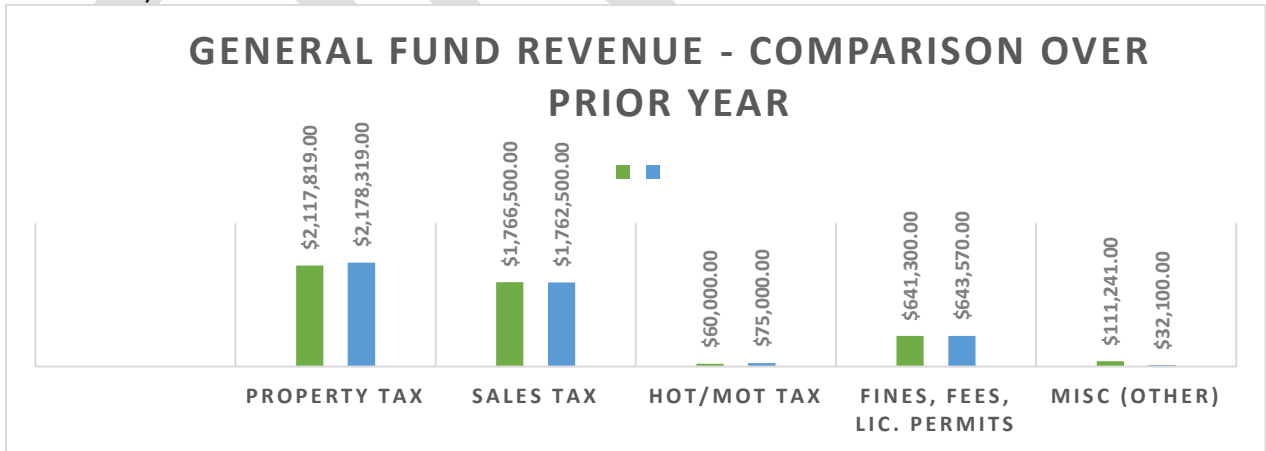
The following graphs show a comparison over prior year (all fund revenue) and the breakdown of total revenue in all funds by source. For instance, sales tax revenue represents 19% of our budgeted revenues and 22% of the budgeted revenue is from property taxes. The Water/Wastewater fund is an enterprise fund where the revenue generated from user fees should pay for the cost of the service. In years past, the expenses outpaced the revenue, which indicated that the revenue wasn't covering the cost of doing business. This was addressed in the scheduled rate increases a few years ago. FY 2024-2025 represents the fourth and final scheduled increase from that rate study.





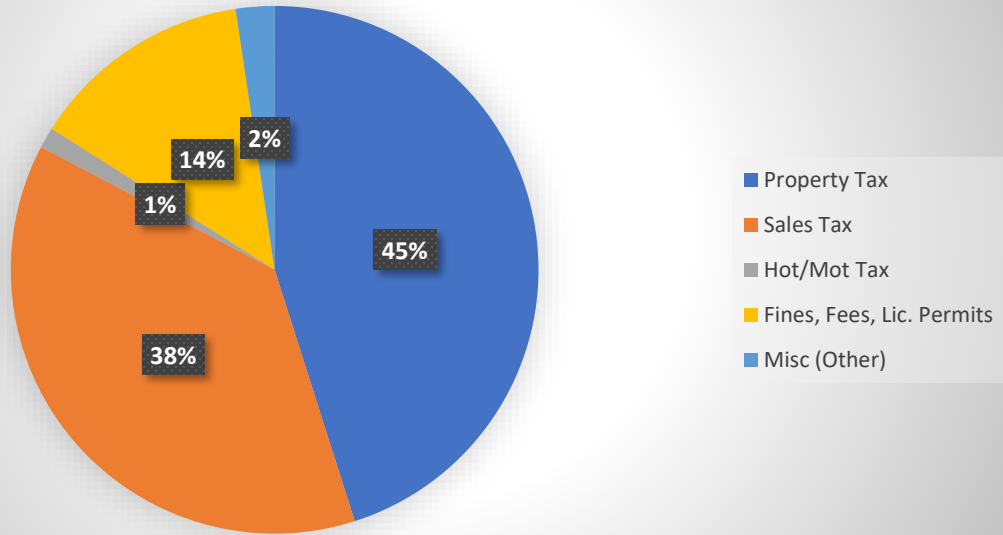
General Fund Revenue and Expenditures

The following charts show the General Fund Revenue comparison over prior year, sources, and General Fund Expenditures by function.

