



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

March 05, 2024 at 5:30 PM

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**AGENDA**

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the City Commission will meet in a Regular Meeting of the Breckenridge City Commission on March 05, 2024 at 5:30 PM at the Breckenridge City Offices, 105 N. Rose Avenue, Breckenridge, Texas.

**CALL TO ORDER**

**INVOCATION** led by Will Anderson of Lighthouse Church

**PLEDGE OF ALLEGIANCE**

**American Flag**

**OPEN FORUM**

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

**SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**

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

1. Presentation by TMCN Youth Leadership
2. Presentation of the Breckenridge Chamber of Commerce Annual Report

**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**

3. City Business
  - Park Project Update
  - Police Chief search update

Planning Grant update

Department Head reports

4. Upcoming Events

3/18-3/22 Brush Pickup

3/21 Bulk Pickup

3/29 City Offices closed for Good Friday

3/31 Easter

**Fire Chief**

5. Employee of the Month

**CONSENT AGENDA**

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

- [6.](#) Consider approval of the February 6, 2024 Regular Commission Meeting minutes as recorded.
- [7.](#) Consider approval of the February 22, 2024 Special Commission Meeting minutes as recorded.
- 8. Consider acceptance of the Breckenridge Chamber of Commerce annual report.

**ACTION ITEMS**

- [9.](#) Discussion and any necessary action regarding Ordinance 24-05 update P&Z Membership requirements
- [10.](#) Discussion and any necessary action regarding Resolution 2024-03 appointing Eric Brennan to the Planning and Zoning Commission for a term set to expire February 28, 2025.
- [11.](#) Discussion and any necessary action regarding updates to the Personnel Policy-Longevity Pay (9.10)
- [12.](#) Discussion and any necessary action regarding Ordinance 24 – 06 amending FY 2023-2024 official budget adopted by Ordinance 23-15

**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 **2nd day of MARCH 2024**.

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City Secretary



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

# Yuri Huntington

## Executive Director

HOT Funds Report



# Breckenridge has four properties in the City limits



**Bell Mare**  
**12 rooms**



**Breckenridge Motel**  
**40 rooms**



**Ridge Motel**  
**47 rooms**



**Village Inn**  
**15 rooms**

# Three Major Events in 2023



## Golf Tournament

Breckenridge Chamber of Commerce Scholarship Golf Tournament  
All proceeds from the Tournament will go towards the BISD Scholarship fund.



## Boomfest

Presented by Stowe's Independent Services, LLC and Clear Fork Bank  
Boomfest Fireworks Show!  
Display of lights and colors.



## Frontier Days

Carnival, Chuckwagon Cookoff, Gunfighters, Petting Zoo, Cow Poop Bingo, Finis Smith Concert, Miss Breckenridge Pageant.

