



## CITY COUNCIL AGENDA

### NOTICE OF WORKSHOP

Tuesday, March 3, 2015

6:00 p.m.

Council Chamber - City Hall

Daniel P. Moore Community Center Complex

1900 Billy G. Webb

Portland, Texas 78374

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

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1. **CALL TO ORDER:** MAYOR KREBS
2. **RAILROAD RIGHT-OF-WAY HIKE AND BIKE TRAIL:** THE CITY COUNCIL WILL DISCUSS THE DESIGN AND PROJECT DETAILS OF THE RAILROAD RIGHT-OF-WAY HIKE AND BIKE TRAIL - CITY MANAGER AND CONSULTING ENGINEER
3. **EXECUTIVE SESSION:** THE CITY COUNCIL WILL CONDUCT AN EXECUTIVE SESSION ACCORDING TO §551.074 OF THE TEXAS GOVERNMENT CODE (DELIBERATE THE EVALUATION AND DUTIES OF THE MUNICIPAL COURT PROSECUTOR) - MAYOR AND 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](mailto: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: February 27, 2015 by 5 p.m.  
Portland City Hall

By:   
Annette Hall  
City Secretary



# CITY COUNCIL AGENDA

## NOTICE OF REGULAR MEETING

Tuesday, March 3, 2015

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:
  - INTRODUCTION OF NEW EMPLOYEES – CITY MANAGER AND ASSISTANT CITY MANAGER
  - REPORT ON PROGRESS OF VOESTALPINE TEXAS, LLC – REPRESENTATIVE OF VOESTALPINE TEXAS, LLC
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 another 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:

- Persons who wish to speak must fill out and turn in a speaker card before the meeting is convened (The Mayor will notify you when it's your turn to speak and direct you to the podium)
- Persons who wish to speak must identify themselves and their places of residence
- All comments, requests and proposals must be presented to or through the Mayor
- Persons who wish to speak will be given 4 minutes to do so

**5. MINUTES OF PREVIOUS MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS FEBRUARY 17, 2015 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

**6. ORDINANCE NO. 2105 – UNIFIED DEVELOPMENT ORDINANCE AMENDMENTS:** THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO. 2105 THAT ADOPTS TEXT AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE – ASSISTANT CITY MANAGER

**7. ORDINANCE NO. 2106 – AMENDING THE PORTLAND OIL AND GAS ORDINANCE:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2106 AMENDING THE CITY'S OIL AND GAS ORDINANCE – CITY MANAGER

**8. CLASSIFICATION AND COMPENSATION CONSULTING SERVICE:** THE CITY COUNCIL WILL CONSIDER ENGAGING THE PERSIMMON GROUP TO UPDATE THE CLASSIFICATION AND COMPENSATION STRUCTURE – DIRECTOR OF FINANCE

## **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**

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**BRAILLE IS NOT AVAILABLE**

**Posted:** February 27, 2015 by 5:00 p.m.  
Portland City Hall

**By:**   
Annette Hall  
City Secretary

**CITY OF PORTLAND  
CITY COUNCIL  
REGULAR MEETING  
MINUTES  
FEBRUARY 17, 2015 – 7:00 P.M.**

On this the 17<sup>th</sup> day of February 2015, 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:**

David Krebs	Mayor
Cathy Skurow	Mayor Pro Tem
Ron Jorgensen	Council Member
John Vilo	Council Member
Gary Moore, Sr.	Council Member
John Green	Council Member
David Lewis	Council Member

**STAFF PRESENT:**

Randy Wright	City Manager
Brian DeLatta	Assistant City Manager
Annette Hall	City Secretary
Michel Sorrell	Finance Director
Kristin Connor	Director of Parks and Recreation
Dorothy Torres	Interim Library Director
Lyle Lombard	Fire Chief
Fred Busmann	IT Technician
Brandon Lemon	Accounting Assistant

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 KREBS**

Mayor Krebs called the meeting to order at 7:00 pm.

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

Council Member Vilo gave the invocation and Mayor Krebs led the Pledge of Allegiance.

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

- **REPORT ON SWEETHEART BALL – DIRECTOR OF PARKS AND RECREATION**

Director of Parks and Recreation, Kristin Connor announced this year’s Sweet Heart Ball (Frozen Theme) was held on Friday, February 13, 2015 at the Portland Community Center. The event was well attended with 381 -Pre-Sold Tickets, 193 Tickets sold at the Door with a total of 574 of tickets sold. Ms. Connor thanked all the sponsors for their continued support.

- **REPORT ON TML YOUTH SUMMIT – INTERIM LIBRARY DIRECTOR**

Teen Librarian, Ledesma Rodriguez announced that she, Council Member Skurow and Aunie Davis had the privilege of taking a group of eight (8) teens to the 15<sup>th</sup> Annual TML Youth Summit held in Killeen on January 30<sup>th</sup> – February 1<sup>st</sup>. The teens were selected on the number of volunteer hours contributed at the Bell-Whittington Library.

Reilly Smith, Camron Villarreal, Rosa Andrcejewski and Teen Librarian, Ledesma Rodriguez gave a report on their experience at the Youth Summit.

Ms. Rodriguez thanked and presented the City Council with a certificate of appreciation for their support and Cheniere for their sponsorship.

Council Member Skurow explained that the Annual Teen Summit is organized by teens for teens. The Portland group had a great time interacting with teens from different cities, enjoyed evening dinner together and were able to experience food trucks.

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

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- Expressions of thanks, congratulations, or condolence
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- 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

Council Member Green announced that he, Mayor Pro Tem Skurow and City Manager Randy Wright attended the San Patricio Day on the Hill (Capitol) in Austin last week. He thanked the Portland Chamber of Commerce, San Patricio EDC and Cheniere for coordinating the trip of 60 representatives from the City of Portland as well as County representatives. The purpose of the trip was to discuss issues facing the economy and investments in the area with State Representatives.

City Manager, Randy Wright commented that it was a great day for San Patricio County on the Hill (Capitol).

Council Member Skurow added that it was a privilege to be able to attend the day on the Hill with Portland Chamber of Commerce representatives, San Patricio EDC representatives as well as District Director, Beverly Moore with State Representative JM Lozano's office.

Portland Chamber of Commerce, Membership Director, Christie Pruitt commented that the Chamber appreciated the support and turn out for the event (San Pat Day on the Hill).

San Patricio Economic Development Corporation, Director of Finance, Becky McMillon thanked everyone who participated.

Council Member Moore commented that the Opry was held last week and he received several positive comments on the new stage.

Mayor Krebs thanked Council Member Green, Mayor Pro Tem Skurow and City Manager, Randy Wright for representing the City of Portland San Pat Day on the Hill. He then reminded the public that with spring approaching, they should check the brush pick up schedule before trimming trees.

**B. ACTION ITEMS, RESOLUTIONS, AND ORDINANCES:**

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

There were none.

**5. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS JANUARY 20, 2015 WORKSHOP AND REGULAR MEETING AND FEBRUARY 3, 2015 REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY**

Council Member Green made the motion to approve the minutes of the January 20, 2015 workshop and regular meeting and the February 3, 2015 regular meeting as presented, seconded by Council Member Moore.

The motion passed 7-0.

**6. APPROVAL OF VETERAN’S MEMORIAL CONCEPT AND AUTHORIZATION TO PROCEED TO FINAL DESIGN AND PROJECT BIDDING: THE CITY COUNCIL WILL CONSIDER AUTHORIZATION TO PROCEED WITH FINAL DESIGN AND PROJECT BIDDING AFTER REVIEW OF A PROPOSAL BY RICHTER ARCHITECTS FOR A NEW VETERAN’S MEMORIAL – CITY MANAGER**

City Manager Randy Wright explained that the City engaged Richter Architects to design and oversee construction of a new Veterans’ Memorial at the City Hall and Community Center complex. The City Council will consider a proposed concept and authorize Richter Architects to proceed with final project design and bidding.

Council engaged Richter Architects to design and manage construction of a new Veterans’ Memorial at the City Hall complex. The total budget for this project is \$585,000. Richter Architects have submitted a design concept for the memorial. That design was presented to a community stakeholders group on February 6, 2015.

If the City Council approves of the concept as presented, Richter can move toward to final design and begin the process of competitive bidding for construction of the project. The final design and bidding process will require 3-6 months.

This project will be funded through a combination of Hotel Occupancy Tax reserves, Type B Sales Tax reserves and General Fund reserves. The project was included and approved by the City Council as part of the 2015 Capital Improvement Program.

HOT Fund Reserves	\$ 250,000
Type B Fund Reserves	250,000
General Fund Reserves	<u>85,000</u>



- The use of any one material on individual buildings shall not exceed 60 percent
  - Cement fiber board and similar products may be used as architectural accents
  - Exterior insulation finishing systems (EIFS) is not a permitted material.
  - Any use of concrete shall have an integrated color and be textured or patterned.
- Building variation
    - For any development containing at least three (3) and not more than five (5) buildings (excluding clubhouses/ leasing offices), there shall be at least two (2) distinctly different building designs.
    - For any such development containing more than five (5) buildings (excluding clubhouses/leasing offices), there shall be at least three (3) distinctly different building designs.
    - For all developments, there shall be no more than two (2) similar buildings placed next to each other.
  - All mechanical equipment shall be screened in compliance with Section 705.F.
  - All buildings shall include gutters and downspouts or scuppers.
  - All buildings shall meet or exceed U.S. Department of Energy Building Energy Codes Program COMcheck or REScheck requirements.
  - Asphalt is not an approved surface for parking lots

#### Amenities

- Less than 25 dwelling units: any two amenities from Amenity List "A" or Amenity List "B";
- 25 to 50 dwelling units: any three amenities from Amenity List "A" or Amenity List "B";
- 50-150 dwelling units; four amenities, with at least two from List "A";
- More than 150 units; five amenities with at least two from List "A".

- Amenity List "A"

- Swimming Pool(s)
- Resident Clubhouse, with appropriate amenities.
- Other similar project appropriate amenities as approved by the Planning and Zoning Commission.

