



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, June 2, 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:
 - RECOGNITION OF EMPLOYEES – CITY MANAGER
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 MAY 19, 2015 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

6. **ORDINANCE NO. 2109 – AMENDING THE PORTLAND OIL AND GAS ORDINANCE:** THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO. 2109 AMENDING THE PORTLAND OIL AND GAS ORDINANCE – CITY MANAGER AND ASSISTANT CITY MANAGER

7. **PUBLIC WORKS MASTER PLAN:** THE CITY COUNCIL WILL CONSIDER A PROPOSAL FOR PROFESSIONAL SERVICES FOR THE PUBLIC WORKS CENTER MASTER PLAN FROM COYM, REHMET & GUTIERREZ, LP – ASSISTANT CITY MANAGER

8. **JUNIOR HIGH LIFT STATION DESIGN:** THE CITY COUNCIL WILL CONSIDER A PROPOSAL FOR ENGINEERING SERVICES FROM COYM, REHMET & GUTIERREZ ENGINEERING, L.P., FOR ENGINEERING DESIGN FOR A NEW JUNIOR HIGH LIFT STATION IN THE AMOUNT OF \$47,300.00 – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

9. **RESOLUTION NO. 698 - APPOINTING MEMBERS TO BOARD OF DIRECTORS:** THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 698 WHICH APPOINTS 3 MEMBERS TO THE BOARD OF DIRECTORS OF THE PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION FOR 2 YEAR TERMS OF OFFICE – CITY MANAGER

10. **EXECUTIVE SESSION:** THE CITY COUNCIL WILL CONDUCT AN EXECUTIVE SESSION ACCORDING TO §551.087 OF THE TEXAS GOVERNMENT CODE TO DELIBERATE ECONOMIC DEVELOPMENT NEGOTIATIONS WITH SHERWIN ALUMINA AND §551.072 TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY WITH GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT AND PORTLAND CHRISTIAN CENTER – 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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- Persons who wish to speak will only be given 4 minutes to do so

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.

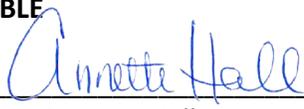
D. ADJOURNMENT: MAYOR KREBS

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 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: May 29, 2015 by 5:00 p.m.
Portland City Hall

By: 
Annette Hall
City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MEETING
MINUTES
MAY 19, 2015 – 5:30 P.M.**

On this the 19th day of May 2015, the Council of the City of Portland convened in a workshop meeting session at 5:30 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
Jaime Pyle	Director of Public Works and Development
Kristin Conner	Director of Parks and Recreation
Lyle Lombard	Fire Chief
Ginny Moses	Library Director
Terrell Elliott	IT Manager

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.

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

- CALL TO ORDER:** MAYOR KREBS

Mayor Krebs called the workshop to order at 5:30 p.m.

2. PRELIMINARY CAPITAL IMPROVEMENT PROGRAM: THE CITY COUNCIL WILL DISCUSS THE FISCAL YEAR 2015 – 2020 CAPITAL IMPROVEMENT PLAN – CITY MANAGER

City Manager, Randy Wright, explained that in compliance with Section 5.07 of the City Charter, the City Manager is required to prepare and submit to the City Council a 5 year Preliminary Capital Program, at least three months prior to the final date for submission of the budget, in August of each year.

He then presented and reviewed the Preliminary Fiscal Year 2015-2020 Capital Improvement Plan with the City Council.

3. AMENDING THE PORTLAND OIL AND GAS ORDINANCE: THE CITY COUNCIL WILL DISCUSS AMENDING THE PORTLAND OIL AND GAS ORDINANCE – CITY MANAGER AND ASSISTANT CITY MANAGER

The City Council, Staff, and representative of Urban Safety Assessment, LLC (USA) discussed the proposed amendment to Oil and Gas Ordinance.

4. STREET LIGHT POLICY: THE CITY COUNCIL WILL DISCUSS THE STREET LIGHT POLICY, STREET LIGHT INSTALLATION PROGRAM, AND A NEIGHBORHOOD STREET LIGHT COST PARTICIPATION PROGRAM – ASSISTANT CITY MANAGER

The City Council and Staff discussed the proposed Street Light Policy, Street Light Installation Program, Neighborhood Street Light Cost Participation Program and the implementation process.

5. ADJOURNMENT: MAYOR KREBS

Mayor Krebs adjourned the workshop at 6:48 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
MAY 19, 2015 – 7:00 P.M.**

On this the 19th day of May 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
John Vilo	Council Member

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
Jaime Pyle	Director of Public Works
Kristin Connor	Director of Parks and Recreation
Ginny Moses	Library Director
Fred Bussman	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:**

- PRESENTATION ON CITY OF PORTLAND VECTOR CONTROL SERVICES – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT AND GENERAL SERVICES SUPERINTENDENT

Director of Public Works and Development, Jaime Pyle and General Services Superintendent, Josh Irvin gave a presentation on Vector Control Services.

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:

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- Announcements involving imminent threats to the public health and safety of the city

There were none.

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

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

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

There were none.

5. CANVASS OF GENERAL ELECTION RETURNS: THE CITY COUNCIL WILL CONSIDER THE RETURNS OF THE MAY 9, 2015 GENERAL ELECTION (ELECTING 4 COUNCIL MEMBERS TO 2 YEAR TERMS OF OFFICE) - MAYOR KREBS AND CITY SECRETARY

- **ADOPTION OF MOTION APPROVING ELECTION RETURNS**

Mayor Krebs read the results of the Official Canvas Report for the May 9, 2015 General Election to elect four (4) Council Members to two (2) year terms.

<u>Name</u>	<u>Votes</u>
John Green	645
Bill T. Wilson II	472
Cathy Skurow	594
Nathan Taggart	1,015
David E. Lewis	445

Council Member Lewis made to motion to accept the Official Canvass Report as presented, declaring John Green, Bill T. Wilson II, Cathy Skurow and Nathan Taggart, elected to the City Council for two (2) year terms, seconded by Council Member Moore.

The motion passed 7-0.

- **COMMENTS BY DEPARTING MEMBERS**

Council Member Vilo expressed his appreciation to the citizens of Portland, City Staff, his family and the City Council for their support while serving on the City Council for the past twelve (12) years.

Council Member Lewis expressed his gratitude to the residents of Portland, City Staff and City Council for their support while serving on the City Council for the past five (5) years and welcomed the newly elected Council Members.

- **ADMINISTRATION OF OATHS OF OFFICE**

City Secretary, Annette Hall, administered the Oath of Office to the newly

elected Council Members: John Green, Bill T. Wilson II, Cathy Skurow and Nathan Taggart.

- **SEATING OF NEW COUNCIL**

The newly elected Council Members took their seats.

- **COMMENTS BY NEWLY ELECTED MEMBERS**

Council Member Taggart commented that he appreciates the support of the community and thanked everyone who voted.

Council Member Wilson thanked those who helped him get elected. He then commented that he and his family have invested their lives in Portland and is looking forward to making it a better place to live.

6. ELECTION OF MAYOR PRO TEMPORE: THE CITY COUNCIL WILL ELECT ONE OF ITS MEMBERS AS MAYOR PRO TEMPORE FOR A 1 YEAR TERM OF OFFICE ACCORDING TO SECTION 2.03 OF THE CITY CHARTER - MAYOR KREBS

Mayor Pro Tem Skurow made the motion nominating Council Member Jorgensen to serve as Mayor Pro Tem for a one (1) year term, seconded by Council Member Green.