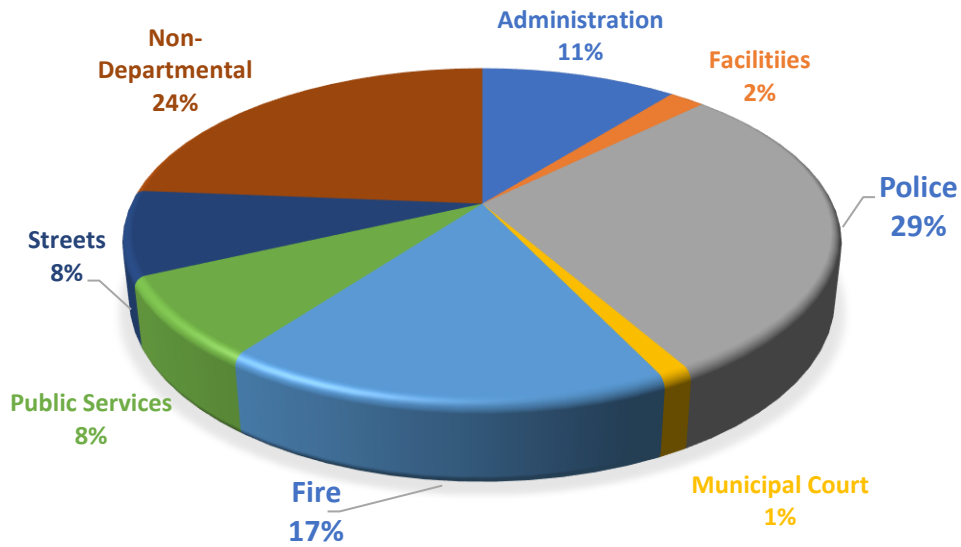




General Fund Revenue FY 2024-2025



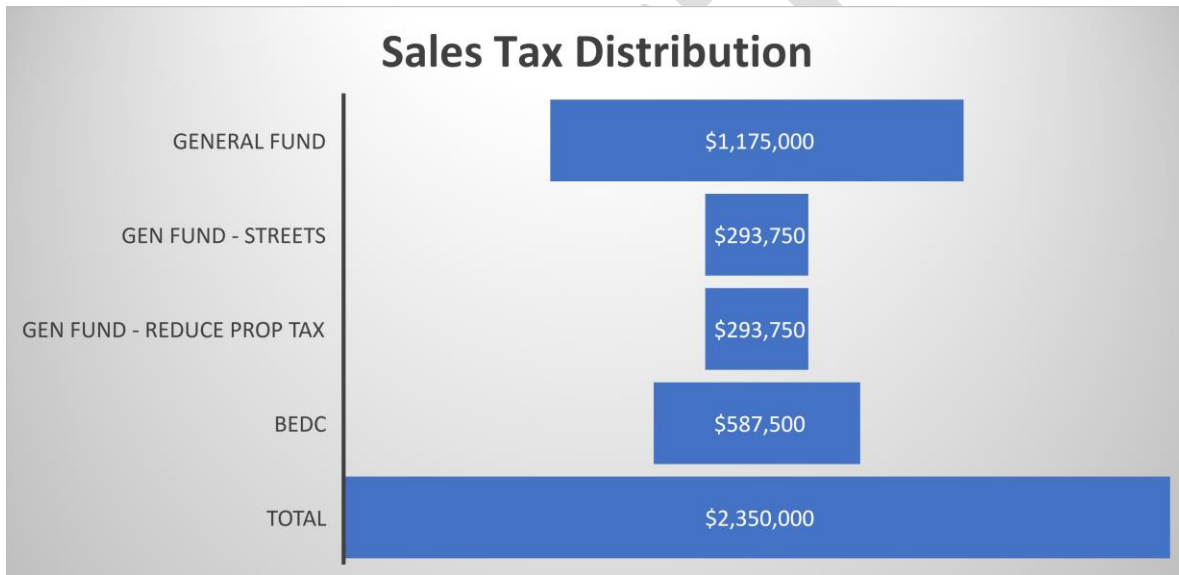
GENERAL FUND EXPENDITURES BY FUNCTION

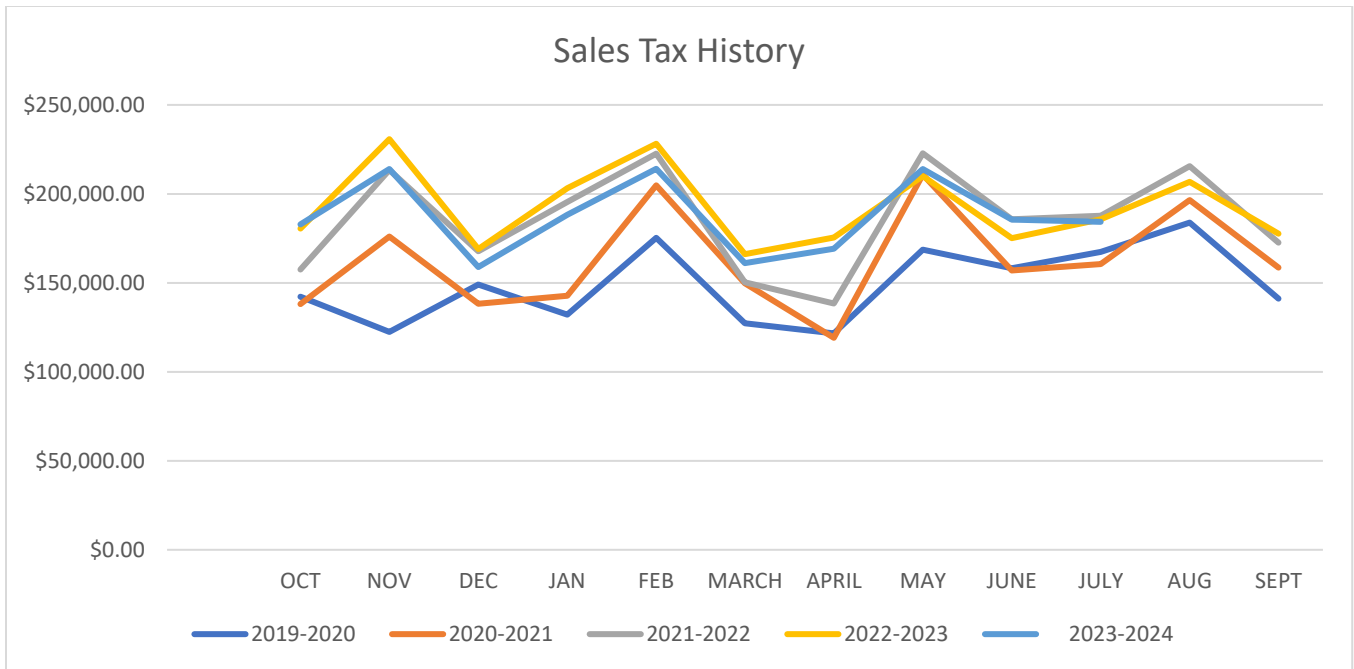




Sales Tax

Sales tax has been flat. As mentioned, overall, we continue to trend up from pre-COVID and COVID times though in the past year and a half it has remained relatively flat. Our goal is to be conservative in our projections and be pleasantly surprised rather than having to look for areas to cut if projections aren't realized. The State of Texas allows the local governments to collect up to two cents of the sales tax and keep it local. The City currently collects the two cents. However, we also have a 4B Economic Development Corporation that receives 1/2 - cent of the two-cents for economic development. In addition, the City has dedicated 1/4-cent (\$293,750) to reduce property tax for our residents as well as dedicating 1/4-cent (\$293,750) to street improvements. The chart below shows the forecasted collection and proposed distribution for FY 2023-2024.





General Fund

The General Fund accounts for all revenue and expenditures for traditional government services including Administration, Police, Fire, Municipal Court, Building & Development, and Parks & Recreation. General Fund revenue is projected to increase by \$574,039.00 from \$4,757,700 in FY 2023-2024 to \$5,331,739 for FY 2024-2025.

