



CITY COUNCIL AGENDA

NOTICE OF WORKSHOP

Tuesday, April 3, 2012

5:45 p.m.

Council Chamber - City Hall

Daniel P. Moore Community Center Complex

1900 Billy G. Webb

Portland, Texas

This workshop may be adjourned before the Regular City Council Meeting begins at 7:00 p.m. and reconvened after the Regular City Council meeting ends.

1. **CALL TO ORDER:** MAYOR KREBS
2. **COMPENSATION ISSUES:** THE CITY COUNCIL WILL DISCUSS THE RESULTS OF THE COMPENSATION STUDY, PROPOSED PAY PLAN AND PROPOSAL FOR PERFORMANCE MANAGEMENT ELEMENT - CITY MANAGER, ASSISTANT TO THE CITY MANAGER AS WELL AS A CONSULTING CITY COMPENSATION SPECIALIST (WATERS CONSULTING GROUP)
3. **QUARTERLY STRATEGIC PLANNING RETREAT:** THE CITY COUNCIL WILL DISCUSS A SCHEDULE AND PLANS FOR THE SECOND QUARTERLY STRATEGIC PLANNING RETREAT OF THE 2011-2012 FISCAL YEAR - CITY MANAGER
4. **ADJOURNMENT:** MAYOR KREBS

NOTICE OF ASSISTANCE

If you plan to attend this public meeting and you have a disability that requires special arrangements to be made, please contact City Secretary Annette Hall 361-777-4513 or annette.hall@portlandtx.com in advance of the meeting. Reasonable accommodations will be made to facilitate your participation. City Hall is wheelchair accessible and specially marked parking spaces are located in front of its entrance. Special seating will be provided in the Council Chamber during the meeting.

BRaille IS NOT AVAILABLE

Posted: March 30, 2012 by 5 p.m.
Portland City Hall

By: 
Annette Hall
City Secretary



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, April 3, 2012

7:00 p.m.

City Hall - Council Chamber

Daniel P. Moore Community Center Complex

1900 Billy G. Webb Drive

Portland, Texas

A. **PROCEDURAL MATTERS, HONORS AND RELATED NON-ACTION ITEMS:**

1. **CALL TO ORDER:** MAYOR KREBS
2. **INVOCATION AND PLEDGE:** MAYOR KREBS OR DESIGNEE
3. **FORMAL ANNOUNCEMENTS, RECOGNITION, PRESENTATIONS AND REPORTS THAT MAY BE DISCUSSED:**
 - PREVIEW OF WINDFEST 2012 - REPRESENTATIVES OF PORTLAND CHAMBER OF COMMERCE
 - PROCLAMATION DECLARING APRIL 2012 TO BE "CHILD ABUSE AWARENESS AND PREVENTION MONTH" - MAYOR KREBS
 - REPORT ON PROPOSED RATE INCREASE FOR NATURAL GAS SERVICE (CENTERPOINT ENERGY) - ASSISTANT TO CITY MANAGER
 - PRESENTATION OF APRIL 2012 MEETING SCHEDULE - CITY SECRETARY
 - REPORT ON GOOD FRIDAY HOLIDAY SCHEDULE (FACILITIES AND SERVICES) - DIRECTOR OF UTILITY BILLING
4. **CITY COUNCIL AND STAFF COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED:**

Members of the City Council may present reports regarding “items of community interest” and/or be presented reports from the Staff regarding “items of community interest,” provided no action is taken or discussed. “Items of community interest” include the following:

- Expressions of thanks, congratulations, or condolence
- Information regarding holiday schedules
- Honorary recognition of city officials, employees, or other citizens
- Reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee
- Announcements involving imminent threats to the public health and safety of the city

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

Members of the audience who wish to (1) comment on issues concerning an agenda item, (2) present questions concerning an agenda item, (3) request assistance concerning an agenda item or (4) propose regulatory changes concerning an agenda item, must comply with the following rules of procedure:

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- Persons who wish to speak will be given 4 minutes to do so

OLD BUSINESS

5. **MINUTES OF PREVIOUS MEETING:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS MARCH 20, 2012 REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY
6. **FINANCING PLAN:** CONSIDERATION AND APPROVAL OF A FINANCING PLAN FOR THE ISSUANCE OF UTILITY SYSTEM REVENUES & REFUNDING BONDS, SERIES 2012; AUTHORIZING STAFF AND CONSULTANTS TO PROCEED WITH DOCUMENT PREPARATION - DIRECTOR OF FINANCE AND CONSULTING CITY FINANCIAL ADVISOR
7. **PLAN TO FUND COMMUNITY CENTER ROOF RE-ROOF:** THE CITY COUNCIL WILL CONSIDER A PLAN TO FUND THE RE-ROOF OF THE COMMUNITY CENTER (\$467,247 TOTAL PROJECT COST) - DIRECTOR OF FINANCE

NEW BUSINESS

8. **COMPREHENSIVE ANNUAL FINANCIAL REPORT:** THE CITY COUNCIL WILL CONSIDER THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE 2010-2011 FISCAL YEAR FOLLOWING ITS PRESENTATION BY THE CONSULTING CITY AUDITOR - DIRECTOR OF FINANCE AND CONSULTING CITY AUDITOR
9. **PROPOSED PAY PLAN:** THE CITY COUNCIL WILL CONSIDER THE RESULTS OF A CLASSIFICATION/COMPENSATION STUDY AND A PROPOSED PAY PLAN DEVELOPED BY THE WATERS CONSULTING GROUP - CITY MANAGER, ASSISTANT TO THE CITY MANAGER AND A REPRESENTATIVE OF THE WATERS CONSULTING GROUP
10. **ORDINANCE NO. 2050 - AMENDING THE EXCLUSIVE SOLID WASTE COLLECTION AND DISPOSAL FRANCHISE AGREEMENT GRANTED TO REPUBLIC SERVICES:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2050 WHICH APPROVES THE SECOND AMENDMENT OF THE EXCLUSIVE SOLID WASTE COLLECTION AND DISPOSAL FRANCHISE AGREEMENT GRANTED TO REPUBLIC SERVICES - ASSISTANT TO THE CITY MANAGER
11. **CITIZEN SATISFACTION SURVEY:** THE CITY COUNCIL WILL CONSIDER ENGAGING A MARKETING FIRM (ETC INSTITUTE - \$12,100) TO CONDUCT A 2012 CITIZEN SATISFACTION SURVEY WITH MAPPING - ASSISTANT TO THE CITY MANAGER
12. **MAJOR TECHNOLOGY PURCHASE:** THE CITY COUNCIL WILL CONSIDER A MAJOR TECHNOLOGY PURCHASE (COMPUTER HARDWARE, SOFTWARE AND ASSOCIATED SERVICES - \$497,578) THAT IMPROVES THE EFFICIENCY AND EFFECTIVENESS OF DAY TO DAY MUNICIPAL SERVICE DELIVERY - ASSISTANT CITY MANAGER

C. CITIZEN COMMENTS, QUESTIONS, REQUESTS AND PROPOSALS NOT APPEARING ON THE AGENDA:

Members of the audience who wish to (1) comment on issues for which there is no item on this agenda, (2) present questions for which there is no item on this agenda, (3) request assistance for which there is no item on this agenda or (4) propose regulatory changes for which there is no item on this agenda, must comply with the following rules of procedure:

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D. ADJOURNMENT: MAYOR KREBS

NOTICE OF ASSISTANCE

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BRAILLE IS NOT AVAILABLE

Posted: March 30, 2012 by 5:00 p.m.
Portland City Hall

By:


Annette Hall
City Secretary



PROCLAMATION

DECLARING APRIL 2012 TO BE "CHILD ABUSE AWARENESS AND PREVENTION MONTH"

WHEREAS, over 66,000 Texas children were confirmed victims of abuse or neglect last year;

WHEREAS, child abuse prevention is a community responsibility and finding solutions depends on involvement among all people; and

WHEREAS, communities must make every effort to promote programs that benefit children and their families;

WHEREAS, effective child abuse prevention programs succeed because of partnerships among agencies, schools, religious organizations, law enforcement agencies, and the business community; and

WHEREAS, everyone in the community can make a difference and should become more aware of child abuse prevention;

NOW, THEREFORE, I David Krebs, Mayor of Portland, Texas do hereby proclaim the month of April 2012 to be "**Child Abuse Awareness and Prevention Month**" in Portland, Texas, and urge all citizens to work together to help reduce child abuse and neglect significantly in years to come.

Dated this 3rd of April, 2012

EXECUTED:

**David Krebs, Mayor
City of Portland**

ATTEST:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
REGULAR MEETING
MARCH 20, 2012 – 7:00 P.M.**

On this the 20th day of March 2012, the Council of the City of Portland convened in a regular meeting session at 7:00 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of regular meeting giving the time, place and date and subject having been posted as described by Section 551 of the Government Code.

MEMBERS PRESENT:

John Green	Mayor Pro Tem
Ron Jorgensen	Council Member
Gary Moore, Sr.	Council Member
David E. Lewis	Council Member

MEMBERS ABSENT:

David Krebs	Mayor
Cathy Skurow	Council Member
John Vilo	Council Member

STAFF PRESENT:

Mike Tanner	City Manager
Randy Wright	Assistant City Manager
Sandy Clarkson	Finance Director
Kristin Connor	Director of Park and Recreation
Polly Wright	Director of Utility Billing
Michel Weaver	Assistant to the City Manager
Annette Hall	City Secretary

And with a quorum being present, the following business was transacted:

A. PROCEDURAL MATTERS, HONORS AND RELATED NON-ACTION ITEMS:

1. **CALL TO ORDER:** MAYOR

Mayor Pro Tem Green called the meeting to order at 7:00 pm.