The motion passed (7-0)

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

Council Member Green made the motion to approve the minutes of the May 5, 2015 regular meeting as presented, seconded by Council Member Moore.

The motion passed (5-0) with Council Members Wilson and Taggart abstaining.

8. ISSUANCE OF VENUE SALES TAX REVENUE BONDS, SERIES 2015: CONSIDERATION AND APPROVAL OF A FINANCING PLAN FOR THE ISSUANCE OF VENUE SALES TAX REVENUE BONDS, SERIES 2015, NOT TO EXCEED \$3,900,000 – DIRECTOR OF FINANCE AND CONSULTING FINANCIAL ADVISOR

Director of Finance, Michel Sorrell explained that at the request of the City's Consulting Financial Advisor, Victor Quiroga with Frost Banking Investments this item was placed on the agenda to discuss the issuance of Sales Tax Revenue Bonds, not to exceed

\$3,900,000.

The sports facilities at the Softball Complex and Municipal (13-Acre) Park are in poor condition and require reconstruction and enhancement. The City engaged Coym, Rehmet and Gutierrez to begin preliminary design work to rehabilitate the existing fields and make significant additions to the two parks. The project was originally planned as two phases, it has been determined that the projects should be combined, in order to take advantage of economies of scale and to reduce bond sale costs.

The project will rehabilitate existing fields, buildings, parking areas and other facilities and add a youth football field and associated facilities at the Softball Complex. The Veterans Memorial at Municipal (13-Acre) Park will be removed and the existing land will be repurposed as an additional 5 acres of undeveloped park land to the south of Municipal (13-Acre) Park.

Consulting City Financial Advisor, Victor Quiroga with Frost Banking Investments presented a Financing Plan for the Issuance of Sales Tax Revenue Bonds, Series 2015 (Venue) that included:

Outstanding Bonds Supported by the Venue Sales Tax

Financing Goals for the Series 2015 Bonds

- Issue Sales Tax Revenue Bonds to deliver \$3,500,000 in proceeds to the Project Fund.
- Use bond proceeds to make improvements at the sports complex.
- Issue the bonds with a 20- year term and a fixed interest rate.

Debt Service Coverage Pro Forma

- Assumes a 20 year repayment term with a conservative interest rate of 4.50%
- Minimum coverage for additional bonds test is 1.40 times combined average annual debt service.

Next Steps for a Successful Financing

- May 19th - City Council approves a Financing Plan
- June 16th - City Council Authorizes the sale of the Bonds (locks-in a fixed interest rate)
- July 15th - Proceeds delivered to the City's Project Funds via electronic wire (no meeting necessary)

Term Sheet: Sales Tax Revenue Bonds, Series 2015

- Sale Date: June 16, 2015

- Closing Date: July 15, 2015
- Tax Status: Bank-Qualified Tax-Exempt
- Interest Rate: Fixed Rate
- Interest Dates: Semi-annually on (2/5) and (8/15); first payment on 2/15/2016
- Principal Dates: Annually beginning 8/15/2016 through 8/15/2035
- Call Options: August 15, 2024
- Security: Venue Sales Tax Collections
- Ratings: Application submitted to Standard & Poor's
- Credit Enhancement: Application submitted to insurance companies
- Sale Type: Negotiated Sale Method
- Underwriter: RBC Capital Markets

City Council and Mr. Quiroga discussed the proposed Financing Plan for the Issuance of Venue Sales Tax Revenue Bonds, Series 2015 the proceed range, interest rates, and bond rating.

Council Member Moore made the motion to approve a financing plan for the Issuance of Venue Sales Tax Revenue Bonds, Series 2015, not to exceed \$3,900,000, seconded by Mayor Pro Tem Jorgensen.

The motion passed (7-0).

9. **ORDINANCE NO. 2109 – AMENDING THE PORTLAND OIL AND GAS ORDINANCE:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2109 AMENDING THE PORTLAND OIL AND GAS ORDINANCE – CITY MANAGER AND ASSISTANT CITY MANAGER

City Manager, Randy Wright, explained that the City has been in the process of engaging a company to conduct routine safety assessments of oil wells, gas wells and high pressure lines to enhance the safety of Portland. There are a number of oil wells, gas wells and high pressure lines that run throughout the city.

The Oil and Gas Ordinance was previously amended to increase fees associated with oil and gas wells. Ordinance No. 2109 amends the Oil and Gas Ordinance by increasing fees charged to the operators who maintain wells and pipelines in the city. If approved Urban Safety Assessments (USA), LLC will work collaboratively with operators to ensure they are in compliance with State Laws and local regulations for the safety of the residents.

Assistant City Manager, Brian DeLatte explained that Ordinance No. 2109 proposes fee revisions to cover pipeline permit reviews and inspections and includes previously approved revisions made to the Oil and Gas Ordinance by matching the term “third party professionals”.

The City Council, Staff and Urban Safety Assessments (USA) Representatives discussed the proposed amendments to the Oil and Gas Ordinance.

Council Member Ron Jorgensen made the motion to approve the first reading of Ordinance No. 2109 amending the Portland Oil and Gas Ordinance, seconded by Council Member Green.

The motion passed (7-0).

Mayor Krebs read the following caption:

ORDINANCE NO. 2109

AN ORDINANCE AMENDING ARTICLE VI, 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.

10. **RESOLUTION NO. 697 – ADOPTING A STREET LIGHT INSTALLATION PROGRAM AND A NEIGHBORHOOD STREET LIGHT COST PARTICIPATION PROGRAM**: THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 697 THAT ADOPTS A STREET LIGHT INSTALLATION PROGRAM AND A NEIGHBORHOOD STREET LIGHT COST PARTICIPATION PROGRAM – ASSISTANT CITY MANAGER

Assistant City Manager, Brian DeLatte explained that Resolution No. 697 proposes two programs for the installation of street lights in existing neighborhoods aimed at increasing safety and improving neighborhoods: the Street Light Installation Program and the Neighborhood Street Light Cost Participation Program.

If an additional street light is desired in an existing neighborhood prior to its installation via the Street Light Installation Program, homeowners can apply for the Neighborhood Street Light Cost Participation Program. Under this first-come, first-serve program, City Staff proposes allocating funding annually to share costs with adjacent homeowners for the installation of the street lights. The program contains an application, a circulation of the request to affected homeowners, and an opportunity for affected homeowners to protest the installation on their street. The City will pay one-thirds the cost of the street light installation, with the applicants paying the remaining two-thirds. At AEP's average approximate cost of \$5,000 per retrofitted light installation, City Staff anticipates that 5-6 street lights could be installed per year under this program.

The Street Light Installation Program would allocate funds annually to install new street lights based on traffic considerations, accident history, development activity, or safety

concerns. The list of proposed installations will be developed and maintained by City Staff.

Presently, there are 65 locations that City Staff has determined that a street light should be installed to bring the City's street light network to current regulations. At AEP's average approximate cost of \$5,000 per retrofitted installation, City Staff anticipates that 3-4 street lights could be installed per year under this program.

The City Council and Assistant City Manager, Brian DeLatte, discussed the proposed ordinance and estimated cost participation.

Council Member Jorgensen made the motion to accept Resolution No. 697 adopting a Street Light Installation Program and a Neighborhood Street Light Cost Participation Program, seconded by Council Member Moore.

The motion passed (7-0).

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

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D. ADJOURNMENT: MAYOR

Mayor Krebs adjourned the meeting at 8:01 p.m.