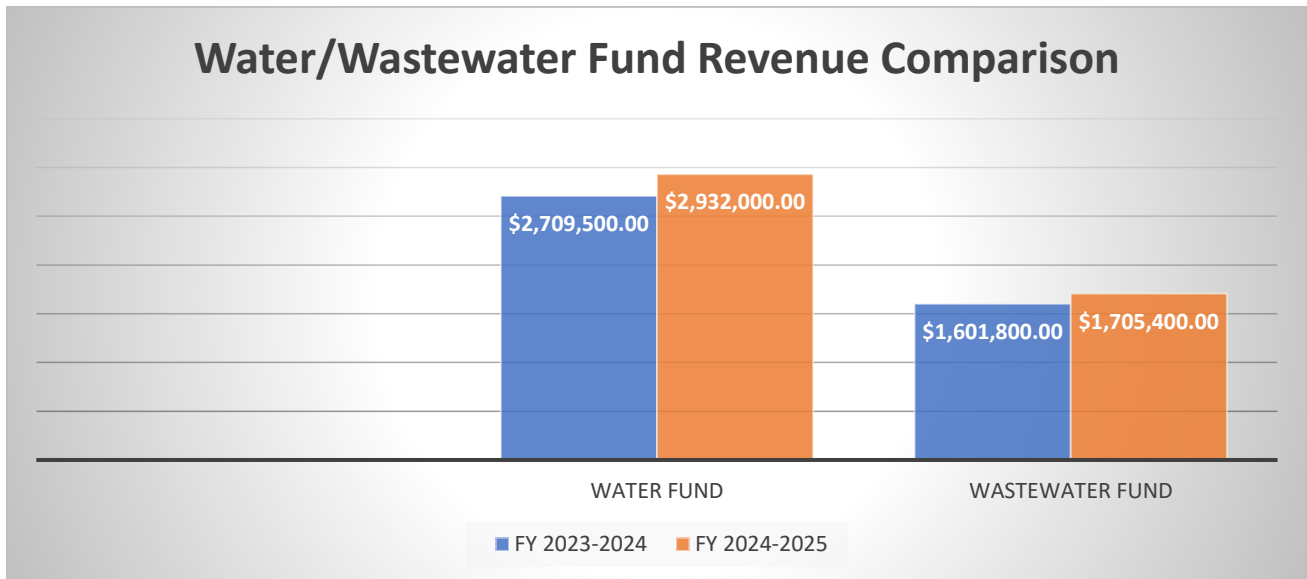
General Fund expenditures are projected to increase by \$441,085.00 from \$4,871,376.00 in FY 2023-2024 to \$5,312,461.00 in FY 2024-2025. While various line items have been cut where we can, primarily in fuel and vehicle maintenance due to projected savings with the Fleet Maintenance Program onboarded mid-year 2023, the capital cost of additional vehicles, as we are scheduled to replace the remaining vehicles this year, is \$331,000.00. However, there is still a lag time in obtaining vehicles due to the continuing supply-chain delays.

The other major increase is our continuing efforts to bring our employee pay closer to market average. The impact for all increases including COLA, merit, equity and certification pay (and fringe benefits) is approximately \$262,695.58. We also have funded one new Code Enforcement Officer (\$70K includes benefits) and increased the part-time Kennel Tech to a full-time Animal Control Officer (an additional \$33,797 for a total of \$49,516 includes benefits), bringing us to a total of three full-time positions in Animal Control. Other capital funding



includes payments on our two new backhoes and our new Vac Truck. Additionally, we have continued to budget for Gunsolus Creek maintenance and TCEQ required maintenance out at Lake Daniels at a cost of \$51,500.00.