2. **INVOCATION AND PLEDGE:** MAYOR OR DESIGNEE

Council Member Lewis gave the invocation and Mayor Pro Tem Green led the Pledge of Allegiance.

3. **FORMAL ANNOUNCEMENTS, RECOGNITION, PRESENTATIONS AND REPORTS THAT MAY BE DISCUSSED:**

- INTRODUCTION OF POLICE EXPLORERS AND NEW EMPLOYEES – ASSISTANT CITY MANAGER AND FIRE CHIEF

Fire Chief Tim Vanlandingham introduced Firefighter Russell Monroe.

Assistant City Manager Randy Wright and Officer Weldon Wright introduced the 2012 Class of Police Explorers and explained that this program is sponsored by Boy Scouts of America.

- ENERGY EFFICIENCY AND CONSERVATION PROJECT UPDATE - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte presented the following update on the Energy Efficiency and Conservation Grant Project.

Energy Audit Completed

- LNV completed a thorough plan review
- Multiple site visits
- Community Center uses 575,000 kwh annually
- Translates to \$62,000 in energy costs
- 12 measures for improving energy efficiency were recommended
- Budget is \$48,576 of state grant funds (no CoP funds)

Potential Energy Efficiency Measures

- Install automatic centralized HVAC controls
- Install T-8 lights rather than T-12
- Replace existing toilets with dual flush models
- Replace urinals with water saving models
- Calibrate spring based faucets
- Install occupancy sensors for office lighting
- Install occupancy lighting in restrooms (maintaining security lighting)
- Install dual switching in conference rooms
- Install occupancy sensors in cardio rooms
- Install multiple switching in gymnasium
- Combine ducts in gymnasium
- Install natural daylight fixtures

Recommended Measures

- Install automatic centralized HVAC controls
- Install T-8 lights rather than T-12

Next Steps

- Forwarding these two recommendations to SECO for approval
- LNV is preparing specifications for the work
- RFP will be issued, construction begins
- Work must be completed by June 15, 2012

4. **CITY COUNCIL AND STAFF COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED:**

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Council Member Gary Moore announced that on April 7th a Fly In Event will be held at T.P. McCampbell Airport and invited everyone to attend.

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

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There were none.

OLD BUSINESS

5. **MINUTES OF PREVIOUS WORKSHOPS AND MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS MARCH 6, 2012 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

Council Member Jorgensen made the motion to approve the minutes of the March 6, 2012 workshop and regular meeting as presented. Council Member Moore seconded the motion.

The motion passed 4-0

6. **CANCELLATION OF MAY 12, 2012 GENERAL ELECTION:** THE CITY COUNCIL WILL CONSIDER APPROVING THE CERTIFICATION OF UNOPPOSED CANDIDATES AND AN ORDER OF CANCELLATION FOR THE MAY 12, 2012 GENERAL ELECTION - MAYOR KREBS AND CITY SECRETARY

Mayor Pro Tem Green announced that the City Secretary has presented the following Certification of Unopposed Candidates:

Office Sought	Candidate
Mayor – 2 year term	David Krebs
Council Member – 2 year term	Ron Jorgensen
Council Member – 2 year term	Gary Moore, Sr.

Council Member Jorgensen made the motion to accept the Certification of Unopposed candidates presented by the City Secretary and accept the Order of Cancellation for the May 12, 2012 General Election. Council Member Moore seconded the motion.

The motion passed 4-0.

7. **RESOLUTION NO. 647 - ADOPTING LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENTS PLAN:** THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 648 WHICH ADOPTS LAND USE ASSUMPTIONS AND A CAPITAL IMPROVEMENTS PLAN LEGALLY REQUIRED FOR THE DEVELOPMENT OF BROADWAY/NORTHSHORE BOULEVARD OUTFALL SYSTEM IMPACT FEES - CITY ATTORNEY AS WELL AS DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Safety and Development Brian DeLatte explained that this is an ongoing process to determine the proper drainage improvements necessary in the Northshore Area. On March 6, 2012 during the Public Hearing Donnie Rehmet presented the land use assumptions and capital improvements plan. The Public Hearing was a required step in the process. Proposed Resolution No. 647 adopts the Land Use Assumptions and a Capital Improvement Plan is required prior to commencing the impact fee process.

Council Member Moore made the motion to adopt Resolution No. 647 which adopts Land Use Assumptions and a Capital Improvement Plan legally required for the Development of Broadway/Northshore Boulevard Outfall System Impact Fees. Council Member Lewis seconded the motion.

The motion passed 4-0.

8. RESOLUTION NO. 648 - SCHEDULING PROCESS INCLUDING PUBLIC HEARING TOWARD ADOPTION OF BROADWAY/NORTHSHORE BOULEVARD OUTFALL SYSTEM IMPACT FEES: THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 648 WHICH SCHEDULES A PROCESS INCLUDING A PUBLIC HEARING TOWARD ADOPTION OF BROADWAY/NORTHSHORE BOULEVARD OUTFALL SYSTEM IMPACT FEES IN COMPLIANCE WITH STATE LAW - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte explained that with the adoption of Resolution No. 647, the City can move forward to initiate the process of assessing an Impact Fees for the System. The following schedule is proposed in order to comply with State Statues:

March 29, 2012	Publish Notice of Hearing for Impact Fees
April 10, 2012	Advisory Committee meets to discuss impact fees at regularly scheduled Planning and Zoning Commission meeting
April 23, 2012	Advisory Committee to file written comments on the proposed impact fees
May 1, 2012	Public Hearing to approve or disapprove Impact Fee

Adoption of Resolution No. 648 is required to continue the process in the legally required manner.

Council Member Lewis made the motion adopting Resolution No. 648 which schedules a process including a Public Hearing toward adoption of Broadway/Northshore Boulevard Outfall System Impact Fees in compliance with State Law. Council Member Jorgensen seconded the motion.

The motion passed 4-0.

NEW BUSINESS

9. COMPROMISE SETTLEMENT AGREEMENT: THE CITY COUNCIL WILL CONSIDER A COMPROMISE SETTLEMENT AGREEMENT IN A LAWSUIT STYLED CITY OF PORTLAND VERSUS SOUTHCROSS ENERGY GP, LLC - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte explained that the City has previously filed suit against Southcross Energy GP, LLC, regarding the relocation of an existing Southcross pipeline under the existing sludge drying bed and proposed clarifier to be constructed as part of the City's Wastewater Treatment Plant improvements. The City Attorney has negotiated with Southcross and has come to a Compromise Settlement Agreement. The agreement does the following:

- Releases and discharges claims against Southcross
- Southcross agrees to move the line at its expense
- The City will grant Southcross a new easement to re-route its line

This Compromise Settlement Agreement will allow the City to fully move forward with finalizing and bidding the plans for the plant expansion.

City Attorney Hal George explained the history of the pipeline in question and recommended the City Council authorize the City Manager to execute the Compromise Settlement in order to move forward with the project.

Council Member Jorgensen made the motion authorizing the City Manager to execute the Compromise Settlement Agreement for the City of Portland vs. Southcross Energy GP, LLC. Council Member Moore seconded the motion.

The motion passed 4-0.

10. AQUATICS CENTER PURCHASES AND REPAIRS: THE CITY COUNCIL WILL CONSIDER AQUATICS CENTER PURCHASES (\$56,882.15 IN EQUIPMENT FROM KRAFTSMAN COMMERCIAL PLAYGROUNDS VIA TEXAS BUY BOARD) AND REPAIRS (\$10,000) - DIRECTOR OF PARKS AND RECREATION

Director of Parks and Recreation Kristin Connor explained that in an effort to properly maintain and provide excellent service at the Aquatic Center the following items are being recommended for purchase from KRAFTSMAN Commercial Playgrounds, a Texas Buyboard participant:

- 2 - Custom Fun Forms Aqua Sprayer, Tropical Palm, w/o water effect nozzle and spray assembly.
- 2 - Fun Forms Aqua Spout, Kirby Crab and Lil' Starfish
- 2 - Spin N' Sprays, Themed Fish Sprayer and Themed Frog Sprayer. The Little Sqwerts series features a pinch point free design with a factory set spray range of 45 to 360 degrees.

For a total bid price of \$56,882.15.

In addition to the new equipment purchase there is \$10,000 in necessary repairs to maintain the facility. Those repairs would be to the boat slide, free standing pool features and other equipment at the pool. She added that the purchase of new equipment and the repair of the existing facility will keep the Aquatic Center the family experience it was meant to be.

Ms. Connor further explained that the new equipment purchase and repairs will be funded by the Venue Sales Tax Fund for a total of \$66,882.15.

Council Member Moore made the motion authorizing Aquatics Center Purchases (\$56,882.15 in equipment from KRAFTSMAN Commercial Playgrounds via Texas Buy Board) and repairs (\$10,000). Council Member Lewis seconded the motion.

The motion passed 4-0.