# Texas Hotel & Lodging Association

## **www.traveltexas.com-**

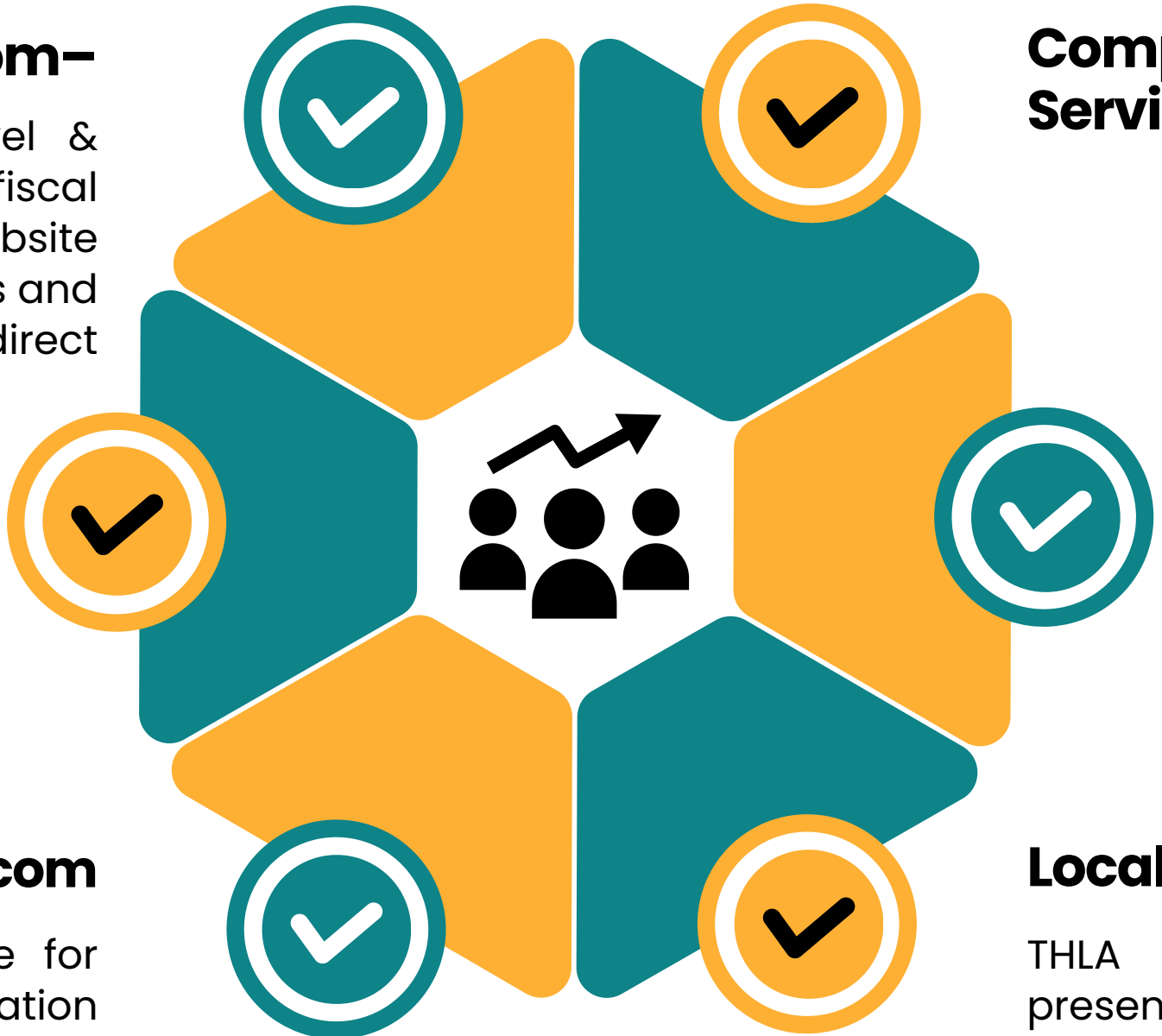
exclusively included on the State's Travel & Tourism website. during the 2018 and 2019 fiscal years the Travel Texas advertising and website influenced 2.8 million non-Texan leisure trips and created an estimated \$4.8 billion in direct tourism spending.

## **www.texaslodging.com**

The THLA site contains an immense Member Resources section that also includes vital information on all of the new laws and regulations impacting hotel operations.

## **www.tourtexas.com**

The #1 independent Texas travel website for travelers looking for inspiration and information to plan their trip to and within Texas. All THLA members are listed on the booking widget of this site.



## **Complimentary THLA In-House Legal Services:**

THLA maintains a staff of three in-house lawyers. Our lawyers handle over 900 inquiries monthly from THLA members on a diverse variety of legal issues that impact local governments, CVBs, tourism districts, lodging operators, tourism businesses, and chambers of commerce. Group listing partners are able to call the State Association for free legal advice on day-to-day operational issues that their properties face.

## **Local Area Seminars:**

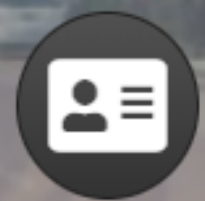
THLA provides complimentary THLA staff presentations and seminars on Hotel Law, Hotel Occupancy Tax, Legislative Updates, and on other topical issues for group partners throughout Texas.



WELCOME TO THE  
Breckenridge  
Chamber of  
Commerce



Event  
Calendar



Find a  
Member

Member  
Login

The Breckenridge Chamber of Commerce is an organization of businesses and individuals that work to promote the area by developing a strong and vibrant economy through business advocacy and leadership, thus creating a better quality of life.

# Chamber of Commerce New Website

- Directory
- Members
- About Us
- What's New
- Events
- Explore
- Stay Connected
- Sponsorship Opportunities

**Congratulations to the 2023 Award Winners**



**Welcome New Members!**





# STRATEGIES LOOKING FORWARD



## Highlight Unique Attractions

Basel Clemons is unique to Breckenridge.  
Hubbard Creek Lake, and local festivals.



## Collaborate with Local Businesses

Hotels, restaurants, and shops  
Cross-promotion and joint marketing efforts



## Community Engagement

potential volunteer programs that can help create a welcoming atmosphere for tourists and enhance the overall visitor experience.