E. NOTICE OF ASSISTANCE:

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BRAILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary



CITY COUNCIL ACTION ITEM

AGENDA TITLE	<u>ORDINANCE NO. 2109 – AMENDING THE PORTLAND OIL AND GAS ORDINANCE</u> THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO. 2109 AMENDING THE PORTLAND OIL AND GAS ORDINANCE
MEETING DATE	6/2/2015
DEPARTMENT	Administration
SUBMITTED BY	Brian DeLatte, Assistant City Manager

EXECUTIVE SUMMARY

This is the second and final reading of the ordinance. Upon adoption of the ordinance, the City Council can consider engaging a third-party professional 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 City of Portland Code of Ordinances 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.

At the May 19, 2015, City Council Meeting, Councilmember Taggart inquired whether the cost-based fees for permit reviews included the costs of acquiring the land or easements. Clarification has been added in Section 13-71.1 (b)(1) that the construction value does not include land or easement acquisition costs.

PRIOR ACTIONS OR REVIEWS

- January 20, 2015—The City Council discussed engaging USA to provide inspection services for the City.
- March 3, 2015—The City Council approved the first reading of Ordinance No. 2106 amending the Portland Oil and Gas ordinance to modify fees associated with oil and gas wells.
- March 17, 2015—The City Council approved the second and final reading of Ordinance No. 2106 amending the Portland Oil and Gas ordinance to modify fees associated with oil and gas wells.
- May 19, 2015—The City Council approved the first reading of Ordinance No. 2109 amending the Portland Oil and Gas ordinance to modify fees associated with pipeline inspections.

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. Accordingly, the City Council passed Ordinance No. 2106 on March 17, 2015, amending the fees associated with oil and gas wells. Ordinance No. 2109 proposes similar fee revisions to cover pipeline permit reviews and inspections to be completed 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.

ALTERNATIVES CONSIDERED

N/A

FINANCIAL IMPACT

N/A

ATTACHMENTS

- Proposed Ordinance No. 2109

RECOMMENDED ACTION

Motion to approve the second and final reading of Ordinance No. 2109

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ORDINANCE NO. 2109

AN ORDINANCE AMENDING ARTICLE VI, 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.

WHEREAS, it is the intention of the City Council to provide for the safety of its citizens and the efficient enforcement of its ordinances; and,

WHEREAS, certain changes to the oil and gas permitting process including the amendment of fees and costs will further that intent,

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

SECTION ONE: That Section 13-71.1, Article VI, Chapter 13, of the Code of Ordinances of the City of Portland is hereby amended as follows:

Section 13-71.1. Fees and costs.

~~An inspection fee of five hundred dollars (\$500.00) per pipeline shall be required annually beginning upon the passage of this article. For the purpose of this section, a single pipeline shall include any contiguous length of pipeline that traverses any part of the city or its jurisdiction.~~

(a) The city may engage the services of a consulting engineer third-party professional to advise the city concerning a health, safety or operational compliance matter relating to a pipeline. The costs generated for such review and oversight shall be paid by the pipeline owner within fifteen (15) days of receipt of a billing for such costs.

(b) The following fees must be paid prior to issuance of any new pipeline permit:

(1) Initial non-refundable permit application filing fee of \$4,000 or 1.50% of the total construction cost of the pipeline within the city, whichever is greater. The construction cost excludes land acquisition or easement acquisition costs.

(2) Actual costs generated for work performed by the city's third-party professional for review and oversight of the permit application process.

(c) An inspection fee of twenty-five cents (\$0.25) per pipeline horizontal foot shall be required for every pipeline that has not been 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

44 permit issued under this chapter. The city manager or his designee shall prepare an
45 annual pipeline inspection report. The report shall be made available to operators on or
46 about February 1 of each year.
47

48 **SECTION TWO: That Section 13-77, Article VI, Chapter 13, of the Code of Ordinances of the**
49 **City of Portland is hereby amended as follows:**
50

51 **Section 13-77. New pipelines.**
52

53 (a) At least forty-five (45) days prior to the scheduled commencement of the construction of
54 a new pipeline, the pipeline owner or operator shall notify the city manager or his
55 designee, of its intention to construct the pipeline and shall submit the following
56 information:
57

58 (1) The name, business address, and telephone number of the pipeline owner and
59 operator.
60

61 (2) The names, titles, and telephone numbers of the following persons:
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63 a. The person submitting the information.
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65 b. The person designated as the principal contact for submittal
66 information.
67

68 c. The person designated as the twenty-four-hour emergency contact.
69

70 d. The person or firm that will operate the pipeline.
71

72 (3) The origin point and the destination of the segment of the pipeline.
73

74 (4) A description of the substance to be transported through the pipeline. A copy of
75 the substance material safety data sheet (MSDS) shall be included with the
76 submittal.
77

78 (5) The maximum allowable operating pressure on the pipeline as determined
79 according to the U.S. Department of Transportation and the Texas Railroad
80 Commission procedures.
81

82 (6) The normal operating pressure range of the pipeline.
83

84 (7) Engineering plans, drawings, and/or maps with summarized specifications
85 showing the horizontal pipeline location, pipeline covering depths, and location
86 of shutoff valves. (Location of shutoff valves must be known in order for

87 emergency responders to clear area for access to valves.) To the extent that
88 information can be reasonably obtained, drawings shall show the location of
89 other pipelines and utilities, which will be crossed or paralleled within five (5)
90 feet.

91
92 (8) A description of the consideration given to matters of public safety and the
93 avoidance, as far as practicable, of existing inhabited structures and congregated
94 areas.

95
96 (9) Detailed cross section drawings for all public street right-of-way and easement
97 crossings.

98
99 (10) The design criteria under which the pipeline will be constructed.

100
101 (b) Within thirty (30) days following notification to the ~~city, the~~ city manager or his designee,
102 ~~the pipeline owner or operator~~ city staff and the city's third-party professional shall
103 informally review for completeness and make technical comment on the submitted new
104 pipeline information. At that time city staff and the city's third-party professional shall
105 make comments related to conditions or requirements ~~under the City of Portland~~
106 ~~Revocable Easements Policy on the pipeline use of public property to construct the~~
107 pipeline under all applicable ordinances, rules, regulations, and policies.

108
109 (c) At the time of notification to the city of the intent to construct the pipeline, the pipeline
110 owner or operator shall give notice that the information provided in this chapter is
111 available to the public. Notice to the public shall be made in the daily local newspaper
112 having the largest circulation in Portland. Notice shall be provided in the public notice
113 section.

114
115 (1) General description of planned activity.

116
117 (2) Proposed pipeline construction area.

118
119 (3) Type of material to be transported.

120
121 (4) Pipeline owner or operator.

122
123 (5) Location of proposed pipeline.

124
125 In addition, an announcement of the scheduled location and time for the public
126 information meeting shall be published concurrently in the local news section of two (2)
127 successive issues of said newspaper in a size not less than two (2) columns by two (2)
128 inches.