- Amenity List "B"

- Two (2) playgrounds with a minimum size of five hundred square feet.
- Basketball, volleyball, tennis, or other sport court.
- Two (2) picnic areas, with a minimum size of five hundred feet per area, and including a minimum of two (2) picnic tables and one (1) barbecue grill/pit per area.
- Other similar project appropriate amenities as approved by the Planning and Zoning Commission.

- Multifamily projects designed exclusively for senior living shall provide amenities in a similar manner as required by this section. These amenities may be of a different number and type as appropriate for such senior living projects and shall be approved by the Planning and Zoning Commission prior to the building permit issuance.

#### Planning and Zoning Recommendation

- Conducted a Public Hearing on February 10, 2015
- Recommended approval as written (5-0)
- No public comment

Bill Wilson of 200 Augusta proposed that multifamily projects designed for seniors should be allowed lesser right-of-way widths, stating that these developments generate less vehicular traffic.

Mayor Krebs closed the Public Hearing at 8:02 p.m.

#### **8. ORDINANCE NO. 2105 – UNIFIED DEVELOPMENT ORDINANCE AMENDMENTS:**

THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2105 THAT ADOPTS TEXT AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE – ASSISTANT CITY MANAGER

The City Council, City Manager and Assistant City Manager discussed the proposed amendments, concerns with street parking and the need for further research on street requirements for multifamily projects designed for seniors, before the second reading of the proposed ordinance.

Council Member Vilo made the motion to approve the first reading of Ordinance No. 2105 that adopts Text Amendments to the Unified Development Ordinance, seconded Mayor Pro Tem Skurow.

The motion passed 7-0.

Mayor Krebs read the following captions:

#### **ORDINANCE NO. 2105**

**AN ORDINANCE ADOPTING REVISIONS TO THE UNIFIED DEVELOPMENT ORDINANCE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING A PENALTY AND SPECIFICALLY NEGATING A REQUIREMENT OF A CULPABLE MENTAL STATE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE**

**9. CHANGE OF STREET NAME: THE CITY COUNCIL WILL CONSIDER CHANGING THE NAME OF COUNTY ROAD 3767 FOLLOWING ANNEXATION - CITY MANAGER**

City Manager, Randy Wright explained that several county designated roadways became city streets upon annexation of approximately 1,863 acres west of Portland in December. One of those roadways, CR 3767, requires renaming. Portland City Ordinance Article VI, Section 19 establishes rules and standards for street naming and addressing. When the City completed the annexation of approximately 1,863 acres west of Portland in December, some county roadways became City streets. While most of those county roads became extensions of existing city streets and assumed the street names (Lang Rd, Moore Av, Buddy Ganem Blvd, etc), County Road 3767 is not an extension and requires a more traditional street name.

On December 30, 2014, residents living on CR 3767 were sent letters requesting suggestions for a new street name. On January 30, 2015, we received a letter from a group of three families residing on CR 3767 proposing either Kestrel Lane or Osprey Lane. No other suggestions have been received.

The City Council and City Manager discussed the proposed change of street names submitted to change County Road 3767 to Kestrel Lane or Osprey Lane, the process to change the name of County Road 3767 and recognizing the families for their participation in the change of street name of County Road 3767.

Council Member Lewis made the motion to change the name of County 3767 following annexation to Kestrel Lane, seconded by Council Member Jorgensen.

The motion passed 7-0.

**10. ENGAGEMENT OF THE MEJORANDO GROUP FOR PLANNING AND ORGANIZATIONAL DEVELOPMENT SERVICE: THE CITY COUNCIL WILL CONSIDER A CONTRACT FOR SERVICES FROM THE MEJORANDO GROUP FOR SHORT TERM AND STRATEGIC PLANNING AS WELL AS ORGANIZATIONAL DEVELOPMENT - CITY MANAGER**

City Manager, Randy Wright explained that the City Council, together with senior staff, participate in annual planning sessions prior to budget preparation to assess organizational effectiveness and establish goals and objectives for the coming fiscal year. The Mejorando (Māy-hō-rōn-dō) Group provides strategic planning and organizational development services. This contract provides the services necessary for those sessions.

The City must constantly assess its performance and plan carefully for the future. The City Council and senior staff conduct annual performance and planning sessions prior to budget preparation. This process is critical in our ability to serve our citizens effectively.

The Mejorando Group provides planning and organizational development services to cities nationwide. Their involvement will maximize the effectiveness of the process. We have scheduled this year's two-day planning session for March 11<sup>th</sup> and 12<sup>th</sup>. The cost for the services is \$12,000.

The cost of this program is divided across all departments participating in the planning and development sessions.

The City Council and City Manager discussed the proposed cost and contract for services with the Mejorando Group.

Mayor Pro Skurow made the motion to authorize the City Manager to execute an agreement with the Mejorando Group for planning and organizational development services, seconded by Council Member Lewis.

The motion passed 7-0.

**11. INDIAN POINT SHORELINE RESTORATION PROJECT ACCEPTANCE: THE CITY COUNCIL WILL CONSIDER PROJECT ACCEPTANCE FOR THE INDIAN POINT SHORELINE RESTORATION PROJECT – ASSISTANT CITY MANAGER**

Assistant City Manager, Brian DeLatte explained that the construction of the Indian Point Shoreline Restoration project is completed. This project was funded through a Texas General Land Office (GLO) Coastal Erosion Planning and Response Act (CEPRA) grant and was administered the Coastal Bend Bays and Estuaries Program (CBBEP). The project provides stabilization and habitat protection around Indian Point. The project was completed on budget and on schedule. The 2014-2019 Capital Improvement Program allocated \$300,000 to the project in August 2014.

City Staff recommends project acceptance, which releases \$210,957.14 to the CBBEP for the final construction invoice. Combining this pay application with previous expenditures (\$52,114.70), the project remains approximately \$37,000 under budget. CBBEP anticipates receiving another small invoice from the project engineer for closeout services, of which the City would be partially responsible. Authorization is requested that project acceptance include future supplementary payments to CBBEP up to the budgeted amount for any future invoices.

The Council, City Manager and Assistant City Manager discussed the long range plans for the project and upkeep and making it a priority to protect the parking lot and pier.

Council Member Jorgensen made the motion to approve the approve the Indian Point Shoreline Restoration Project, release \$210,957.14 in accrued project costs, and authorize the payment of any supplemental costs not exceeding the project budget, seconded by Council Member Moore.

The motion passed 7-0.

**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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There were none.

**D. ADJOURNMENT: MAYOR**

Mayor Krebs adjourned the meeting at 8:25 p.m.

**E. NOTICE OF ASSISTANCE:**

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**BRAILLE IS NOT AVAILABLE**

Approved:

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David Krebs  
Mayor

Attest:

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City Secretary



## CITY COUNCIL ACTION ITEM

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<b>AGENDA TITLE</b>	<b><u>ORDINANCE NO. 2105 – UNIFIED DEVELOPMENT ORDINANCE</u></b> <b><u>AMENDMENTS:</u></b> THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO. 2105 THAT ADOPTS TEXT AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE
<b>MEETING DATE</b>	3/3/2015
<b>DEPARTMENT</b>	Building and Development
<b>SUBMITTED BY</b>	Brian DeLatte, P.E., Assistant City Manager

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### **EXECUTIVE SUMMARY**

Ordinance No. 2105 proposes several text amendments to the Unified Development Ordinance (UDO). The policy revisions are recommended to enhance multifamily design criteria for all future multifamily construction, whether in R-20 or Planned Unit Development zoning districts. The Planning and Zoning Commission conducted a Public Hearing on February 10, 2015, and unanimously recommended approval of the policy revisions.

There was a comment at the February 17, 2015, City Council public hearing concerning Section 704.B.2. The proposed code changes for this section are recommended to correct existing usage of the term “shall” instead of “should”, as well as allow access for multifamily developments either from an 80-foot right-of-way or a 4-lane collector. It should be noted that the proposed grammatical changes actually add flexibility to the ordinance in that either an 80-foot right-of-way or four lanes are required (not both as originally passed in 1999). The public comment proposed that multifamily projects designed for seniors should be allowed lesser right-of-way widths, arguing that these developments generate less vehicular traffic.

In proposing and analyzing ordinances, City Staff focuses on their impact to Portland’s residents and businesses. Given that two of the City’s current senior developments have significant traffic issues, a further weakening of the ordinance could have an adverse impact on residents. Similarly, City Staff researches other city ordinances throughout Texas to determine if future developers would be disproportionately impacted by a proposed ordinance. This research ensures that the City is utilizing best practices from throughout the state. In reviewing the public comment, City Staff searched all 265 Texas cities utilizing Municode, the City’s ordinance codification service. While a few cities had lessened parking restrictions for senior multifamily projects, none of the 265 cities appeared to allow reduced right-of-way widths compared to other multifamily projects. Additionally, an internet search

did not produce any other Texas ordinances allowing reduced right-of-way widths. As a result, City Staff recommends that Ordinance No. 2015 is passed unchanged from its first reading on February 17, 2015.

**PRIOR ACTIONS OR REVIEWS**

- None.

**PLANNING AND ZONING RECOMMENDATION**

The Planning and Zoning Commission conducted a Public Hearing and recommended approval of the revisions at its February 10, 2015, meeting by a 5-0 vote (2 absences). No citizens or other interested parties commented at the Public Hearing.

**STAFF ANALYSIS**

The revisions to the UDO are recommended to ensure that all future multifamily projects meet minimum requirements in several areas that mirror recent modifications to the City’s criteria for other residential and commercial construction:

- Building façade criteria generally match commercial criteria
- Building materials are required to be primarily masonry, with allowance to use fiber cement siding as architectural accents
- Exterior amenities are required commensurate with the scale and scope of the project

**ATTACHMENTS**

- Proposed Ordinance No. 2105

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**RECOMMENDED ACTION**

Motion to approve the second and final reading of Ordinance No. 2105.

