



# CITY COUNCIL AGENDA

## NOTICE OF REGULAR MEETING

Tuesday, April 7, 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:**
  - THE CITY COUNCIL WILL HEAR A BRIEFING ON THE UPCOMING SCHOOL BOND ELECTION - FRIENDS OF GPISD REPRESENTATIVES
  - INTRODUCTION OF NEW EMPLOYEES - CITY MANAGER AND FINANCE DIRECTOR
  - PRESENTATION OF WATER SAFETY INITIATIVE – ASSISTANT CITY MANAGER, DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT, DIRECTOR OF PARKS AND RECREATION AND FIRE CHIEF
  - REPORT ON THE STREET IMPROVEMENT PROGRAM PHASE 9A (REHABILITATION AND OVERLAY) PROJECT AND THE STREET IMPROVEMENT PROGRAM PHASE 9 (MEMORIAL PARKWAY) PROJECT – CITY MANAGER, ASSISTANT CITY MANAGER, AND REPRESENTATIVES OF COYM, REHMET & GUTIERREZ, LP
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 MARCH 3, 2015 WORKSHOP AND REGULAR MEETING AND MARCH 17, 2015 REGULAR MEETING- MAYOR KREBS AND CITY SECRETARY
- 6. AMENDMENT OF NOTICE OF ELECTION:** THE CITY COUNCIL WILL CONSIDER THE AMENDMENT OF THE MAY 9, 2015 NOTICE OF ELECTION TO INCLUDE ADDITIONAL POLLING PLACES – CITY SECRETARY
- 7. ORDINANCE NO. 2107 – AMENDING CURRENT FISCAL YEAR BUDGET:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2107 WHICH AMENDS THE 2014-2015 FISCAL YEAR BUDGET – DIRECTOR OF FINANCE
- 8. ACCEPTANCE OF THE 2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT:** THE CITY COUNCIL WILL HEAR A REPORT AND CONSIDER ACCEPTANCE OF THE FINANCIAL REPORT FOR FISCAL YEAR 2014 – DIRECTOR OF FINANCE
- 9. SPORTS COMPLEXES IMPROVEMENT PROJECT PRELIMINARY DESIGN:** THE CITY COUNCIL WILL CONSIDER A PROPOSAL FOR ENGINEERING SERVICES FOR THE SPORTS COMPLEXES IMPROVEMENT PROJECT PRELIMINARY DESIGN FROM COYM, REHMET & GUTIERREZ, LP – CITY MANAGER AND ASSISTANT CITY MANAGER

**10. EXECUTIVE SESSION:** THE CITY COUNCIL WILL CONDUCT AN EXECUTIVE SESSION ACCORDING TO §551.072 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY. THE CITY COUNCIL MAY TAKE FURTHER ACTION AT THE CONCLUSION OF THE EXECUTIVE SESSION – MAYOR AND CITY MANAGER

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

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

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Neither the City Council nor the Staff is legally permitted to respond to citizen comments, questions, requests or proposals at the time of the meeting. A member of the City Council or the City Manager may place an item on the agenda of a future City Council workshop or meeting to legally do so. If that is done, the audience member seeking a response will be given advance notice.

**D. 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. The 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:** April 2, 2015 by 5:00 p.m.  
Portland City Hall

**By:**   
Annette Hall  
City Secretary

**CITY OF PORTLAND  
CITY COUNCIL  
WORKSHOP MEETING  
MINUTES  
MARCH 3, 2015 – 6:00 P.M.**

On this the 3<sup>rd</sup> day of March 2015, the Council of the City of Portland convened in a workshop meeting session at 6:00 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of workshop 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 E. Lewis	Council Member

**STAFF PRESENT:**

Randy Wright	City Manager
Brian DeLatta	Assistant City Manager
Annette Hall	City Secretary
Michel Sorrell	Finance Director
Lyle Lombard	Fire Chief
Dorothy Torres	Interim Library Director
Sheri Gagliano	Aquatic Specialist

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

**1. CALL TO ORDER: MAYOR KREBS**

Mayor Krebs called the workshop to order at 6:00 p.m.

**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**

City Manager, Randy Wright, explained that adjustments need to be made to the proposed bridge design of Railroad Right-of Way Hike and Bike Trail. The intent of the project is to construct a bridge to connect Sunset Dr. to First St. in order to create a circuit connection from Sunset Lake to Violet Andrew Park.

The City Council, City Manager, Randy Wright, Assistant City Manager, Brian DeLatte, and Consulting Engineer, Donnie Rehmet discussed the following:

- The proposed Railroad Ditch Hike/Bike Crossing design.
- The matching Advanced Funding Agreement with TxDOT.
- The need to making necessary adjustments to the initial bridge design.

Sub Consulting Structural Engineer, Ram Muniz presented the following options for the proposed hike/bike bridge crossing from Sunset Dr. to First St.:

- Option No. 1. – Construction of a 140.0' Prestressed Box Beam Pedestrian Bridge x 10-ft wide supported on Driven Piling with a Retaining Wall End Section.
- Option No. 2. – Construction of a 170.0' Box Culvert with Retaining Wall Section at each end.
- Option No. 3. – Construction of a 130' Retaining Wall Walkway Supported on MAT Foundation.

The City Council, City Manager, Randy Wright and Assistant City Manager, Brian DeLatte discussed the possibility of moving forward with Option 1.

**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**

At 6:26 p.m. Mayor Krebs announced that 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 Krebs announced that the Executives Session was concluded at 6:51 p.m.

Mayor Krebs reconvened the workshop at 6:54 p.m.

**4. ADJOURNMENT: MAYOR KREBS**

Mayor Krebs adjourned the workshop at 6:54 p.m.

**NOTICE OF ASSISTANCE:**

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**BRAILLE IS NOT AVAILABLE**

**Approved:**

\_\_\_\_\_  
David Krebs  
Mayor

**Attest:**

\_\_\_\_\_  
City Secretary

**CITY OF PORTLAND  
CITY COUNCIL  
REGULAR MEETING  
MINUTES  
MARCH 3, 2015 – 7:00 P.M.**

On this the 3<sup>rd</sup> day of March 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
Mark Cory	Police Chief
Lyle Lombard	Fire Chief
Dorothy Torres	Interim Library Director
Sheri Gagliano	Aquatics Specialist
Drew Schell	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 Lewis gave the invocation and Mayor Krebs led the Pledge of Allegiance.

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

- INTRODUCTION OF NEW EMPLOYEES – CITY MANAGER AND ASSISTANT CITY MANAGER

Assistant City Manager, Brian DeLatte, introduced the new Director of Public Works and Development, Jamie Pyle.

City Manager, Randy Wright introduced the new Police Chief, Mark Cory.

Mayor Krebs administered the Oath of Office to Police Chief, Mark Cory.

- REPORT ON PROGRESS OF VOESTALPINE TEXAS, LLC – REPRESENTATIVE OF VOESTALPINE TEXAS, LLC

Mr. Matt Pastel, Representative of Voestalpine Texas, LLC gave a brief update on the status and the progress of the Voestalpine Texas Plant.

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

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Council Member Vilo announced that he has filed a Certificate for Withdrawal for Candidacy for the May 9, 2015 Election with the City Secretary.

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

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There were none.

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

Council Member Green made the motion to approve the minutes of the February 17, 2015 regular meeting, seconded by Mayor Pro Tem Skurow.

The motion passed 7-0.

**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

Assistant City Manager, Brian DeLatte explained that this is the second reading of Ordinance No. 2105 that includes several text amendments to the UDO.

The revisions include criteria for all future multifamily construction, whether in R-20 or Planned Unit Developments:

- 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.

The Planning and Zoning Commission conduct a Public Hearing and recommended approval of the policy revisions. There were no citizen comments.

During the Public Hearing conducted on February 17 2015, by City Council there was one citizen comment made concerning Section 704-B.2. The comment proposed that multifamily projects designed for seniors should be allowed lesser right-of way widths, stating that these developments generate less vehicular traffic.

The City Staff's analysis concluded determined that, given the two current senior developments have significant traffic issues. Further weakening of the ordinance could have an adverse impact on residents. City Staff also researched other city ordinances throughout Texas to determine if future developers would be disproportionately impacted by ordinance. The research ensured that the City is utilizing the best practices from throughout the state. Therefore, Staff is recommending approval of the second and final reading of Ordinance No. 2105 as presented.

Council Member Vilo made the motion to approve the second and final 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**

- 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**

City Manager, Randy Wright, explained that oil and gas wells, drilling operations, and pipelines pose a public safety risk for the citizens of Portland. The city staff does not have the expertise to provide the services required by our Oil and Gas Ordinance. And, with the recent annexation the city has acquired more pipelines that pose a public safety risk; some of the pipelines are over 30 years old or more. Overseeing the safety of oil and gas wells as well as the 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 discussed engaging USA (Urban Safety Assessment) to provide inspection services for the City. 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.

The City Council and City Manager, Randy Wright, discussed the proposed fee increases and amendments of the ordinance.

Council Member Jorgensen made the motion to approve the first reading of Ordinance No. 2106 amending the City's Oil and Gas Ordinance, seconded by Council Member Moore.

The motion passed 7-0.

Mayor Krebs read the following caption:

**ORDINANCE NO. 2106**

**AN ORDINANCE AMENDING ARTICLE II, CHAPTER 13  
OF THE CODE OF ORDINANCES BY CHANGING THE FEES  
AND COSTS, PROVIDING FOR A SAVINGS AND SEVERABILITY  
CLAUSE, AND PROVIDING FOR PUBLICATION AND AN  
EFFECTIVE DATE**

- 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**

Director of Finance, Michel Sorrell, explained that the City engage Waters Consulting in July 2011 to conduct a study to ensure that the pay structure exhibited external equality (competitiveness) and internal equity (fairness). The resulting pay structure has been in place since 2012 and has served the City's needs. However they must be reviewed regularly.

Due to new economic development, the City is seeing challenges arise with personnel recruitment and retention; as areas surrounding the City continue to grow, with major industries like Cheniere, Voestalpine, and TPCO coming in. Their need for employees will have a definite impact on the City. These industries will hire 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 benefits.

The Persimmon Group proposal includes update 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 benchmarking measures will allow the City to see how it compares with industry and the City of Corpus Christi.

The City Council and Executive Staff discussed the previous study, the proposal by Persimmon Group and the proposed timeline for results of the compensation structure.

Mayor Pro Tem Skurow made the motion to authorize the City Manager to execute an agreement engaging the Persimmon Group for \$17,400 and related expenses, seconded by Council Member Vilo.

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 7:51 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 OF PORTLAND  
CITY COUNCIL  
REGULAR MEETING  
MINUTES  
MARCH 17, 2015 – 7:00 P.M.**

On this the 17<sup>th</sup> day of March 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
Gary Moore, Sr.	Council Member
John Green	Council Member
David Lewis	Council Member

**MEMBERS ABSENT:**

John Vilo	Council Member
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**STAFF PRESENT:**

Randy Wright	City Manager
Brian DeLatte	Assistant City Manager
Annette Hall	City Secretary
Michel Sorrell	Finance Director
Mark Cory	Police Chief
Lyle Lombard	Fire Chief
Kristin Connor	Director of Parks and Recreation
Dorothy Torres	Interim Library Director
Drew Schell	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 Lewis gave the invocation and Mayor Krebs led the Pledge of Allegiance.

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

- **REPORT ON 2014 WATER LOSS AUDIT – ASSISTANT CITY MANAGER**

Assistant City Manager, Brian DeLatte, gave a report on results of the 2014 Water Loss Audit submitted annually to TCEQ, indicating the City's water loss percentage is 4.40% compared to the state average.

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

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Council Member Moore announced that the Cass Real Estate's St. Patrick's Day Event was well attended and enjoyed attending.

Council Member Jorgensen commented that last week's Council Retreat was a great opportunity to interact with Executive Staff.

Mayor Krebs announced that he and City Manager, Randy Wright had the opportunity to attend a luncheon with TPCO Delegates and meet new staff members.

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

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concerning an agenda item or (4) propose regulatory changes concerning an agenda item, must comply with the following rules of procedure:

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

There were none.