130 (d) The public may review the proposed pipeline information made available pursuant to this
131 chapter for a period of fourteen (14) days following the publication of the first public
132 notice and submit comments, if any, within such period to both the city manager and the
133 pipeline owner or operator.
134

135 (e) Within twenty (20) days of notification to the city of the intent to construct the pipeline,
136 the pipeline owner or operator shall conduct a public information meeting. At this
137 meeting the owner/operator shall review the proposed construction and operation of
138 the new pipeline.
139

140 (f) Following the public review period, but not more than forty-five (45) days following
141 notification to the city of intent to construct a new pipeline, the pipeline owner/operator
142 shall meet with the city manager or his designee to review any public comments. The city
143 may engage the services of a ~~consulting engineer~~ third-party professional to review the
144 proposed construction, and make recommendations to the city regarding the safety and
145 appropriateness of the pipeline being proposed. All costs associated with such review
146 and oversight shall be borne by the pipeline owner or operator and shall be paid to the
147 city prior to commencement of the pipeline construction.
148

149 If there are no substantive, non-resolvable technical issues, construction of the pipeline
150 will proceed. If there are substantive, non-resolvable technical issues concerning matters
151 that do not fall within the exclusive jurisdiction of the Department of Transportation or
152 the Texas Railroad Commission, a hearing before the city council shall be held within
153 fourteen (14) days. The decision of the city council is final.
154

155 (g) All pipelines will be constructed repaired, and/or replaced in compliance with all
156 statutory or regulatory requirements of the U.S. Department of Transportation and the
157 Texas Railroad Commission.
158

159 (h) The pipeline owner or operator will give notice of the commencement of pipeline
160 construction to all residents and business establishments that are within three hundred
161 (300) feet of the proposed centerline of the pipeline, but not less than forty-eight (48)
162 hours prior to commencement of construction.
163

164 (i) Upon completion of pipeline construction, the pipeline owner or operator shall provide
165 the city with as-built pipeline drawings within one hundred twenty (120) days. Accuracy
166 of as-built drawings shall meet a survey level of one (1) foot to fifty thousand (50,000)
167 feet. The drawings shall also be supplied in a DXF computer file with the location tied to
168 one (1) nearby GPS (global positioning system) city monument. If the new pipeline length
169 exceeds one thousand (1,000) feet with the city or its jurisdiction, the pipeline should be
170 tied to at least two (2) GPS city monuments.
171

172 (j) Any change in service of a pipeline not previously addressed by this article to gas,

173 hazardous liquid, or chemical service must be reviewed in accordance with the new
174 pipeline procedure outline in this section (a)—(g) as if it were new pipeline construction.

175
176 (k) The city manager or his designee has the authority under this article to modify any of the
177 procedural requirements in this section if it is in the best interest of the City of Portland.

178
179 **SECTION THREE:** It is hereby declared to be the intention of the City Council that the sections,
180 paragraphs, sentences, clauses, and phrases of this ordinance are severable and separable
181 and if any section, paragraph, sentence, clause or phrase of this ordinance shall be declared
182 unconstitutional by the valid judgment or decree or a court of competent jurisdiction, such
183 unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences,
184 clauses, or phrases of this ordinance since the same would have been enacted by the City
185 Council without incorporation in this ordinance of any such unconstitutional section,
186 paragraph, sentence, clause or phrase.

187
188 **SECTION FOUR:** This ordinance shall be in full force and effect after passage and publication
189 as required by law.

190
191
192 **PASSED AND APPROVED this the 2nd day of June, 2015.**

193
194
195
196 _____
197 **David Krebs, Mayor**

198
199
200 **ATTEST:**
201
202
203 _____
204 **City Secretary**

AGENDA TITLE	<u>PUBLIC WORKS CENTER MASTER PLAN</u> THE CITY COUNCIL WILL CONSIDER A PROPOSAL FOR ENGINEERING SERVICES FOR THE PUBLIC WORKS CENTER MASTER PLAN FROM COYM, REHMET & GUTIERREZ, LP
MEETING DATE	6/2/2015
DEPARTMENT	Administration
SUBMITTED BY	Brian DeLatte, P.E., Assistant City Manager

EXECUTIVE SUMMARY

The facilities at the Public Works Center are in need of upgrade and replacement. Phase 1 of the construction is scheduled to commence in 2016 and will include public works buildings, parking lots and driving surfaces, a new fire station, and a new animal control facility. Phase 2 would occur in 2019. Preliminary planning efforts are required to determine the scope, scale, and sequencing of construction.

Coym, Rehmet & Gutierrez, LP, (CRG) has submitted a proposal for engineering services to complete the master plan with the assistance of its sub-consultant The Wallace Group. It is anticipated that the preliminary engineering design would be completed in October 2015 and that further City Council consideration would be required for the final design and construction administration services for Phase 1 construction.

PRIOR ACTIONS OR REVIEWS

- The 2015-2020 Preliminary Capital Improvement Program proposes \$2,500,000 to the project in 2016-17 and \$2,500,000 in 2019-20.

DETAILS / STAFF ANALYSIS

CRG's proposed scope of services performs the tasks necessary to ensure that the reconstruction of the Public Works Center is performed in a manner that analyzes current and future needs, maximizes existing resources, and plans for growth. The planning effort is required to guarantee that the Center's improvements do not inhibit our desire to keep the City's entire wastewater treatment facilities at one location.

CRG will make significant effort during the study to determine the wastewater treatment plant's ultimate footprint. City Staff recommends the engagement of CRG as a prime consultant as there is no other consulting engineering firm with as an intimate knowledge of

our wastewater plant.

ALTERNATIVES CONSIDERED

N/A.

FINANCIAL IMPACT

CRG's lump sum proposal of \$49,815.00 is appropriate and within the project's budget. The FY 2015-16 operating budget includes \$25,000 each in the General Fund and Water/Wastewater Fund.

ATTACHMENTS

- CRG Engineering Services Fee Proposal

RECOMMENDED ACTION

Motion to engage Coym, Rehmet & Gutierrez, LP, for the Public Works Center Master Plan in the lump sum amount of \$49,815.00 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

May 28, 2015

Ms. Jamie Pyle, P.E., RPLS, CFM
Director of Public Works & Development/City Engineer
City of Portland
1101 Moore Avenue
Portland, Texas 78374

RE: Master Plan for Public Works/Wastewater
Treatment Plant Complex
CRG Project No. 20919c

PROPOSAL FOR PLANNING SERVICES

Dear Ms. Pyle,

We are pleased to submit this proposal for a Master Plan for the Public Works/Wastewater Treatment Plant Complex in the City of Portland.

SCOPE OF THE PROJECT

The project is to prepare a comprehensive Master Plan for the Public Works and Wastewater Treatment Plant area in the City. The area is depicted on the attached Exhibit No. 1.

SCOPE OF SERVICES

Coym, Rehmet & Gutierrez Engineering, L.P (CRG) proposes to work closely with sub-consultant The Wallace Group: A CPY Company ((TWG) to perform the following services:

- Kick- off meeting with City Staff to review project goals and schedule.
- Review of organizational chart of City Management and Public Works staff and Public Works Dept. operating policies and procedures.
- Prepare a layout of the entire existing Public Works/ WWTP complex. (Boundary Survey of Public Works area will be performed as separate project).
- Review as-built drawings and other pertinent records and make site visits to ascertain the layouts and usage of the Public Works shops buildings.
- Perform a comprehensive space needs analysis of the Public Works shops. This is accomplished through an in-depth interview process. This will allow the City to understand space requirements, to include task specific spaces, their functional relationships and flow. The facilities include Administration Building, Public Works Shops, Fleet Services/Maintenance, Animal Control, Storage Areas, Security Facilities, Wastewater Treatment Lab and other ancillary buildings.

