

February 7, 2023

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

PRESENT

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

BOB SIMS
BLAKE HAMILTON
VINCE MOORE
GARY MERCER

CITY MANAGER
CITY SECRETARY
FINANCE DIRECTOR
PUBLIC WORKS DIRECTOR
POLICE CHIEF

CYNTHIA NORTHROP
JESSICA SUTTER
DIANE LATHAM
ROBERT ALVAREZ
BACEL CANTRELL

NOT PRESENT

MAYOR PRO TEM, PLACE 2

ROB DURHAM

CALL TO ORDER

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

Invocation led by Linda Leveridge

OPEN FORUM

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

No speakers.

STAFF REPORT

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

City Manager

1. City Business
2. Upcoming Events

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

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

Chamber of Commerce

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

CONSENT AGENDA

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

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

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

PUBLIC HEARING ITEMS

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

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

ACTION ITEMS

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

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

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

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

Presentation was made by Rami Saad from Enterprise Fleet Management Inc. Rami explained that City of Breckenridge is looking for a solution to reduce the total cost of our current fleet program, improve safety, reliability, community image, and provide consistency to the fleet budget. Our practice is to hold onto vehicles for as long as possible, More than 50% of the light and medium duty fleet is 10 years old or older, and 4 Police Department vehicles are currently non-operational. Our current vehicles have higher fuel costs, maintenance costs, are less reliable, and lack safety features that are now standard leading to an inconsistent and reactive approach to fleet management.

Partnering with Enterprise Fleet Management and implementing the proposed plan, The City of Breckenridge will realize a combined savings of \$333,399 over the next 10 years when compared to our current practice. Implementing this fleet management strategy with Enterprise allows us to easily track and analyze our expenditures, will improve safety, reliability and community image while reducing fuel expense by 26%, and will reduce maintenance expenses by 61% over the course of the plan.

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

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

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

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

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

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

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

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

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

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

14. Discussion and any necessary action regarding EMS contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADJOURN

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

Bob Sims, Mayor

Jessica Sutter, City Secretary

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