## Utilize Digital Marketing

Leveraging social media, online travel platforms, and digital marketing campaigns



## Invest in Infrastructure

Roads, signage, parking facilities, and public amenities  
Making the town more accessible and visitor-friendly

Any  
Questions?



Thank  
you!





## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Consider approval of the February 6,2024 Regular Commission Meeting minutes as recorded.

**Department:** Administration

**Staff Contact:** Jessica Sutter

**Title:** City Secretary

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**BACKGROUND INFORMATION:**

Meeting minutes for the Regular Commission meeting on February 6, 2024.

**FINANCIAL IMPACT:**

NA

**STAFF RECOMMENDATION:**

Move to approve meeting minutes as presented.

**February 6, 2024**

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

**PRESENT**

MAYOR  
COMMISSIONER, PLACE 1  
MAYOR PRO TEM, PLACE 4

BOB SIMS  
BLAKE HAMILTON  
GARY MERCER

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

CYNTHIA NORTHROP  
JESSICA SUTTER  
EILEEN HAYMAN  
STACY HARRISON  
MALCOLM BUFKIN  
TODD HENDERSON

**NOT PRESENT**

COMMISSIONER, PLACE 2  
COMMISSIONER, PLACE 3

ROB DURHAM  
VINCE MOORE

**CALL TO ORDER**

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

**Invocation** led By Trey McDuff of New Destination Church

**PLEDGE OF ALLEGIANCE**

**OPEN FORUM**

No Speakers

**STAFF REPORT**

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

**City Manager**

1. Employee of the Month Presentation
2. City Business

Department Head Reports

Bulk Water

Open House Recap

### 3. Upcoming Events

February 12-16 Cemetery Cleanup

February 15 Bulk Pickup

February 19 City Offices Closed for Presidents Day

### Public Works Director

### 4. Update on water leaks

No action taken.

## 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 January 9, 2024, Regular Commission Meeting minutes as recorded.
6. Discussion and any necessary action regarding approval of the 2023 annual Police Department Racial Profiling Report.
7. Discussion and any necessary action approving Resolution 2024-04 continuing membership in the Steering Committee of Cities Served by Oncor and the 2024 assessment.

Commissioner Hamilton made a motion to approve consent agenda items 5-7 as presented. Mayor Pro Tem Mercer seconded the motion. The motion passed 3-0.

## ACTION ITEMS

8. Discussion and any necessary action regarding annual audit for FY 2022/2023.

Auditor Daniel Hungerford called in to review the annual audit with commissioners.

Mayor Pro Tem Mercer made a motion to approve the annual audit for Fiscal Year 2022/2023. Commissioner Hamilton seconded the motion. The motion passed 3-0.

9. Discussion and any necessary action regarding approval of Ordinance 2024-03 ordering a Municipal General Election to be held on May 4, 2024, for the purpose of electing the offices of Mayor and Commissioner Place 1 and Commissioner Place 2.

City Secretary Jessica Sutter stated that an election is held every year on the first Saturday in May. This year the election will be held on May 4, 2024. Three citizens will be elected at-large to serve a two-year term as Mayor, Commissioner Place 1, and Commissioner Place 2. If the city does not have a contested race, the commission will have the ability to cancel the general election.

Commissioner Hamilton made a motion to approve Ordinance 2024-03 ordering a Municipal General Election to be held on May 4, 2024, for the purpose of electing the offices of Mayor and Commissioner Place 1, and Commissioner Place 2. Mayor Pro Tem Mercer seconded the motion. The motion passed 3-0.

10. Discussion and any necessary action regarding approval of Ordinance 2024-04 ordering a Special Election to be held on May 4, 2024, for the reauthorization of the local sales tax in the City of Breckenridge at a rate of a quarter percent (.25%) to continue providing revenue for maintenance and repair of municipal streets.

City Manager Cynthia Northrop stated that in 2004 the City of Breckenridge elected to impose a Municipal Sales and Use Tax for Street Maintenance. The Tax code authorizes cities to impose a special sales tax to fund street maintenance if the combined local sales tax rate will not exceed two percent. An election is required to be held every four years.

Mayor Pro Tem Mercer made a motion to approve Ordinance 2024-04 ordering a special election to be held on May 4, 2024, for the reauthorization of the local sales tax in the city of Breckenridge at a rate of a quarter percent (.25%) to continue providing revenue for maintenance and repair of municipal streets. Commissioner Hamilton seconded the motion. The motion passed 3-0.