- Prepare basic layouts of Phase I construction structures identified in the Master Plan (Contemplated as Fire facility structure, Public Works apparatus bays & animal control shelter) and prepare opinion of construction cost for the improvements.
- Perform a space needs analysis for future WWTP expansion. This will be a study of future plant expansion for a 10 and 20 year period and ultimate capacity for City of Portland buildout. The space analysis will include possible future improvements/additions such as aeration basins, blower improvements, chlorine contact basin, UV disinfection facility, effluent pumping facility, belt press facility, additional standby generator capacity, and other ancillary equipment and process needs.
- Prepare a Master Plan for 5, 10 and 20 years and ultimate buildout to address known needs and future desires. CRG/TWG will work in concert with the City to graphically indicate future additions and expansion of the facilities. The Master Plan will be coupled with opinions of cost to assist the City in prioritizing future improvements.
- Issues addressed will include:
 - TCEQ Requirements --Size
 - Drainage --Egress/Ingress/Traffic Flow
 - Parking --Floodplain Issues
 - Pedestrian Circulation --Relationship to the Neighborhood
 - Security --Zoning
 - Utilities --Reuse of Existing Facilities
 - Soil Conditions
- The Master Plan will generally have the following goals:
 - EXISTING: To take maximum advantage of the existing facilities and to minimize the extent of additions and alterations required to improve the function of each area.
 - NEW: To identify areas of new construction as defined by the Master Plan.
 - IMAGE: To plan improvements with aesthetics to unify the City's corporate image in a positive direction for the Community.
 - LAND USE: To develop guidelines and strategies for the optimum use the land available for growth so that both immediate and long range expansion is orderly and cost efficient.
 - FLEXIBILITY: To develop a plan for improvement and expansion to allow both the efficient operation of immediate expansion projects, as well as long range flexibility to adapt to future or unforeseen changes.
 - SEQUENCING: To plan alterations and expansion for orderly growth so that higher priority spaces are in operation at the earliest possible time and disruption of routines and services are minimal.
- Attend Progress review meetings with the City Staff at completion of needs study, 60%, 90% and Final Report milestones and address all City comments.
- Assist the City in presentations to the City Council for the Final Report. Furnish all presentation materials required to visually communicate the concepts of the Master Plan.

- Deliverables include the following:
- Final Master Plan Study including proposed ultimate developed site plan.
 - Colored floor plan and elevation of the proposed Phase I construction.
 - Colored site plan showing Phase I and future Phases established by the Master Plan Study.
 - Opinion of construction costs for Phase I.
 - Opinion of construction costs for Phase II (excluding WWTP improvements).
 - Presentation to the City Council of the Master Plan and Phase I.

SCHEDULE

DATE	ACTIVITY
6/15/2015	Notice to Proceed
6/22/2015	Interview with Staff
7/17/2015	30% Review Meeting
8/10/2015	60% Review Meeting
9/14/2015	90% Review Meeting
10/5/2015	Final Master Plan completed

FEE

We propose to perform the services for a lump sum fee of **\$49,815.00**. The fee includes all travel (6 trips for TWG), reproduction and all other direct expenses related to the project. Charges will be billed on a monthly basis for work completed in the previous month.

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

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



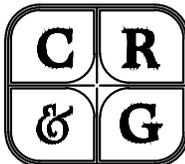
J. Don Rehmet, P.E., R.P.L.S.

cc: Brian DeLatte, P.E.
David Nisbet, AIA



C-213

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

EXHIBIT NO. 1

STUDY AREA

AGENDA TITLE	<u>JUNIOR HIGH LIFT STATION DESIGN</u> THE CITY COUNCIL WILL CONSIDER A PROPOSAL FOR ENGINEERING SERVICES FROM COYM, REHMET & GUTIERREZ ENGINEERING, L.P., FOR ENGINEERING DESIGN FOR A NEW JUNIOR HIGH LIFT STATION IN THE AMOUNT OF \$47,300.00
MEETING DATE	6/2/2015
DEPARTMENT	Public Works
SUBMITTED BY	Jamie Pyle, PE, RPLS, CFM, Director of Public Works and Development

EXECUTIVE SUMMARY

The existing Junior High Lift Station (located at G-P Intermediate) is a very heavily used lift station in need of reconstruction. The lift station serves 215 residences, the Intermediate School, and nine business centers along Wildcat Road and Lang Road, including HEB. The lift station currently has only one working permanent pump system, a deteriorated wet well and a vault box that is unstable. As previously communicated to the City Council, the existing ground around the lift station has sunk significantly, causing damage to the lift station's wet well, valve vault, and electrical panel. Further damage to the wet well is likely in the near future. We have repaired portions of the lift station numerous times in recent years with early indications that the current situation could be remedied through additional minor repairs and modifications. Further geotechnical drilling and analysis has led our consulting engineers to conclude that a new wet well should be constructed instead to prevent further degradation at the site. Coym, Rehmet & Gutierrez Engineering, L.P., (CRG) has submitted a proposal for engineering services for the design of a new wet well which will be located adjacent to the existing lift station. If approved, the project will advertise for bids in October 2015 and start construction in December 2015.

PRIOR ACTIONS OR REVIEWS

- April 15, 2014 – The City Council was briefed on settling at the lift station site and that CRG was being retained to investigate

DETAILS / STAFF ANALYSIS

The project is critical because standard City policy is to have two permanent pumps at each lift station (one for back up) and currently due to settling there is only one permanent pump functioning at the Junior High Lift Station which is supplemented with a portable diesel backup pump. This project will eliminate the risk of system failure by constructing a new wet

well, putting two permanent pumps in service, and decommissioning the deteriorated wet well and valve vault.

The scope of work will include performing a topographic and boundary survey of the site, preparing the metes and bounds description for obtaining a temporary construction easement from the Gregory-Portland Independent School District, designing and preparing bid documents, as well as participating in the bidding and construction phases of the project. The engineering fee for the project is slightly higher than typically observed on similar projects. Given the history at this site, City Staff believes it is prudent for an increased construction administration budget to ensure the project is constructed appropriately.

ALTERNATIVES CONSIDERED

None.

FINANCIAL IMPACT

Project funding is through the Water/Wastewater Fund reserves. The financial risk is a Texas Commission of Environmental Quality fine of \$25,000/day for non-compliance if the lift station fails.

The total proposed project budget is \$400,000 and will be funded by Water/Wastewater Fund reserves and Utility Revenue bond reserves from previous project underruns. The project will be moved from the operating budget and added to the final 2015-2020 Capital Improvement Program for City Council approval in August 2015.

ATTACHMENTS

- Coym, Rehmet & Gutierrez Engineering, L.P., proposal for engineering services

RECOMMENDED ACTION

Motion to authorize the engagement of Coym, Rehmet & Gutierrez Engineering, L.P., for engineering services for the engineering design for a new Junior High Lift Station in the amount of \$47,300.00.

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

May 20, 2015

Ms. Jaime Pyle, P.E., RPLS, CFM
Director of Public Works & Development/City Engineer
City of Portland
1101 Moore Avenue
Portland, Texas 78374

RE: New Junior High Lift Station
CRG Project No. 20821c

PROPOSAL FOR ENGINEERING SERVICES

Dear Ms. Pyle,

This correspondence constitutes our proposal to perform engineering services for a new Junior High Lift Station located on Wildcat Drive adjacent to the GPISD Junior High School.

SCOPE OF THE PROJECT

The project consists of a new lift station facility located on the site of the existing Junior High Lift Station site. The work will include rerouting of sanitary sewer lines to direct flows into the new facility. It is anticipated that the existing submersible pumps and controls will be utilized in the new station. Decommissioning of the existing lift station is also included.