11. RESOLUTION NO. 649 - AMENDING LIST OF AUTHORIZED

REPRESENTATIVES: THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 649 WHICH AMENDS THE LIST OF CITY OFFICIALS AUTHORIZED TO PERFORM TEXAS LOCAL GOVERNMENT INVESTMENT POOL TRANSACTIONS - DIRECTOR OF FINANCE

Finance Director Sandy Clarkson explained that this is simply a housekeeping item that adds Sr. Accountant Lorenzo Lara to the list of City Officials authorized to perform transactions in her absence.

Council Member Lewis made the motion to adopt Resolution No. 649 which amends the list of City Officials authorized to perform Texas Local Government Investment Pool. Council Member Jorgensen seconded the motion.

The motion passed 4-0.

**C. CITIZEN COMMENTS, QUESTIONS, REQUESTS AND PROPOSALS
NOT APPEARING ON THE AGENDA:**

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There were none.

D. ADJOURNMENT: MAYOR

Mayor Pro Tem Green adjourned the meeting at 7:39 p.m.

E. NOTICE OF ASSISTANCE:

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BRAILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **APPROVAL OF A FINANCING PLAN FOR THE ISSUANCE OF UTILITY SYSTEM REVENUE & REFUNDING BONDS, SERIES 2012**; THE CITY COUNCIL WILL RECEIVE A BRIEFING FROM THE FINANCIAL ADVISOR REGARDING MARKET CONDITIONS, EXPECTED INTEREST RATES AND RECOMMENDATIONS ON ISSUING THIS SERIES OF BONDS

SUBMITTED BY: Sandy Clarkson, Finance Director

SUBMISSION DATE: March 29, 2012 **FOR THE AGENDA OF:** April 3, 2012

SUMMARY STATEMENT: The City's water system and sewer system lines in many of the neighborhoods are in extremely poor condition throughout the City. The age of the lines combined with the poor quality of clay soil make the number of line breaks and service calls more numerous each year. In order to address this issue and carry out the planned rehabilitation and replacement, we must take the first step in the process: sell the revenue bonds that will finance the project.

To a certain extent, the City is at an advantage as we continue to be in a period of historically low interest rates. The construction cost will be somewhat less than it would have been five years ago, but the interest rate charged to the City will definitely less than we would have paid five years ago. For this reason, one portion of the plan is to refinance the Series 2004 bonds to reduce the interest paid over the remaining life of the series.

An aspect of this funding transaction is the inclusion of \$500,000 for the purchase of technology for many city departments. When we planned the 2012 Budget last year, this multi-department plan was proposed as a typical 3-year municipal lease purchase. However, by lumping this into the Revenue and Refunding Bond Series 2012, we will retire this portion of the debt within the three year period and only pay 0.71% interest for it. PLEASE NOTE: All payments of this portion of the bonds will be accounted for and funded through the proper fund. Utility system revenue will not be used to fund the software and hardware purchased for the Public Safety Division.

Victor Quiroga of Southwest Securities will present the litany of projects to be funded through the transaction. In addition, he will be able to answer any questions and reassure everyone about all aspects of the transaction.

STAFF RECOMMENDATION: Staff recommends approval of the Financing Plan for projects to be funded by the Utility System Revenue & Refunding Bonds, Series 2012 and directs staff and consultants to proceed with the document preparation.

REGULAR MEETING AGENDA BILL

AGENDA ITEM: AUTHORIZE COMMITTING FUND BALANCE RESERVES TO COMMUNITY CENTER ROOF REPLACEMENT PROJECT: THE CITY COUNCIL WILL CONSIDER AUTHORIZING USE OF SPECIAL REVENUE FUND BALANCE RESERVES FOR COSTS ASSOCIATED WITH REPLACING THE PORTLAND COMMUNITY CENTER ROOF.

SUBMITTED BY: Sandy Clarkson, Finance Director 

SUBMISSION DATE: March 28, 2012 **FOR THE AGENDA OF:** April 3, 2012

ATTACHMENTS: Detailed Budget & Funding Plan

The repair or replacement of the roof on the Community Center has been an issue for a number of years. It has been on the 5-Year Capital Improvement Plan for at least four of the last five years. In 2011, the architectural firm of SolkaNavaTorno was engaged to do a thorough analysis of the conditions and identification of the deficiencies of the roof in order to recommend a comprehensive plan to repair or replace it. The resulting report by Ray Torno, the architect conducting the study, was received in the early part of the current fiscal year. The plan to move forward was approved by Council, bids were put out in November and the construction contract was awarded to Haeber Roofing on December 20.

A preliminary funding plan was discussed at the October 25 quarterly strategic planning retreat. It was generally agreed to use reserves from the special revenue funds to pay for the project, the 4B Tax and Venue Sales Tax providing the largest portion of the funding. Hotel Occupancy Tax reserves are to be tapped on a percentage basis consistent with the square-footage proportion of the ballroom (20%). With all costs now clearly identified, we are at the point where the funding plan can be finalized.

As you see on the attached budget, the complete project cost is expected to be \$467,247. The sources of funds detail recommends draws on Fund Balance totaling \$467,500 in order to keep with the practice of always budgeting a bit more than anticipated expenses. These draws on fund balance will not impact the current operating budget of these special revenue funds.

Staff Recommendation: Staff recommends approving transfers of fund balance reserves to finance the replacement of the Community Center roof in the amounts of \$164,000 from the 4B Sales Tax Fund, \$101,420 from the Venue Tax Fund, and \$93,580 from the Hotel Occupancy Tax Fund Reserve.

**Funding Community Center Roof Repair
Fiscal Year 2011 -12**

<u>Project Budget</u>	
SolkaNavaTorno -Architect Fees	\$ 34,400
Architect's expenses	2,500
Haeber Roofing Construction Contract	430,000
Hal George Attorney Fees	280
TML Builders Risk Insurance	67
Total Project Costs	\$ 467,247

Funding Required \$ 467,500

Sources of Funds:

4b Eco. Dev. Tax Committed Fund Balance \$ 164,000
 4b Economic Dev. Construction Fund 108,500
 Hotel Occupancy Tax Restricted Fund Balance 93,580
 Venue Tax Committed Fund 101,420

Total of Funds Dedicated to Roof Repair \$ 467,500

Impact on Existing Fund Balance Reserves:

4b Economic Development Tax
 Venue Tax Committed Fund
 Hotel Occupancy Tax Restricted Fund Balance

Funds Available October 1, 2011	Allocated for Roof Repair	Balance Remaining
\$ 463,094	\$ 164,000	\$ 299,094
482,743	101,420	381,323
522,090	93,080	429,010
Total Dedicated to this Project:	\$ 358,500	

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **AUDITORS REPORT AND PRESENTATION OF 2011
COMPREHENSIVE ANNUAL FINANCIAL REPORT:** THE CITY
COUNCIL WILL RECEIVE A REPORT FROM THE INDEPENDENT
AUDITOR REGARDING FISCAL YEAR 2011 FISCAL OPERATIONS

SUBMITTED BY: Sandy Clarkson, Finance Director

SUBMISSION DATE: March 28, 2012 **FOR THE AGENDA OF:** April 3, 2012

SUMMARY STATEMENT: The accounting firm of Lovvorn & Kieschnick has completed the audit of the financial statement for the year ended September 30, 2011. Frank Lovvorn will present the highlights of the City's Comprehensive Annual Financial Report and take questions during the meeting. In addition, members of the Council are encouraged to contact Mr. Lovvorn (884-8897) or the finance director to resolve any questions.

The printed version of the CAFR will be delivered on Tuesday, April 3. We will get a link to an electronic version as soon as it is available.

STAFF RECOMMENDATION: Staff recommends acceptance of the audit report and the Comprehensive Annual Financial Report for fiscal year 2011.

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **PROPOSED PAY PLAN:** THE CITY COUNCIL WILL CONSIDER THE RESULTS OF A CLASSIFICATION/COMPENSATION STUDY AND A PROPOSED PAY PLAN DEVELOPED BY THE WATERS CONSULTING GROUP.

SUBMITTED BY: Michel Weaver (ATTCM) **DATE:** April 3, 2012

ATTACHMENTS: Proposed pay plans (implementation schedules and costs are included)

SUMMARY STATEMENT: To ensure that the City's classification and compensation plan exhibits external equity (market competitiveness) and internal equity (fairness), Waters Consulting Group was engaged to conduct a study on July 26, 2011. Copies of the classification and compensation report, proposed pay plans and costs to implement are attached for the City Council's consideration.

Compensation structure and related issues are strategic in nature. The Adopted Strategic Operating Plan states as one of the City's missions that it will promote professional development and meet or exceed ethical and professional standards.

If the City is to maintain a high retention rate, improve recruitment, properly address individual salary grievances, prevent or minimize EEOC complaints and/or litigation and preserve a high degree of overall satisfaction, the proposed pay plans presented by Waters Consulting Group should be approved and implemented.

Approval would authorize implementation of the proposed pay plans (General Government and Public Safety) to be incorporated in the 2011-2012 Fiscal Year Budget.

RECOMMENDATION: Approve the proposed pay plans, implementation schedules and costs.