11. Discussion and any necessary action regarding an encroachment agreement with New Destination Church for parking on a portion of what is formerly Dyer Street in the Original Town of Breckenridge.

City Manager Northrop stated that during the sale of the old Senior Building commissioners acted to close Dyer Street and deed the south half to the buyers. Part of the actual building was partially in the Dyer Street Right-of-way and the church has been using the area for parking. This encroachment agreement will allow the church to continue to use the property for their church parking lot and the city will not be responsible for maintaining the area.

Commissioner Hamilton moved to approve the encroachment agreement with New Destination Church for parking on a portion of what is formerly Dyer Street in the original Town of Breckenridge. Mayor Pro Tem Mercer seconded the motion. The motion passed 3—0.

12. Discussion and any necessary action regarding updating Optimum Contract.

City Manager Northrop explained that the Mayor and Commissioners authorized entering into an agreement with Optimum to provide upgraded fiber internet service for the city. It was discovered that the cost to onboard one of the locations was not accurately calculated

by Optimum. Additionally, the city wanted to add the cemetery to the service. With the increased cost for these changes, Optimum is proposing the same pricing structure but increasing the contract terms from five years to seven years.

Commissioner Hamilton made a motion to approve an update to the Optimum contract and authorize the City Manager to update and execute the agreement. Mayor Pro Tem Mercer seconded the motion. The motion passed 3-0.

13. Discussion and any necessary action approving an agreement for a third-party independent background investigation on an incoming Police Chief

Northrop explained that the city is currently conducting an in-house search for Police Chief. Best practice requires a thorough independent background investigation as part of the onboarding process.

Mayor Pro Tem Mercer made a motion to approve an independent contractor agreement with Wayne Eichel and authorize the City Manager to execute the agreement. Commissioner Hamilton seconded the motion. The motion passed 3-0.

14. Discussion and any necessary action regarding approval of BEDC recommendation for Elite Submersible Pump incentive.

Maylun VanWinkle with the Breckenridge Economic Development Corporation addressed commissioners and stated that the BEDC has offered a job creation incentive to Elite Submersible Pumps as part of the construction of their building and subsequent lease to them. The incentive will be \$5,000.00 per new full-time employee with a residence in Stephens County. The incentive will last 4 years and has a maximum incentive of \$50,000.00 per year.

Commissioner Hamilton made a motion to approve the BEDC recommendation for Elite Submersible Pump incentive as presented. Mayor Pro Tem Mercer seconded the motion. The motion passed 3-0.

15. Discussion and any necessary action regarding approval of Resolution 2024-02 appointing Kevin Kutnink to serve on the board of Adjustments for a term set to expire November 20, 2025.

City Secretary Jessica Sutter stated that the Board of Adjustments currently has a vacancy left when Mark Reyes chose not to be re-appointed. Kevin Kutnink has expressed interest in filling the vacant term set to expire on November 30, 2025.

Mayor Pro Tem Mercer made a motion to approve Resolution 2024-02 appointing Kevin Kutnink to serve on the Board of Adjustments for a term set to expire November 20, 2025. Commissioner Hamilton seconded the motion. The motion passed 3-0.

16. Discussion and any necessary action regarding consideration of updating Planning and Zoning membership requirements



Commissioner Hamilton made a motion to recommend staff to prepare an ordinance updating P&Z membership requirements to include city residence or owning property within the city. Mayor Pro Tem Mercer seconded the motion. The motion passed 3-0.

- City Manager explained that Kevin King reached out to Commissioners to request discussing an interlocal with Stephens County for Law Enforcement Services. Kevin King spoke to commissioners explaining his desire for there to be an open discussion on this matter.

## EXECUTIVE

## SESSION

Consultation	with	Attorney
<p><i>§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:</i></p>		

- | Personnel   | Matters |
|---|---------|
| §551.074: <i>Personnel matters (to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee):</i> |         |

- RECONVENE INTO OPEN SESSION**

Regular Meeting of the Breckenridge City Commission February 6, 2024

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

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

**ADJOURN**

There being no further business, Mayor Sims adjourned the regular session at 7:18 p.m.

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Bob Sims, Mayor

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Jessica Sutter, City Secretary



BRECKENRIDGE CITY COMMISSION  
AGENDA SUMMARY FORM

**Subject:** Consider approval of the February 22, 2024 Special Commission Meeting minutes as recorded.

**Department:** Administration

**Staff Contact:** Jessica Sutter

**Title:** City Secretary

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**BACKGROUND INFORMATION:**  
Meeting minutes for the Special Commission meeting on February 22, 2024.