Water - Wastewater Fund Revenue and Expenditures



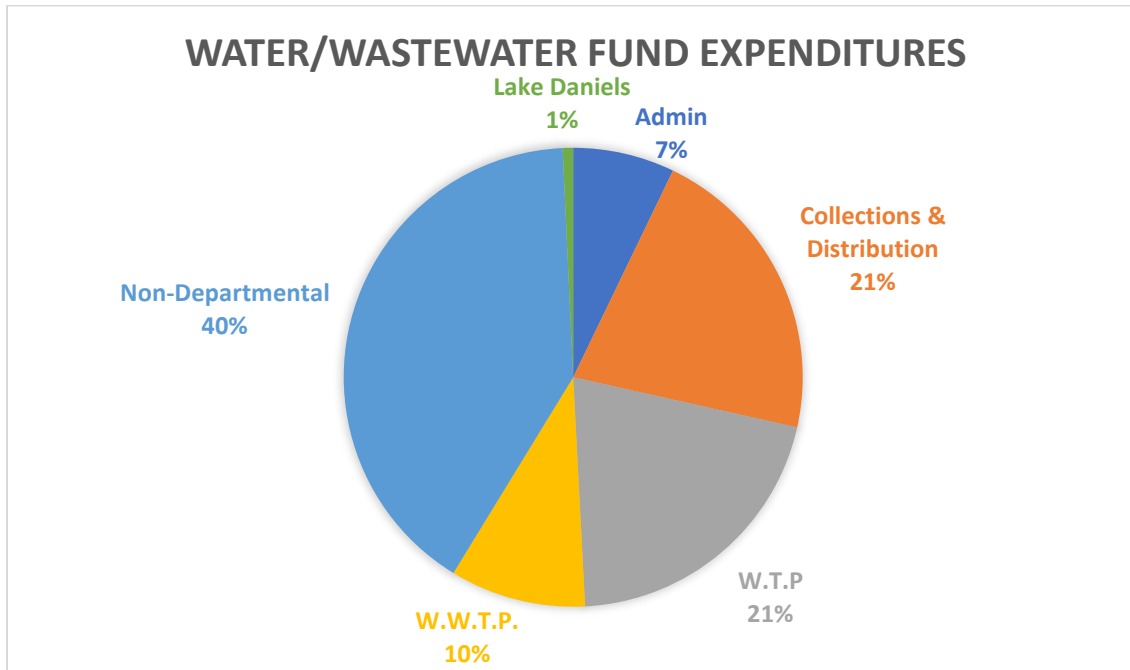
The Water- Wastewater Fund is an Enterprise Fund, charging fees for services to accommodate the operations, maintenance, and necessary expansion (i.e., debt service). As a business-type fund, the revenues charged should cover the fund’s expenses. The growth in the Fund reflects the scheduled rate increases approved by Mayor/Commissioners following the Water/Wastewater Rate Study. The first two years represented the largest increase. The third year was less and this fourth and final year of scheduled rate increases is substantially less than the three previous years and is reflected in the revenues. Stephens Regional Water District continues to increase the amount of water they are purchasing (wholesale) and though we are still projecting under what they have purchased in the past. Revenue projection increase is due to both slight rate increases and Stephens RWD increased purchase projections, up \$222,500.00 from \$2,709,500.00 to \$2,932,000.00. Expenses are up by \$189,840.00 from \$2,676,824.00 in 2023-2024 to \$2,865,414.00 in FY 2024-2025, primarily due to salary increases, vehicle replacement and to increasing costs (i.e., the cost of chemicals).

Our revenues in our Wastewater Fund are up by \$103,600.00 from \$1,601,800.00 in FY 2023-2024 to \$1,705,400.00 in FY 2024-2025. Our expenses are up by \$234,213 from \$1,306,455.00 in FY 2023-2024 to \$1,540,668.00 in FY 2024-2025.

The main drivers are the salary increases and vehicle replacement via the Fleet Maintenance Program and assuming the debt associated with W/WW system improvements. As has been discussed in the past three or four budgets, the condition of our equipment is critical. Last year we purchased two backhoes (\$30,000/5 yrs),



VAC Truck (emergency expense - \$71,133/5 yrs) and a dump truck (\$125K/CO Funds). We are still waiting on both the VAC Truck (Sept) and the dump truck (Aug).



Conclusion

This completes the highlights of the FY 2023-2024 Budget. In summary, the Strategic Plan outcomes guided staff in prioritizing the needs across all departments. The City of Breckenridge continues to see an overall slight uptick in economic recovery and development. The synergy occurring in Breckenridge between other entities including Stephens County, Chamber, BISD, Appraisal District, Hospital District, BEDC and the Breckenridge Downtown Development Committee helps to promote a unified vision for economic development and leveraging partnerships. This budget meets identified goals of investing in our infrastructure and employees, promoting economic development, beautifying Breckenridge and continuing to contribute to making Breckenridge the place to Be as we Boldy lead Breckenridge!

On behalf of the city staff, I would like to thank the Mayor, Commissioners, Community Leaders and Partners and the residents for their support; it is invaluable. I would like to especially thank all Department Heads, especially Finance Director, Diane Latham, and city staff who have put in long hours on their budgets, looking for areas to streamline to accommodate other expressed priorities as well as their service day in and day out to meet the expectations of the Commissioners and give dedicated time and energy in serving the citizens of Breckenridge with our Breck Core values; Bold, Responsible, Excellent, Compassionate, and Knowledgeable. This budget represents a true team effort.