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **ORDINANCE NO 2050 - AMENDING THE EXCLUSIVE SOLID WASTE COLLECTION AND DISPOSAL FRANCHISE GRANTED TO REPUBLIC SERVICES:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2050 WHICH APPROVES THE SECOND AMENDMENT OF THE EXCLUSIVE SOLID WASTE COLLECTION AND DISPOSAL FRANCHISE AGREEMENT GRANTED TO REPUBLIC SERVICES

SUBMITTED BY: Michel Weaver, (ATTCM) **DATE:** April 3, 2012

ATTACHMENTS: - Proposed ordinance
- Franchise agreement

SUMMARY STATEMENT: On February 7, 2012 the City Council passed Resolution No. 645 authorizing automated solid waste and single-stream recycling. The proposed Ordinance No. 2050, a copy of which is attached for your review and consideration, does the following:

- Amends the franchise agreement with Republic Services to provide automated once per week pickup of solid waste and once every other week pickup of recycling
- Amends the current franchise agreement, with a starting date of July 1, 2012

Utility customer fees for residential solid waste and recycling shall be reduced by \$3.34 per month. The fees payable to the Contractor shall not be adjusted prior to October 1, 2014.

The City Council, as part of the Strategic Operating Plan, has pledged to promote sensible “Green” policies, programs and projects; and further pledged to fully exploit technological advances that increase effectiveness, promote efficiency, improve customer service or reduce costs. This will be accomplished by adopting Ordinance No. 2050 which amends the contract with Republic Services to provide automated solid waste pickup and single-stream recycling.

RECOMMENDATION: Adopt a motion that approves the first reading of the Ordinance No.2050.

ORDINANCE NO. 2050

AN ORDINANCE AMENDING THE “CITY OF PORTLAND, TEXAS CONTRACT DOCUMENTS AND SPECIFICATIONS FOR SOLID WASTE COLLECTION AND DISPOSAL” ADOPTED BY ORDINANCE NO.1182; AMENDING THE SERVICE PROVIDED BY REPUBLIC SERVICES TO AUTOMATED ONE (1) TIME PER WEEK SOLID WASTE PICKUP AND RECYCLE PICKUP EVERY OTHER WEEK; MODIFYING THE SERVICE REQUIREMENTS, TERMS AND CONDITIONS OF THE EXCLUSIVE SOLID WASTE (COLLECTION AND DISPOSAL) FRANCHISE WITH REPUBLIC SERVICES; PROVIDING A PENALTY FOR VIOLATIONS; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE, REQUIRING PUBLICATION AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that the continued privatization of solid waste collection and disposal is beneficial to Portland residents and businesses; and,

WHEREAS, the City Council has determined that Republic Services is the most qualified solid waste service contractor in the Coastal Bend and amending the franchise agreement to provide automated once per week pickup and every other week recycling meets the needs of the City; and,

WHEREAS, the City Council has determined that a multitude of terms and conditions incorporated within the exclusive solid waste (collection and disposal) franchise granted to Republic Services should be amended.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, TEXAS:

SECTION 1: The “SECOND AMENDMENT TO CITY OF PORTLAND, TEXAS CONTRACT DOCUMENTS AND SPECIFICATIONS FOR SOLID WASTE COLLECTION AND DISPOSAL,” a copy of which is attached hereto and incorporated herein,” is hereby adopted.

SECTION 2: Any ordinance or provision of an ordinance in conflict with this Ordinance Is hereby repealed.

SECTION 3: If any provision, section, sentence, clause or phrase of this Ordinance is held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance shall not be affected.

SECTION 4: This Ordinance shall be effective as of July 1, 2012.

PASSED AND APPROVED this 3rd day April 2012.

EXECUTED:

By: _____
David Krebs, Mayor

ATTEST:

Annette Hall, City Secretary

**SECOND AMENDMENT TO CITY OF PORTLAND, TEXAS 2007 CONTRACT
DOCUMENTS & SPECIFICATIONS FOR SOLID WASTE COLLECTION AND
DISPOSAL**

This Second Amendment to the **CITY OF PORTLAND, TEXAS 2007 CONTRACT DOCUMENTS & SPECIFICATIONS FOR SOLID WASTE COLLECTION AND DISPOSAL** (the "Amendment") is made effective as of July 1, 2012, by and between the City of Portland, Texas (the "City"), and BFI Waste Services of Texas, LP, a Delaware limited partnership ("Contractor"). The City and Contractor are referred to in this Agreement collectively as the "Parties" and individually as a "Party."

Recitals

A. The Parties entered into that certain **CITY OF PORTLAND, TEXAS 2007 CONTRACT DOCUMENTS & SPECIFICATIONS FOR SOLID WASTE COLLECTION AND DISPOSAL** dated December 4, 2007 (the "Agreement") pursuant to which Contractor agreed to provide solid waste collection and disposal services as more fully set forth in the Agreement; and

B. The Parties desire to amend the Agreement pursuant to the terms of this Amendment.

Agreement

NOW, THEREFORE, FOR AND IN CONSIDERATION of the respective covenants herein contained, the Parties have agreed as follows:

1. **Type of Collection.** The Parties agree to amend (a), (b) and (e) in **Subsection 3.01 Service Provided** of the Agreement to read as follows:

- (a) "Contractor shall provide curbside collection service for the collection of Residential Refuse and Commercial Refuse to each such Residential and Commercial Unit 1 time per week. Each resident and small commercial business will be given one 96 gallon Cart for refuse collection. All refuse must be placed in the Cart so that the lid closes properly. No outside refuse will be collected in addition to the contents of the Cart. Carts must be placed at curbside by 8:00 a.m. on the designated collection day."
- (b) "Contractor shall provide curbside collection service for the collection of Recyclable Material from each Residential Unit and Small Commercial Unit every other week, or 26 times per year. Each resident will be given a 96 gallon Cart for recyclable collection. All recyclables must be placed in the Cart so that the lid closes properly. No outside recyclables will be collected in addition to the contents of the Cart. Carts must be placed at curbside by 8:00 a.m. on the designated collection day."
- (e) Small Commercial Units shall be entitled to same services (without recycling or brush collection) as a Residential Unit. Collection shall be 1 time per week but shall not exceed one 96 gallon Cart per pickup. Businesses that exceed the limit will be required to contract for a dumpster and choose a size and pickup schedule as outlined in the bid tabulation.

2. Ownership. The Carts to be provided in accordance with Subsection 3.01 of the Agreement shall be provided by Contractor. Contractor shall retain ownership of the Carts at all times.

3. Rates. The Parties agree that the new rates on Exhibit A reflect the residential refuse and recycling rates followed by the new commercial and industrial rates with the 2012 CPI included.

4. Capitalized Terms. Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Agreement. In the case of a conflict in meaning between the Agreement and this Amendment, this Amendment shall prevail.

5. Continuing Effect. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

6. Execution in Counterparts. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original.

IN WITNESS WHEREOF, the Parties have executed this Amendment in duplicate conformed originals as of the date first set forth above.

Contractor:

BFI Waste Systems of Texas, LP

CITY:

City of Portland, Texas

By: Allied Waste Landfill Holdings, Inc.

Its: General Partner

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **CITIZEN SATISFACTION SURVEY:** THE CITY COUNCIL WILL CONSIDER ENGAGING A MARKETING FIRM (ETC INSTITUTE - \$12,100) TO CONDUCT A 2012 CITIZEN SATISFACTION SURVEY WITH MAPPING

SUBMITTED BY: Michel Weaver (ATTCM) **DATE:** April 3, 2012

ATTACHMENTS: - Comparison Analysis

SUMMARY STATEMENT: A copy of a comparison analysis and an example of GIS Mapping of Survey Results has been attached for your review and consideration:

- The analysis compares three qualified marketing firms.
- Costs, type of survey performed, number of completed surveys, survey length, questionnaire customization and turnaround time is included in the analysis.
- The purpose of the survey will be to measure citizen satisfaction by service, activity, organizational unit and overall.

Authorizing the engagement of a marketing firm to perform a 2012 Citizen Satisfaction Survey will provide important feedback from citizenry and at the same time complement the Quarterly Customer Service functions performed by City Staff.

Staff recommends the engagement of ETC Institute to conduct the 2012 Citizen Satisfaction Survey. ETC Institute provides the Design, Administration and Report Findings at a basic cost of \$9,650 which is the lowest of the three marketing firms. The two other marketing firms cost, \$11,300 and \$10,300 respectively.

ETC Institute also is the only one that provides Geocoding and GIS Maps of Survey Results. This will enhance the survey by presenting the survey results by location within the City. Adding this enhancement brings the cost to \$12,100. Staff believes the increased cost is outweighed by the benefit and will enrich the survey results.

Survey results will be presented as soon as possible in order to be implemented in the strategic operating and budgeting processes.

RECOMMENDATION: Adopt a motion authorizing the engagement of a ETC Institute to conduct a 2012 Citizen Satisfaction Survey at a total cost of \$12,100.