**FINANCIAL IMPACT:**  
NA

**STAFF RECOMMENDATION:**  
Move to approve meeting minutes as presented.

**FEBRUARY 22, 2024**

**SPECIAL CITY COMMISSION MEETING OF THE CITY OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE  
WITH THE FOLLOWING MEMBERS PRESENT:**

**PRESENT**

MAYOR

COMMISSIONER PLACE 1

COMMISSIONER PLACE 2

COMMISSIONER PLACE 3

MAYOR PRO TEM PLACE 4

BOB SIMS

BLAKE HAMILTON

ROB DURHAM

VINCE MOORE

GARY MERCER

CITY MANAGER

CITY SECRETARY

INTERIM POLICE CHIEF

FIRE CHIEF

PUBLIC SERVICES DIRECTOR

PUBLIC WORKS DIRECTOR

FINANCE DIRECTOR

CYNTHIA NORTHROP

JESSICA SUTTER

TOMMY WILLIAMS

MALCOLM BUFKIN

STACY HARRISON

TODD HENDERSON

DIANE LATHAM

**CALL MEETING TO ORDER**

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

**OPEN FORUM**

This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings.

Tommy Wimberly Wimberly-1 Sha Lane, Breckenridge, TX

Kevin King-1507 W. Elm, Breckenridge, TX

Will Holt-1503 Ridgeway Circle, Breckenridge, TX

**ACTION ITEMS**

**ACTION ITEMS**

1. Discussion and any necessary action regarding combining City and County law enforcement services.

City Manager Northrop presented a cost benefit analysis of combining city and county law enforcement services to commissioners.

Commissioner Rob Durham made a motion to continue city law enforcement services and authorize the City Manager to proceed with hiring a Police Chief. Commissioner Mercer seconded the motion. The motion passed unanimously.

**ADJOURN**

There being no further business, the Mayor adjourned the special session at 6:41 p.m.

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Bob Sims, Mayor

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Jessica Sutter, City Secretary



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding Ordinance 24-05 update P&Z Membership requirements

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

The Planning and Zoning Commission is composed of seven members who are appointed by the City Commission for 3-year terms. Currently, P&Z Board Members are required to be residents of the city.

Staff have advertised and contacted several individuals to fill vacancies on the P&Z Board and thus far have been unsuccessful. At a meeting held on February 6, 2024, Commissioners directed staff to prepare an ordinance updating the P&Z membership requirements to include City Residency or owning property within the City.

### **FINANCIAL IMPACT:**

### **STAFF RECOMMENDATION:**

Move to approve Ordinance 2024 – 05 as presented.

## ORDINANCE NO. 2024-05

**AN ORDINANCE OF THE CITY OF BRECKENRIDGE, TEXAS AMENDING CHAPTER 2 “BOARDS AND COMMISSIONS”, ARTICLE I “IN GENERAL” TO REVISE SECTION 2-2 “APPOINTMENT; TERMS; QUALIFICATIONS” TO REMOVE THE RESIDENCY REQUIREMENT FOR CITY BOARD MEMBERS; AMENDING CHAPTER 2 “BOARDS AND COMMISSIONS”, ARTICLE II “PLANNING AND ZONING COMMISSION” TO REVISE SECTION 2-20 “CREATED; NUMBER OF MEMBERS” TO ADD QUALIFICATIONS FOR PLANNING AND ZONING COMMISSION BOARD MEMBERS; PROVIDING SEVERABILITY AND OPEN MEETINGS CLAUSES; AND ESTABLISHING 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 and Chapter 9 of the Texas Local Government Code;

**WHEREAS**, pursuant to Section 211.007(a) of the Texas Local Government Code, the City Commission of the City (the “City Commission”) created a Planning and Zoning Commission under Chapter 2 “Boards and Commissions”, Article II “Planning and Zoning Commission” of the City’s Code of Ordinances; and

**WHEREAS**, Chapter 2 “Boards and Commissions”, Article I “In General” includes a requirement that all members of City Boards be residents of the City and the City Commission wishes to remove this requirement and allow members of the Planning and Zoning Commission to be either residents of the City or owners of property within the City.

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

**I. Findings Incorporated.** All of the above premises are found to be true and correct findings of the City Commission and are incorporated into the body of this Ordinance as if fully set forth herein.

**II. Amendment of Section 2-2.** Chapter 2 “Boards and Commissions”, Article I “In General”, Section 2-2 “Appointment; Terms; Qualifications” is hereby amended in its entirety to read as follows:

**Sec. 2-2. Appointment; terms.**

(a) Terms of members of the boards, commissions, and committees referenced in Section 2-1 shall be for two (2) years except as otherwise indicated. All appointments shall be made by majority vote of the City Commission. A partial term is not considered as a term for such purpose.