**5. MINUTES OF PREVIOUS WORKSHOPS AND MEETINGS: THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS MARCH 12, 2015 STRATEGIC PLANNING WORKSHOP - MAYOR KREBS AND FINANCE DIRECTOR**

Council Member Green made the motion to approve the minutes of the March 12, 2015 Strategic Planning Workshop, seconded by Council Member Lewis.

The motion passed 6-0.

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

City Manager, Randy Wright, explained that the proposed Oil and Gas Ordinance will increase fees to cover third party oversight of oil and gas wells, drilling operations, and pipelines within the City.

Council Member Skurow recommend changes to the language in Section 13-18(A)(3). That recommendation has been applied to the second reading of the proposed ordinance.

The City Council and City Manager, Randy Wright, discussed the proposed recommendations and amendments made to the ordinance.

Council Member Moore made the motion to approve the second and final reading of Ordinance No. 2106 amending the City's Oil and Gas Ordinance, seconded by Council Member Moore.

The motion passed 6-0.

Mayor Krebs read the following caption:

**ORDINANCE NO. 2106**

**AN ORDINANCE AMENDING ARTICLE II, CHAPTER 13 OF THE CODE OF ORDINANCES BY CHANGING THE FEES AND COSTS, PROVIDING FOR A SAVINGS AND SEVERABILITY CLAUSE, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

7. **BIDS FOR UTILITY LINE REPLACEMENT – PHASE 1B (SEWER)**: THE CITY COUNCIL WILL CONSIDER BIDS FOR THE UTILITY LINE REPLACEMENT - PHASE 1B (SEWER) THAT WERE RECEIVED, OPENED, AND PUBLICLY READ ON FEBRUARY 26, 2015 – ASSISTANT CITY MANAGER

Assistant City Manager, Brian DeLatte, explained that in 2012 the City Council authorized the issuance of the 2012 Utility Revenue Bonds which included the Utility Line Replacement Project Phase 1B (Sewer) construction. Coym, Rehmet and Gutierrez Engineering (CR&G) was engaged to provide engineering services for the Water and Sewer Line Replacement Project for \$343,105.

The project is scheduled to repair and replace deteriorating wastewater mains in four areas in the City: (1) East Cliff; (2) Olde Town; (3) Sutherland and Portland place; and (4) Westcliff. Work consist of approximately 15,810 linear feet of cleaning 6", 8", 10" and 12" sanitary sewer lines, 14,995 linear feet CIPP rehabilitation of 6", 8", 10" and 12" sanitary sewer lines, 815 linear feet of pipe bursting, 40 point repairs on 4", 6", 8", 10" and 12" sanitary sewer lines and various rehabilitation/reconstruction items on 6 manholes. This project is an "explore and repair" project.

Bids were received, opened, and publicly read for the Utility Lines Replacement – Phase 1B (Sewer) on February 26, 2015. Four bids were received, with the low bid of \$872,959.55 from IPR South Central, LLC (IPR). IPR's bid is \$494,540.45 under the construction budget.

Consulting City Engineer, Donnie Rehmet of Coym, Rehmet and Gutierrez (CR&G) explained the "explore and repair" process, the scope of the project and recommended awarding the bid to IPR.

The City Council, City Manager, Randy Wright, Assistant City Manager, Brian DeLatte, and Consulting Engineer, Donnie Rehmet with CR&G, discussed the "explore and repair" process, scope and timeline of the project, and the recommendation to award the bid to IPR.

Council Member Green made the motion to approve the bid from IPR South Central, LLC for the Utility Line Replacement – Phase 1B (Sewer) in the amount of \$872,959.55 and authorize the City Manager to execute all necessary contract documents, seconded by Council Member Moore.

The motion passed 6-0.

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

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There were none.

**D. ADJOURNMENT: MAYOR**

Mayor Krebs adjourned the meeting at 7:28 p.m.

**E. 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. The 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**

Approved:

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David Krebs  
Mayor

Attest:

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City Secretary

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<b>AGENDA TITLE</b>	<u>AMENDMENT OF NOTICE OF GENERAL ELECTION</u> THE CITY COUNCIL WILL CONSIDER AMENDING THE MAY 9, 2015 NOTICE OF GENERAL ELECTION TO INCLUDE ADDITIONAL POLLING PLACES.
<b>MEETING DATE</b>	4/7/2015
<b>DEPARTMENT</b>	Administration
<b>SUBMITTED BY</b>	Annette Hall, City Secretary

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### **EXECUTIVE SUMMARY**

GPISD has expanded the voting locations in an arrangement with the San Patricio Election Administrator. This amendment to our required public notice includes those added locations.

### **PRIOR ACTIONS OR REVIEWS**

The City Council called the May 9, 2015 General Election on January 20, 2015.

### **DETAILS / STAFF ANALYSIS**

Collaborating with GPISD to conduct a joint election will streamline the voting process and create more opportunities for voters. This will require amending the Notice of General Election to include additional polling places.

The purpose of the Notice of Election is to inform the public of the upcoming election and polling places, as required the notice will be published in the newspaper and on the City's bulletin boards.

### **ALTERNATIVES CONSIDERED**

None

### **FINANCIAL IMPACT**

GPISD has contracted for the added service through the Election Administrator.

### **ATTACHMENTS**

- Amended Notice of Election

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### **RECOMMENDED ACTION**

Motion to amend the May 9, 2015 Notice of General Election to include additional polling places.

**NOTICE OF GENERAL ELECTION  
(AVISO DE ELECCION GENERAL)**

**AMENDED  
(MODIFICADA)**

To the registered voters of the City of Portland, Texas:  
(a los votantes registrados del Ciudad de Portland, Texas):

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., on May 9, 2015, for voting in a general election to elect 4 (Four) Council Member to 2 (Two) year terms.

*(Notifíquese, por las presente, que las casillas electorales sitados abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el día 9 de Mayo de 2015 para votar en la Elección General para elegir 4 (cuatro) miembros de concilio por Termino de 2 (Dos) Anos.*

**LOCATION(S) OF POLLING PLACES (DIRECCIONES) DE LAS CASILLAS ELECTORALES)**

**Daniel P. Moore Community Center Complex - 2000 Billy G. Webb Dr., Portland, Texas**

Early voting by personal appearance will be conducted each weekday at:  
(La votación adelantada en persona se llevará a cabo de lunes a viernes en):

**See Attachment - Exhibit A**

(location)  
(sitio)

Recommended but not required

Applications for ballot by mail shall be mailed to:  
(Las solicitudes para boletas que se votarán en ausencia por correo deberán enviarse a:)

Pamela Hill, Election Administrator  
(Name of Early Voting Clerk)  
(Nombre del Secretario(a) de la Votación Adelantada)

410 W. Market St. /P.O. Box 579  
(Address) (Dirección)

Sinton, Texas 78387  
(City) (Zip Code) (Ciudad)(Zona Postal)

Applications for ballots by mail must be received no later than the close of business on (Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de negocio el) April 30, 2015 (date) (fecha)

Issued this the 7th day of April, 2015.  
(Emitada este día 7 de Abril, 2015)

\_\_\_\_\_  
Signature of Mayor (Firma Del Alcalde)

EXHIBIT A

MAIN, PERMANENT BRANCH, AND TEMPORARY BRANCH  
POLLING PLACES, DATES, AND TIMES

Early voting begins Monday, April 27, 2015 and ends on Friday, May 5, 2015

Early Voting Clerk: Mrs. Pamela Hill  
Early Voting Clerk's address: 410 W. Market St.  
PO Box 579  
Sinton, Texas 78387

Presiding Judge of the Early Voting Ballot Board: \_\_\_\_\_

Location, Dates and Hours of Main Early Voting Polling Place

Daniel P. Moore Community Center Complex	April 27, 2015	7 a.m. to 7 p.m.
2000 Billy G. Webb	April 28 – May 1, 2015	8 a.m. to 5 p.m.
Portland, Texas 78374	May 4, 2015	7 a.m. to 7 p.m.
	May 5, 2015	8 a.m. to 5 p.m.

Location, Dates and Hours of Mobile Early Voting Polling Places

SF Austin Elementary School 308 N. Gregory Avenue Gregory, TX 78359	Monday, April 27, 2015	5 p.m. to 8 p.m.
TM Clark Elementary School 2250 Memorial Parkway Portland, TX 78374	Tuesday, April 28, 2015	5 p.m. to 8 p.m.
WC Andrews Elementary School 1100 Lang Road Portland, TX 78374	Wednesday, April 29, 2015	5 p.m. to 8 p.m.
GP Junior High Address 4600 Wildcat Drive Portland, TX 78374	Thursday, April 30, 2015	5 p.m. to 8 p.m.
Intermediate 4200 Wildcat Drive Portland, TX 78374	Monday, May 4, 2015	5 p.m. to 8 p.m.
East Cliff Elementary School 200 Fulton Place Portland, TX 78374	Tuesday, May 5, 2015	5 p.m. to 8 p.m.

EARLY VOTING BY MAIL:

Application for voting by mail should be mailed to be received no earlier than March 10, 2015 and no later than the close of business (4:30 p.m.) on Thursday, April 30, 2015.

Applications should be mailed to:  
Mrs. Pamela Hill  
Elections administrator  
San Patricio County, Texas  
410 W. Market Street  
PO Box 579  
Sinton, TX 78387

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**AGENDA TITLE**      **ORDINANCE NO. 2107 – AMENDING CURRENT FISCAL YEAR BUDGET:**  
THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE  
NO. 2107 WHICH AMENDS THE 2014-2015 FISCAL YEAR BUDGET.

**MEETING DATE**      4/7/2015

**DEPARTMENT**      Finance

**SUBMITTED BY**      Michel Sorrell, Director of Finance

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### **EXECUTIVE SUMMARY**

Developing a budget is based on forecasting and experience and initially not all information may be available or known. Over the course of the budget year, information comes in that clarifies, or realigns, forecasted information or sheds light on new items that may affect the operating budget. The mid-year adjustment to the 2015 Budget recognizes and incorporates new and updated information and material changes in operations.

### **PRIOR ACTIONS OR REVIEWS**

The City Council adopted Ordinance No. 2091, a fund level budget ending September 30, 2015, on September 2, 2014 after a second (final) reading.

### **DETAILS / STAFF ANALYSIS**

#### **General Fund Amendment Highlights**

The mid-year adjustments include an increase in general fund revenues and an offsetting increase in general fund expenses for the Library flood damage. The insurance proceeds of approximately \$93,250 went into a revenue account. A specific line item is included in the Library budget to reflect the expenses from the flood. Building permits as well as Zoning & Platting revenue were increased by approximately \$25,000. This increase reflects the growth the City is seeing. Capital Outlay has been decreased in the general fund since a joint election will be held with the school district and equipment will not need to be purchased. Amount that was budgeted was \$35,000. Salary savings came from the late start of the Chief of Police and Library Director. These salary savings offset the new position of Director of Public Works/City Engineer, split between the general fund and water/wastewater fund.

#### **Water/Wastewater Fund Amendment Highlights**

This year the City Council engaged a firm to do a water and wastewater rate study. The increase in rates that was adopted by City Council in January 2015 is reflected in the amended revenues, both water and wastewater. The amended expenses increased slightly higher than the

amended revenues. The wastewater treatment plant state permit increased by almost \$9,000. The use of the 2014 Tax Note Issuance to purchase equipment is also reflected in the increase in expenses. The tax note issue proceeds flow from the 2014 Tax Note Issue Construction Fund into the water/wastewater fund as equipment is purchased. The water/wastewater fund then pays back the debt service fund thus the increase in expenses.

#### Debt Service Fund Highlights

The debt service fund's increase in both revenue and expenditures reflects the 2014 Tax Note Issue. This issuance is for the purchase of capital equipment and for capital improvement projects. All budgeted funds that benefit from the tax note issuance by receiving funds to purchase equipment or to construct projects will pay the debt service fund. The debt service fund then pays the debt payments on the issuance.

#### Type B Sales Tax Fund Highlights

Revenues were increased only slightly due to an increase in interest on investments. Expenditures were increased to cover some additional consulting services.