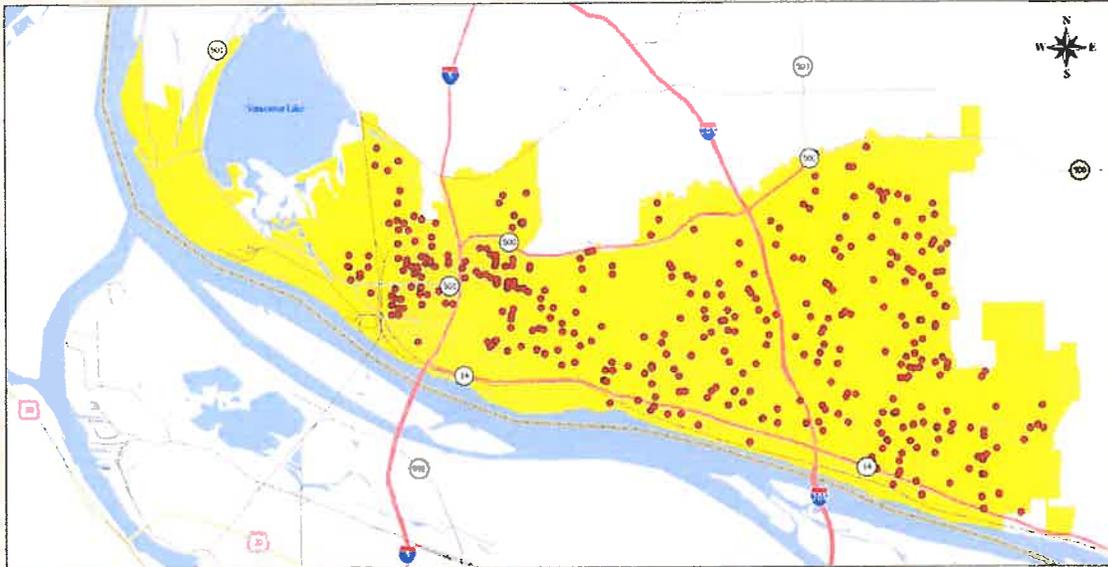
PROPOSED CITIZEN SATISFACTION SURVEY
MARKETING FIRM COMPARISON

Presented to City Council on April 3, 2012

Analysis Tools		ETC Institute	Creative Consumer Research	National Research Center
Type of Survey Performed		Telephone	Telephone	Mailings
Number of Surveys		400*	375*	1,200
Project Completion Time		6-8 Weeks	7 Weeks	17 Weeks
Survey Length		15 Minutes	12-15 Minutes	
Questionnaire Customization to Fit City's Needs		5-6 Pages of Questions Yes	5-6 Pages of Questions Yes	5-6 Pages of Questions Limited
Costs of Study:				
Basic Survey Cost (Design, Administer, and Report Findings)		\$9,650 Included	\$11,300 Included	\$10,300 \$6,000
Phone Data Collection				
Subtotal (Phone Survey)		\$9,650	\$11,300	\$16,300
Geocoding and GIS Maps of Survey Results		\$2,450	Not Available	Not Available
TOTAL COSTS OF RECOMMENDED SERVICES		\$12,100	\$11,300	\$16,300

* Actual number of surveys completed.

Location of Survey Respondents



**Vancouver, Washington
2010 DirectionFinder® Survey**

Over the past ten years, our GIS team has geocoded a wide range of address information including:

- Areas of satisfaction and dissatisfaction with the delivery of city and county services
- Origins and destinations for household travel and roadside intercept surveys
- Visitor destinations for tourism-related projects
- Locations of residents who are satisfied or dissatisfied with the quality of city services
- Locations of residents who have needs for various types of parks and recreation programs and facilities
- Locations of persons who are likely to support various election issues
- Locations of persons who have experienced flooding in their homes
- Locations of businesses and non-profit organizations who would support stormwater fees and many other types of data
- Locations of support and opposition to voter initiatives

**BUSINESS OF THE CITY COUNCIL
CITY OF PORTLAND**

SUBJECT: Purchase of software, hardware and associated technology under the City of Portland Utility System Revenue and Refunding Bonds Series 2012

SUBMITTED BY: Randy L. Wright, Assistant City Manager 

DATE: March 29, 2012 **FOR THE AGENDA OF:** April 3, 2012

ATTACHMENTS: Vendor Quotes

APPROVED FOR INCLUSION ON AGENDA: CITY MANAGER _____

SUMMARY STATEMENT: This item seeks approval to purchase software, hardware and associated technology to support the operation of Development Services and Code Enforcement, Public Works, Police Department, Fire Department, and to upgrade the City's LaserFiche system.

These purchases are slated to be funded through the City of Portland Utility System Revenue and Refunding Bonds Series 2012. The original projected cost of all projects was \$500,000. The final cost projection has been reduced to \$497,578.

This purchase of technology, with the exception of the fire department project, was included in the FY 2011-12 budget. Resolution 646, Official Intent to Reimburse, passed by Council on March 6, 2012 allowed for the purchase of equipment and services in furtherance of those projects prior to actual issuance of the Utility System Revenue and Refunding Bonds Series 2012.

Sandra Clarkson has been working to arrange the funding through our bond counsel. If approved, these projects will be included in the City of Portland Utility System Revenue and Refunding Bonds Series 2012.

Development Services, Code Enforcement and Public Works Software and Hardware Project

Development services and code enforcement have used a DOS-based product called Black Bear for many years. While the software was already antiquated and in need of replacement, that need has now become urgent because the company that wrote and supported Black Bear has closed. The software is now unsupported and obsolete. Furthermore, the software product utilized by the Public Works Department to generate, execute, and track work orders has become increasingly unstable. To properly support our customers, we should provide the level of modern computer support that citizens have come to expect.

For the past several months, we have conducted an intensive vendor/product search applying a best practices approach. The process included product research, interviews with current customers and travel to existing customer sites. We eventually identified a vendor and software/hardware package that will best meet our needs. Paladin Data Systems Corporation of Poulsbo, Washington, provides a product called SMARTGov (www.smartgovcommunity.com). SMARTGov operates as a cloud-based subscription service.

Cloud-based services represent the latest customer service platform and are quickly becoming a standard for doing business over the Internet. Examples of cloud-based computing platforms include Amazon.com, Facebook, Hotmail, YouTube, Google Apps and Twitter. In 2009, the federal government launched apps.gov, a website providing cloud-based computing services for federal agencies. Cloud services have many advantages including greater productivity and lower hardware costs.

SMARTGov meets or exceeds all of the features that we initially identified as necessary in a replacement product. Features include permitting, plan review, inspections, parcel tracking, fees, code enforcement, GIS, work order system, and support for a public web portal.

Project Costs

Because SMARTGov is a cloud application, our initial project costs are less than our original estimate of \$150,000.

SMARTGov – First year subscription and setup	\$ 63,268
Hardware/equipment	12,590
Ancillary software (AutoCad LT)	1,200
Project contingency (2%)	<u>1,400</u>
Total First Year Cost	\$ 78,458
Annual Recurring Costs – Beginning second year	
Subscription/maintenance	\$ 14,168

Purchase of Software and Hardware to complete the Police Software Project 2011

In November, Council approved the Police Software Project 2011 to replace software and hardware for the police department. The total project cost of \$513,527 was to be funded from a combination of sources including \$175,000 from drug forfeiture funds and the balance of \$338,527 from the general fund through a lease purchase. The total Spillman software cost of \$438,950 was approved by Council at that time.

As noted in the November agenda bill, completion of the project required purchase of associated hardware and services in early 2012. Our go-live date is scheduled for the week of July 16, 2012. This agenda item seeks approval from the Council to proceed with the final purchases to complete the project.

Project Costs

ITEM	EACH	QTY	TOTAL
Motion Computing J3500 Slate computers with MS Office Std	\$ 2,850	12	\$ 34,200
J3500 Vehicle docking stations	360	12	4,320
J3500 Desktop FlexDock docking station	340	12	4,080
J3500 power supplies	110	12	1,320
Armor voltage controllers	110	12	1,320
Police vehicle mount package	350	12	4,200

TG3 Model KBA-BLT-5RBUVS mobile keyboards	400	12	4,800
Fire vehicle mounts	200	2	400
Vehicle wiring and fuse harnesses	20	24	480
USB desktop keyboard and mouse	20	12	240
Booking camera	1,100	1	1,100
Desktop PC upgrades with Microsoft Office Std	1,000	10	10,000
Blade servers	2,000	4	8,000
Blade memory kits	350	4	1,400
Windows Server 2008 R2 licenses	525	2	1,050
Windows SQL Server 2008 R2 licenses	650	1	650
Blade enclosure chassis upgrades	2,500	2	5,000
Blade enclosure network modules	500	2	1,000
Subtotal			83,580
Project Contingency (2%)			1,670
Total Hardware/Software			\$ 85,230

Upgrade of the City's LaserFiche System

The City has been using a LaserFiche system to record and archive government documents for the last six years. The system we originally purchased was a lower cost version that allowed us to ease into an electronic archival system. We have outgrown the original starter system requiring that we move to an enterprise class version of LaserFiche.

That need was punctuated last summer when the system became unstable placing years of document archives in jeopardy. Our IT staff was able to recover the data and apply temporary fixes to stabilize the system, but it remains imperative that we complete the upgrade to avoid future problems.

Project Costs

ITEM	EACH	QTY	TOTAL
MCCI software and services	\$ 17,315	1	\$ 17,315
Blade servers	2,000	4	8,000
Blade sever memory kits	350	4	1,400
Microsoft Server 2008 R2	525	2	1,050
Microsoft SQL Server 2008 R2	650	2	1,300
Microsoft Office Std	265	2	530
2008 R2 OS Dev Cals Volume License	850	1	850
2008 R2 SQL Dev Cals Volume License	1,150	1	1,150
Tranzeo TR5a-24f	300	3	600
Subtotal			\$ 27,195
Project Contingency (2%)			544
Total Project			\$ 32,739

Purchase of Software and Hardware for the Fire Department

The Police Software Project 2011 included two computer terminals to be installed in the fire department's frontline vehicles. The terminals are the same kind being installed in all police

vehicles. The purpose of the terminals is to allow electronic dispatch and enhanced communication between the engine companies and the dispatch center. These two terminals were planned as the first of several that needed to be installed in all fire department vehicles as part of a later project.