(b) In the event of resignation or termination of membership during such term or portion thereof, the City Commission shall appoint a successor to serve for such unexpired term.

(c) Any existing member shall serve until their successors have been appointed.



(d) Each board, commission, or committee shall make recommendations to the City Commission for the appointment and reappointment of members of such board, commission, or committee.

**III. Amendment of Section 2-20.** Chapter 2 “Boards and Commissions”, Article II “Planning and Zoning Commission”, Section 2-20 “Created; Number of Members” is hereby amended in its entirety to read as follows:

**Sec. 2-20. Created; Membership.**

Pursuant to authority conferred by V.T.C.A., Local Government Code, §211.001 et seq., there is hereby created a city planning and zoning commission, to be composed of seven (7) members appointed by a majority vote of the governing body. Board members shall be either residents of the City or owners of real property within the City.

**IV. Severability.** The provisions of this Ordinance are declared to be severable. If any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in effect notwithstanding the validity of any part.

**V. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Local Government Code.

**VI. 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 on the 5<sup>th</sup> day of March, 2024 at a regular meeting of the City Commission.

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

ATTEST:

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

S E A L



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding Resolution 2024-03 appointing Eric Brennan to the Planning and Zoning Commission for a term set to expire February 28, 2025.

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

The Planning and Zoning Commission is composed of seven members who are appointed by the City Commission for 3-year terms. Currently, P&Z Board Members are required to be residents of the city.

Staff have advertised and contacted several individuals to fill vacancies on the P&Z Board and thus far have been unsuccessful. At a meeting held on February 6, 2024, Commissioners directed staff to prepare an ordinance updating the P&Z membership requirements to include City Residency or owning property within the City.

Commissioner Place 2 is set to expire on February 28, 2025. Eric Brennan has expressed interest in serving on the board. He does meet the new criteria of owning property within the city.

### **FINANCIAL IMPACT:**

### **STAFF RECOMMENDATION:**

Move to approve Resolution 2024-03 as presented.

**CITY OF BRECKENRIDGE, TEXAS  
RESOLUTION NO. 2024-03**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF  
BRECKENRIDGE, TEXAS, TO REAPPOINT OR APPOINT MEMBERS  
TO THE PLANNING AND ZONING COMMISSION AND TO SET TERM  
OF OFFICE FOR APPOINTEES.**

**WHEREAS**, Article II, Section 2-20 of the Code of Ordinances of the City of Breckenridge creates the Planning and Zoning Commission for the City of Breckenridge and provides appointment procedures, and Article II, Section 2-21 provides for setting terms of office; and

**WHEREAS**, the Commissioner place 2 will expire February 28, 2025;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF  
THE CITY OF BRECKENRIDGE, TEXAS:** That Eric Brennan shall be appointed to the Planning and Zoning Commission for a three-year term to expire February 28, 2025.

**PASSED AND APPROVED** this 5th day of March 2024 by the City Commission.

**ATTEST:**

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

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

**SEAL**



**CITY OF BRECKENRIDGE  
PLANNING & ZONING  
COMMISSION  
APPLICATION FOR APPOINTMENT**

Name: <u>Eric Brennan</u>	Date Submitted: <u>25 Jan 2024</u>		
Home Address:	Business Address: <u>110 W. Elliott St. Breckenridge TX</u>		
Home Phone:	Occupation: <u>RPLS Land Surveyor</u>		
E-Mail Address:	Business Phone:		
Breckenridge Resident for _____ years.	Fax Phone:		
Qualified Voter: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Are you related to any City Commission Member or City Manager? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please state the relationship:			
Special knowledge or experience qualifying you for this appointment: <u>36 yrs. in Land Surveying, Working with Municipalities and P&amp;Z commissions Multiple cities in North Texas</u>			
Boards/Commissions/Committees you have previously served on: <span style="float: right;">Dates</span>			
<u>Stephens County Board of Review or ARB</u> <span style="float: right;"><u>2019-2022</u></span>			
<u>Stephens County TX Tax Liaison</u> <span style="float: right;"><u>2022-2024</u></span>			
<u>Rotary Club, Stephens County Jr. Livestock Board member, Church Deacon</u>			
Professional and/or Community Activities:			
<b>Number in order of preference:</b> We will call and confirm before we appoint			
<u>1</u>	Planning and Zoning Commission		Board of Adjustments
	Housing Authority Board	<u>2</u>	Economic Development Corporation