SCOPE OF SERVICES

Preliminary Phase

- Meet with City Staff regarding the project to review project scope.
- Make visits to inspect the project site.
- Perform a topographic design survey of the project site.
- Perform a boundary survey of the site and prepare plat and field notes for use in obtaining a temporary construction easement from the GPISD. (City will obtain the easement.)
- Coordinate with the geotechnical consultant to obtain a geotechnical investigation for design.
- Meet with City Staff to review layout for the new lift station.
- Prepare exhibits and cost estimates for the lift station facility.

Design Phase

Upon completion of the preliminary phase CRG will:

- Implement recommendations from the Preliminary Phase.
- Prepare one set of Construction Bid and Contract Documents for the contract, including contract agreement forms, general conditions and supplemental conditions, invitation to bid, instruction to bidders, insurance, bond requirements, and preparation of other contract and bid related items; 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 for construction and cost analysis.
- Prepare final quantities and estimates of probable costs and probable construction schedule.
- Furnish complete construction and bid documents including specifications for City staff review and approval. Provide 1 copy of 100% complete plans and bid documents to the City staff for review and approval purposes with revised estimates of probable costs. Compile comments and incorporate any requirements into the plans and specifications.
- Upon approval by the City, provide three (3) sets of final plans and contract documents

Bid Phase

- Distribute plans to prospective bidders and maintain a plan holders list.
- Participate in the pre-bid conference.
- Assist the City in solicitation of bids by identification of prospective bidders.
- Review all pre-bid questions and submissions concerning the bid documents and prepare any addenda or other revisions necessary to inform contractors of approved changes prior to bidding.
- Attend bid opening, analyze bids, evaluate, prepare bid tabulation, and make recommendation concerning award of the contract.
- Assist the City in advertising the project for bidding, maintain the list of prospective bidders, receive and process deposits for all bid documents, issue any addenda, prepare and supply bid tabulation forms, and conduct bid opening.
- Prepare detailed bid tabulation and recommendation of contract award and assist in presentation to the City Council.
- Prepare Contract Documents for execution by the City and the Contractor.

Construction Phase

- Participate in pre-construction meeting.
- Review for conformance to contract documents, shop and working drawings, materials and other submittals.
- Review field and laboratory tests.
- Provide interpretations and clarifications of the contract documents 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.

- Make regular visits to the site of the Project to confer with the City project inspector and contractor to observe the general progress and quality of work, and to determine, in general, if the work is being done in accordance with the contract documents. This will not be confused with the project representative observation or continuous monitoring of the progress of construction.
- Prepare monthly estimates for payment to the Contractor.

Construction Phase (Cont'd)

- Prepare change orders, 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.
- Prepare Pay Estimates for payment to the Contractor.
- As applicable, review and assure compliance with plans and specifications.
- Make pre-final and final inspections with City staff and provide the City with a Certificate of Completion for the project.
- Review construction "red-line" drawings, prepare record drawings of the Project as constructed (from the "red-line" drawings, inspection, and the contractor provided plans) and deliver to the City a reproducible set and electronic file (AutoCAD r.14 or later) of the record drawings.

SCHEDULE

DATE	ACTIVITY
June 8, 2015	Begin Preliminary Phase
July 20, 2015	Begin Design Phase
September 18, 2015	Complete 100% Design Phase, Submit for Review to City
October 2, 2015	Final Submittal
October 12, 2015	Advertise for Bids
November 11, 2015	Receive Bids
December 14, 2015	Begin Construction
April 30, 2016	Construction Completion

FEE

We propose to perform the services according to the following schedule. Charges will be billed on a monthly basis for work completed in the previous month.

1. Preliminary Phase	\$6,225
2. Design Phase	\$23,065
3. Bid Phase	\$6,090
4. Construction Phase	\$11,920
TOTAL	\$47,300

A manhour/fee analysis showing the derivation of the fees is attached to this proposal.

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

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



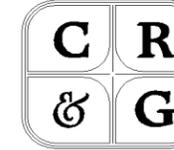
J. Don Rehmet, P.E., R.P.L.S.

cc: Brian DeLatte, P.E.

MANHOUR AND FEE ANALYSIS - BASIC SERVICES

CLIENT: CITY OF PORTLAND

PROJECT: NEW JUNIOR HIGH LIFT STATION



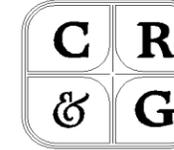
Coym, Rehmet & Gutierrez Engineering, L.P.
 TBPE Firm Reg. No. F-388
 TBPLS Firm Reg. No. 101040-01
 5656 S. Staples, Suite 230
 Corpus Christi, Texas 78411
 Phone: 361-991-8550 Fax: 361-993-7569
 Email: crg@crgei.com

ITEM	DESCRIPTION	PRINCIPAL		SENIOR ENGR., P.E.		DESIGN ENGR., P.E.		SR. ENGR/ SURVEY TECH		CADD TECH		RPLS/LSLS		SURVEY CREW		CLERICAL		SUB CONSULTANT	NON LABOR	TASK TOTAL																			
		\$145.00		\$135.00		\$115.00		\$85.00		\$75.00		\$115.00		\$140.00		\$60.00																							
		Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total																						
PRELIMINARY PHASE																																							
	Project Administration	1	\$145														2	\$120		\$15	\$280.00																		
	In-House Meeting	1	\$145	1	\$135			1	\$85												\$365.00																		
	Site Visits	3	\$435	2	\$270															\$50	\$755.00																		
	Prepare Exhibit			2	\$270			4	\$340											\$10	\$620.00																		
	Meet With City Staff	3	\$435																	\$30	\$465.00																		
	TCE Plat, Field Notes and Stake Corners			1	\$135			4	\$340			4	\$460	3	\$420	2	\$120			\$30	\$1,505.00																		
	Boundary Survey, Topo Survey, Download, Plot							4	\$340			1	\$115	4	\$560						\$1,015.00																		
	Geotech Coordination	2	\$290																	\$15	\$305.00																		
	Meet With Staff, Review Layout	3	\$435																	\$30	\$465.00																		
	Exhibits, Cost Estimate for Project	3	\$435																	\$15	\$450.00																		
TOTAL PRELIMINARY PHASE																																							\$6,225.00
DESIGN PHASE																																							
	Project Administration	2	\$290														2	\$120		\$15	\$425.00																		
PLANS																																							
1	Title Sheet			2	\$270			4	\$340											\$15	\$625.00																		
2	Legend, Abbrev., Notes, Quantities			6	\$810			8	\$680											\$15	\$1,505.00																		
3	Existing Site Plan, Exist L.S. P&P	1	\$145	6	\$810			8	\$680											\$15	\$1,650.00																		
4	Proposed Site Plan	3	\$435	3	\$405			16	\$1,360											\$15	\$2,215.00																		
5	Lift Station P&P, Piping	3	\$435	6	\$810			16	\$1,360											\$15	\$2,620.00																		
6	Lift Station Details	3	\$435	6	\$810			12	\$1,020											\$15	\$2,280.00																		
7	MH Tie-In Detail	1	\$145	4	\$540			8	\$680											\$15	\$1,380.00																		
8	Bypass Plan, Demolition Plan	4	\$580	1	\$135			8	\$680											\$15	\$1,410.00																		
9	Lift Station Electrical	2	\$290					4	\$340										\$750.00	\$15	\$1,395.00																		
10,11	SW3P	1	\$145	3	\$405			6	\$510											\$15	\$1,075.00																		
12,13	Traffic Control Plan	1	\$145	3	\$405			6	\$510											\$15	\$1,075.00																		
	Specifications, Contract Documents	1	\$145	12	\$1,620												1	\$60		\$35	\$1,860.00																		
	Opinion of Cost	3	\$435														0.5	\$30		\$15	\$480.00																		
	QA/QC	2	\$290																		\$290.00																		
	Pre-Final Submittal	3	\$435														2.5	\$150		\$30	\$615.00																		
	Review Comments, Meetings	3	\$435																	\$30	\$465.00																		
	Address Comments	1	\$145	4	\$540			6	\$510											\$15	\$1,210.00																		
	QA/QC	2	\$290																		\$290.00																		
	Final Submittal	3	\$435														2.5	\$150		\$40	\$625.00																		
TOTAL DESIGN PHASE																																							\$23,065.00