#### Drainage Fund Highlights

There are no amendments in this fund.

#### Restricted Use Fund Highlights

The major increase in both revenues and expenditures for \$365,000 is to cover the additional costs estimated to complete the Violet Andrews-Sunset Park Elevated Hike and Bike Bridge. This is a matching project with the Texas Department of Transportation. The design of the project indicates there will be more infrastructure required and thus the additional expense.

#### Venue Sales Tax Fund Highlights

There is no change in the estimated revenues and only a slight increase of less than \$2,200 in expenditures. This increase is due to some additional consulting services.

#### All Budgeted Funds

The mid-year adjustment also incorporates the budgeted expenses in each of the five funds to account for the ongoing pay for performance compensation structure.

#### **ALTERNATIVES CONSIDERED**

The alternative would be to not do a mid-year budget amendment. That action does not properly reflect changes in information and resulting operations within the budget. Performing a mid-year adjustment produces a more accurate and reliable operations budget.

#### **FINANCIAL IMPACT**

The following table shows original budgets, increases and (decreases), amended totals and change in fund reserves. The results depict a more accurate reflection of operating budgets if a mid-year amendment is adopted.

	<b><u>Current Total</u></b>	<b><u>Amended Total</u></b>	<b><u>Increase (Decrease)</u></b>	<b><u>Change in Fund Reserves</u></b>
<b>General Fund</b>				
Revenues	\$ 10,637,484	\$ 10,754,497	\$ 117,013	
Expenditures	\$ 10,637,429	\$ 10,737,583	\$ 100,154	\$ 16,859
<b>Water/Wastewater Fund</b>				
Revenues	\$ 6,442,212	\$ 6,560,554	\$ 118,342	
Expenditures	\$ 6,439,292	\$ 6,558,848	\$ 119,556	\$ (1,214)
<b>Debt Service Fund</b>				
Revenues	\$ 1,760,804	\$ 2,611,979	\$ 851,175	
Expenditures	\$ 1,752,723	\$ 2,547,205	\$ 794,482	\$ 56,693
<b>4B Economic Development Sales Tax Fund</b>				
Revenues	\$ 1,668,200	\$ 1,670,757	\$ 2,557	
Expenditures	\$ 1,263,543	\$ 1,275,712	\$ 12,169	\$ (9,612)
<b>Restricted Use Fund</b>				
Revenues	\$ 918,100	\$ 1,283,100	\$ 365,000	
Expenditures	\$ 638,763	\$ 1,004,372	\$ 365,609	\$ (609)
<b>Venue Tax Fund</b>				
Revenues	\$ 1,575,500	\$ 1,575,500	\$ 0	
Expenditures	\$ 1,415,348	\$ 1,417,493	\$ 2,145	\$ (2,145)

**ATTACHMENTS**

Budget Amendment Tables by Fund  
Proposed Ordinance No. 2107

**RECOMMENDED ACTION**

Motion to approve first reading of Ordinance No. 2107 amending the FY 2015 budget ending September 30, 2015.

**Budget Amendment #1**

**General Fund**

**FY2015**

<b>Revenues</b>	<b>Original</b>	<b>Increase (Decrease)</b>	<b>Amended Total</b>
Insurance Proceeds (Library Flood)	\$ 3,000	\$ 93,245	\$ 96,245
Building Permits	280,000	10,000	290,000
Zoning & Platting Fees	15,000	13,250	28,250
Youth Programs	5,000	7,036	12,036
Senior Center	18,000	(8,000)	10,000
Donations - Parks & Recreation	3,000	12,450	15,450
Law Enforcement Ed./Standard	-	2,323	2,323
Drawdown Fund Balance	182,250	-	182,250
All other Revenues	10,131,234	(13,291)	10,117,943
<b>Total Revenues</b>	<b>\$10,637,484</b>	<b>\$ 117,013</b>	<b>\$ 10,754,497</b>

**Expenditures by Category**

Personnel Costs

Personnel Changes & Salary Savings 7,381,652 (106,963) 7,274,689

Operations 1,653,202 61,356 1,714,558

Repairs & Maintenance 762,012 30,128 792,140

Contract Services 537,540 132,931 670,471

Capital Outlay 92,525 (41,500) 51,025

Other 210,498 24,202 234,700

**Total Expenditure Budget** \$10,637,429 \$ 100,154 \$ 10,737,583

**Excess (Deficiency) Revenues over Expenditures** 55 16,859 16,914

**Budget Amendment #1  
Water/Wastewater Fund  
FY2015**

<b>Revenues</b>	Original	Increase (Decrease)	Amended Total
Water Sales	\$ 3,120,000	\$ 55,000	\$ 3,175,000
Public Reimb - Wtr Util Mt	-	5,800	5,800
Sewer Service Charges	2,720,000	50,000	2,770,000
All other Revenues	602,212	7,542	609,754
	<hr/>		
<b>Total Revenues</b>	<b>\$ 6,442,212</b>	<b>\$ 118,342</b>	<b>\$ 6,560,554</b>
	<hr/>		
<b>Expenditures</b>			
Approved Budget, total	6,439,292	-	6,439,292
Changes to Approved Budget:			
<u>Personnel Costs</u>			
Changes in Personnel & Salary Savings	1,139,078	(15,322)	1,123,756
<u>Operations/Utilities</u>			
All Departments (WWTP Permit)	2,458,007	13,820	2,471,827
<u>Repair &amp; Maintenance</u>			
All Departments	346,055	4,398	350,453
<u>Contract Services</u>			
All Departments	97,987	5,377	103,364
<u>Capital Outlay</u>			
All Departments (saved on truck/inc in back)	418,000	4,911	422,911
<u>Other</u>			
Administrative (Pay Tax Note for Equip)	1,980,165	106,372	2,086,537
	<hr/>		
<b>Total Expenditure Budget</b>	<b>\$ 6,439,292</b>	<b>\$ 119,556</b>	<b>\$ 6,558,848</b>
	<hr/>		
<b>Excess (Deficiency) Revenues over Expenditures</b>	<b>2,920</b>	<b>(1,214)</b>	<b>1,706</b>

**Budget Amendment #1**  
**General Obligation Debt Service Fund**  
**FY2015**

<b>Revenues</b>	Original	Increase (Decrease)	Amended Total
Property Tax Collections - current year	\$ 1,673,949		\$ 1,673,949
Transfer In - Water/Wastewater (Tax Note Equip Purchases)	7,500	333,667	341,167
Transfer In-Drainage (Street Sweeper)	7,500	75,000	82,500
Transfer In - PCCDC (Community Ctr Expansion-Tax Note)	51,155	132,178	183,333
Transfer In - Restricted Use (Vet Memorial/IPP-Tax Note)	-	158,333	158,333
Transfer In - Venue Sales Tax Fund (Cap Project-Tax Note)	-	104,867	104,867
Transfer In - Tax Note Construction Fund	-	47,130	47,130
All other Revenues	20,700	-	20,700
	<hr/>		
<b>Total Revenues</b>	<b>\$ 1,760,804</b>	<b>\$ 851,175</b>	<b>\$ 2,611,979</b>
<b>Expenditures</b>			
Approved Budget, total	1,752,723		1,752,723
Changes to Approved Budget:			
<u>Capital Outlay</u>			
Principal - Tax Note Equip & Capital Projects		775,000	775,000
Interest - Tax Note Equip & Capital Projects		19,482	19,482
	<hr/>		
<b>Total Expenditure Budget</b>	<b>\$ 1,752,723</b>	<b>\$ 794,482</b>	<b>\$ 2,547,205</b>
<b>Excess (Deficiency) Revenues over Expenditures</b>	<b>8,081</b>	<b>56,693</b>	<b>64,774</b>

**Budget Amendment #1  
4B Sales Tax Fund  
FY2015**

<b>Revenues</b>	Original	Increase (Decrease)	Amended Total
Sales Tax Collections	\$ 1,112,500	\$ -	\$ 1,112,500
Drawdown (Community Center Rehab CIP)	300,000	-	300,000
Drawdown (Veteran's Memorial & Complex CIP)	250,000	-	250,000
All other Revenues	5,700	2,557	8,257
	<hr/>		
<b>Total Revenues</b>	\$ 1,668,200	\$ 2,557	\$ 1,670,757
<b>Expenditures</b>			
Approved Budget, total	1,263,543	-	1,263,543
Changes to Approved Budget:			
<u>Contract Services</u>		1,326	1,326
<u>Other</u>		10,843	10,843
	<hr/>		
<b>Total Expenditure Budget</b>	\$ 1,263,543	\$ 12,169	\$ 1,275,712
<b><i>Excess (Deficiency) Revenues over Expenditures</i></b>	404,657	(9,612)	395,045

**Budget Amendment #1  
Restricted Use Fund  
FY2015**

<b>Revenues</b>	Original	Increase (Decrease)	Amended Total
Hotel Occupancy Tax	\$ 410,000	\$ -	\$ 410,000
Drawdown - Hotel Occupancy Reserve			
Drawdown (R.O.W. Bridge Violet Andrews Park CIP)	75,000	365,000	440,000
Drawdown (Veteran's Memorial & Complex CIP)	250,000	-	250,000
Drawdown (Indian Point Pier Preservation CIP)	150,000	-	150,000
All other Revenues	33,100	-	33,100
	<hr/>		
<b>Total Revenues</b>	\$ 918,100	\$ 365,000	\$1,283,100
<b>Expenditures</b>			
Approved Budget, total	638,763	-	638,763
Changes to Approved Budget:			
<u>Personnel Costs</u>	55,699	30	55,729
<u>Operations/Utilities</u>	30,885	203	31,088
<u>Repair &amp; Maintenance</u>	8,200	550	8,750
<u>Contract Services</u>	68,949	(174)	68,775
<u>Capital Outlay</u>			-
HOT Cap Outlay@ Comm - Vet Mem	250,000	-	250,000
Indian Point Pier Preservation	150,000	-	150,000
<u>Other</u>			
Investment Fees & Charges	30	-	30
Transfer to Venue Tax Const - ROW Bridge	75,000	365,000	440,000
	<hr/>		
<b>Total Expenditure Budget</b>	\$ 638,763	\$ 365,609	\$1,004,372
<b>Excess (Deficiency) Revenues over Expenditures</b>	279,337	(609)	278,728

**Budget Amendment #1**  
**Venue Tax Fund**  
**FY2015**

<b>Revenues</b>	Original	Increase (Decrease)	Amended Total
Sales Tax Collections	\$ 1,112,500	\$ -	\$ 1,112,500
Drawdown (Community Center Rehab CIP)	\$ 300,000	-	300,000
All other Revenues	163,000	-	163,000
	<hr/>		
<b>Total Revenues</b>	\$ 1,575,500	\$ -	\$ 1,575,500
<b>Expenditures</b>			
Approved Budget, total	1,415,348		1,415,348
Changes to Approved Budget:			
<u>Personnel Costs</u>	218,462	263	218,725
<u>Operations/Utilities</u>	132,760	309	133,069
<u>Repair &amp; Maintenance</u>	52,764	73	52,837
<u>Contract Services</u>	22,887	1,500	24,387
<u>Capital Outlay</u>	314,600	-	314,600
<u>Other</u>	673,875	-	673,875
	<hr/>		
<b>Total Expenditure Budget</b>	\$ 1,415,348	\$ 2,145	\$ 1,417,493
	<hr/>		
<b>Excess (Deficiency) Revenues over Expenditures</b>	160,152	(2,145)	158,007

**ORDINANCE NO. 2107**

**AN ORDINANCE AMENDING AND ADJUSTING ORDINANCE NO. 2091 PASSED ON SEPTEMBER 2, 2014, AMENDING THE FUND LEVEL BUDGET FOR THE CITY OF PORTLAND FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015, AND MAKING SUPPLEMENTAL APPROPRIATIONS AND ADJUSTMENTS FOR SAID FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE; AND AN EFFECTIVE DATE THEREOF.**

**WHEREAS**, during the fiscal year of the City of Portland ending the 30th day of September 2015, the City Manager has indicated to the City Council that there are amendments and adjustments necessary to the present Budget adopted by Ordinance 2091 passed on the 2nd day of September 2014, and

**WHEREAS**, no previous amendment to the FY2015 Budget has been presented,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, TEXAS, AS FOLLOWS, TO-WIT:**

**SECTION 1:** That the attached amendments and adjustments shall be made to the Budget for the fiscal year of the City of Portland ending the 30th day of September 2015.