In addition to electronic dispatch, we planned for the fire department versions of the terminals to eventually include various tools needed in firefighting operations. Those tools include online Hazmat recognition and analysis, building pre-planning with graphic displays of building layouts and fire attack plans, CAMEO, MARPLOT and ALOHA accessibility, direct NFIRS and TXFIRS state reporting, GIS for quick hydrant mapping, and real-time vehicle location to help fire commanders see the disposition of fire equipment at the scene.

All of these features are available by upgrading the Spillman software product already purchased for the police department with enhanced fire department support.

As we worked through the planning and implementation of the police software project as well as the building and development software project, we came to realize upgrading the fire department would be more efficient and effective if done now rather than later. In addition to a more coordinated installation and setup of all the software projects, we will also gain some cost savings through discounted pricing and mobilization savings from Spillman. The total cost to implement this software enhancement and purchase the required hardware is \$47,854.

Funding

This is not a budgeted purchase and was not originally included in projects planned for funding through the City of Portland Utility System Revenue and Refunding Bonds Series 2012. However, because other project costs have come in under budget, this project can be included in the bond issuance.

Project Costs

ITEM	EACH	QTY	TOTAL
Spillman ERS Interface	\$ 15,320	1	\$ 15,320
Additional Mobile Spillman licenses for fire fleet	1,196	6	7,176
Motion Computing J3500 Slate computers with MS Office Std	2,850	6	17,100
J3500 vehicle docking stations	360	6	2,160
J3500 power supplies	110	6	660
Armor voltage controllers	110	6	660
TG3 Model KBA-BLT-5RBUVS mobile keyboards	400	6	2,400
Fire vehicle mounts	200	6	1,200
Vehicle wiring and fuse harnesses	20	12	240
Subtotal			\$ 46,916
Project Contingency (2%)			938
Total Hardware/Software			\$ 47,854

Projects Recap

Development Services, Code Enforcement and Public Works Project	\$ 78,458
Completion of Police Software Project 2011 (includes \$85,230 described herein)	338,527
Upgrade of LaserFiche System	32,739
Fire Department Software/Hardware Project	<u>47,854</u>
Total Projects Costs	\$ 497,578

RECOMMENDED ACTIONS: Motion to approve the purchase of hardware, software and associated technology to complete projects for development services, code enforcement, police, and fire departments in the amount of \$497,578 to be included in the City of Portland Utility System Revenue and Refunding Bonds Series 2012.

Paladin Data Systems Corporation

19362 Powder Hill Place NE

Poulsbo, WA 98370-8720

Tel: 360-779-2400 1-800-532-9448

Fax:360-779-2600



Sales Quote

To: Portland, TX

Telephone:

Contact: Brian DeLatte

Estimated By: Jon Byrd

Date: 3/14/2012

Notes: Software as a Service - Subscription pricing SMARTGov® Community System - Permit, Planning, Code Enforcement, Public Works, Fire, Licenses, Cashiering, Integrated GIS w/satellite imagery and road map base layers. 5 occassional users are included for free. Server hardware via the cloud is included. Client hardware is not included.

Quantity	Unit of Issue	Description	Unit Cost (US Dollars)	Discount	Extended Price (US Dollars)
ANNUAL SUBSCRIPTION COSTS:					
5	Named Users	SMARTGov Community	\$ 1,500		\$ 7,500
1	Site	SMARTPortal	\$ 6,150	47%	\$ 3,260
3	Named Users	SMARTInspection Assistant	\$ 600	15%	\$ 1,530
		SMARTConnector SaaS Transaction			\$ 1,879
		Subtotal for Annual Subscription			\$ 14,168

OPTIONAL ONE TIME COSTS:

		SMART Connectors			
		2 Base map GIS Layers			Included
1	Site	Additional GIS Overlays	\$ 3,500		\$ 3,500
		\$3500/connector (TBD)			
1	Site	Parcel	\$ 3,500		\$ 3,500
1	Site	Financial-Tyler Batch Export	\$ 1,000		Included
1	Site	Merchant Services-Credit Ca	\$ 3,500		\$ 3,500
1	Site	Laserfiche	\$ 3,500		\$ 3,500
0	Site	IVR	\$ 7,000		\$ -
100	Hours	Data Migration*	\$ 160		\$ 16,000
		Includes: Black Bear (Free), CodePal, & Fire Codes import			
80	Hours	Configuration & Training*	\$ 160		\$ 12,800
2	Week(s)	Travel**	\$ 2,300		\$ 4,600
		Subtotal for One Time Costs			\$ 47,400

Subtotal	\$ 61,568
33% 1st Year Discount	\$ (4,700)
Adjusted Subtotal	\$ 56,868
Tax Rate: 0.00%	\$ -
Estimated Cost Year One	\$ 56,868
Annual Recurring Year 2	\$ 9,468
Annual Recurring Year 3	\$ 14,168

* This pricing is a time & materials estimate only.

** Actual costs & GSA Per Diem will be charged.

	Subscription	Discount	Subtotal	Services	Total
year 1	\$ 14,168	33%	\$ 9,500	\$ 47,400	\$ 56,900
year 2	\$ 14,168	33%	\$ 9,500	-	\$ 9,500
year 3	\$ 14,168	0%	\$ 14,200	-	\$ 14,200
year 4	\$ 14,168	0%	\$ 14,200	-	\$ 14,200
year 5	\$ 14,168	0%	\$ 14,200	-	\$ 14,200
			Five Year Cost Of Ownership		\$ 109,000



Municipal Code Corporation

SALES DEPARTMENT

PO Box 2235 • Tallahassee, Florida 32316

TELEPHONE (800) 342-2633 • FAX (850) 701-0715

Alexis Blue, Senior Account Manager • extension 656 • ablue@mccinnovations.com

January 18, 2012

Mr. Terrell Elliott
IT Manager
902 Moore Ave.
Portland, TX 78374

Dear Mr. Elliott:

I enjoyed speaking with you recently regarding the expansion of your current Laserfiche system. Pursuant to our discussion we are pleased to enclose our Professional Services Proposal. While reviewing the proposal please keep in mind the following advantages of making Laserfiche your organizations' Enterprise Content Management system:

- **Leading Provider** – For the past three years, MCCI was ranked as the #1 Laserfiche VAR in the United States.
- **Professional Certifications** – MCCI's staff is well-trained and holds multiple certifications in security, HIPPA, Laserfiche Certified Professionals, and CDIA+ to give you the peace of mind that we are simply the best at what we do.
- **Specialized Professional Services**- We have service offerings tailored to you and your organization's needs. Whether you need product focused training/implementation services, or a consultation on your business processes we have solutions available to optimize utilizing Laserfiche as your ECM system.
- **Centralized Records**- Utilizing Laserfiche as your central records repository helps ensure the life cycle of your organization's records are properly managed, while still giving you the flexibility to have content available for different user's unique needs.
- **Enterprise Licensing**- Laserfiche Avante/Rio are available to make the shift to an Enterprise system easier and more affordable. With bundled functionality, you can easily expand department to department and address business process needs in addition to Records Management needs.
- **The right resources at the right time**- Whether it is integration, scanning and indexing services, an electronic forms solution, etc., MCCI has additional solutions that are complimentary to Laserfiche, while allowing you to work through one vendor for best of breed solutions.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me on our toll-free number. We appreciate your interest and hope that we will have the pleasure of working with you and serving the City of Portland.

Sincerely,

Alexis Blue
Senior Account Manager

Executive Summary

Laserfiche has been a resource for over 21,000 organizations since 1987. Laserfiche creates elegant document management solutions that help organizations run smarter. Their dedication to customer-driven innovations has built a suite of products and services that address organization-wide business problems from executive, records management, and information technology and end-user perspectives.

Laserfiche is a unified solution that manages all your organization's documents and records, regardless of location or media. Laserfiche strikes a balance between security and accessibility, protecting information while providing efficient access to keep staff working at maximum productivity. Please keep in mind the following competitive advantages of Laserfiche:

- **Digital Archiving-** Digital archiving is the storage of paper and electronic documents in accessible electronic media with long-term preservation capability. It is cost effective because it saves physical storage space and it cuts media maintenance costs. Original documents can be stored off-site or destroyed as necessary. This simplifies the disaster recovery process by allowing you to backup documents on digital media and store them off-site.
- **Business Process Automation –** Laserfiche's Workflow functionality utilizes the Microsoft Windows Workflow Foundation and allows for automating approval processes, document routing, providing additional integration options, and much more.
- **Records Management –** Laserfiche's Records Management Edition meets the Department of Defense (DoD) standards, and augments traditional ECM functionality by adding Records Management tools to manage retention, disposition, vital records, and much more.
- **Comprehensive Security-** Laserfiche Comprehensive Security allows you to control the security of your documents on many levels. You determine what functions, such as scanning and printing, each staff member may use. Security features are easy to administer, records managers can administer most security functions without IT staff assistance.
- **User Friendly-** Laserfiche is very easy to learn and use. It has a folder tree structure similar to Windows Explorer to make it easy to use. Your office can begin to scan and retrieve documents almost immediately after installation.
- **Intelligent Search-** Laserfiche lets you search your documents based upon full-text search, index search, and document and folder name searches. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, the full-text search retrieves it immediately. There is no other imaging software that allows you this many searching possibilities.
- **Web Access-** Laserfiche allows you to publish your documents on the web with our WebLink software. You decide which documents you want published and WebLink publishes them on the web without having to use HTML programming. Users can then search the site to find the information they need using the Intelligent Search feature.
- **Integration-** Laserfiche is able to integrate with current software and hardware on existing systems.
- **Service-** Laserfiche understands the importance of a thorough support service. From technical help to the latest document imaging news, Laserfiche is dedicated to forming a lasting, complete service relationship. Should you need technical assistance; a qualified professional will be available to help you.