**ORDINANCE NO. 2105**

**AN ORDINANCE ADOPTING REVISIONS TO THE UNIFIED DEVELOPMENT ORDINANCE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING A PENALTY AND SPECIFICALLY NEGATING A REQUIREMENT OF A CULPABLE MENTAL STATE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE**

**WHEREAS** zoning and subdivision regulations in the Unified Development Ordinance implement the Comprehensive Plan according to Section 211.004 of the Local Government Code; and,

**WHEREAS** the City of Portland updated the Unified Development Ordinance on February 5, 2013 (Ordinance No. 2065); and,

**WHEREAS** the Planning and Zoning Commission conducted a public hearing on February 10, 2015, to solicit comments concerning revisions to the Unified Development Ordinance; and,

**WHEREAS** the Planning and Zoning Commission, after considering and evaluating comments presented at the public hearing, recommended approval of Unified Development Ordinance revisions to the City Council on February 10, 2015; and,

**WHEREAS** the City Council on February 17, 2015, received a recommendation from the Planning and Zoning Commission concerning revisions to the Unified Development Ordinance and deliberated approval; and,

**WHEREAS** the City Council has found that the approval of Unified Development Ordinance revisions will promote the health, safety and welfare of Portland residents,

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

**SECTION 1:** Sec. 704. Multifamily Residential Design Requirements, Chapter 7 General Development Standards, Appendix A of the City of Portland Code of Ordinances is hereby amended to read as follows:

## A. Applicability

The standards and criteria contained in this section shall apply to any multifamily residential development. Multifamily residential developments that are constructed as Planned Unit Developments shall also be designed in accordance with Section 316. Planned Unit Development (PUD).

## B. Project Design

1. Multifamily residential dwelling units shall not exceed twenty-five (25) percent of all dwelling units within the City.
  - a. Multifamily developments may exceed the above requirement, but shall be required to rezone to a Planned Unit Development (PUD).
  - b. These PUD developments are intended to result in high quality and innovative mixed density housing developments.
2. All multifamily residential development ~~shall~~ ~~should~~ have principal access to a major collector (eighty [80] feet of right-of-way ~~or with~~ four [4] lanes of driving width).
3. Access to Texas Department of Transportation (TxDOT) system thoroughfares (U.S. Highway 181, Moore Avenue from U.S. Highway 181 right-of-way west, Wildcat Drive from U.S. Highway 181 west and Buddy Ganem Drive from U.S. Highway 181 west) requires a curb cut permit from TxDOT. Compliance with the requirements of the TxDOT Access Management Manual is a prerequisite to permit issuance.

## C. Building Design

### 1. Facades

- a. Façade depth and height articulation shall be required on all exterior façades of a building:
  - i. Depth articulation of at least 15% shall be required on any front façade exceeding thirty (30) horizontal feet. In no event shall a front façade segment exceed forty-five (45) feet without depth articulation. Depth articulation applies only below the roofline.
  - ii. Height articulation of at least 15% shall be required on any front façade exceeding fifty (50) horizontal feet. In no event shall a front façade segment exceed seventy-five (75) feet without height articulation. Pitched roofs do not require height articulation.
- b. Façade offsets shall be shown, along with calculations verifying that the building elevations meet the above requirements, on a building façade (elevation) plan, and shall be submitted for review along with the building elevations at the time of building permit application.

### 2. Materials

- a. At least 85 percent of all exterior walls of multifamily buildings (excluding doors and windows) shall be finished in one of the following materials: brick, stone, stucco, or other masonry product as approved by the Administrative Official. The use of any one material on individual buildings shall not exceed 60 percent. At the time of submittal of building plans, elevations must be provided with a chart stating the material composition percent on each elevation of a building.
  - b. Cement fiber board and similar products may be used as architectural accents only in the following locations:
    - i. Fascia and soffits.
    - ii. Interior portions of covered stairways and covered stair towers.
    - iii. Breezeways, hallways, corridors and walkways which have a roof covering.
    - iv. As the exterior covering for fire places that are located in the interior of a building. Fire places which are located on an exterior wall shall have a masonry exterior covering.
  - c. Exterior insulation finishing systems (EIFS) is not a permitted material.
  - d. Any use of concrete shall have an integrated color and be textured or patterned.
3. Building variation
- a. For any development containing at least three (3) and not more than five (5) buildings (excluding clubhouses/ leasing offices), there shall be at least two (2) distinctly different building designs.
  - b. For any such development containing more than five (5) buildings (excluding clubhouses/leasing offices), there shall be at least three (3) distinctly different building designs.
  - c. For all developments, there shall be no more than two (2) similar buildings placed next to each other.
4. All mechanical equipment shall be screened in compliance with Section 705.F.
5. All buildings shall include gutters and downspouts or scuppers.
6. All buildings shall meet or exceed U.S. Department of Energy Building Energy Codes Program COMcheck or REScheck requirements.

7. Distances between Buildings

The minimum distances between buildings are shown in the following table. “Face” is any exterior plane of a building that is sixty (60) feet in length or longer. All buildings shall have at least two faces. “End” is any exterior plane that is not a “face”.

Building Orientation	Minimum Distance
Face to face	50 feet
Face to end	20 feet
Corner to corner	15 feet
Angled corner to face (60 to 90 degree	20 feet

angle)	
Courtyard face to face	30 feet
End to end	15 feet

8. Paved Areas

Driveways and other paved areas ~~shall~~ ~~should~~ be constructed of an all-weather surface such as concrete or brick pavers. Asphalt, seal coat, or chip seals are not acceptable.

D. Open Space

1. All multifamily residential projects shall incorporate open space, exclusive of paved areas, parking spaces or patios, of not less than fifteen (15) percent of the total lot area.
2. Such open space shall be landscaped and serve as an amenity for residents of the project.
3. No landscaped area shall be less than twenty (20) feet in depth adjacent to any property line or right-of-way. All landscaped areas shall be irrigated.
4. When individual units are separately owned, provision such as a homeowners association shall be made for the maintenance of all common open space.

E. Amenities

1. Multifamily developments shall incorporate recreational amenities from the list provided in the following amounts:
  - a. Multifamily developments with less than 25 dwelling units: any two amenities from Amenity List "A" or Amenity List "B";
  - b. Multifamily developments with 25 to 50 dwelling units: any three amenities from Amenity List "A" or Amenity List "B";
  - c. Multifamily developments with 50-150 dwelling units; four amenities, with at least two from List "A";
  - d. Multifamily developments with more than 150 units; five amenities with at least two from List "A".
  - e. Multifamily projects designed exclusively for senior living shall provide amenities in a similar manner as required by this section. These amenities may be of a different number and type as appropriate for such senior living projects and shall be approved by the Planning and Zoning Commission prior to the building permit issuance.
2. Amenity List "A"
  - a. Swimming Pool. The minimum acceptable size of a swimming pool shall be 1,200 square feet, however if a separate wading pool is provided, the minimum size of the pool may be 800 square feet. For developments in excess of 300 units, at least two swimming pools will be required.
  - b. Resident Clubhouse, with appropriate amenities.
  - c. Other similar project appropriate amenities as approved by the Planning and Zoning Commission.
3. Amenity List "B"
  - a. Two (2) playgrounds with a minimum size of five hundred square feet.

- b. Basketball, volleyball, tennis, or other sport court.
- c. Two (2) picnic areas, with a minimum size of five hundred feet per area, and including a minimum of two (2) picnic tables and one (1) barbecue grill/pit per area.
- d. Other similar project appropriate amenities as approved by the Planning and Zoning Commission.

F. Development Plan Required

A development plan must be submitted incorporating the following information.

- 1. A survey of the property.
- 2. Location and description of all buildings and uses with setback lines.
- 3. Vehicular and pedestrian circulation.
- 4. Parking, loading and paving plan.
- 5. Storm water drainage plan.
- 6. Landscaping and proposed maintenance provisions.
- 7. Gross area, lot area and open space calculated to the nearest tenth (1/10<sup>th</sup>) acre.
- 8. Any proposed construction phasing.
- 9. Any proposed signage.
- 10. Rights-of-way, easements and utility locations.
- 11. Indication of existing natural features of the property, including water courses, floodplains, unique natural features, and vegetation.
- 12. Building elevations, if deemed necessary by the Administrative Official.
- 13. Any other information deemed necessary to review the application by the Administrative Official.

**SECTION 2. REPEALER**

All previously adopted rules, regulations, policies and ordinances in conflict with this Ordinance are hereby repealed.

**SECTION 3. SEVERABILITY**

If any provision, section, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

**SECTION 4. PENALTY**

Any person who violates this Ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not exceeding one thousand dollars (\$1,000.00). Each and every day that a violation of this Ordinance occurs shall constitute a separate offense. The

culpable mental state required by Chapter 6.02, Texas Penal Code, is specifically negated and dispensed with and a violation is a strict liability offense.

**SECTION 5. PUBLICATION AND EFFECTIVE DATE**

This Ordinance shall be published after second reading hereof by publishing the caption thereof in the official newspaper with a statement the public may view the Ordinance in the Office of the City Secretary. This Ordinance shall take effect upon its publication.

**PASSED** and **APPROVED** on second reading this \_\_\_ day of \_\_\_\_\_ 2015.

**CITY OF PORTLAND**

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**David Krebs**  
**Mayor**

**ATTEST:**

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**Annette Hall**  
**City Secretary**

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<b>AGENDA TITLE</b>	<b><u>ORDINANCE NO. 2106 – AMENDING THE PORTLAND OIL AND GAS ORDINANCE</u></b> THE CITY COUNCIL WILL THE FIRST READING OF ORDINANCE NO. 2106 AMENDING THE CITY’S OIL AND GAS ORDINANCE.
<b>MEETING DATE</b>	3/3/2015
<b>DEPARTMENT</b>	Administration
<b>SUBMITTED BY</b>	Randy L. Wright, City Manager

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### **EXECUTIVE SUMMARY**

The City is completing discussions with Urban Safety Assessment, LLC, (USA) to oversee oil and gas operations, provide permit review and conduct routine safety assessments on behalf of the City. Amending the fees and costs established in Portland Ordinance Chapter 13, the Portland Oil and Gas Ordinance, is necessary to fund those services as a pass through to oil and gas operators who maintain wells and pipelines in the City.