**SECTION 2:** That this Ordinance repeals all ordinances in conflict herewith.

**SECTION 3:** That this Ordinance shall be in full force and effect from and after the date of its adoption, approval, and required publication of its caption.

Duly approved by the City Council of the City of Portland, Texas on the first reading, April 7, 2015.

Duly passed by the City Council of the City of Portland, Texas on the second and final reading, April 21, 2015.

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David R. Krebs, Mayor

ATTEST:

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Annette Hall,  
City Secretary

<b>AGENDA TITLE</b>	<b><u>ACCEPTANCE OF THE 2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT</u></b> THE CITY COUNCIL WILL HEAR A REPORT AND CONSIDER ACCEPTANCE OF THE FINANCIAL REPORT FOR FISCAL YEAR 2014
<b>MEETING DATE</b>	4/7/2015
<b>DEPARTMENT</b>	Finance
<b>SUBMITTED BY</b>	Michel Sorrell, Director of Finance

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**EXECUTIVE SUMMARY**

The City's independent auditor, Frank Lovvorn, of Lovvorn & Kieschnick, presents to the City Council the Comprehensive Annual Financial Report for the Fiscal Year Ended 2014 audit. The Comprehensive Annual Financial Report (CAFR) commonly referred to as the "Audit Report" is a comprehensive and detailed document that places all of the City's financial information in one place for comparison and review.

**PRIOR ACTIONS OR REVIEWS**

The City of Portland Charter requires that the City Council appoint certified public accountants, who will be responsible to the Council, to perform an independent audit of all funds and groups of accounts of the City on an annual basis. Lovvorn & Kieschnick, LLP, is the firm engaged by the City Council to perform this audit.

**DETAILS / STAFF ANALYSIS**

The Comprehensive Annual Financial Report is a culmination of many hours of work, by both the auditors and City staff. The duties and responsibilities of City staff and the auditors differ.

City staff is responsible for the preparation and fair representation of the financial statements, including maintaining internal controls relevant to the preparation of those financial statements.

The auditors' responsibility is to express an opinion on those financial statements. Audit standards require that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. City staff provides financial information, contracts entered into throughout the year, Council meeting minutes, and many other sources of information that

the auditors use to perform their examination. The auditors perform fieldwork on location where they review documents and discuss financial information and procedures with staff. Once the fieldwork is done, the auditors return to their office to begin compiling the information into the Comprehensive Annual Financial Report and to render an opinion on the City's financial statements.

The auditor's report for the Fiscal Year 2014 states, in their opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Portland, as of September 30, 2014, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with generally accepted accounting principles generally accepted in the United States of America.

**ALTERNATIVES CONSIDERED**

N/A

**FINANCIAL IMPACT**

The Comprehensive Annual Financial Report communicates the City's financial position including, stability, the ability to meet its obligations, and economic outlook. These attributes are what citizens, developers, financial institutions and creditors consider in their decision making process. A sound financial position and a clean auditor opinion on the City's financial statements represent a positive outlook. A positive outlook attracts new residents, new construction, and growth.

**ATTACHMENTS**

- Comprehensive Annual Financial Report for the fiscal year ended September 30, 2014

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**RECOMMENDED ACTION**

Motion to accept the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2014

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<b>AGENDA TITLE</b>	<b><u>SPORTS COMPLEXES IMPROVEMENT PROJECT PRELIMINARY DESIGN</u></b> THE CITY COUNCIL WILL CONSIDER A PROPOSAL FOR ENGINEERING SERVICES FOR THE SPORTS COMPLEXES IMPROVEMENT PROJECT PRELIMINARY DESIGN FROM COYM, REHMET & GUTIERREZ, LP
<b>MEETING DATE</b>	4/7/2015
<b>DEPARTMENT</b>	Administration
<b>SUBMITTED BY</b>	Brian DeLatte, P.E., Assistant City Manager

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### **EXECUTIVE SUMMARY**

The sports facilities at the Softball Complex and Municipal (13-Acre) Park are in dire need of repair, reconstruction, and enhancement. The City Council previously approved the Sports Complexes Improvement Project to improve both facilities as part of the 2014-2019 Capital Improvement Program. Coym, Rehmet & Gutierrez, LP, (CRG) has submitted a proposal for engineering services to complete the preliminary engineering design, as well as provide support during the project's public involvement phase. Preliminary engineering design could be completed in August 2015 with further City Council consideration required to engage CRG for the final design and construction administration services.

### **PRIOR ACTIONS OR REVIEWS**

- The 2014-2019 Capital Improvement Program allocated \$3,500,000 to the project in August 2014.

### **DETAILS / STAFF ANALYSIS**

The project will rehabilitate the existing fields and make significant additions to the two parks. Improvements at the Softball Complex include rehabilitation of existing fields, buildings, parking areas, and other facilities, along with the addition of a youth football field. Work at 13-Acre Park includes removal of the old Veterans Memorial and reconfiguration of the existing park by adding fields on the additional 5-acres of undeveloped park land to the south of 13-Acre Park. Improvements will add capacity and expanded use to both sites, bring our existing facilities up to par with neighboring communities, and ensure that the facilities are ADA compliant and safe for the general public.

The City's financial advisors had originally recommended that the project be split into two phases through the use of Sales Tax Revenue Bonds, with the first phase at a cost of \$1,500,000 and the second phase at a cost of \$2,000,000. Our financial advisor now

recommends that the project be completed in one phase. Financial conditions have exceeded projections, with sales tax revenue coming in 6% over last year with Hotel Occupancy Tax revenue coming in 20% over last year. Additionally, given that many analysts believe the U.S. Federal Reserve will raise interest rates twice this year, it would be prudent to complete the project using one 20-year bond issuance to protect against the likelihood of rising interest rates. This strategy will also reduce costs paid to the financial advisor, bond counsel, and to the underwriters of the issuance. Combining the two bond issuances for the entire amount will save the City on those issuance costs.

City Staff has requested that CRG's services be split into two contracts—preliminary design and final design—so that extensive City Council input and public involvement can be utilized during the scoping of the improvements. Sports leagues that utilize the existing facilities will have opportunities for input during the preliminary design to ensure that the facilities are appropriately programmed to address the needs of youth sports today and into the future. City Staff believes that CRG's preliminary design proposal of \$93,215.00 is appropriate for a project of this scope and complexity. Additionally, the topographic survey fee of \$26,610.00 is appropriate and encompasses all of the surveying required for the project's final design.

**ALTERNATIVES CONSIDERED**

N/A.

**FINANCIAL IMPACT**

CRG's proposal of \$119,825.00 is appropriate and within the project's budget. The engineering services will be funded through Venue Fund reserves and a reimbursement resolution will be considered with the issuance of the permanent financing.

**ATTACHMENTS**

- CRG Engineering Services Fee Proposal

---

**RECOMMENDED ACTION**

Motion to engage Coym, Rehmet & Gutierrez, LP, for the Sports Complexes Improvement Project Preliminary Design in the lump sum amount of \$119,825.00 and authorize the City Manager to execute all necessary contract documents.

# Coym, Rehmet & Gutierrez Engineering, L.P.

ENGINEERS • PLANNERS • SURVEYORS

TBPE Firm Reg. No. F-388

TBPLS Firm Reg. No. 10104001

5656 S. STAPLES, SUITE 230  
CORPUS CHRISTI, TX 78411  
361-991-8550 FAX:361-993-7569

1220 N. TEXAS BLVD., SUITE 4  
ALICE, TX 78332  
361-664-5821 FAX:361-664-0559

April 1, 2015

Mr. Brian DeLatte, P.E.  
Assistant City Manager/City Engineer  
City of Portland  
1101 Moore Avenue  
Portland, Texas 78374

**Subject: City of Portland  
Sports Complex & 13-Acre/Municipal Park  
Park Improvements  
CRG Project No. 20671c**

Dear Mr. DeLatte,

We are pleased to submit this engineering services fee proposal for the City of Portland Sports Complex & 13-Acre/Municipal Park park improvements.

## **PROJECT SCOPE**

This project consists of rehabilitating existing park facilities and constructing new park improvements on a 30-acre tract of land located along County Road 72 (**Sports Complex**) and on a 13-acre tract of land located at the intersection of Lang Road and Memorial Parkway (13-Acre/Municipal Park). In general, the proposed improvements consist of paving, grading, drainage, water, wastewater, landscaping, turf & irrigation, concrete flatwork, fencing, electrical and lighting improvements for existing and proposed park facilities. The proposed improvements are as follows:

### **Sports Complex:**

The improvements include the construction of a new lighted & irrigated youth football field, new access road & parking lot complete with landscaping, irrigation & lighting, the rehabilitation of an existing access road & parking lot, the rehabilitation of four (4) softball fields (lighting, fencing, turf & irrigation), the construction of a new multi-purpose trail, the grading and seeding a new great lawn (irrigated practice field complete with a small related parking lot). Miscellaneous park amenities include walkways, concession stands, shade structures, restrooms, park signs, bollard fencing, backstops, bleachers, playscapes, grills and picnic tables.

### **13-Acre/Municipal Park:**

The improvements include the construction of a new access road & parking lot complete with landscaping, irrigation & lighting, the rehabilitation of existing access roads & parking

lots, the rehabilitation of the existing Senior & Hoppie baseball fields, the construction of new Pinto/Mustang & Bronco lighted baseball fields and new T-ball field (not lighted). Miscellaneous park amenities include hike & bike trail, walkways, concession stands, shade structures, restrooms, park signs, ornamental & bollard fencing, batting cages, bleachers, playscapes, grills and picnic tables.

### **SCOPE OF SERVICES**

Coym, Rehmet & Gutierrez Engineering, L.P (CRG) proposes to work closely with sub-consultants that include Gignac Landscape Architecture and Ed Rotter Engineering, Inc. to perform the proposed services. The initial engineering phase of this project will be up to the 30% design phase.

### **BASIC SERVICES**

#### **Preliminary Phase**

- Attend Park Project kickoff /pre-design meeting.
- Obtain proposal and coordinate geotechnical investigation.
- Investigate private utilities location and coordinate with utility companies as required.
- Make visits to the sites.
- Review as-built data.
- Review survey data.
- Review geotechnical report recommendations.
- Establish design criteria.
- Review condition of existing turf & irrigation facilities.
- Review Electrical & Lighting Systems and existing capacities.
- Attend review meetings with City Staff.
- Prepare a preliminary construction phasing plan as it relates to City sports schedules.
- Prepare a preliminary opinion of probable cost. Recommend Additive Alternate Bids.
- Prepare a 30% design phase submittal in a preliminary engineering letter report (PELR) format.
- Review a draft PELR with City Staff, revise as necessary and submit final PELR.
- Coordinate preliminary design details with City Staff.

#### **Design Phase (Not Authorized)**

- Coordinate final design details with City Staff.
- Prepare the construction documentation including specifications and drawings to fix and describe the size and character of the entire Project, description of materials to be utilized and such other essentials as may be necessary;
- Furnish plans, specification and bid documents for City review and approval.
- Provide two (2) copies of, and pdf, of the 90% (pre-final submittal) complete plans and specifications to the City for review and approval purposes with revised estimates of probable total construction costs; and
- Submit two (2) copies, and pdf, of plans and specifications at 100% completion for final review prior to bidding.

### Bid Phase (Not Authorized)

- Assist City in obtaining qualified contractors;
- Distribute bid packets to prospective bidders.
- Conduct the pre-bid conference;
- Review all pre-bid questions and submissions concerning the bid documents and prepare, for the City's approval, any addenda or other revisions necessary to inform contractors of approved changes prior to bidding;
- Assist the City in receiving bids.
- Analyze bids, prepare bid tabulations and make recommendation concerning award of the contract. Attend a City Council meeting to present recommendation of contract award.
- Prepare the final Contract Documents and obtain all necessary signatures and approvals to proceed to the construction phase.