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action to schedule August 27, 2024, for Public Hearing on the proposed tax rate, discuss tax rate, NNR, and Voter Approval Rate, De Minimus Rate and take a record vote.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The City Manager will review the proposed tax rate, no new revenue rate, voter approval tax rate, and De Minimus Tax Rate (Tax Code Sec. 26.04 (e)). To comply with state statutes, City Commissioners should consider setting a Public Hearing on August 27, 2024, on the proposed tax rate. The notice of the Public Hearing on the Tax Increase will be published by August 14, 2024. Staff are proposing a rate of \$1.04471, which is lower than the Voter Approval Rate of \$1.08110. The proposed tax rate exceeds the No New Revenue Rate but is lower than the Voter Approval rate.

No New Revenue Rate (\$1.00536) – Rate that provides the same amount of revenue received last year (*used to be effective rate*).

Voter Approval Rate (\$1.08110) – Max rate allowed without voter approval, except for cities under 30,000 population; essentially 3.5% over the NNR Rate (*used to be the Rollback Rate; which was 8% over the effective rate*).

DeMinimus Rate (\$1.25059) – Must be lower than the DeMinimus Rate and doesn't exceed Voter Approval Rate. This is an option for cities with a population of 30,000 or less that is a rate equal to the sum of the NNR M&O rate; plus, rate that when applied will generate an amount of taxes equal to \$500,000; plus, the current debt rate.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Approve August 27, 2024, for Public Hearing on the proposed Tax Rate

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$1.04471 per \$100 valuation has been proposed by the governing body of the City of Breckenridge.

PROPOSED TAX RATE	\$1.04471 per \$100
NO-NEW-REVENUE TAX RATE	\$1.00536 per \$100
VOTER-APPROVAL TAX RATE	\$1.08110 per \$100

The no-new-revenue tax rate is the tax rate for the 2024 tax year that will raise the same amount of property tax revenue for the City of Breckenridge from the same properties in both the 2023 tax year and the 2024 tax year.

The voter-approval rate is the highest tax rate that the City of Breckenridge may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that the City of Breckenridge is proposing to increase property taxes for the 2024 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON August 27, 2024, at 5:30 P.M. at City Hall, 105 N Rose Ave., Breckenridge TX 76424.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, the City of Breckenridge is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City of Breckenridge at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the Proposal:

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by the City of Breckenridge last year to the taxes proposed to be imposed on the average residence homestead by the City of Breckenridge this year.

	<u>2023</u>	<u>2024</u>	<u>Change</u>
Total tax rate (per \$100 of value)	\$1.05471	\$1.04471	decrease of -0.01000, or -0.95%
Average homestead taxable value	\$100,405	\$105,010	increase of 4,605, or 4.59%
Tax on average homestead	\$1,058.98	\$1,097.05	increase of 38.07, or 3.59%
Total tax levy on all properties	\$2,466,270	\$2,567,617	increase of 101,347, or 4.11%

For assistance with tax calculations, please contact the City of Breckenridge at 254-559-8287 or cnorthrop@breckenridgetx.gov, or visit www.breckenridgetx.gov for more information.



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding setting a Public Hearing to consider FY 2024/2025 proposed budget on September 3, 2024.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

In conformity with Local Government Code 102.006 (a-b) City Commissioners should schedule a Public Hearing on the proposed FY 2024/2025 Budget to be held September 3, 2024.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Approve setting Public Hearing on FY 2024/2025 Proposed Budget on September 3, 2024



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding approval of Ordinance 2024-13 updating Schedule of Fees (First Reading)

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The attached Ordinance that updates the Schedule of Fees includes (changes are in red) the Water/Wastewater Rate increases approved by Commissioners as a result of the Water/Wastewater Rate Study.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of the first reading of Ordinance 2024-13 updating the Schedule of fees.