### **PRIOR ACTIONS OR REVIEWS**

- 1/20/2015 – Council discussed engaging Urban Safety Assessment LLC (USA) to provide inspection services for the City.

### **DETAILS / STAFF ANALYSIS**

Oil and gas wells, drilling operations, and pipelines pose a public safety risk for citizens. The city staff does not have the expertise to provide the services required by our Portland Oil and Gas Ordinance. In the past, we have engaged an oil and gas engineer periodically to review new drilling permit applications and provide advice to the staff. No ongoing, periodic oversight has been done for the many high pressure pipelines that run throughout the City. Some of those pipelines are 30 years old or more. Overseeing the safety of oil and gas wells, as well as oversight of existing pipelines could be performed on a routine basis by a third-party organization with expertise in oil, gas and pipeline operations.

On January 20, 2015, the City Council heard a presentation by the City Manager and representatives of USA describing services the company provides to cities. Those services include oil and gas well permitting oversight, well inspection, well identification and tax revenue assessments, and safety oversight of new and existing high pressure pipelines.

Under the model proposed by USA, the fees built into our Oil and Gas Ordinance could be used to fund those services. However, the Oil and Gas Ordinance, which has not been amended

since 2006, would need to be amended to adjust fees to cover the cost of the services proposed by USA.

This proposed amendment to the ordinance will create sufficient cash flow to pass through the cost of the services to well and pipeline operators rather than having it borne by the citizens of Portland.

If the City Council approves these changes, authorization to engage USA will be presented at the March 17<sup>th</sup> City Council meeting.

**ALTERNATIVES CONSIDERED**

N/A

**FINANCIAL IMPACT**

N/A.

**ATTACHMENTS**

- Proposed Ordinance No. 2106.

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**RECOMMENDED ACTION**

Motion to approve the first reading of Ordinance No. 2106.



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No permit shall be issued except upon application by the owner or owners of the property right to which the permit relates. No applicant shall apply for more than one (1) permit and no permit shall cover more than one subject matter. Each application for a permit required by this Article shall be in writing and signed and sworn to before a notary public by the applicant or some representative of the applicant have due and legal authority to enter into contracts binding upon the applicant. It shall be filed with the city secretary and shall clearly identify the drilling unit and the exact lot and location thereon of where it is proposed the well be drilled. The permit shall state whether the well shall be drilled as an oil well or gas well.

The city may engage the services of a consulting engineer third-party professional to serve as a designated reviewer for permit applications, oversee the application process, and make recommendations to the city regarding the safety and appropriateness of the permit being sought. All costs associated with the review and oversight shall be borne by the applicant and no permit shall issue until all such costs have been paid to the city.

**Section 13-18. Fees and costs.**

- (A) The following fees must be paid prior to issuance of any new drilling permit
  - (1) Initial non-refundable permit application filing fee.....~~\$3,000.00~~ 4,000.00
  - ~~(2) Drilling inspection fees~~
    - ~~(a) Prepaid rig safety inspection prior to commencement of drilling.....\$300.00~~
    - ~~(b) Prepaid final site inspection including well head and Christmas tree.....\$300.00~~
  - (3) Actual costs generated for work performed by the city’s consulting engineer for review and oversight of the permit application process.

- (B) An annual inspection fee of ~~five hundred dollars (\$500)~~ three thousand dollars (\$3,000) for every well that has not been plugged and abandoned on January 1 of each year and for which a permit is required by this chapter shall be due and payable during the month of January each calendar year. Failure to pay such fee shall be cause for revocation of any permit issued under this chapter. The city manager or his designee shall prepare an annual well and facilities inspection report. The report shall be made available to operators on or about February of each year.

- (C) At any time after issuance of a drilling permit, the city may engage the services of ~~an oil and gas inspector~~ third-party professional to advise the city concerning a health, safety or operational compliance matter relating to a permitted well site. The costs generated for such review and oversight shall be

87 paid by the permit holder within 15 days of receipt of a billing for such costs.  
88

89 **SECTION TWO:** It is hereby declared to be the intention of the City Council that the sections,  
90 paragraphs, sentences, clauses, and phrases of this ordinance are severable and separable  
91 and if any section, paragraph, sentence, clause or phrase of this ordinance shall be declared  
92 unconstitutional by the valid judgment or decree or a court of competent jurisdiction, such  
93 unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences,  
94 clauses, or phrases of this ordinance since the same would have been enacted by the City  
95 Council without incorporation in this ordinance of any such unconstitutional section,  
96 paragraph, sentence, clause or phrase.  
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99 **SECTION THREE:** This ordinance shall be in full force and effect after passage and publication  
100 as required by law.  
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103 **PASSED AND APPROVED this the 17<sup>th</sup> day of March, 2015.**  
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107 **David Krebs, Mayor**  
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110 **ATTEST:**  
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114 **City Secretary**  
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<b>AGENDA TITLE</b>	<b><u>CLASSIFICATION AND COMPENSATION CONSULTING SERVICES</u></b> THE CITY COUNCIL WILL CONSIDER ENGAGING THE PERSIMMON GROUP TO UPDATE THE CLASSIFICATION AND COMPENSATION STRUCTURE – DIRECTOR OF FINANCE
<b>MEETING DATE</b>	3/3/2015
<b>DEPARTMENT</b>	Finance
<b>SUBMITTED BY</b>	Michel Sorrell, Director of Finance

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### **EXECUTIVE SUMMARY**

In July 2011, the City engaged Waters Consulting to perform a classification and compensation study. Since that time, the City has realized new economic growth. This growth will continue at a swift pace bringing with it, industry, construction and many other job opportunities. In order to maintain a high retention rate and improve recruitment the City should review the current classification and compensation structure. Staff recommends engaging The Persimmon Group to perform this review and to provide recommended revisions.

### **PRIOR ACTIONS OR REVIEWS**

On July 26, 2011, the City Council engaged Waters Consulting to perform a classification and compensation study. On April 3, 2012, the results of the study were presented, along with the proposed pay plan, to City Council. The approved compensation structure was incorporated in the Fiscal Year Budget 2011-2012.

### **DETAILS / STAFF ANALYSIS**

The City engaged Waters Consulting in July 2011 to do a study to ensure that the pay structure exhibited external equity (competitiveness) and internal equity (fairness). The resulting pay structure has been in place since early 2012 and has served the City's needs. Compensation structures are not however static and must be reviewed regularly.

Due to new economic development, the City is seeing challenges arise with personnel recruitment and retention. The area surrounding the City continues to grow, with major industries like Cheniere, Voestalpine, and TPCO coming in. Their need for employees will have a definite impact on the City. Cheniere has said that at the height of construction they will have over 3,500 workers. These industries will also employ high-end positions once completed. Although a municipality cannot always compete with a private industry, it is

necessary to ensure that the City is able to attract an essential workforce through compensation and benefits.

In addition to the potential loss of personnel to industry is the real loss of public safety personnel to the City of Corpus Christi. The City of Corpus Christi's public safety program has attracted City of Portland employees in the past and most likely will in the future.

The Persimmon Group proposal includes updating the salary information for current positions using the previous study. The review would also include the use of private sector data sources and salary data from the City of Corpus Christi. Adding these additional benchmarking measures will allow the City to see how it compares and competes with both new industry and the City of Corpus Christi.

Reviewing the compensation structure will allow the City to determine what array of pay and benefits attracts quality recruits and retains valuable employees.

#### **ALTERNATIVES CONSIDERED**

A review of the compensation structure would require a great deal of staff time and resources. Engaging a consultant to perform the review is good business sense. They have dedicated staff that performs this type of engagement regularly and they have multiple subscriptions to salary survey data that would be costly for a City to obtain.

#### **FINANCIAL IMPACT**

Although there is a cost associated with engaging a consultant to review the classification and compensation structure, there is a larger cost to losing valuable employees. In order for the City to maintain a high retention rate, improve recruitment and preserve a high degree of overall job satisfaction, it is essential to review the compensation structure on a frequent basis.

The review and revision of the compensation structure allows the City to determine what level of pay and benefits attracts and retains key employees.

#### **ATTACHMENTS**

- Proposed agreement

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#### **RECOMMENDED ACTION**

Motion to authorize the City Manager to execute an agreement engaging The Persimmon Group for \$17,400 and related expenses.

**The Persimmon Group LLC**

918.592.4121 (office) 918.592.1655 (fax)

11 East 5th Street, Suite 300, Tulsa, Oklahoma 74103

[www.ThePersimmonGroup.com](http://www.ThePersimmonGroup.com)

# Classification and Compensation Services

City of Portland, Texas

February 9, 2015



THE | PERSIMMON | GROUP

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February 9, 2015

Mrs. Michel Sorrell, CPA, CPM  
Finance Director  
City of Portland, Texas  
(via email at [michel.sorrell@portlandtx.com](mailto:michel.sorrell@portlandtx.com))

Re: Classification and Compensation Services

Dear Michel:

Please allow me to begin by thanking you for the opportunity to submit this proposal for the City of Portland's (Portland or the City) review. I am pleased that my prior experience with Portland would lead the City to consider partnering with my new firm, The Persimmon Group (TPG), to provide classification and compensation services. TPG is an established management consulting firm with a breadth of experience in both the public and private sectors. Through our Government Services, Organizational Effectiveness, Project Management and Business Consulting practices, we have partnered with entities large and small on a variety of initiatives including organizational transformation, process improvement, performance management, climate surveys, succession planning, talent management, leadership development, and competency modeling.