### Construction Phase (Not Authorized)

- Participate in the pre-construction meeting;
- Review for approval shop and working drawings, materials and other submittals;
- Review tests and testing results;
- Provide interpretations and clarifications of the plans and specifications for the contractor and authorize minor changes which do not affect the contractor's price and are not contrary to the general interest of the City under the contract;
- Consult with City representative and advise during construction with City and other governmental authorities;
- Make visits to the site of the project to confer with the City project inspector and contractor, to observe the general process and quality of work and to determine in general, if the work is being done in accordance with the contract documents. Review and coordinate contractor's progress schedule and critical path updates with contractor and the City. This will not be confused with the Project representative inspection or continuous monitoring of the progress of construction;
- Participate in bi-weekly project progress meetings;
- Consult with the City on any change order requests;
- Make final inspection with City representatives and provide the City with a Certificate of Completion; and
- On the basis of "red-line" drawings provided by the contractor and inspector, prepare "as-built" record drawings of the project as constructed based upon known deviations, change orders, mark-ups and changes reported by the City project inspector. Deliver to the City a reproducible set and electronic file of the record drawings and specifications, which will be the property of the City.

### ADDITIONAL SERVICES

#### Control and Topographic Surveys

All work will comply with Category 6, Condition I specifications of the Texas Society of Professional Surveyors' Manual of Practice for Land Surveying in the State of Texas, Ninth Edition.

- a. Establish Horizontal and Vertical Control.
- b. Establish both primary and secondary horizontal/vertical control.
- c. Set project control points for horizontal and vertical control outside the limits of project construction disturbance.

- d. Horizontal control will be based on NAD 83 State plane coordinates (South Zone), and the data will have no adjustment factor applied – i.e. – the coordinate data will remain in grid.
- e. Vertical control will be based on NAVD 88.
- f. All topographic grade work will be established using conventional (non-GPS) methods. Perform topographic surveys to gather existing condition information.
- g. Locate proposed soil/pavement core holes as drilled by the City’s Geotechnical Engineering Consultant.
- h. Obtain x, y, and z coordinates of all accessible existing sanitary sewer, storm sewer, water and gas lines as well as any other lines owned by third-parties and locate all visible utilities, wells and signs within the limits of the park projects. No utility connections will be shown.
- i. Locate improvements within the park property lines and apparent adjacent ROW's.
- j. Generate electronic planimetric base map for use in project design.

**Public Involvement**

Participate in two stakeholder (leagues) public meetings and two public City Council meetings or workshops, if requested by the City. Prepare notices, PowerPoint presentations, handouts and exhibits for meetings. Provide follow-up and response to citizen comments. Revise contract drawings to address citizen comments, as directed by the City. Prepare notices, handouts and exhibits for public information meetings.

**Permit Preparation (Not Authorized)**

Furnish the City all engineering data and documentation necessary for all required permits. The A/E will prepare this documentation for all required signatures. The A/E will prepare and submit identified permits, as applicable, to the appropriate local, state, and federal authorities, including:

- a. Texas Department of Licensing and Regulation (TDLR )

**FEES**

We propose that our services be reimbursed on a lump sum basis for Basic Services and Additional Services in the following amounts:

**FEE SUMMARY PRELIMINARY ENGINEERING**

Description	Amount
<b><u>Basic Services</u></b>	
Design Phase -- Initial 30% Design Submittal	\$85,315
Design Phase --Bid Phase (100% Design Submittal) -- Not Authorized	\$0
Construction Phase -- Not Authorized	\$0
<b>Total Basic Services</b>	<b>\$85,315</b>
<b><u>Additional Services</u></b>	
Project Control and Park Topographic Surveys	\$26,610
Four (4) Public Involvement Meetings	\$7,480
Mileage/Copies/Handouts	\$420
<b>Total Additional Services</b>	<b>\$34,510</b>
<b>Total Basic and Additional Services</b>	<b>\$119,825</b>

The fee will be billed monthly on the percent of the work completed in the previous month.

**SCHEDULE**

A proposed schedule is shown below:

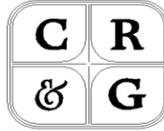
<b>TASK</b>	<b>DATE</b>
Notice To Proceed	April 10, 2015
Complete Boundary & Topographic Surveys	May 5, 2015
Public Meeting #1 (Stakeholders-Leagues)	May 2015
Public Meeting #2 (City Council )	June 2015
Public Meeting #3 (Stakeholders-Leagues)	July 2015
Public Meeting #4 (City Council)	August 2015
Submittal of 30% Design	August 25, 2015

We appreciate the opportunity to submit this proposal and look forward to working with you on this very important project.

Very truly yours,  
COYM, REHMET & GUTIERREZ  
ENGINEERING L.P.



Victor M. Gutierrez, P.E.  
Principal



Coym, Rehmet & Gutierrez Engineering, L.P.  
 TBPE Firm Reg. No. F-388  
 TBPLS Firm Reg. No. 101040-01  
 5656 S. Staples, Suite 230  
 Corpus Christi, Texas 78411  
 Phone: 361-991-8550 Fax: 361-993-7569  
 Email: crg@crgei.com

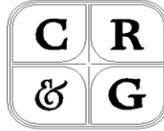
**MANHOUR AND FEE ANALYSIS - BASIC SERVICES**

**CLIENT: CITY OF PORTLAND**

**PROJECT: SPORTS COMPLEX & 13-ACRE/MUNICIPAL PARK IMPROVEMENTS**

**CRG PROJECT No. 20671c**

ITEM	DESCRIPTION	PRINCIPAL		PROJECT MGR., P.E.		DESIGN ENGR., P.E.		SR. ENGR./ SURVEY TECH		CADD TECH		RPLS/LSLS		SURVEY CREW		CLERICAL		SUB CONTRACTOR		NON LABOR		TASK TOTAL
		RATE		\$145.00		\$135.00		\$115.00		\$85.00		\$75.00		\$115.00		\$140.00		\$60.00				Total
		Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Expense	Expense	Total		
<b>PRELIMINARY &amp; DESIGN PHASE -- 30% SUBMITTAL</b>																						
A	Project Administration	12	\$1,740													8	\$480					\$2,220.00
B	Project Scheduling, Updates			4	\$540																	\$540.00
C	Project Meetings	4	\$580	4	\$540																	\$1,120.00
D	Geotechnical Consultant Coordination			2	\$270																	\$270.00
E	In House Meetings	4	\$580	4	\$540	4	\$460															\$1,580.00
F	Utility Cos. Coordination, AEP, Fiber Op's, Gas			4	\$540	2	\$230															\$770.00
G	Site Visits	4	\$580	8	\$1,080	4	\$460															\$2,120.00
H	Review of Survey, As-Built Data, Utility Locations			8	\$1,080																	\$1,080.00
I	Design Criteria, Project Review			4	\$540																	\$540.00
J	Prepare Opinion of Cost	2	\$290	16	\$2,160																	\$2,450.00
K	Engineering Letter Report Preparation	6	\$870	12	\$1,620												8	\$480				\$2,970.00
L	Submit Draft Engineering Letter Report			2	\$270												2	\$120				\$390.00
M	Review Meeting	1	\$145	1	\$135												1	\$60				\$340.00
N	Finalize Engineering Letter Report			1	\$135												4	\$240				\$375.00
O	QA/QC	4	\$580	8	\$1,080												2	\$120				\$1,780.00
P	Final Submittal Meeting			1	\$135																	\$135.00
Q	Opinion of Cost	2	\$290	2	\$270	4	\$460										4	\$240				\$1,260.00
R	Listing Of Proposed Specifications	4	\$580	4	\$540																	\$1,120.00
S	Meeting, Address Review Comments	2	\$290	4	\$540	4	\$460	12	\$1,020													\$2,310.00
T	Final Submittal of 30% Design PELR	3	\$435	12	\$1,620	14	\$1,610										1	\$60				\$3,725.00
<b>Sheet PELR Exhibits (30% Design)</b>																						
1	Title Sheet			1	\$135					1	\$75											\$210.00
2	Project Vicinity Map, General Notes, Legend & Abbreviations			1	\$135			4	\$340													\$475.00
3	Sports Complex -- Boundary & Topographic Surveys			1	\$135			1	\$85													\$220.00
4	Sports Complex -- Existing Site Conditions & Demolition Plan	1	\$145	4	\$540			12	\$1,020													\$1,705.00
5-6	Sports Complex -- Overall Site & Dimension Plan Option 'A'	1	\$145	2	\$270	12	\$1,380															\$1,795.00
7	Sports Complex -- Overall Site & Dimension Plan Option 'B'	1	\$145	2	\$270	8	\$920	8	\$680													\$2,015.00
8	Sports Complex -- Utility Plan (Water, Wastewater & Gas)	1	\$145	2	\$270	4	\$460	12	\$1,020													\$1,895.00
9-10	Sports Complex -- Overall Site Electrical Distribution Plan & Riser Diagram																	\$2,400				\$2,400.00
11-12	Sports Complex -- Overall Paving, Grading & Drainage Plan & Details	2	\$290	4	\$540	4	\$460	8	\$680													\$1,970.00
13-15	Sports Complex -- Youth Football Field Improvements & Details (Lighting, Fencing & Field Marking Plan; Bleachers & Concrete Flatwork)	1	\$145	3	\$405	4	\$460	8	\$680													\$1,690.00
16-18	Sports Complex -- Softball Fields Improvements & Details (Lighting, Fencing & Field Marking Plans; Bleachers & Concrete Flatwork)	3	\$435	4	\$540	8	\$920	16	\$1,360													\$3,255.00
19	Sports Complex -- Multipurpose Trail Details			2	\$270	4	\$460	6	\$510													\$1,240.00
20-21	Sports Complex -- Concession Stand Plan & Elevations			2	\$270	4	\$460	8	\$680													\$1,410.00
22	Sports Complex -- Multipurpose Lawn & Backstops (Indicate Limits of Seeding & Irrigation and Locations of Future Elevated Storage Tank & Regional Lift Station)			4	\$540	4	\$460	6	\$510													\$1,510.00
23	Sports Complex -- Great Lawn (Indicate Limits of Seeding & Irrigation, Location of Future Parking Lot & Future Football Field and Detention Pond Screening)	1	\$145	8	\$1,080	8	\$920	16	\$1,360													\$3,505.00



Coym, Rehmet & Gutierrez Engineering, L.P.  
 TBPE Firm Reg. No. F-388  
 TBPLS Firm Reg. No. 101040-01  
 5656 S. Staples, Suite 230  
 Corpus Christi, Texas 78411  
 Phone: 361-991-8550 Fax: 361-993-7569  
 Email: crg@crgei.com