MANHOUR AND FEE ANALYSIS - BASIC SERVICES

CLIENT: CITY OF PORTLAND

PROJECT: NEW JUNIOR HIGH LIFT STATION



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

ITEM	DESCRIPTION	PRINCIPAL		SENIOR ENGR., P.E.		DESIGN ENGR., P.E.		SR. ENGR/ SURVEY TECH		CADD TECH		RPLS/LSLS		SURVEY CREW		CLERICAL		SUB CONSULTANT	NON LABOR	TASK TOTAL		
		\$145.00		\$135.00		\$115.00		\$85.00		\$75.00		\$115.00		\$140.00		\$60.00						
		Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total	Hrs.	Total					
BID PHASE																						
	Project Administration	1	\$145													1	\$60			\$205.00		
	Distribute Plans			1	\$135											4	\$240			\$375.00		
	Pre-Bid Conference	4	\$580	4	\$540														\$30	\$1,150.00		
	Prepare Addenda	2	\$290	4	\$540											4	\$240		\$15	\$1,085.00		
	Contractor's Questions	2	\$290	4	\$540														\$15	\$845.00		
	Bid Opening, Bid Tab	4	\$580													3	\$180			\$760.00		
	Analyze, Recommend Award	3	\$435													2	\$120		\$15	\$570.00		
	Council Meeting, Prepare Contract Documents	4	\$580													8	\$480		\$40	\$1,100.00		
																			TOTAL BID PHASE			\$6,090.00
CONSTRUCTION PHASE																						
	Project Administration	2	\$290													4	\$240			\$530.00		
	In-House Meetings	2	\$290	2	\$270															\$560.00		
	Pre-Construction Conference	4	\$580	4	\$540														\$30	\$1,150.00		
	Review Submittals	1	\$145	6	\$810											4	\$240		\$15	\$1,210.00		
	Review Field & Lab Tests	1	\$145	6	\$810														\$15	\$970.00		
	Provide Clarification to Plans	1	\$145	4	\$540											2	\$120		\$15	\$820.00		
	Site Visits	4	\$580	12	\$1,620														\$90	\$2,290.00		
	Change Orders	1	\$145	3	\$405											2	\$120		\$15	\$685.00		
	Pre-Final and Final Inspections, _____	6	\$870	6	\$810											4	\$240		\$60	\$1,980.00		
	Record Drawings			3	\$405					6	\$450								\$50	\$905.00		
	Project Closeout	4	\$580													4	\$240			\$820.00		
																			TOTAL CONSTRUCTION PHASE			\$11,920.00
																			TOTAL BASIC SERVICES			\$47,300.00



CITY COUNCIL ACTION ITEM

AGENDA TITLE **RESOLUTION NO. 698 - APPOINTING MEMBERS TO BOARD OF DIRECTORS:**
 THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 698 WHICH APPOINTS 3 MEMBERS TO THE BOARD OF DIRECTORS OF THE PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION FOR 2 YEAR TERMS OF OFFICE.

MEETING DATE 6/2/2015

DEPARTMENT Administration

SUBMITTED BY Randy Wright, City Manager

EXECUTIVE SUMMARY

The Portland Community Center Complex Development Corporation is a City Council-appointed board that has oversight responsibility for Type B Sales Tax revenue. This Board is made up of four City Council members and three citizens that are not Council members.

Board member are appointed in alternate years for two-year terms.

Board members terms expiring this year:

Council Member	David Krebs
Council Member	John Green
Citizen	Peter Davidson

PRIOR ACTIONS OR REVIEWS

Board members are appointed in alternate years for two-year terms. On May 4, 2014, Resolution No. 681 approved the reappointment of four board members with a term expiration of May 31, 2016.

The PCCDC Board meets once a year to approve the budget. The Board met August 19, 2014 to elect officers, approve the budget and to discuss the Community Center building repairs.

DETAILS / STAFF ANALYSIS

The Portland Community Center Complex Development Corporation (PCCDC) is responsible for the oversight of the Portland Community Center Complex. This oversight gives the Board the authority to finance, develop, construct, maintain, and operate the Portland Community Center Complex.

The PCCCDC is funded by a one-half cent sales tax levied on all taxable sales. The purpose of the Type B sales tax revenue is to fund economic development projects. The election held to authorize this tax provided for a variety of improvements to the City including the creation of the Portland Community Center Complex, the building of Fire Station No. 2, and the expansion of the Bell-Whittington Public Library.

ALTERNATIVES CONSIDERED

N/A

FINANCIAL IMPACT

The Portland Community Center Complex Board oversees the financial affairs of the Portland Community Center Complex Corporation. The reappointment of board members is required per the Articles of Incorporation. However, more importantly appointing members who are involved in the community and who have been involved in the PCCCDC helps maintain a strong fiduciary responsibility.

ATTACHMENTS

Resolution No. 698

Current Roster of PCCCDC Board

RECOMMENDED ACTION

Motion to approve Resolution No. 698 reappointing three board members to the Portland Community Center Complex Corporation.

RESOLUTION NO. 698

**A RESOLUTION FORMALLY APPOINTING
MEMBERS OF THE PORTLAND COMMUNITY
CENTER COMPLEX DEVELOPMENT
CORPORATION**

WHEREAS, the Portland Community Center Complex Development Corporation (PCCCDC) is a duly authorized nonprofit development corporation under the Development Corporation Act of 1979; and

WHEREAS, the Portland City Council has authority under Article Ten of the Articles of Incorporation to appoint the seven member Board of Directors of the PCCCDC; and

WHEREAS, the membership of the Board must include four current members of the City Council and three non-council citizens of Portland; and

WHEREAS, the terms of three members of the Board of Directors have expired; and

WHEREAS, Mayor David Krebs and Council Member John Green are well suited to serve on the Board; and

WHEREAS, the citizens of Portland have been well represented by the participation on the Board by Peter Davidson in previous years;

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

SECTION 1. Mayor David Krebs and Council Member John Green are hereby appointed to the PCCCDC Board of Directors.

SECTION 2. Peter Davidson is hereby appointed to serve as non-council citizen members of the PCCCDC Board of Directors.

SECTION 3. The terms for these Board Members will expire on May 31, 2017.

PASSED and APPROVED this 2nd day of June 2015.