Due to our diversified portfolio of clients in aerospace, manufacturing, energy, and the public sector, TPG is selective about the projects we pursue. This benefits our customers in several ways:

- ✉ During the evaluation process: our clients can have confidence in their selection of TPG. Unlike many organizations, we do not employ a "sales" staff. The team preparing Portland's proposal and ultimately completing the work are one in the same. This is of particular importance with public sector projects, which must withstand additional scrutiny. Consequently, it is critical that Portland be assured of their selection from the commencement of the study to delivery of the final report. TPG has proven time and time again that we can meet that high standard. In fact, due to the quality and value of the services TPG provides, many states have included us in their approved list of contracts/providers, enabling individual agencies to do business with us directly.
- ✉ During the study: TPG's success in a project of this nature can only be accomplished through tailoring our approach to Portland's culture, goals, operating environment and vision for the classification and compensation services. This is the level of specialized attention you can expect throughout the TPG engagement. In short, our team will work with the City's Finance Director (and others as appropriate) to craft an approach that addresses Portland's stated and unstated needs for the study in the most efficient and effective manner possible.
- ✉ After the work has been completed: As stewards of public funds, public sector organizations are rightfully diligent in their selection of service providers. This includes thorough reference checks, consideration of industry reputation and standing, and a "gut" feeling about whether a consulting firm is a good fit for an agency's leadership and employees. TPG understands, therefore, that our relationships with clients are about much more than our completion of the deliverables. We have to leave our customers with the desire to do business with us again, which means they would confidently recommend us to their peers. Our commitment to these



exemplary service levels is perhaps best demonstrated by our recognition (twice) as one of one hundred companies in the United States to receive the U.S. Chamber of Commerce Blue Ribbon Award.

Perhaps most significant to Portland, as the proposed delivery manager for this project I have a successful track record working with public sector organizations in Texas on their classification and compensation needs. TPG has proposed for the City a delivery team that leverages this experience with the strengths of our other consultants, including other sectors and levels of government as well as direct experience in public safety. This team would be pleased to be counted among the partners you feel could provide these services in a cost effective manner and would welcome the opportunity to discuss its qualifications and recommended approach in greater detail. If you have any questions, please contact me at (580) 222-9912 or by email at [tlcox@thepersimmongroup.com](mailto:tlcox@thepersimmongroup.com).

Best Regards,

TL Cox  
Senior Consultant



# 1 Company Background

## 1.1 Name, address, phone number and person to contact

### **The Persimmon Group**

11 East 5th Street, Suite 300

Tulsa, OK 74103

Cell: (580) 222-9912

Contact for proposal: TL Cox, Senior Consultant

## 1.2 Background information on the company

TPG is an Oklahoma-based company founded in November 2004 and is considered a Small Business as set forth in Title 13, Code of Federal Regulations, part 121 (13 CFR §121). TPG has offices in Tulsa, Oklahoma, Oklahoma City, Oklahoma, and Overland Park, Kansas. TPG encourages its employees to be active in the community and has been recognized as a small business leader through volunteerism and community involvement.

## 1.3 Experience in providing similar services

TPG has provided limited classification and compensation services in the past, primarily for private sector clients. However, TL Cox, Senior Consultant and delivery manager for this project, has extensive experience conducting classification and compensation studies for cities, counties, higher education institutions, water and electric utilities, housing authorities, transit agencies, and special districts. Prior to joining TPG, TL was Director of Consulting Services for a national firm from 2008-2012 where he completed comprehensive assessments for agencies throughout Arizona, California, Colorado, Florida, Illinois, Indiana, Kansas, Louisiana, Maryland, Nebraska, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Virginia and West Virginia. The list below identifies the municipalities in Texas that TL worked with. Additional information may be found in the References Tab below.

 Addison

 Bellaire

 Cedar Park

 Crowley

 Farmers Branch

 Groves

 Lamar University

 Live Oak

 Lufkin

 Marble Falls

 Mont Belvieu

 Portland

 Sugar Land

 Tarrant County 911

 Texas Municipal  
Power Agency

 The Woodlands

 Tyler

 Victoria

 West University  
Place



## 2 Qualifications

TPG's consultants are "real world" professionals with the experience and background to provide practical and hands-on assistance to our clients. Each of our senior consultants has diverse public and private sector experience, and they have held a wide range of executive responsibilities including Chief Information Officer and Chief Operating Officer. Additionally, our staff has completed consulting engagements impacting internal technologies, operations, business development, internal and external communications, training and personnel development, and human capital management.

TL Cox is the proposed delivery manager for this project. To complete the required deliverables, TL will oversee a team of consulting and analyst staff who will be responsible for activities such as conducting the survey work, compiling the data, etc.

### TL Cox

#### SUMMARY

TL Cox has an extensive background in classification and compensation, program/project management, procurement, process re-engineering, and organizational transformation. He has previously served the roles of Chief Information Officer (CIO), Director of Consulting Services and Solutions, Program Manager, and Systems Administrator/Analyst for various public and private organizations including The City of Tulsa, The Waters Consulting Group, Inc., and The Chickasaw Nation Division of Commerce.

As CIO for the City of Tulsa, TL managed 142 employees and an approximately \$24M budget. While leading the Information Technology Department, TL stabilized a number of enterprise projects; procured and negotiated contracts for replacement CRM and IVR solutions; and reduced the department's operating budget by approximately \$1.6M in slightly over one fiscal year.

As Director of Consulting Services and Solutions for The Waters Consulting Group, Inc., TL completed a variety of initiatives, primarily classification and compensation studies, for cities, counties, special districts, non-profit organizations, and institutions of higher education. Additionally, TL directed WCG's total compensation solutions, pay structure design and modification platforms, and online salary and benefit surveys for various municipalities as well as the Texas Municipal League (TML), International City/County Management Association (ICMA), Pennsylvania League of Cities and Municipalities (PLCM), League of Minnesota Cities (LMC), Louisiana Municipal Association (LMA), and American Chamber of Commerce Executives (ACCE).

#### ACCOMPLISHMENT HIGHLIGHTS

##### Classification and Compensation

- Provided consultation to senior public sector management on total compensation, job evaluation, performance management, pay practices, and related policies/procedures
- Delivered presentations on broad classification and compensation topics to employees at all levels within a variety of public sector organizations, including those represented by AFSME, FOP, IAFF, and Teamsters
- Conducted analysis of clients' total compensation position relative to the market, including defining the



approach (ranges, base salaries, geographic adjustments, etc.), identifying peer organizations and applicable published surveys, and confirming the accuracy of job matches

- Developed comprehensive, ADA-compliant job descriptions
- Lead focus groups tasked with identifying the relevant competencies for a variety of public sector job families and mapping the associated behaviors for customized performance appraisal systems
- Served as the primary point of contact for mid-level to executive staff at the International City/County Management Association (ICMA), Texas Municipal League (TML), Louisiana Municipal Association (LMA), Pennsylvania League of Cities and Municipalities (PLCM), and League of Minnesota Cities (LMC) for online salary and benefit surveys

### Technology Leadership

- Secured capital funding (\$16.5M) for Enterprise Resource Planning (ERP) and Records Management (RMS) initiatives at the City of Tulsa.
- Supervised the City of Tulsa's Open Data initiative, which was recognized at the 2013 National League of Cities (NLC) Congress of Cities and Exposition.
- Initiated a shared services partnership between the City of Tulsa and Oklahoma State University (OSU) for Electronic Health Records (EHR).
- Managed the procurement for the City of Tulsa's replacement Customer Relationship Management (CRM) solution including conducting business process reviews, defining detailed functional and technical requirements, and negotiating the contract, statement of work and service level agreement (SLA) with the successful vendor.
- Directed the initial development and ongoing customization of The Waters Consulting Group, Inc.'s (WCG) proprietary software solutions for classification, compensation and performance management.
- Oversaw software development, billing, sales and marketing and customer support for seven of WCG's software systems representing approximately 2,500 public organizations.

### Organizational Transformation

- Managed an update to the City of Tulsa Information Technology (IT) Department's cost center calculations to reflect an appropriate service delivery model and an accurate, quantifiable level of effort for the City's enterprise and general funds.
- Solidified a governance process for the City of Tulsa's Project Management Office (PMO) to provide for enterprise resource prioritization, risk management and mitigation, and the enforcement of technology standards.
- Reorganized the City of Tulsa's IT Department, resulting in an approximately 14% reduction in authorized positions (20).
- Reduced the IT Department's FY14 operating budget by approximately \$1.3M, and the FY15 budget by approximately \$1.6M (or 12% of general fund allocations).
- Conducted or participated in a number of cost savings/revenue generation initiatives as part of the City of Tulsa's Management Review Office, including a review of the airport's indirect expenditures, Human Rights Department and Performing Arts Center competitive benchmarking, meter reading and maintenance outsourcing, municipal marketing partnership, assessment of engineering construction timelines, and alternative public safety scheduling.



## CAREER EXPERIENCE

### THE PERSIMMON GROUP

**TULSA, OK**

*Senior Consultant*

**September 2014 - present**

Responsible for public sector client management for The Persimmon Group. This includes the strategic management of current engagements to ensure the project objectives are obtained. Identifies business needs among new clients in the public sector and provides consultation on recommended solutions.

### CITY OF TULSA, OKLAHOMA

**TULSA, OK**

*Chief Information Officer*

**May 2013 – August 2014**

Served as a member of the City's executive leadership team to drive strategic business decisions regarding the use of technology. Identified and implemented enterprise hardware and software systems to reduce cost, increase efficiency and improve service delivery. Directed all staff, contractors and vendors in operations (infrastructure), applications and administration. Presented technology information to Mayor, City management, City Council, appointed Boards and advisory committees. Supervised the preparation and administration of the annual capital and operating expense budgets.

*Management Review Office (MRO) Project Manager*

**July 2012 – May 2013**

- Identified, recommended and directed managed competition, public/private partnership, consolidation, and cost reduction/efficiency improvement projects throughout the City.
- Completed business process re-engineering assignments, including current state/future state value stream maps.

### THE WATERS CONSULTING GROUP, INC.

**DALLAS, TX**

*Director of Consulting Services and Solutions*

**May 2008 – June 2012**

Managed a variety of comprehensive human resources studies and projects, including the development of strategic plans and communications initiatives, the collection and analysis of complex data, the creation of executive summaries and detailed reports, as well as the presentation of results to governmental executives (i.e. City Managers, City Councils, appointed boards and authorities, and other public sector entities).

### ENVIRO SYSTEMS, INC.

**SEMINOLE, OK**

*Assistant Program Manager*

**March 2007 – May 2008**

Manage programs, including the creation and maintenance of project schedules, oversight of the engineering, procurement, and quality assurance functions, and the interaction with clients, vendors, and regulatory agencies.