**MANHOUR AND FEE ANALYSIS - BASIC SERVICES**

**CLIENT: CITY OF PORTLAND**

**PROJECT: SPORTS COMPLEX & 13-ACRE/MUNICIPAL PARK IMPROVEMENTS**

**CRG PROJECT No. 20671c**

ITEM	DESCRIPTION	PRINCIPAL		PROJECT MGR., P.E.		DESIGN ENGR., P.E.		SR. ENGR./ SURVEY TECH		CADD TECH		RPLS/LSLS		SURVEY CREW		CLERICAL		SUB CONTRACTOR		NON LABOR		TASK TOTAL
		RATE		\$145.00		\$135.00		\$115.00		\$85.00		\$75.00		\$115.00		\$140.00		\$60.00				Total
		Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Expense	Expense			Total
24	Sports Complex -- Park Sign Details			4	\$540	4	\$460	6	\$510													\$1,510.00
25-26	Sports Complex -- Landscape Plan & Details																					\$3,155.00
27-28	Sports Complex -- Irrigation Plan & Details																					\$2,200.00
29	13-Acre Park -- Overall Site & Dimension Plan Option 'A'			2	\$270	2	\$230	8	\$680													\$1,180.00
30	13-Acre Park -- Overall Site & Dimension Plan Option 'B'	2	\$290	2	\$270	4	\$460	6	\$510													\$1,530.00
31	13-Acre Park -- Boundary & Topographic Surveys			1	\$135			1	\$85													\$220.00
32	13-Acre Park -- Existing Site Conditions & Demolition Plan	1	\$145	1	\$135	2	\$230	2	\$170													\$680.00
33	13-Acre Park -- Utility Plan (Water, Wastewater & Gas)			1	\$135	4	\$460	8	\$680													\$1,275.00
34	13-Acre Park -- Overall Site Electrical Distribution Plan & Riser Diagram																					\$2,160.00
35	13-Acre Park -- Overall Paving, Grading & Drainage Plan & Details			4	\$540			16	\$1,360													\$1,900.00
36-37	13-Acre Park -- Senior & Hoppie Baseball Field Rehabilitation (Lighting, Fencing & Field Marking Plans; Bleachers & Concrete Flatwork)	1	\$145	6	\$810			16	\$1,360													\$2,315.00
38-39	13-Acre Park -- New Lighted Pinto/Mustang & Bronco Field Baseball Fields Plan & Details (Lighting, Fencing & Field Marking Plans; Bleachers & Concrete Flatwork)	1	\$145	8	\$1,080			24	\$2,040													\$3,265.00
40	13-Acre Park -- New Non-Lighted T-Ball Field Plan & Details (Fencing & Field Marking Plans; Bleachers & Concrete Flatwork)	1	\$145	2	\$270			8	\$680													\$1,095.00
41	13-Acre Park -- Multipurpose Trail Details	1	\$145	2	\$270			8	\$680													\$1,095.00
42-43	13-Acre Park -- Concession Stand & Restroom Building Plan & Elevations	1	\$145	6	\$810	8	\$920	12	\$1,020													\$2,895.00
44	13-Acre Park -- Park Sign Details			2	\$270	2	\$230	4	\$340													\$840.00
45	13-Acre Park -- Miscellaneous Details (Bollard & Ornamental Fencing, Batting Cages, Playscapes, Grills & Picnic Tables)			2	\$270	4	\$460	8	\$680													\$1,410.00
46-47	13-Acre Park -- Landscape Plan & Details																					\$2,700.00
48-50	13-Acre Park -- Irrigation Plan & Details																					\$1,500.00
																						<b>TOTAL 30% DESIGN PHASE SERVICES</b>
																						<b>\$85,315.00</b>
<b>BID PHASE -- Not Authorized</b>																						
																						<b>TOTAL BID PHASE SERVICES</b>
																						<b>\$0.00</b>
<b>CONSTRUCTION PHASE -- Not Authorized</b>																						
																						<b>TOTAL CONSTRUCTION PHASE SERVICES</b>
																						<b>\$0.00</b>
<b>ADDITIONAL SERVICES</b>																						
A	Project Control and Park Boundary & Topographic Surveys for the Sports Complex & 13-Acre/Municipal Park	4	\$580	8	\$1,160			22	\$1,870			12	\$1,380	128	\$17,920	4	\$240				\$3,460	\$26,610.00
B	Four (4) Public Involvement Meetings	19	\$2,755	11	\$1,485					24	\$2,760					8	\$480					\$7,480.00
C	Expenses (Mileage/ Copies/Handouts/Exhibit Boards)																				\$420	\$420.00
																						<b>TOTAL ADDITIONAL SERVICES</b>
																						<b>\$34,510.00</b>

**TOTAL BASIC SERVICES (30% Submittal) \$119,825.00**



**STAFF  
WEEKLY  
REPORTS**



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

## Completed Activities

03/01/2015 through 03/07/2015

Page 1 of 1

Report run on: 03-09-2015

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
03/02/2015	ANNUAL INSPECTION	Annual	CITY OF PORTLAND FIRE STATION #2	595 Buddy Ganem Dr.	Dan Willott	SCHEDULED
03/02/2015	ANNUAL INSPECTION	Annual	POLICE DEPARTMENT	01902 Billy G Webb	Dan Willott	SCHEDULED
03/02/2015	ANNUAL INSPECTION	Annual	CITY HALL	01900 Billy G. Webb Dr.	Dan Willott	SCHEDULED
03/02/2015	ANNUAL INSPECTION	Annual	PORTLAND COMMUNITY CENTER	02000 Billy G. Webb Dr.	Dan Willott	SCHEDULED
03/02/2015	ANNUAL INSPECTION	Annual	SPOHN CHRISTUS HEALTH SYSTEM	00311 A BUDDY GANEM DR	Dan Willott	SCHEDULED
03/03/2015	ANNUAL INSPECTION	Re-Inspection	LITTLE CAESAR'S	1702 U.S. Highway 181 Suite B-13	Dan Willott	PASS
03/03/2015	ANNUAL INSPECTION	Re-Inspection	SPANKYS LIQUOR STORE	1702 U.S. Highway 181 Suite A-5	Dan Willott	PASS
03/03/2015	ANNUAL INSPECTION	Re-Inspection	AL WILLEFORD CHEVROLET	01603 US HWY 181	Dan Willott	PASS
03/03/2015	ANNUAL INSPECTION	Re-Inspection	LAB CORP	1702 U.S. Highway 181 Suite B-12	Dan Willott	PASS
03/03/2015	ANNUAL INSPECTION	Re-Inspection	MATTRESS FIRM	1702 U.S. HWY 181 A1	Dan Willott	FAIL
03/03/2015	ANNUAL INSPECTION	Re-Inspection	CARRIAGE INN	401 Northshore Blvd.	Dan Willott	PASS
03/03/2015	ANNUAL INSPECTION	Annual	CUEVAS LAW FIRM	315 5th Suite A	Dan Willott	SCHEDULED
03/03/2015	ANNUAL INSPECTION	Annual	CAVEMAN STUDIOS	1302 Wildcat Dr. #A	Dan Willott	SCHEDULED
03/04/2015	ANNUAL INSPECTION	Annual	IBC BANK	1800 US Hwy 181	Dan Willott	SCHEDULED
03/05/2015	ANNUAL INSPECTION	Annual	LITTLE CAESAR'S	1600 US 181 Suite 2	Dan Willott	SCHEDULED
03/05/2015	ANNUAL INSPECTION	Annual	NEW WAVE PROPERTIES	203 Lang	Dan Willott	FAIL
03/05/2015	ANNUAL INSPECTION	Annual	PROSPERITY BANK	1840 US 181	Dan Willott	SCHEDULED
03/06/2015	ANNUAL INSPECTION	Annual	FASTENAL	1008 US Hwy 181	Dan Willott	SCHEDULED
03/06/2015	ANNUAL INSPECTION	Annual	SUBWAY	2030 US Hwy 181 Suite B	Dan Willott	SCHEDULED
03/06/2015	ANNUAL INSPECTION	Re-Inspection	HUMPAL PHYSICAL THERAPY	114 Lang Rd. #A	Dan Willott	PASS

**Total Completed Activities: 20**

# Portland Fire Department

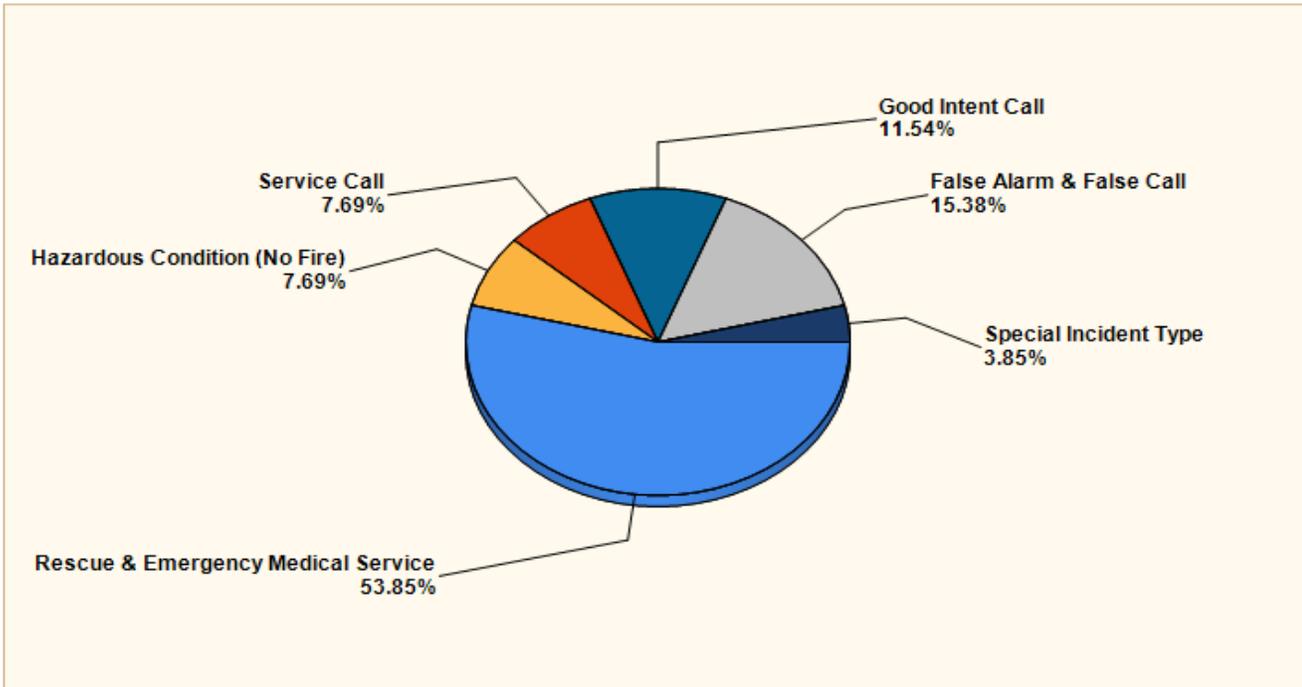
Portland, TX

This report was generated on 3/16/2015 8:49:58 AM



## Breakdown by Major Incident Types for Date Range

Start Date: 03/09/2015 | End Date: 03/15/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	14	53.85%
Hazardous Condition (No Fire)	2	7.69%
Service Call	2	7.69%
Good Intent Call	3	11.54%
False Alarm & False Call	4	15.38%
Special Incident Type	1	3.85%
<b>TOTAL</b>	<b>26</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	7	26.92%
321 - EMS call, excluding vehicle accident with injury	4	15.38%
322 - Motor vehicle accident with injuries	2	7.69%
324 - Motor vehicle accident with no injuries.	1	3.85%
411 - Gasoline or other flammable liquid spill	1	3.85%
412 - Gas leak (natural gas or LPG)	1	3.85%
510 - Person in distress, other	2	7.69%
611 - Dispatched & cancelled en route	1	3.85%
622 - No incident found on arrival at dispatch address	1	3.85%
653 - Smoke from barbecue, tar kettle	1	3.85%
700 - False alarm or false call, other	1	3.85%
745 - Alarm system activation, no fire - unintentional	3	11.54%
911 - Citizen complaint	1	3.85%
<b>TOTAL INCIDENTS:</b>	<b>26</b>	<b>100.00%</b>

Personnel participated in Judging W.C. Andrews Science Fair  
 Personnel attended Pipeline Emergency Response Meeting - Corpus Christi, Texas

Number of times on scene or enroute to a call when a call was dispatched: 0

Average Response Time: 4.78 Min.