ORDINANCE NO. 2024-13

AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS, REPEALING AND REPLACING ORDINANCE NOS. 2024-07; ESTABLISHING A GENERAL FEE SCHEDULE FOR THE CITY OF BRECKENRIDGE; INCLUDING REVISED RATES FOR CHAPTER 21 WATER AND SEWER; 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. 2024-07 adopted on June 4, 2024 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.** This Ordinance 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 September 3, 2024

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) **City Pool Punch Cards (Sec. 3.20)**
 - (1) 12 sessions \$30.00
Punch cards can be purchased at City Hall or The City of Breckenridge Aquatic Center for cash and check only
- (E) **Pool Party Rates (Sec. 3.20)**
 - (1) 2-hour (minimum) rental available on Friday, Saturday, and Sundays. Maximum 150 people. \$200.00

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: \$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: \$25.00 Minimum
- (D) Dangerous Dog Registration Fee (Sec 4-40): \$50.00 per year

III. Chapter 5 - Buildings and Structures

For any inspection or review required under Chapter 5 which is performed by a third-party on behalf of the City, the fee to be paid the City shall be the City's actual cost in having the third-party perform the inspection or review.

- (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 alterations: \$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

For any inspection or review required under Chapter 9 which is performed by a third-party on behalf of the City, the fee to be paid the City shall be the City's actual cost in having the third-party perform the inspection or review.

(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	\$ 16.74
T2 - RI	2 Poly Carts	\$ 25.11
T3 - RI	3 Poly Carts	\$ 33.48
T7 - RO	1 Poly Cart	\$ 16.74
T8 - RO	2 Poly Carts	\$ 25.11
T9 - RO	3 Poly Carts	\$ 33.48
T13-CI at RI rate	1 Poly Cart	\$ 16.74
T25	1 Poly Cart Delivery/Removal	\$28.00 per occur.
Lockbar Rental		\$13 per occur
Lockbar Installation		\$95.00 per occur.

(C) Convenience Station - Disposal Fee (Sec. 10-40):

CITY OF BRECKENRIDGE CONVENIENCE STATION RULES AND FEES TO BE CHARGED

Residents get **1 Free Trash Dump (8' Bed P/U Rounded) per month** with current water bill and drivers license

ROLL-OFFS-ALL ITEMS MUST BE PUT IN ROLL-OFF NOT ON GROUND

ITEMS ACCEPTED= NORMAL HOUSEHOLD TRASH

ATTENDANT MAY ADJUST FEES BASED ON SIZE OF LOAD

- \$ 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

SMALL DUMPSTERS-ALL ITEMS MUST BE PUT IN DUMPSTER NOT ON GROUND

ITEMS ACCEPTED= NORMAL HOUSEHOLD TRASH/BAGGED TRASH

ATTENDANT MAY ADJUST FEES BASED ON SIZE OF LOAD

- \$ 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

BRUSH-FEES ARE FOR NON- RESIDENTIAL AND COMMERCIAL USE CUSTOMERS ONLY

Brush dumping is free for residential customers with current water bill and drivers license

NON-RESIDENTIAL CUSTOMERS

ATTENDANT MAY ADJUST FEES BASED ON SIZE OF LOAD

- \$ 10.00 TRUCK BED

\$ 20.00 TRAILER

COMMERCIAL CUSTOMERS

ATTENDANT MAY UDJUST FEES BASED ON SIZE OF LOAD

\$ 20.00 TRUCK BED

\$ 40.00 TRAILER

RECYCLE BINS-CARDBOARD BOXES MUST BE BROKEN DOWN

SEPTIC DUMPING \$0.05 PER GALLON

- ITEMS NOT ACCEPTED**
- APPLIANCES WITH FEON
 - PAINT-PAINT THINNER
 - CHEMICALS OF ANY KIND
 - TIRES
 - BATTERIES
 - VEHICLE PARTS
 - STONE OR CONCRETE
 - CONSTRUCTION MATERIAL
 - LUMBER MUST BE CUT INTO SHORT LENTHS 4' OR LESS
 - PALLETS

BUSINESS HOURS: WEDNESDAY 1PM-5PM, THURS-SAT 9AM-5PM

VI. Chapter 13 - Occupational Licenses and Regulations

- (A) Permit Fee for Shows, Circuses, etc. (Sec. 13-3): \$50.00 per day
- (B) Peddler License Fees (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) Gaming Machine Fees (Article VI):
 - (1) Permit Fee: \$1,000.00
 - (2) Occupations Tax (per machine): \$15.00

VII. Chapter 14 - Offenses and Miscellaneous Provisions

- (A) Sport Shooting Range Application Fee (Sec. 14-2): \$25.00

VIII. Chapter 16 - Cemetery

- (A) Costs (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) Permit for Network Nodes (Sec. 17-77): \$500.00 for up to 5 Nodes*
\$250.00 each Node after 5*
- (B) Permit for Node Support Poles (Sec. 17-77): \$1,000.00*