**THE CHICKASAW NATION**

ADA, OK

*IT Applications Administrator/Systems Analyst***May 2006 – March 2007**

Manage accounting, marketing, and player tracking system access for three separate facilities, including troubleshooting, end user support and training, and compliance auditing.

**INTERACTIVE RESPONSE TECHNOLOGIES**

ADA, OK

*Senior Trainer***July 2005 – May 2006**

Provide training for employees, including verbal and computer-based instruction, curriculum development, quality assurance monitoring and assessment, and various human resources/personnel functions.

**ZODIAC SEATS US**

GAINESVILLE, TX

*Program Manager***December 2003 – July 2005**

Manage programs, including the creation and maintenance of project schedules, oversight of the engineering, procurement, and quality assurance functions, and the interaction with clients, vendors, and regulatory agencies.

**KELLY MANAGEMENT SERVICES**

DURANT, OK

*Trainer/Technical Writer***August 2002 – December 2003**

Provide training for employees, including verbal and computer-based instruction, curriculum development, quality assurance monitoring and assessment, and various human resources/personnel functions (interviewing, disciplinary actions, employee separations, etc.).

**ZODIAC SEATS US**

GAINESVILLE, TX

*Manufacturing Engineering Technician***May 2001 – May 2002**

Create training documentation, including work observation, process assessment, and procedure audits, in accordance with AS9100 (a derivative of ISO9000).

**HONORS****Presenter:**

- 2010 Alliance for Innovation (AFI) Transforming Local Government Conference
- 2011 Louisiana Municipal Association (LMA) Mid-Winter Conference
- 2011 PeopleAdmin Client Conference
- 2011 Texas Municipal Human Resource Association (TMHRA) Annual Conference
- 2011 AFI "Emerging Innovations to Improve Government Efficiency " Workshop
- 2011 Texas Association of Regional Councils "2011 Texas Conference on Regionalism"
- 2012 North Central Texas Council of Governments HR Compliance Kickoff



- 2012 LMA Mid-Winter Conference
- 2012 TMHRA "Nuts and Bolts of HR in the Public Sector " Conference
- 2013 Oklahoma Information Technology Symposium
- 2013 National League of Cities Congress of Cities and Exposition
- Co-Author, "Public Sector Compensation: Panacea or Pandora's Box? Ensuring Compensation Equity is Key," Public Management, November 2011
- Author, "Public and Private Sector Pay Differentials: Tools to Prepare Your Organization for Responding to Criticism," Alliance for Innovation, February 2011.

**EDUCATION**

**THE UNIVERSITY OF TEXAS AT ARLINGTON**  
*Master of Public Administration*

ARLINGTON, TX

**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**  
*Bachelor of Arts (Political Science/Communication)*

DURANT, OK



### 3 References

The following are classification and compensation references for services TL provided at his prior firm, who have agreed to speak about their experience working with him on projects similar to the study proposed for the City of Portland.

Agency or Company Name	Town of Addison, TX Comprehensive Classification and Compensation Study
Mailing Address	16801 Westgrove Drive Addison, TX 75001
Contact Name and Title	Passion Hayes Director of Human Resources
Contact Phone #	(972) 450-2819
Contact Email Address	<a href="mailto:phayes@addisontx.gov">phayes@addisontx.gov</a>
<b>Brief Description of Services:</b> Development of a customized, point factor job evaluation; salary survey; development of new proposed compensation structures; and development of job descriptions.	

Agency or Company Name	City of Crowley, TX Comprehensive Classification and Compensation Study
Mailing Address	201 E Main Crowley, TX 76036
Contact Name and Title	Lisa Hansen Personnel/HR Administrator
817-297-2201 ext 4200	(817) 297-2201 ext 4200
Contact Email Address	<a href="mailto:lhansen@ci.crowley.tx.us">lhansen@ci.crowley.tx.us</a>
<b>Brief Description of Services:</b> Development of a customized, point factor job evaluation; salary survey; and development of new proposed compensation structures.	

Agency or Company Name	City of Charlotte, NC Information Technology Classification Study and Private Sector Job Matching
Mailing Address	700 East 4th Street Charlotte, NC 28202
Contact Name and Title	Delane Huneycutt Compensation Manager
Contact Phone #	(704) 336-5700
Contact Email Address	<a href="mailto:dhuneycutt@ci.charlotte.nc.us">dhuneycutt@ci.charlotte.nc.us</a>
<b>Brief Description of Services:</b>	
Development of a customized, point-factor job evaluation system for approximately 200 information technology (IT) employees in 80 job classifications; detailed review of questionnaires and allocation of employees into the appropriate job title; and matching of Charlotte IT positions to published private sector surveys.	

Agency or Company Name	Harford Community College Comprehensive Job Classification Analysis and Compensation Study
Mailing Address	401 Thomas Run Road Bel Air, MD 21015
Contact Name and Title	Brenda Morrison Vice President for Marketing, Development, and Community Relations
Contact Phone #	(443) 412-2409
Contact Email Address	<a href="mailto:BMorrison@Harford.edu">BMorrison@Harford.edu</a>
<b>Brief Description of Services:</b>	
Development of customized, point factor job evaluations for exempt and non-exempt staff positions; salary survey for staff and faculty positions; development of new proposed compensation structures for all positions; and development of job descriptions. Included approximately 153 job titles and 284 employees.	

Agency or Company Name	City of York, PA Comprehensive Classification and Compensation Study
Mailing Address	101 South George Street, 2nd Floor P. O. Box 509 York, PA 17405
Contact Name and Title	Thomas Allen Ray Deputy Business Administrator for Human Resources
Contact Phone #	(717) 654-4866
Contact Email Address	<a href="mailto:tray@yorkcity.org">tray@yorkcity.org</a>
<b>Brief Description of Services:</b> Development of a customized, point factor job evaluation; salary survey; development of new proposed compensation structures; and development of job descriptions.	

Agency or Company Name	City of Thibodaux, LA Comprehensive Classification and Compensation Study
Mailing Address	1233 Canal Boulevard P.O. Box 5418 Thibodaux, Louisiana 70302
Contact Name and Title	Donald "Donny" Clause Director of Human Resources
Contact Phone #	(985) 448-5854
Contact Email Address	<a href="mailto:dclause@ci.thibodaux.la.us">dclause@ci.thibodaux.la.us</a>
<b>Brief Description of Services:</b> Development of a customized, point factor job evaluation; salary survey; development of new proposed compensation structures; and development of job descriptions.	

TPG also has a successful track record providing diverse HR consulting to a variety of organizations. This includes: leadership coaching, diversity training, job description development, policy review/revisions, performance management, and competency development. The following are select references for TPG’s work in general human resources/organizational effectiveness consulting:

<b>Agency or Company Name</b>	Laredo Petroleum, Inc.
<b>Mailing Address</b>	15 W. Sixth Street, Ste. 900 Tulsa, OK 74119
<b>Contact Name and Title</b>	Laura Lundquist Vice President of Human Resources
<b>Contact Phone #</b>	(918) 858-5074
<b>Contact Email Address</b>	<a href="mailto:llundquist@laredopetro.com">llundquist@laredopetro.com</a>
<b>Brief Description of Services:</b>	
The Persimmon Group has provided a variety of organizational effectiveness services to Laredo, including personality assessments, personal development plans, executive coaching, supervisor training, and custom content creation (i.e. learning modules).	

<b>Agency or Company Name</b>	SemGroup Corporation
<b>Mailing Address</b>	6120 South Yale Avenue, Suite 700 Tulsa, OK 74136-4216
<b>Contact Name and Title</b>	Kay Kittleman Senior Director of Human Resources
<b>Contact Phone #</b>	(918) 524-8582
<b>Contact Email Address</b>	<a href="mailto:kkittleman@semgroupcorp.com">kkittleman@semgroupcorp.com</a>
<b>Brief Description of Services:</b>	
The Persimmon Group has provided a variety of organizational effectiveness services to SemGroup, including human resources strategy development and various training initiatives.	

Agency or Company Name	Matrix Service Company (note, services were provided when reference was at Cherokee Nation Businesses)
Mailing Address	5100 E. Skelly Dr., Ste. 700 Tulsa, OK 74135
Contact Name and Title	Robert E. Schooley
Contact Phone #	(918) 359-8727
Contact Email Address	<a href="mailto:rschooley@matrixservicecompany.com">rschooley@matrixservicecompany.com</a>
<p><b><i>Brief Description of Services:</i></b></p> <p>While Robert was employed with Cherokee Nation Businesses, The Persimmon Group provided a leadership development program, succession planning project, and prepared executive assessment and coaching.</p>	

Finally, the Persimmon Group has extensive experience in state government projects, including technology selection and implementation, organizational transformation, and strategic planning. TPG has proven itself to be a reliable partner for public agencies, showing a commitment to public service and the cost effective use of public funds, and has therefore begun a significant expansion into other service offerings for the individual units that make up a state government. The following are select references for TPG’s work with these agencies:

Agency or Company Name	Texas Workforce Commission Learning and Business Analysis Mentoring
Mailing Address	101 East 15 <sup>th</sup> Street Austin, TX, 78701
Contact Name and Title	John Fowler, IT Director
Contact Phone #	(512) 463-2244
Contact Email Address	john.fowler2@twc.state.tx.us
<p><b>Brief Description of Services:</b>                  The Persimmon Group trained more than 40 IT and business resources in requirements and business process capture, as well as mentoring the Benefits Business Analysts/System Analysts. This included:</p> <ul style="list-style-type: none"> <li>• Documenting business processes</li> <li>• Business requirements capture</li> <li>• Technical requirements capture</li> <li>• JAD facilitation</li> <li>• Project management fundamentals</li> </ul>	