Please complete and return to: City Secretary, City of Breckenridge, 105 N Rose Ave., Breckenridge, TX 76424  
Phone: 254-559-8287 Fax: 254-559-7322 Email: [jsutter@breckenridgetx.gov](mailto:jsutter@breckenridgetx.gov)



## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding updates to the Personnel Policy-Longevity Pay (9.10)

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### **BACKGROUND INFORMATION:**

To provide clarity, staff have been reviewing and updating unclear and/or ambiguous sections in our Personnel Policy that have led to inconsistent adherence. This update provides a policy providing rules and procedures for longevity pay. The City has been paying employees longevity pay for many years, however, there has not been a policy in place to clarify this policy.

### **FINANCIAL IMPACT:**

If applicable, enter financial impact.

### **STAFF RECOMMENDATION:**

Move to approve Resolution 24-05 as presented.

## RESOLUTION NO. 24-05

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS AMENDING THE PERSONNEL POLICY & PROCEDURE MANUAL TO INCLUDE CHANGES TO CHAPTER 9, EMPLOYEE BENEFITS PROVIDING FOR POLICY #9-10 LONGEVITY PAY**

**WHEREAS**, The Breckenridge City Commission finds it in the best interest of the city and its employees, that the Employee Benefit policy be amended to include longevity pay

**WHEREAS**, the Breckenridge City Commission designates the City Secretary and/or the City Manager and/or Interim City Manager, as the authorities that have the power to write, reject, or alter the Personnel Policy & Procedure Manual for the City Commission to review and approve; and,

**WHEREAS**, after reviewing the proposed changes to the Personnel Policy and Procedure Manual, the Breckenridge City Commission finds it is in the best interest of the City and its employees to amend the Personnel Policy and Procedure Manual as provided.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS: Approves changing Chapter 9 - Employee Benefits of the Personnel Policy & Procedure Manual to include Policy #9-10 Longevity pay (attached as Exhibit "A")**

**PASSED AND APPROVED** this 5th day of March 2024 by the Breckenridge City Commission.

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

**ATTEST:**

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

**RESOLUTION 24-05**  
**EXHIBIT “A”**

### 9.10 Longevity Pay

The purpose of this policy is to identify the rules and procedures regarding longevity pay to city employees. The City of Breckenridge awards longevity pay to all employees who meet the guidelines outlined below. Longevity pay is to acknowledge and reward the long-time service of our employees.

- A. **ELIGIBILITY:** Employees eligible to receive longevity pay include all regular full-time employees who are actively employed with the City and have completed at least one year of service.
- B. **ACCRUAL:** Longevity will be computed by multiplying the number of years of service completed times the monthly longevity rate accrued. The monthly longevity rate is determined by the schedule below and is based on the full years of service.

Years of Service	Monthly Longevity Rate
1-4	\$2.00
5-9	\$2.50
10-14	\$3.00
15-19	\$3.50
20+	\$4.00

EXAMPLE: 5 years of service

5 (years of service) x \$2.50 (Monthly longevity rate) = \$12.50 per paycheck

- C. **PAYMENT:** Longevity payments will be based on the employee's anniversary date (one full year) and will begin on the first pay period following the employee's first-anniversary date. Payments will be made during each pay cycle (generally 26 per year).
- D. **UPON CHANGE IN EMPLOYMENT STATUS OR SEPERATION:** If an employee changes from full-time to part-time status, longevity pay will cease. For an employee who begins their tenure with the city as a part-time/temporary employee, and who subsequently converts to full-time employee status, time worked for the city as a part-time/temporary employee will not go towards time eligible for longevity. If an employee is rehired by the city, longevity pay will start from the current new hire start date.
- E. **REQUIRED DEDUCTIONS:** Longevity pay is considered income and is subject to social security, Medicare, federal income tax, and TMRS deductions as required by state and federal law.





## BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

**Subject:** Discussion and any necessary action regarding Ordinance 24 – 06 amending FY 2023-2024 official budget adopted by Ordinance 23-15

**Department:** Administration

**Staff Contact:** Cynthia Northrop

**Title:** City Manager

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### BACKGROUND INFORMATION:

Typically, budget amendments are presented either bi-annually or quarterly when a need arises to revise the current year's approved fiscal budget to reflect changes that occur throughout the fiscal year. Most of the adjustments do not raise the bottom-line budget but are adjusted between line items. However, two budget amendments will raise the budget, including the FM 3099 project and the purchase of a Vactor Truck after ours went down.