**These fees shall only be changed pursuant to Chapter 284 of the Texas Local Government Code.*

- (C) Public Right-of-Way Fees (Sec. 17-78):
- | | | |
|-----|-----------------------|---------------------------------------|
| (1) | Transport Facilities: | \$28.00 per Node in Right-of-Way per |
| (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 | \$ 486.50 |
| (2) | 3/4-inch meter set outside city limits | \$ 973.00 |

(3)	1-inch meter set	\$	638.75
(4)	1-inch meter set outside city limits	\$	1,277.50
(5)	1.5- inch meter set		inside city limits: \$1433.25.... Outside: \$2866.50
(6)	2-inch meter set	\$	1,517.25
(7)	2-inch meter set outside city limits	\$	3,034.50

(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:** \$240.00
At least two times the minimum rate for single-family residential homes within the City limits.
- (2) **Customers with 2 or more disconnects within a 12 month period:** \$480.00
- (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 descretion 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):	\$43.02	\$66.04
	Next 3,000 gallons, per thousand:	\$7.29	\$14.59
	Next 5,000 gallons, per thousand:	\$7.76	\$15.51
	Next 10,000 gallons, per thousand:	\$9.02	\$18.03
	Over 20,000 gallons, per thousand:	\$10.34	\$20.69
(2)	<i>Commercial and Apartments:</i>		
	First 2,000 gallons (minimum):	\$53.59	\$87.18
	Next 3,000 gallons, per thousand:	\$7.29	\$14.59
	Next 5,000 gallons, per thousand:	\$7.76	\$15.51
	Next 10,000 gallons, per thousand:	\$9.02	\$18.03
	Over 20,000 gallons, per thousand:	\$10.34	\$20.69
(3)	Add \$5.94 or \$11.89 to the minimum charge for each additional family, apartment or house over two (2) allowed for \$53.59 or \$87.18 minimum that is connected to the same meter .		

(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): 2,001 gallons and over, per one thousand gallons:		\$45.50 \$6.00
(6)	<i>Stebens Regional Special Utility District:</i> per one thousand gallons:		\$6.00
(7)	<i>Plant Water:</i> treated per one thousand gallons: raw per one thousand gallons:		\$25.00 \$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)	<u>Delinquent Account Fees</u> (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)	<u>Rereads</u> (Sec. 21-16):		\$10.00*
(I)	<u>Temporary Disconnection of Service</u> (Sec. 21-17):		
(1)	Disconnection during normal operating hours:		\$25.00
(2)	Disconnection after hours:		\$50.00
(3)	Meter Tampering**		\$100.00
(J)	<u>Connection and Transfer Fees</u> (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)	<u>Clean up Fee (Sec. 21-14)</u> 2000 gallons water usage for 5 days		\$43.02
(M)	<u>Sewer Service Charges</u> (Sec. 21-44):		
		<i>Inside City Limits</i>	<i>Outside City Limits</i>
(1)	<i>Residential Single Family:</i>		
	First 5,000 gallons (minimum):	\$53.67	\$97.34
	Over 5,000 gallons, per thousand:	\$4.87	\$9.73
	Maximum monthly charge:	\$126.72	\$243.29
(2)	<i>All other use:</i>		
	First 5,000 gallons (minimum):	\$58.54	\$107.08
	Over 5,000 gallons, per thousand:	\$6.49	\$12.98
2	Maximum monthly charge:	\$654.00	\$1,298.00
(3)	* <i>Sewer Irrigation Credit:</i>		

Residential Single Family:	\$30.00	\$60.00
All other use:	\$105.00	\$210.00

(4) *Texas Department of Criminal Justice - Walker Sayle Unit:*
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.

(N) 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.

(O) 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) Permits Related to Zoning (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
(9)	Required Third-Party Review:	Actual Cost

XII. Miscellaneous

For any inspection required under the Code of Ordinances or state law which is performed by a third-party on behalf of the City, the fee to be paid the City shall be the City's actual cost in having the third-party perform the inspection.

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

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 August 6, 2024 at a regular meeting of the City Commission.

The above and foregoing ordinance was read and finally adopted upon second reading on September 3, 2024 at a regular meeting of the City Commission.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

S E A L