Agency or Company Name	State of Kansas Department of Labor Unemployment Insurance Division Phase III Implementation
Mailing Address	3101 SW 31st ct Topeka, KS, 66614
Contact Name and Title	George Hubka, Former Chief Information Officer
Contact Phone #	(785) 438-8057
Contact Email Address	<a href="mailto:george.hubka@gmail.com">george.hubka@gmail.com</a>
<p><b>Brief Description of Services:</b></p> <p>The Persimmon Group provided Project Management, Requirements Gathering, and Business Analysis services in support of the Kansas Department of Labor Unemployment Insurance Modernization project.</p> <p>The TPG team managed multiple vendors and client staff with regard to requirements, design, development, testing, training and implementation. Specific project responsibilities and efforts included:</p> <ul style="list-style-type: none"> <li>• Project Controls</li> <li>• Release planning and approval process</li> <li>• Facilitating design reviews</li> <li>• Reengineering business processes</li> <li>• Facilitating requirements validation sessions</li> <li>• Overall project schedule</li> <li>• Project communications</li> <li>• Management of overall project status</li> <li>• Reconciliation of vendor work and costs to project plan</li> <li>• Following of CITO reporting requirements</li> <li>• Business change to technical implementation alignment</li> <li>• Management of risks both internally and externally to customers</li> </ul>	

Agency or Company Name	State of Kansas Department of Labor, Unemployment Insurance Division Phase II, Business Transformation
Mailing Address	3101 SW 31st ct Topeka, KS, 66614
Contact Name and Title	George Hubka, Former Chief Information Officer
Contact Phone #	(785) 438-8057
Contact Email Address	<a href="mailto:george.hubka@gmail.com">george.hubka@gmail.com</a>
<p><b><i>Brief Description of Services:</i></b></p> <p>The Persimmon Group partnered with a system integrator in the deployment of a new organizational model to support the deployment of a new technical solution e.g., Siebel, document imaging, and interactive voice response (IVR) for the Kansas Department of Labor, Unemployment Insurance Division (KDOL UI).</p> <p>TPG was responsible for the following areas in the support and deployment of the new technical solution and organizational transformation:</p> <ul style="list-style-type: none"> <li>• Business and Technical Solution Architect, which lead to RFP development</li> <li>• Business use case development</li> <li>• Document Management Design and Implementation</li> <li>• Call Center strategy and process improvements identification and implementation</li> <li>• Performance management strategy; e.g., strategy development, key performance indicator identification, target setting and score carding, etc.</li> <li>• Executive team coaching</li> <li>• Line management training and coaching</li> <li>• Organization Change Management (OCM)</li> <li>• Development of position descriptions and compensation classes</li> <li>• Organizational needs assessment</li> <li>• Future organization transformation model and transition plan – encompassing all of KDOL UI’s processes (<i>reviewed and analyzed 55 end- to- end business processes</i>) and organization (<i>approximately a staff of 400</i>)</li> <li>• Technical and End-user training strategy and deployment</li> </ul>	

Agency or Company Name	State of Kansas Department of Labor, Unemployment Insurance Division Phase I, Request for Proposal
Mailing Address	3101 SW 31st ct Topeka, KS, 66614
Contact Name and Title	George Hubka, Former Chief Information Officer
Contact Phone #	(785) 438-8057
Contact Email Address	<a href="mailto:george.hubka@gmail.com">george.hubka@gmail.com</a>
<p><b>Brief Description of Services:</b></p> <p>The Persimmon Group partnered with a system integrator in the capture of business requirements and the deployment of the Request for Proposal of a new technology platform for the Kansas Department of Labor, Unemployment Insurance Division (KDOL UI). TPG was responsible for the following areas in the support and deployment of the new technical solution and organizational transformation:</p> <ul style="list-style-type: none"> <li>• Business use case development</li> <li>• Request for Proposal development</li> <li>• Business Architecture design</li> <li>• Implementation Planning</li> </ul>	

Agency or Company Name	Kansas Social and Rehabilitation Services CAPP Request for Proposal
Mailing Address	503 S. Kansas Ave Topeka, Kansas 66603
Contact Name and Title	Patti Schmidlein, Former IT Director
Contact Phone #	(785) 215-3629
Contact Email Address	pschmidlein@hotmail.com
<p><b>Brief Description of Services:</b></p> <p>The Persimmon Group was contracted by Kansas Social and Rehabilitations Services (SRS) to provide Requirements Gathering and Joint Application Development facilitation services over a six-week period. TPG conducted the sessions, but in the process also provided knowledge, skills transfer, and coaching to the SRS team. By the end of the project, TPG’s function was primarily in a coaching role, with the SRS team conducting the sessions and documentation.</p> <p>TPG contracted with SRS to provide project management and business analysis capabilities to augment and mentor the existing SRS staff.</p>	

Agency or Company Name	Kansas Social and Rehabilitation Services Business Analysis Training
Mailing Address	503 S. Kansas Ave Topeka, Kansas 66603
Contact Name and Title	Patti Schmiddlein, Former IT Director
Contact Phone #	(785) 215-3629
Contact Email Address	<a href="mailto:pschmiddlein@hotmail.com">pschmiddlein@hotmail.com</a>
<p><b>Brief Description of Services:</b></p> <p>Due to the retirement of a key resource and the critical timing of major requirements gathering sessions, Kansas Social and Rehabilitative Services (SRS) contacted TPG for assistance with two goals:</p> <ul style="list-style-type: none"> <li>• Lead the requirements gathering sessions and assure their success, while using the sessions as a learning event for less experienced Business Analysts.</li> <li>• Conduct periodic coaching and reinforcement, using actual session events as examples during the actual execution of the session as well as holding a final Business Analysis learning session with the team of Business Analysts.</li> </ul>	

## 4 Plan of Services

### 4.1 Methodology

#### **Project Initiation and Ongoing Administration**

TPG will initiate this engagement with meetings with the City's Finance Director (and others as appropriate). Our collective goals will be to: 1) review the Scope of Services and make any necessary adjustments based on additional information from Portland; 2) ensure TPG's consulting team has a complete understanding of the challenges and opportunities prompting Portland's study, goals of the City staff and Council, and any risks that may exist; 3) collect and review all of the information that TPG will request to conduct an effective analysis (an employee data download, existing job descriptions, information on the newly-added positions, etc.); and 4) finalize decision points that are necessary to proceed with the study (benchmark organizations and positions, appropriate use of private sector data, etc.).

This initial planning session will be followed by a high level overview presentation for Portland's executive leadership (and others as appropriate). During this meeting, TPG and the City's Finance Director will discuss the Scope of Services and agreed-upon project plan with attendees. Our experience has shown that, when consensus is established at the beginning of the study and an organization's management team has had an opportunity to discuss openly their ideas and concerns, we can create a "unified front" to address any challenges that may arise along the way.

#### **Classification Review**

As the City has not expressed a concern about the internal alignment of positions, TPG has included only the addition of the four (4) newly-budgeted or newly-created positions in the classification review. TPG will work with the Finance Director (and others as appropriate) to create appropriate ratings for these new job descriptions in the City's existing job evaluation system.

#### **Compensation Review**

For the compensation review, TPG will leverage the City's subscription to the published data source SurveyNavigator™ for municipalities in Texas. TPG will work with the Finance Director (and others as appropriate) to confirm Portland's matches to the benchmark jobs in the system. TPG will then work with the HR team to contact the benchmark organizations approved in the initiation phase to gather their updated salary information via updates to SurveyNavigator™. We will periodically appraise the City of the status of the survey and conduct necessary follow up. TPG will also attempt to contact up to five (5) private sector organizations in an attempt to include their data in our analysis. Private sector organizations, however, are not compelled to provide their information. We may therefore have to rely on alternatives, such as published private sector data sources.

As information is received, TPG will begin to compile the information into a straightforward market analysis that compares Portland to survey participants.

During this phase of the study, TPG will identify outliers in the classification structure (i.e. where internal placement/existing job evaluation ratings and the market value of the job conflicts) and work through the City’s Finance Director (and others as appropriate) to determine what should be the predominant factor in determining each job’s final placement.

### Compensation Plan Update/Development

Once the placement of positions and market analysis have been finalized, TPG will work with the City’s Finance Director in the creation of updated (or new) compensation structures. Once any policy decisions (such as the City’s compensation philosophy) are made, TPG will prepare draft compensation plans for the review and approval of Portland. We will then proceed to developing up to two (2) implementation scenarios for moving employees into the new proposed pay structures. These will be established in consultation with the City’s Finance Director (and others as appropriate) to address, at a minimum, employees below their new proposed range minimum and any identified compression problems.

### Final Report

Completing a study of this nature is an investment, not only in the funds used to partner with an external firm for assistance but also in the amount of time City employees must dedicate to ensure its success. It is vital, therefore, that the City is equipped to administer the system on an ongoing basis. With that goal in mind, TPG will prepare a comprehensive final report that will include a description of how the project plan that was executed, how the Scope of Services were achieved, and recommendations for ongoing maintenance. Additionally, TPG will prepare a presentation to be delivered to the City’s executive leadership (and others as appropriate).

## 4.2 Timeline

The following is an approximate schedule based on the City’s anticipated Scope of Services. The final timeline will be developed in conjunction with the City’s Finance Director during the kick-off meetings and can be reduced in accordance with the City’s desired schedule.