**Upgrade
to
Avante**

Product Description:	Qty	Cost	Total
<u>EXISTING LASERFICHE SOFTWARE SYSTEM CONFIGURATION</u>			
<input checked="" type="checkbox"/> LF Team Server Software	-1	\$2,250.00	(\$2,250.00)
<input checked="" type="checkbox"/> LF Full User United <i>*includes Snapshot and Email</i>	-4	\$750.00	(\$3,000.00)
<input checked="" type="checkbox"/> LF Retrieval User United <i>*includes Email</i>	-5	\$300.00	(\$1,500.00)
<input checked="" type="checkbox"/> LF Scanconnect <i>*required for each scanner purchased/utilized</i>	-3	\$165.00	(\$495.00)
<input checked="" type="checkbox"/> Quickfields	-2	\$495.00	(\$990.00)
<input checked="" type="checkbox"/> Real Time Look Up and Validation Package <i>Includes Real Time Look Up and Pattern Matching</i>	-2	\$495.00	(\$990.00)
<i>Existing Software Credit Total</i>			(\$9,225.00)
<u>ECM SOFTWARE LICENSING FOR AVANTE</u>			
<input checked="" type="checkbox"/> Avante Server for MS SQL	1	\$5,000.00	\$5,000.00
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	10	\$500.00	\$5,000.00
<input checked="" type="checkbox"/> LF Scanconnect 5-pack	1	\$660.00	\$660.00
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<i>ECM Software Licensing Total</i>			\$10,660.00
<u>BATCH PROCESSING MODULES FOR AVANTE</u>			
<i>Quickfields is licenses per machine</i>			
<input checked="" type="checkbox"/> Quickfields	2	\$595.00	\$1,190.00
<input checked="" type="checkbox"/> Real Time Look Up and Validation Package <i>Includes Real Time Look Up and Pattern Matching</i>	2	\$595.00	\$1,190.00
<i>Batch Process Modules Total</i>			\$2,380.00
<u>ANNUAL SOFTWARE SUPPORT - BASIC LSAP</u>			
<input checked="" type="checkbox"/> Avante Server for MS SQL	1	\$1,050.00	\$1,050.00
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	10	\$105.00	\$1,050.00
<input checked="" type="checkbox"/> LF Scanconnect 5-pack	1	\$138.60	\$138.60
<input checked="" type="checkbox"/> LF Workflow	1	\$0.00	Included
<input checked="" type="checkbox"/> Quickfields	2	\$126.00	\$252.00
<input checked="" type="checkbox"/> Real Time Look Up and Validation Package <i>Includes Real Time Look Up and Pattern Matching</i>	2	\$126.00	\$252.00
<input checked="" type="checkbox"/> Managed Services for Laserfiche - Avante SQL	1	\$1,687.50	\$1,687.50
<input checked="" type="checkbox"/> Training Center 10 - 24 Users	1	\$1,620.00	\$1,620.00

Annual Support Total

\$6,050.10

For budgetary purposes, the Client should include \$6,050.10 in annual budget for renewal of LSAP, Managed Services, and Training Center for the software quoted above.

MCCi PROFESSIONAL SERVICES

<input checked="" type="checkbox"/>	Remote Upgrade to Avante	1	\$600.00	\$600.00
<input checked="" type="checkbox"/>	Quickfields Session Configuration, per session	1	\$500.00	\$500.00
<input checked="" type="checkbox"/>	MCCi Project Management Services	1		\$1,300.00
<input checked="" type="checkbox"/>	Shipping and Handling Fee for Laserfiche Software	1		\$50.00
	Professional Services Total			\$2,450.00

Total Project Cost

\$12,315.10

PAYMENT & BILLING TERMS

MCCi will invoice fifty percent (50%) of the total contract amount upon receipt of the signed contract. Balance of total project will be invoiced upon completion of the proposed professional services, but may be broken up based on completion date of specific services. MCCi's final invoice will reflect a credit for remaining support on the prior system. This credit is based on a prorated amount determined by the order date of the new system software. Sales tax will be included where applicable. Payment will be due upon receipt of an invoice.

System

enhancement

Quote and Purchase Addendum



Quote Expiration Date March 31, 2012

Quote Number 3381FD

▶ services included

- ▶ First-Year Maintenance – For the specific module(s) listed in this document, all upgrades and live phone support services are included for the entire first year. Second-year maintenance is estimated below.
- ▶ Project Management and Installation – A Project Manager will be assigned to be your single point of contact to coordinate our expert installation and training staff to ensure a smooth upgrade transition.
- ▶ Training – Whether it's on-site, web based, or via our training database, if training is required for this purchase, all of the necessary training costs are included in this quote.

▶ modules included

package quote

▶ \$22,496

- ▶ Mobile Fire - **\$7,176**
 - Voiceless CAD
 - Mapping & AVL
 - \$1,196 / License (6 Licenses Quoted)
- ▶ ERS Interface - **\$15,320**

Upon signature by Customer below, Customer agrees to purchase the licenses, products and/or services upon the terms as quoted in this document by Spillman, and this document shall constitute an addendum to the Purchase Agreement previously entered into between the Customer and Spillman. The terms and conditions of such Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted in this document.

Portland Fire Department

Customer's Name

By:

Authorized representative of Customer

Print Name and Title

Date

Estimated 2nd-year maintenance \$1,817

Standard payment terms include full-project invoicing upon document processing. Any non-standard payment terms must be included in writing above. Confidential and proprietary information of Spillman Technologies, Inc. © 2010

4625 West Lake Park Blvd., Salt Lake City, UT 84120 phone 801.902.1200 fax 801.902.1210



STAFF
WEEKLY
REPORTS

Portland Fire Department

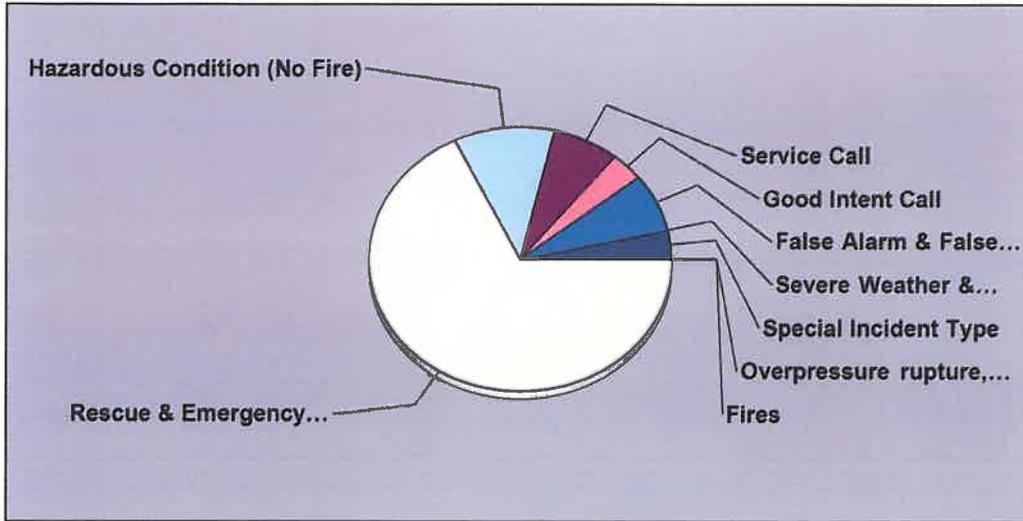
Portland, TX

This report was generated on 3/26/2012 8:30:09 AM



Breakdown by Major Incident Types for Date Range

StartDate: 03/19/2012 | EndDate: 03/25/2012



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	0	0.00%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	19	67.86%
Hazardous Condition (No Fire) (Arcing, Shorted Electrical, Toxic Condition)	3	10.71%
Service Call (Lift Assist, Water Problem)	2	7.14%
Good Intent Call (No Incident Found)	1	3.57%
False Alarm & False Call	2	7.14%
Severe Weather & Natural Disaster	0	0.00%
Special Incident Type (Power Pole Concern)	1	3.57%

TOTAL 28

Average Response Time: 4.31 Minutes



Portland Fire Department
 595 Buddy Ganem
 Portland, TX 78374
 Phone: 361-643-0155
 Fax: 361-643-0369