The budget amendment includes the following:

#### GENERAL FUND 101:

##### DEPT 00 - REVENUES:

	From	To	Adjust
4739 Ins Casualty Loss- Veh/Equip	0	5,099	5,099
4744 Sale of Equip/Lots/Building	0	75,042	75,042

##### DEPT 18 - CITY OFFICES

5544 Contractual Services	1,000	4500	3,500
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##### DEPT 20 - POLICE

5105 Reg. Salary	760,852	759,952	(900)
5501 Physicals/Pre-Employment	900	1,800	900

##### DEPT 43 - STREET:

5518 M/V Repair by Contract	3,000	8,099	5,099
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##### DEPT 90 - NON-DEPARTMENTAL:

5550 Appraisal Dist (GIS Mapping)	98,135	105,635	7,500
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#### WATER FUND 102:

##### DEPT 73 - WATER TREATMENT

5511 Tank Inspections	1,300	2,550	1,250
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#### EQUIPMENT REPLACEMENT FUND 111:

**DEPT 76-EQUIP REPLACEMENT FUND SEWER  
COLLECTION:**

7225	Heavy Construction Equip Purchase	29,600	100,733	71,133
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**CAPITAL IMPROVEMENT PROJECT FUND 197:****DEPT 74-FACILITY IMPROVEMENT:**

7244	TxDOT 183 & 3099 Project	0	87,895	87,895
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**FINANCIAL IMPACT:**

See chart

**STAFF RECOMMENDATION:**

Consider approval of Ordinance 24-06 as presented.

**ORDINANCE NO. 24-06****BUDGET AMENDMENT****AN ORDINANCE AMENDING THE FISCAL YEAR 2023-2024 OFFICIAL BUDGET,  
ADOPTED BY ORDINANCE NO. 23-15**

**WHEREAS**, the City of Breckenridge is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the City Commission of the City of Breckenridge previously adopted Ordinance number 23-15, adopting the Official Budget of the City; and

**WHEREAS**, the City Commission desires to amend Ordinance Number 23-15, adopting the Official Budget of the City, as detailed below.

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

**SECTION 1**

The Official Budget of the City of Breckenridge, adopted by Ordinance No. 23-15, is hereby amended by the City Commission as follows:

**GENERAL FUND 101:****DEPT 00 - REVENUES:**

	From	To	Adjust
4739 Ins Casualty Loss- Veh/Equip	0	5,099	5,099
4744 Sale of Equip/Lots/Building	0	75,042	75,042

**DEPT 18 - CITY OFFICES**

5544 Contractual Services	1,000	4500	3,500
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**DEPT 20 - POLICE**

5105 Reg. Salary	760,852	759,952	(900)
5501 Physicals/Pre-Employment	900	1,800	900

**DEPT 43 - STREET:**

5518 M/V Repair by Contract	3,000	8,099	5,099
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**DEPT 90 - NON-DEPARTMENTAL:**

5550 Appraisal Dist (GIS Mapping)	98,135	105,635	7,500
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**WATER FUND 102:**

**DEPT 73 - WATER TREATMENT**

5511	Tank Inspections	1,300	2,550	1,250
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**EQUIPMENT REPLACEMENT FUND 111:****DEPT 76-EQUIP REPLACEMENT FUND SEWER COLLECTION:**

7225	Heavy Construction Equip Purchase	29,600	100,733	71,133
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**CAPITAL IMPROVEMENT PROJECT FUND 197:****DEPT 74-FACILITY IMPROVEMENT:**

7244	TxDOT 183 & 3099 Project	0	87,895	87,895
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**SECTION 2**

The City Secretary is directed to keep and maintain a copy of such Official Budget, as amended, on file in the office of the City Secretary available for inspection by citizens and the general public. Additionally, a true and correct copy of the approved budget amendment shall be filed with the Stephens County Clerk and shall be posted on the City's website.

**SECTION 3**

This ordinance shall be cumulative of all provisions of ordinances of the City of Breckenridge, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of other ordinances, in which even the conflicting provisions of the other ordinances are hereby repealed.

**SECTION 4**

It is hereby declared to be the intention of the City Commission that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if a phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Commission without the incorporation in this ordinance of the unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 5**

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

**DULY PASSED AND APPROVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE ON  
THIS THE 5th DAY OF MARCH 2024.**

**APPROVED:**

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**Bob Sims, Mayor**

**ATTEST:**

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**Jessica Sutter, City Secretary**