Description	Approximate Schedule
<p><b>Project Initiation and Ongoing Administration</b></p> <ul style="list-style-type: none"> <li> Facilitate kick-off and strategy meetings with the City’s Finance Director (and others, as appropriate)</li> <li> Complete ongoing administrative activities for the project</li> </ul>	<b>Weeks 1-3</b>
<p><b>Classification Review</b></p> <ul style="list-style-type: none"> <li> Add the four (4) newly-budgeted or newly-created positions in the City’s existing job evaluation system</li> </ul>	<b>Week 4</b>

Description	Approximate Schedule
<p><b>Compensation Review</b></p> <ul style="list-style-type: none"> <li>📁 Assist Portland with confirming their matches to the published survey</li> <li>📁 Contact benchmark organizations to obtain updated information for the published survey (as required)</li> <li>📁 Compile completed survey information and prepare market analysis</li> </ul>	<p><b>Weeks 4-10</b></p>
<p><b>Compensation Plan Update/Development</b></p> <ul style="list-style-type: none"> <li>📁 Combine classification and compensation findings into an updated (or new) compensation plan</li> <li>📁 Develop two implementation cost scenarios based on the City’s policy decisions and implementation strategy</li> </ul>	<p><b>Weeks 8-12</b></p>
<p><b>Final Report</b></p> <ul style="list-style-type: none"> <li>📁 Document project methodology and findings</li> </ul>	<p><b>Weeks 12-14</b></p>

## 5 Proposal Summary and Itemization of Costs

### 5.1 Not-to-exceed fees

Description	Project Fees
<p><b>Project Initiation and Ongoing Administration</b></p> <ul style="list-style-type: none"> <li>  Facilitate kick-off and strategy meetings with the City's Finance Director (and others, as appropriate)         </li> <li>  Complete ongoing administrative activities for the project         </li> </ul>	<b>\$1,400</b>
<p><b>Classification Review</b></p> <ul style="list-style-type: none"> <li>  Add the four (4) newly-budgeted or newly-created positions in the City's existing job evaluation system         </li> </ul>	<b>\$1,000</b>
<p><b>Compensation Review</b></p> <ul style="list-style-type: none"> <li>  Assist Portland with confirming their matches to the published survey         </li> <li>  Contact benchmark organizations to obtain updated information for the published survey (as required)         </li> <li>  Compile completed survey information and prepare market analysis         </li> </ul>	<b>\$6,250</b>
<p><b>Compensation Plan Update/Development</b></p> <ul style="list-style-type: none"> <li>  Combine classification and compensation findings into an updated (or new) compensation plan         </li> <li>  Develop two implementation cost scenarios based on the City's policy decisions and implementation strategy         </li> </ul>	<b>\$5,250</b>
<p><b>Final Report</b></p> <ul style="list-style-type: none"> <li>  Document project methodology and findings         </li> </ul>	<b>\$3,500</b>
<p><b>Professional Fees (expenses are additional and billed at cost, including printing, shipping, travel, etc.)</b></p>	<b>\$17,400</b>



## 5.2 Billing schedule

TPG will bill according to the schedule below. Invoices are due Net 30.

- **Project Initiation and Ongoing Administration Invoice #1: \$700 at contract signing**
- **Project Initiation and Ongoing Administration Invoice #2: \$700 upon completion of the first onsite planning meeting(s)**
- **Classification Review Invoice #1: \$500 upon TPG beginning the classification review**
- **Classification Review Invoice #2: \$500 upon updating the classification structure**
- **Compensation Review Invoice #1: \$3,125 upon finalizing the benchmark organization tracking sheet**
- **Compensation Review Invoice #2: \$3,125 upon completion of the salary data collection**
- **Compensation Plan Development Invoice #1: \$2,625 upon completion of the initial market analysis**
- **Compensation Plan Development Invoice #2: \$2,625 upon completion of the proposed pay structures**
- **Final Report Invoice #1: \$1,750 upon delivery of the draft final report**
- **Final Report Invoice #2: \$1,750 upon delivery of the final report presentation**





**STAFF  
WEEKLY  
REPORTS**

# Portland Fire Department

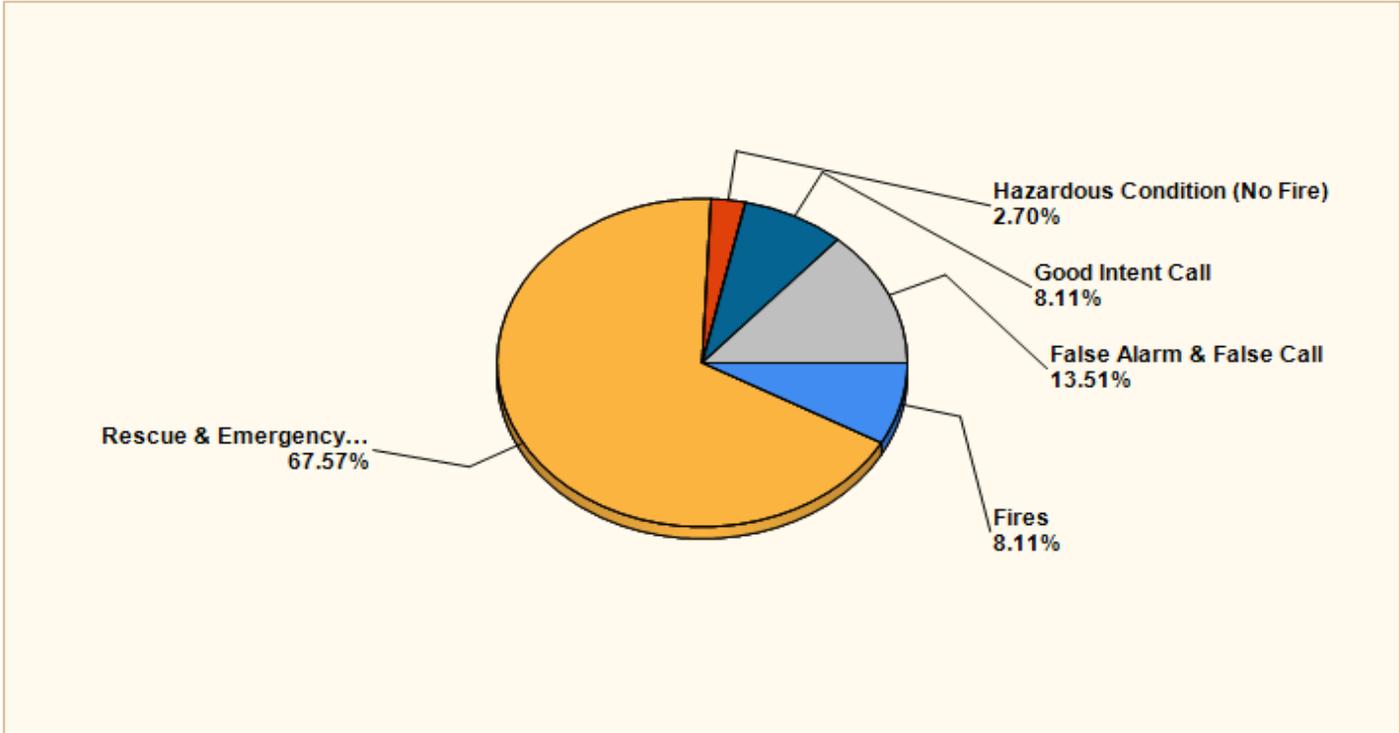
Portland, TX

This report was generated on 2/16/2015 9:01:42 AM



## Breakdown by Major Incident Types for Date Range

Start Date: 02/09/2015 | End Date: 02/15/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	8.11%
Rescue & Emergency Medical Service	25	67.57%
Hazardous Condition (No Fire)	1	2.70%
Good Intent Call	3	8.11%
False Alarm & False Call	5	13.51%
<b>TOTAL</b>	<b>37</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
118 - Trash or rubbish fire, contained	1	2.70%
121 - Fire in mobile home used as fixed residence	1	2.70%
131 - Passenger vehicle fire	1	2.70%
311 - Medical assist, assist EMS crew	19	51.35%
321 - EMS call, excluding vehicle accident with injury	5	13.51%
322 - Motor vehicle accident with injuries	1	2.70%
440 - Electrical wiring/equipment problem, other	1	2.70%
611 - Dispatched & cancelled en route	3	8.11%
740 - Unintentional transmission of alarm, other	1	2.70%
743 - Smoke detector activation, no fire - unintentional	1	2.70%
745 - Alarm system activation, no fire - unintentional	3	8.11%
<b>TOTAL INCIDENTS:</b>	<b>37</b>	<b>100.00%</b>

Conducted Engineer Testing for Applicants

Number of times on scene or enroute to a call when a call was dispatched: 4

Average Response Time: 4.06 Min.



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

## Completed Activities

02/08/2015 through 02/14/2015

Page 1 of 1

Report run on: 02-16-2015

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
02/09/2015	ANNUAL INSPECTION	Annual	PAPA JOHN'S PIZZA	1510 Wildcat Dr.	Dan Willott	SCHEDULED
02/10/2015	ANNUAL INSPECTION	Annual	ROYAL PALMS APARTMENTS	01400 MOORE	Dan Willott	FAIL
02/10/2015	ANNUAL INSPECTION	Annual	WESTCLIFF VILLAGE APTS.	01404 MOORE AVENUE	Dan Willott	FAIL
02/12/2015	ANNUAL INSPECTION	Annual	TRIDENT CLUB	822 Denver	Dan Willott	FAIL
02/12/2015	ANNUAL INSPECTION	Annual	NAIL SPA THERAPY	2030 US 181	Dan Willott	SCHEDULED
02/12/2015	ANNUAL INSPECTION	Annual	BLISS NAILS	1702 U.S. Highway 181 Suite B-9	Dan Willott	SCHEDULED
02/12/2015	ANNUAL INSPECTION	Annual	DR. CHARLES GREGORY	311 Buddy Ganem Suite B	Dan Willott	SCHEDULED
02/12/2015	ANNUAL INSPECTION	Re-Inspection	LITTLE CAESAR'S	1702 U.S. Highway 181 Suite B-13	Dan Willott	FAIL
02/12/2015	ANNUAL INSPECTION	Re-Inspection	SPANKYS LIQUOR STORE	1702 U.S. Highway 181 Suite A-5	Dan Willott	FAIL
02/13/2015	ANNUAL INSPECTION	Re-Inspection	LAB CORP	1702 U.S. Highway 181 Suite B-12	Dan Willott	FAIL
02/13/2015	ANNUAL INSPECTION	Re-Inspection	CONNECTIONS FAMILY SERVICES	209 Cedar Dr. B	Dan Willott	FAIL
02/13/2015	ANNUAL INSPECTION	Re-Inspection	ALLSTATE INSURANCE	209 Cedar Dr. A	Dan Willott	FAIL
02/13/2015	ANNUAL INSPECTION	Re-Inspection	AL WILLEFORD CHEVROLET	01603 US HWY 181	Dan Willott	FAIL

**Total Completed Activities: 13**