Inspections Search

Date: 3/18/2012
 From: 3/18/2012
 To: 3/24/2012 11:59:00 PM

Search Criteria:
 All Addresses Status: Complete Inspector

Date	Record Type	Number	Cause	Complete	Violations			Addresses	Parties Name	Inspector
					New	Old	Corr			
03/19/2012	8:29 am Annual Inspection (FD)	I-CH-12-0174	Periodic	Yes	6	1	0	1700 Wildcat Suite D	Gulf Coast Psychology	Craig Hedrick
03/19/2012	9:21 am Annual Inspection (FD)	I-CH-12-0172	Periodic	Yes	2	0	0	1700 Wildcat Suite B	Almouie Pediatrics	Craig Hedrick
03/19/2012	9:25 am Annual Inspection (FD)	I-CH-12-0173	Periodic	Yes	2	1	0	1700 Wildcat Suite C	Fletcher Family Chiropractic	Craig Hedrick
03/19/2012	9:58 am Annual Inspection (FD)	I-CH-12-0171	Periodic	Yes	6	0	0	1700 Wildcat Suite A	Stewart Title	Craig Hedrick
03/19/2012	12:21 pm Annual Inspection (FD)	I-CH-12-0089 D	Reinspection	Yes	0	16	0	1305 Wildcat	First Baptist Academy	Craig Hedrick
03/19/2012	12:24 pm Annual Inspection (FD)	I-CH-12-0090 B	Reinspection	Yes	0	16	0	1305 Wildcat	First Baptist Church	Craig Hedrick
03/19/2012	2:38 pm Annual Inspection (FD)	I-CH-12-0170	Periodic	Yes	18	1	2	1400 Moore	Royal Palms	Craig Hedrick
03/19/2012	3:26 pm Unwholesome Prop (FD)	I-CH-12-0180	Complaint	Yes	2	0	0	120 Presidio	120 Presidio - Resp. Party	Craig Hedrick
03/20/2012	1:00 pm Fire Safety Insp. (FD)	I-CH-12-0177	Request	Yes	0	8	0	1625 Wildcat	Value Bank Texas	Craig Hedrick
03/20/2012	1:38 pm Unwholesome Prop (FD)	I-CH-12-0131 A	Reinspection	Yes	0	0	0	128 Sutherland	128 Sutherland - Resp Party	Craig Hedrick
03/20/2012	1:39 pm Unwholesome Prop (FD)	I-CH-12-0115 A	Reinspection	Yes	0	0	0	105 Catalina	105 Catalina - Resp. Party	Craig Hedrick
03/20/2012	1:44 pm Unwholesome Prop (FD)	I-CH-12-0076 B	Reinspection	Yes	0	2	0	201 Northshore	Northshore Landing Apartments	Craig Hedrick
03/20/2012	1:49 pm Unwholesome Prop (FD)	I-CH-12-0116 A	Reinspection	Yes	0	0	0	139 Georgia	139 Georgia - Resp. Party	Craig Hedrick
03/20/2012	1:51 pm Unwholesome Prop (FD)	I-CH-12-0120 A	Reinspection	Yes	0	0	0	109 Grace	109 Grace Resident	Craig Hedrick
03/20/2012	1:52 pm Unwholesome Prop (FD)	I-CH-12-0121 A	Reinspection	Yes	0	0	0	115 Maple	115 Maple - Resp. Party	Craig Hedrick
03/20/2012	1:58 pm Annual Inspection (FD)	I-CH-12-0175	Periodic	Yes	14	2	2	406 Lang	Westbury Square	Craig Hedrick
03/20/2012	3:50 pm Foster Care (FD)	I-CH-12-0176	Request	Yes	0	0	0	314 Gulfon	John Vilo	Craig Hedrick
03/20/2012	4:46 pm Unwholesome Prop (FD)	I-TVAN-12-0014	Complaint	Yes	1	0	0	000 Lang and Stark	Gaynell Stone	Tim Vanlandingham
03/21/2012	7:24 am Annual Inspection (FD)	I-CH-12-0122 A	Reinspection	Yes	0	2	0	2000 Billy G. Webb	Community Center	Craig Hedrick
03/21/2012	8:29 am Annual Inspection (FD)	I-CH-12-014 A	Reinspection	Yes	0	10	0	500 W. Broadway	Frost Bank	Craig Hedrick
03/21/2012	2:21 pm Annual Inspection (FD)	I-CH-12-0139 A	Reinspection	Yes	0	0	0	905 Market	Northshore Insurance of Texas	Craig Hedrick
03/21/2012	2:26 pm Fire Safety Insp. (FD)	I-CH-12-0178	Request	Yes	0	8	0	1802 Billy G. Webb	San Pat. Co Teachers Fed. Credit	Craig Hedrick
03/21/2012	2:38 pm Alarm Inspection (FD)	I-CH-12-0179	Request	Yes	0	8	0	821 Market	Time Warner	Craig Hedrick
03/21/2012	2:42 pm Annual Inspection (FD)	I-CH-12-0129 A	Reinspection	Yes	0	0	0	101 Cedar Suite F	Nathan East - Attorney	Craig Hedrick
03/21/2012	2:44 pm Annual Inspection (FD)	I-CH-12-0130 A	Reinspection	Yes	0	0	0	101 Cedar Suite G	Northshore Title Company	Craig Hedrick
03/21/2012	2:48 pm Annual Inspection (FD)	I-CH-12-0126 A	Reinspection	Yes	0	6	0	101 Cedar Suite A-B-C	Dr. Jennifer Duncan DDS	Craig Hedrick
03/21/2012	2:55 pm Annual Inspection (FD)	I-CH-12-0127 A	Reinspection	Yes	0	6	0	101 Cedar Suite D	San Patricio Assoc. of Realtors	Craig Hedrick
03/21/2012	2:58 pm Annual Inspection (FD)	I-CH-12-0128 A	Reinspection	Yes	0	10	0	101 Cedar Suite E	N. Shore Properties	Craig Hedrick
03/21/2012	3:11 pm Annual Inspection (FD)	I-TVAN-11-0165 A A	Reinspection	Yes	0	2	0	211 Cedar	The Pavilion	Craig Hedrick
03/21/2012	3:17 pm Unwholesome Prop (FD)	I-CH-12-0117 A	Reinspection	Yes	0	2	0	2336 Memorial	2336 Memorial Resident	Craig Hedrick
03/21/2012	3:38 pm Unwholesome Prop (FD)	I-CH-12-0181	Complaint	Yes	2	0	0	1813 Portland	1813 Portland	Craig Hedrick

Date	Record Type	Number	Cause	Complete	Violations			Addresses	Parties Name	Inspector
					New	Old	Corr			
03/22/2012	11:17 am Unwholesome Prop (FD)	I-CH-12-0182	Complaint	Yes	2	0	0	1308 Austin	1308 Austin - Resp. Party	Craig Hedrick
03/22/2012	11:23 am Unwholesome Prop (FD)	I-CH-12-0183	Complaint	Yes	2	0	0	200 Causeway	200 Causeway - Resp. Party	Craig Hedrick
03/22/2012	12:16 pm Unwholesome Prop (FD)	I-CH-12-0184	Complaint	Yes	2	0	0	Lt. 6 Blk. 1 Hwy 181	Jaine Sandoval LP	Craig Hedrick
03/22/2012	12:24 pm Unwholesome Prop (FD)	I-CH-12-0185	Complaint	Yes	2	0	0	1000 Blk. Hwy 181	1000 Blk. Hwy 181 - Vacant Lot	Craig Hedrick
03/22/2012	12:31 pm Unwholesome Prop (FD)	I-CH-12-0186	Complaint	Yes	2	0	0	000 Cedar and Buddy Ganem	Stephen Block	Craig Hedrick
03/22/2012	12:38 pm Unwholesome Prop (FD)	I-CH-12-0187	Complaint	Yes	2	0	0	100 Blk. Lang	GTEK	Craig Hedrick
03/22/2012	12:42 pm Unwholesome Prop (FD)	I-CH-12-0188	Complaint	Yes	2	0	0	100 Lang	Mattress Depot	Craig Hedrick
03/22/2012	12:50 pm Unwholesome Prop (FD)	I-CH-12-0189	Complaint	Yes	2	0	0	1200 Meadow Brook	Adan Vega	Craig Hedrick
03/22/2012	12:58 pm Unwholesome Prop (FD)	I-CH-12-0190	Complaint	Yes	2	0	0	000 Forest Oak/Meadow Brook	North Shore Properties	Craig Hedrick
03/22/2012	1:03 pm Unwholesome Prop (FD)	I-CH-12-0191	Complaint	Yes	2	0	0	200 Weaver	Parkside Townhomes	Craig Hedrick
03/22/2012	1:06 pm Annual Inspection (FD)	I-CH-12-0110,A	Reinspection	Yes	0	6	0	1702 US Hwy 181	New Wave Eye Care	Craig Hedrick
03/22/2012	1:08 pm Annual Inspection (FD)	I-CH-12-0113,A	Reinspection	Yes	0	8	0	1031 Hwy. 181	Wells Fargo	Craig Hedrick
03/22/2012	1:09 pm Annual Inspection (FD)	I-CH-12-0125,A	Reinspection	Yes	0	0	0	107 Cedar	Dr. Lee Sang's Office	Craig Hedrick
03/22/2012	1:12 pm Annual Inspection (FD)	I-CH-12-0123,A	Reinspection	Yes	0	14	0	2100 Buddy Ganem	Orange Ridge Baptist Church	Craig Hedrick
03/22/2012	1:18 pm Fire Safety Insp. (FD)	I-CH-12-0192	Request	Yes	0	6	0	101 Cedar Suite A-B-C	Dr. Jennifer Duncan DDS	Craig Hedrick
03/22/2012	2:18 pm Unwholesome Prop (FD)	I-CH-12-0193	Complaint	Yes	2	0	0	945 Austin	Pete Baca	Craig Hedrick
03/23/2012	10:00 am Annual Inspection (FD)	I-CH-12-0124,A	Reinspection	Yes	0	8	0	1802 Billy G. Webb	San Pat. Co. Teachers Fed. Credit	Craig Hedrick

Total Number of Records: 48