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

## Completed Activities

03/08/2015 through 03/14/2015

Page 1 of 1

Report run on: 03-16-2015

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
03/09/2015	ANNUAL INSPECTION	Annual	WHEELY CLEAN CARWASH	501 BUDDY GANEM DR	Dan Willott	FAIL
03/09/2015	ANNUAL INSPECTION	Annual	BLISS NAILS	1702 US 181 B9	Dan Willott	SCHEDULED
03/09/2015	ANNUAL INSPECTION	Annual	ROCKS DISCOUNT VITAMINS N MORE	01004 A US 181	Dan Willott	SCHEDULED
03/10/2015	ANNUAL INSPECTION	Annual	NATURAL NAILS	1500 Wildcat Suite N	Dan Willott	SCHEDULED
03/10/2015	ANNUAL INSPECTION	Annual	SNAPPY FOOD	617 Moore Ave.	Dan Willott	SCHEDULED
03/10/2015	ANNUAL INSPECTION	Annual	SEA BREEZE TREASURES - PORTLAND FURNITURE	900-902-904 Elm	Dan Willott	SCHEDULED
03/10/2015	ANNUAL INSPECTION	Re-Inspection	CONNECTIONS FAMILY SERVICES	209 Cedar Dr. B	Dan Willott	FAIL
03/10/2015	ANNUAL INSPECTION	Re-Inspection	ALLSTATE INSURANCE	209 Cedar Dr. A	Dan Willott	PASS
03/11/2015	ANNUAL INSPECTION	Re-Inspection	NAVY ARMY FEDERAL CREDIT UNION	285 Buddy Ganem	Dan Willott	FAIL
03/11/2015	ANNUAL INSPECTION	Annual	ELECTRIC TAN	2030 US 181 Suite F	Dan Willott	SCHEDULED
03/11/2015	ANNUAL INSPECTION	Annual	INSURANCE SERVICES	1500 Wildcat Suite O	Dan Willott	SCHEDULED
03/12/2015	ANNUAL INSPECTION	Re-Inspection	TACO BELL	1043 US Hwy 181	Dan Willott	FAIL
03/12/2015	ANNUAL INSPECTION	Re-Inspection	MCDONALD'S	1300 Wildcat	Dan Willott	FAIL
03/12/2015	ANNUAL INSPECTION	Re-Inspection	ACE CASH EXPRESS	01508 WILDCAT DR	Dan Willott	PASS
03/12/2015	ANNUAL INSPECTION	Re-Inspection	GNC	1546 WILDCAT	Dan Willott	FAIL
03/12/2015	ANNUAL INSPECTION	Re-Inspection	COASTAL PALMS NURSING CENTER	00221 Cedar	Dan Willott	PASS
03/12/2015	ANNUAL INSPECTION	Re-Inspection	THE PAVILION AT COASTAL PALMS	211 Cedar Dr.	Dan Willott	PASS
03/12/2015	ANNUAL INSPECTION	Re-Inspection	K-MART	1400 Wildcat	Dan Willott	FAIL
03/12/2015	ANNUAL INSPECTION	Annual	ZEBBA INC	01701 US 181	Dan Willott	FAIL
03/13/2015	ANNUAL INSPECTION	Re-Inspection	CONNECTIONS FAMILY SERVICES	209 Cedar Dr. B	Dan Willott	FAIL

Total Completed Activities: 20

Information contained here in for YTD is for 10/01/2014 To 03/20/2015  
 Information contained here in for Previous YTD is for 10/01/2013 To 03/20/2014

VIOLATION ISSUED BY:	CURRENT MONTH	YEAR TO DATE	PREVIOUS YTD	VARIATION IN (+/-)
Municipal Police Department	15	1249	1837	-588
<b>TOTALS</b>	15	1249	1837	-588
<b>TOTAL NEW FEES LEVIED:</b>	\$3,183.00	\$271,435.90	\$365,520.00	\$-94,084.10
<b>FUNDS COLLECTED:</b>				
State Taxes:	\$2,432.30	\$64,541.21	\$77,040.45	\$-12,499.24
Fines:	\$1,866.60	\$54,983.86	\$69,426.13	\$-14,442.27
LEA Fees:	\$160.10	\$3,897.93	\$4,999.00	-1,101.07
Multiuse:	\$2,096.60	\$32,912.90	\$29,181.70	\$3,731.20
D/L Fees:	\$390.00	\$6,924.39	\$8,472.84	\$-1,548.45
Warrant Fees:	\$0.00	\$500.00	\$700.00	\$-200.00
Capias Fees:	\$0.00	\$350.00	\$809.00	\$-459.00
Pay Plan Fees:	\$125.00	\$1,419.00	\$2,206.92	\$-787.92
Collection Fees:	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	\$7,070.60	\$165,529.29	\$192,836.04	\$-27,306.75
<b>WARRANT INFORMATION:</b>				
Warrants Issued:	4	93	96	-3
Capias Issued:	0	38	28	10
<b>TOTALS</b>	4	131	124	7
Warrants Closed:	0	555	55	500
Capias Closed:	0	34	20	14
<b>TOTALS</b>	0	589	75	514
<b>OTHER INFORMATION:</b>				
Citations Closed:	37	2801	1925	876
Failure to Appear:	0	0	0	0

Average current month speeding ticket issued was for 19.5 miles above posted limit.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Week**  
**Daily Activity**

**March 16 to March 20, 2015**  
**Statistics**

<b>Count of Payments Processed</b>						<b>Weekly</b>
	<b>16-Mar</b>	<b>17-Mar</b>	<b>18-Mar</b>	<b>19-Mar</b>	<b>20-Mar</b>	<b>Totals By</b>
						<b>Type</b>
<i>Number of Payments Per Day</i>	801	417	64	103	44	1,429
<i>Number of Deposits Per Day</i>	7	10	2	1	1	21
<i>Number of Web Payments Per Day</i>	135	28	14	16	17	210
<b><i>Daily Total</i></b>	<b>943</b>	<b>455</b>	<b>80</b>	<b>120</b>	<b>62</b>	<b>1,660</b>

Payments	\$95,847.06	\$76,016.89	\$6,970.18	\$12,719.19	\$4,922.48	\$196,475.80
Deposits	\$630.00	\$900.00	\$180.00	\$90.00	\$90.00	\$1,890.00
Web Payments	\$13,773.74	\$3,997.33	\$3,419.74	\$1,747.65	\$2,056.86	\$24,995.32
<b>Daily Total</b>	<b>\$110,250.80</b>	<b>\$80,914.22</b>	<b>\$10,569.92</b>	<b>\$14,556.84</b>	<b>\$7,069.34</b>	<b>\$223,361.12</b>

**Billing Activity For March**

Regular Bills Issued	_____
Disconnect Notices Issued	_____
Automated Bank Drafts	_____
Non-Payments	<u>41</u>

<b>Account Statistics</b>						<b>Weekly</b>
	<b>16-Mar</b>	<b>17-Mar</b>	<b>18-Mar</b>	<b>19-Mar</b>	<b>20-Mar</b>	<b>Totals By</b>
						<b>Type</b>
New Accounts	9	1	5	5	4	24
Disconnected Accounts	2	2	2	2	1	9
Transfers	5	2	2	1	0	10
<b>Total Work Orders Processed</b>	<b>16</b>	<b>5</b>	<b>9</b>	<b>8</b>	<b>5</b>	<b>43</b>

# Portland Fire Department

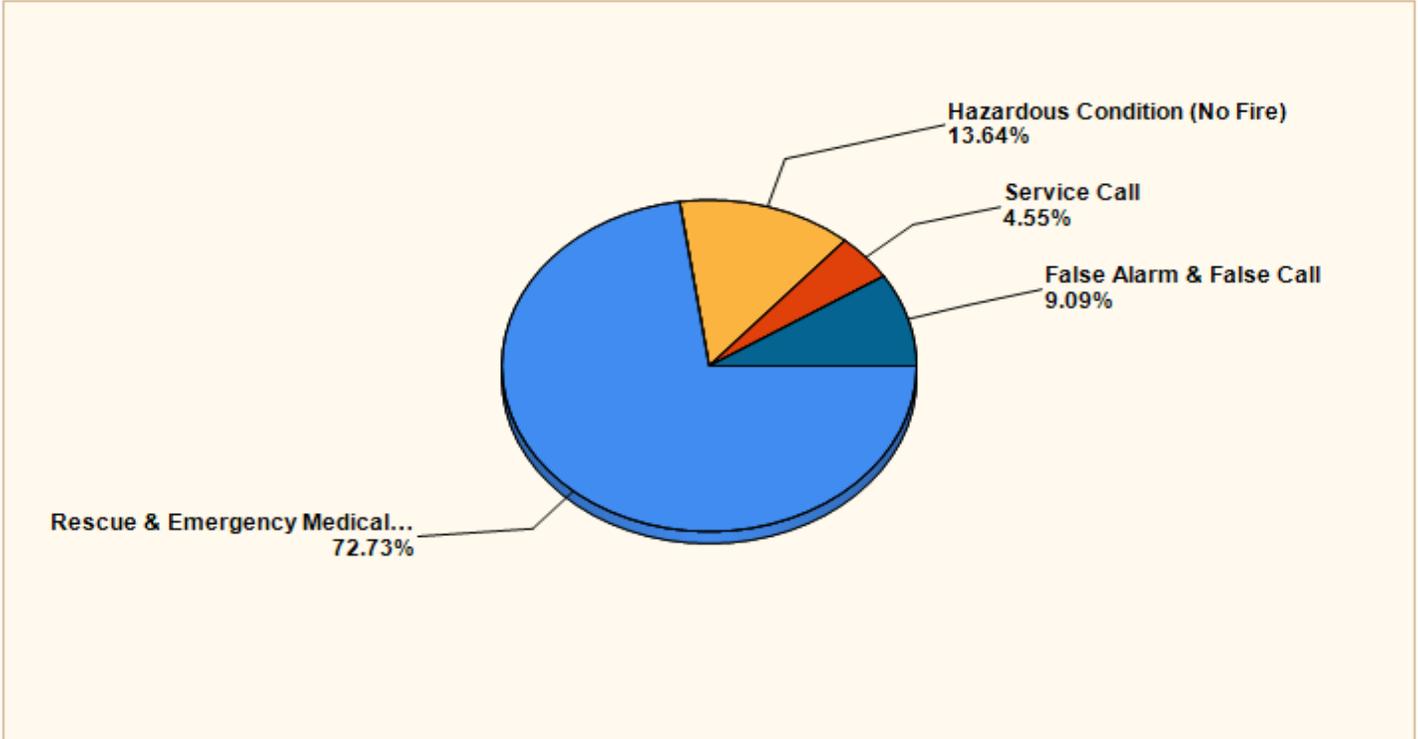
Portland, TX

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## Breakdown by Major Incident Types for Date Range

Start Date: 03/16/2015 | End Date: 03/22/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	16	72.73%
Hazardous Condition (No Fire)	3	13.64%
Service Call	1	4.55%
False Alarm & False Call	2	9.09%
<b>TOTAL</b>	<b>22</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	12	54.55%
321 - EMS call, excluding vehicle accident with injury	4	18.18%
412 - Gas leak (natural gas or LPG)	3	13.64%
510 - Person in distress, other	1	4.55%
733 - Smoke detector activation due to malfunction	1	4.55%
745 - Alarm system activation, no fire - unintentional	1	4.55%
<b>TOTAL INCIDENTS:</b>	<b>22</b>	<b>100.00%</b>

Number of times on scene or enroute to a call when a call was dispatched: 0

Average Response Time: 4.24 Min.



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

## Completed Activities

03/15/2015 through 03/21/2015

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Report run on: 03-23-2015

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
03/16/2015	ANNUAL INSPECTION	Annual	PORTLAND SENIOR CENTER	601 Wildcat Dr.	Dan Willott	SCHEDULED
03/16/2015	ANNUAL INSPECTION	Annual	CITY OF PORTLAND LIBRARY	2400 MEMORIAL PKWY	Dan Willott	SCHEDULED
03/16/2015	ANNUAL INSPECTION	Annual	CITY OF PORTLAND PUBLIC WORKS	1101 Moore Ave.	Dan Willott	SCHEDULED
03/17/2015	ANNUAL INSPECTION	Annual	MARBLE SLAB CREAMARY	2030 US 181	Dan Willott	SCHEDULED
03/18/2015	ANNUAL INSPECTION	Annual	SAN PATRICIO COMMUNITY TEACHERS CU	01802 Billy G Webb	Dan Willott	SCHEDULED
03/18/2015	ANNUAL INSPECTION	Annual	CORPUS CHRISTI REGIONAL MEDICAL CENTER	01702 U.S. Highway 181 Suite A-11	Dan Willott	SCHEDULED

**Total Completed Activities: 6**

**Week**  
**Daily Activity**

**March 23 to March 27, 2015**  
**Statistics**

						<b>Weekly Totals By</b>
<b>Count of Payments Processed</b>	<b>23-Mar</b>	<b>24-Mar</b>	<b>25-Mar</b>	<b>26-Mar</b>	<b>27-Mar</b>	<b>Type</b>
<i>Number of Payments Per Day</i>	83	27	16	31	32	189
<i>Number of Deposits Per Day</i>	4	2	1	2	3	12
<i>Number of Web Payments Per Day</i>	13	6	6	11	9	45
<b>Daily Total</b>	<b>100</b>	<b>35</b>	<b>23</b>	<b>44</b>	<b>44</b>	<b>246</b>
Payments	\$10,367.52	\$2,781.60	\$1,461.73	\$3,601.27	\$4,077.20	\$22,289.32
Deposits	\$360.00	\$180.00	\$90.00	\$180.00	\$270.00	\$1,080.00
Web Payments	\$1,439.29	\$729.27	\$723.74	\$1,298.21	\$989.58	\$5,180.09
<b>Daily Total</b>	<b>\$12,166.81</b>	<b>\$3,690.87</b>	<b>\$2,275.47</b>	<b>\$5,079.48</b>	<b>\$5,336.78</b>	<b>\$28,549.41</b>

**Billing Activity For March**

Regular Bills Issued	
Delinquents & Disconnect Notices Issued	891
Automated Bank Drafts	
Non-Payments	41

						<b>Weekly Totals By</b>
<b>Account Statistics</b>	<b>23-Mar</b>	<b>24-Mar</b>	<b>25-Mar</b>	<b>26-Mar</b>	<b>27-Mar</b>	<b>Type</b>
New Accounts	4	1	0	3	5	13
Disconnected Accounts	3	2	0	1	1	7
Transfers	0	0	0	0	0	0
<b>Total Work Orders Processed</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>20</b>

# Portland Fire Department

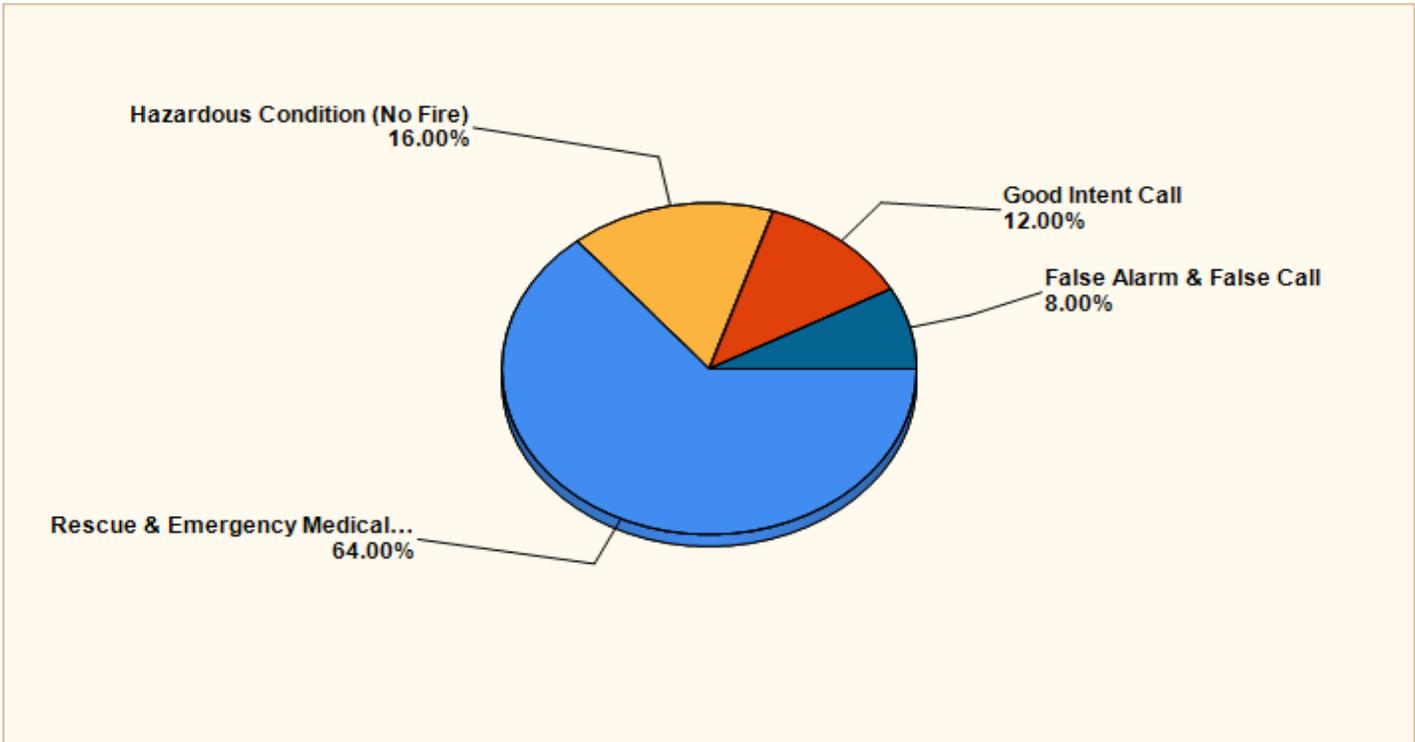
Portland, TX

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## Breakdown by Major Incident Types for Date Range

Start Date: 03/23/2015 | End Date: 03/29/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	16	64.00%
Hazardous Condition (No Fire)	4	16.00%
Good Intent Call	3	12.00%
False Alarm & False Call	2	8.00%
<b>TOTAL</b>	<b>25</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	12	48.00%
321 - EMS call, excluding vehicle accident with injury	3	12.00%
322 - Motor vehicle accident with injuries	1	4.00%
412 - Gas leak (natural gas or LPG)	2	8.00%
440 - Electrical wiring/equipment problem, other	1	4.00%
442 - Overheated motor	1	4.00%
611 - Dispatched & cancelled en route	3	12.00%
740 - Unintentional transmission of alarm, other	1	4.00%
744 - Detector activation, no fire - unintentional	1	4.00%
<b>TOTAL INCIDENTS:</b>	<b>25</b>	<b>100.00%</b>

Annual Pump Testing Conducted  
 Annual Hose Testing Began  
 CPR Instruction (11 students)

Number of times on scene or enroute to a call when a call was dispatched: 1

Average Response Time: 4.96 Min



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

## Completed Activities

03/22/2015 through 03/28/2015

Page 1 of 1

Report run on: 03-30-2015

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
03/23/2015	ANNUAL INSPECTION	Annual	GOODWILL	01550 Wildcat Dr. Suite A	Dan Willott	FAIL
03/23/2015	ANNUAL INSPECTION	Annual	PIZZA HUT	01041 US Hwy 181	Dan Willott	SCHEDULED
03/23/2015	ANNUAL INSPECTION	Annual	HAIR COMPANY	807 Wildcat	Dan Willott	SCHEDULED
03/25/2015	ANNUAL INSPECTION	Annual	SAN PATRICIO ASSOC. OF REALTORS	00101 Cedar Dr. #D	Dan Willott	SCHEDULED
03/27/2015	ANNUAL INSPECTION	Re-Inspection	MATTRESS FIRM	1702 U.S. HWY 181 A1	Dan Willott	FAIL
03/27/2015	ANNUAL INSPECTION	Re-Inspection	ZEBA INC	01701 US 181	Dan Willott	FAIL

**Total Completed Activities: 6**

# MONTHLY VIOLATION ACTIVITY STATISTICS

From 03/30/2015 To 04/02/2015

Information contained here in for YTD is for 10/01/2014 To 04/02/2015  
 Information contained here in for Previous YTD is for 10/01/2013 To 04/02/2014

VIOLATION ISSUED BY:	CURRENT MONTH	YEAR TO DATE	PREVIOUS YTD	VARIATION IN (+/-)
Municipal Police Department	13	1342	1942	-600
<b>TOTALS</b>	13	1342	1942	-600
<hr/>				
<b>TOTAL NEW FEES LEVIED:</b>	\$2,570.00	\$289,851.90	\$389,116.00	\$-99,264.10
<hr/>				
<b>FUNDS COLLECTED:</b>				
State Taxes:	\$1,071.70	\$68,870.11	\$82,764.35	\$-13,894.24
Fines:	\$1,825.50	\$60,695.06	\$76,463.22	\$-15,768.16
LEA Fees:	\$75.00	\$4,173.03	\$5,373.00	-1,199.97
Multiuse:	\$647.60	\$35,535.80	\$31,040.23	\$4,495.57
D/L Fees:	\$240.00	\$7,704.39	\$9,443.05	\$-1,738.66
Warrant Fees:	\$0.00	\$650.00	\$800.00	\$-150.00
Capias Fees:	\$0.00	\$450.00	\$909.00	\$-459.00
Pay Plan Fees:	\$22.10	\$1,441.10	\$2,372.59	\$-931.49
Collection Fees:	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	\$3,881.90	\$179,519.49	\$209,165.44	\$-29,645.95
<hr/>				
<b>WARRANT INFORMATION:</b>				
Warrants Issued:	1	98	111	-13
Capias Issued:	0	38	29	9
<b>TOTALS</b>	1	136	140	-4
<hr/>				
Warrants Closed:	0	559	59	500
Capias Closed:	0	36	21	15
<b>TOTALS</b>	0	595	80	515
<hr/>				
<b>OTHER INFORMATION:</b>				
Citations Closed:	37	2902	2037	865
Failure to Appear:	0	0	0	0

Average current month speeding ticket issued was for 16.0 miles above posted limit.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Week**  
**Daily Activity**

**March 23 to March 27, 2015**  
**Statistics**

<b>Count of Payments Processed</b>						<b>Weekly</b>
	<b>30-Mar</b>	<b>31-Mar</b>	<b>1-Apr</b>	<b>2-Apr</b>	<b>3-Apr</b>	<b>Totals By</b>
						<b>Type</b>
<i>Number of Payments Per Day</i>	39	34	37	23	Holiday	133
<i>Number of Deposits Per Day</i>	3	6	6	2	Holiday	17
<i>Number of Web Payments Per Day</i>	15	18	29	20	Holiday	82
<b>Daily Total</b>	<b>57</b>	<b>58</b>	<b>72</b>	<b>45</b>	<b>0</b>	<b>232</b>
<b>Payments</b>	<b>\$10,509.15</b>	<b>\$4,966.00</b>	<b>\$4,552.74</b>	<b>\$2,618.75</b>	<b>Holiday</b>	<b>\$22,646.64</b>
<b>Deposits</b>	<b>\$270.00</b>	<b>\$510.00</b>	<b>\$540.00</b>	<b>\$180.00</b>	<b>Holiday</b>	<b>\$1,500.00</b>
<b>Web Payments</b>	<b>\$1,477.25</b>	<b>\$2,364.09</b>	<b>\$3,281.63</b>	<b>\$2,197.75</b>	<b>Holiday</b>	<b>\$9,320.72</b>
<b>Daily Total</b>	<b>\$12,256.40</b>	<b>\$7,840.09</b>	<b>\$8,374.37</b>	<b>\$4,996.50</b>	<b>\$0.00</b>	<b>\$33,467.36</b>

**Billing Activity For March**

Regular Bills Issued	5721	\$708,663.14
Delinquents & Disconnect Notices Issued	891	
Automated Bank Drafts	878	\$94,417.08
Non-Payments	41	

<b>Account Statistics</b>						<b>Weekly</b>
	<b>30-Mar</b>	<b>31-Mar</b>	<b>1-Apr</b>	<b>2-Apr</b>	<b>3-Apr</b>	<b>Totals By</b>
						<b>Type</b>
New Accounts	6	5	8	1	Holiday	20
Disconnected Accounts	7	3	5	3	Holiday	18
Transfers	1	2	0	2	Holiday	5
<b>Total Work Orders Processed</b>	<b>14</b>	<b>10</b>	<b>13</b>	<b>6</b>	<b>0</b>	<b>43</b>