EXECUTED:

BY _____
David Krebs
Mayor

ATTEST:

BY: _____
Annette Hall
City Secretary

Portland Community Center Complex Development Corporation

Board of Directors

<u>Class of '16</u>	<u>Tenure on Board</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Phone Number</u>
Dolores Butler	Appointed August 1, 2006	May-16		643-2143
Tom Curlee	Board Member Since Inception	May-16	Vice President	885-6206, 643-5838, 877-5838
Gary Moore	Appointed August 1, 2006	May-16		643-5350, 813-0057, 991-9000
John Vilo	Appointed September 7, 2010	May-16		643-2174, 633-9257
<u>Class of '17</u>	<u>Tenure on Board</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Phone Number</u>
Peter Davidson	Appointed January 3, 2008	May-17		643-6022, 815-0040
John Green	Appointed January 3, 2008	May-17	Secretary	946-7663
David Krebs	Board Member Since August 4, 1998	May-17	President	643-8667; 813-0619
			Exec. Dir. Randy Wright	777-4513
			Treasurer Michel Sorrell	777-4520

Board of Directors Roster last updated May 18, 2014



**STAFF
WEEKLY
REPORTS**



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

Completed Activities

Page 1 of 1

05/17/2015 through 05/23/2015

Report run on: 05-26-2015

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
05/18/2015	ANNUAL INSPECTION	Annual	DOMINOS PIZZA	01500 WILDCAT DR STE A	Nathan Kelley	PASS
05/18/2015	ANNUAL INSPECTION	Annual	VAPERIZED	01500 WILDCAT DR STE B	Nathan Kelley	FAIL
05/18/2015	ANNUAL INSPECTION	Annual	EDWARD JONES INVESTMENTS	01500 WILDCAT DR STE D	Nathan Kelley	PASS
05/18/2015	ANNUAL INSPECTION	Annual	MONOGRAMS AND MORE	01500 WILDCAT DR STE F	Nathan Kelley	FAIL
05/18/2015	ANNUAL INSPECTION	Annual	DR. HEREDIA MD PA	1500 Wildcat Dr. Suite H	Nathan Kelley	FAIL
05/18/2015	ANNUAL INSPECTION	Re-inspection	ARMED FORCES CAREER CENTER	01500 WILDCAT DR STE K	Nathan Kelley	FAIL
05/18/2015	ANNUAL INSPECTION	Annual	NATURAL NAILS	01500 WILDCAT DR STE N	Nathan Kelley	FAIL
05/18/2015	ANNUAL INSPECTION	Annual	INSURANCE SERVICES	01500 WILDCAT DR STE O	Nathan Kelley	PASS
05/18/2015	ANNUAL INSPECTION	Annual	DELUXE CLEANERS	01500 WILDCAT DR STE P	Nathan Kelley	PASS
05/18/2015	ANNUAL INSPECTION	Annual	LAKESHORE COMMERCIAL SERVICES CORP	01500 WILDCAT DR STE C	Nathan Kelley	N/A
05/18/2015	ANNUAL INSPECTION	Annual	VAPERIZED	01500 WILDCAT DR STE B	Nathan Kelley	SCHEDULED
05/19/2015	ANNUAL INSPECTION	Annual	K-BOB'S STEAKHOUSE	1702 U.S. Highway 181 Suite A-6	Nathan Kelley	SCHEDULED
05/19/2015	FIRE FINAL	Permitting	RELIANT STORAGE SOLLUTIONS	1605 US 181, STE B	Nathan Kelley	PASS
5/20/2015	FIRE FINAL	Permitting	SHERWIN FEDERAL CREDIT UNION	607 EIGHTH	Nathan Kelley	FAIL
5/21/2015	CERTIFICATE OF OCCUPANCY	Permitting	LAKESHORE COMMERCIAL SERVICES CORP	01500 WILDCAT DR STE L	Nathan Kelley	PASS
05/21/2015	ANNUAL INSPECTION	Annual	PINK ELEPHANT	01500 WILDCAT DR STE L	Nathan Kelley	PASS
05/22/2015	Foster Care	Periodic	ROBERTO G GALVAN	00130 DANIEL MOORE AVE	Nathan Kelley	PASS
05/22/2015	ANNUAL INSPECTION	Re-Inspection	PEPITO'S	01807 US 181	Nathan Kelley	FAIL
05/22/2015	ANNUAL INSPECTION	Re-Inspection	ST. CHRISTOPHER'S BY THE SEA	00820 WILDCAT DR	Nathan Kelley	SCHEDULED

Total Completed Activities: 19

Portland Fire Department

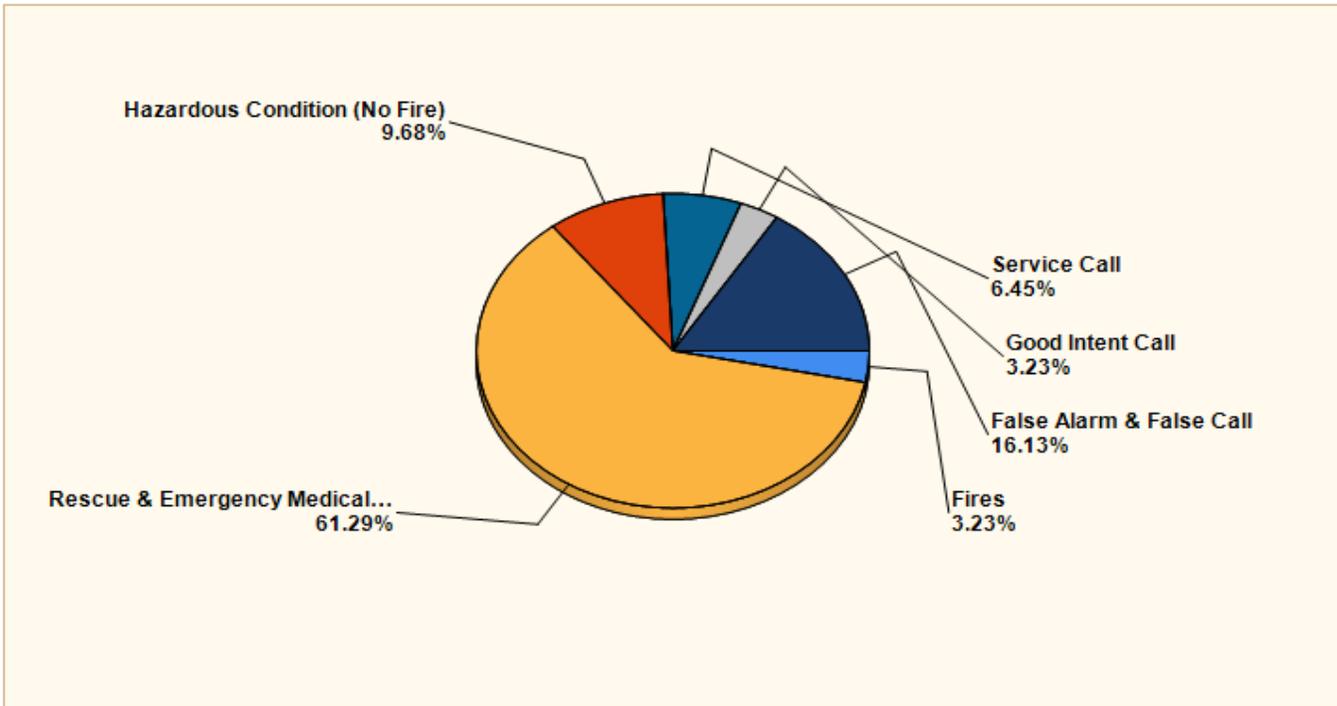
Portland, TX

This report was generated on 5/26/2015 10:15:28 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/18/2015 | End Date: 05/24/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.23%
Rescue & Emergency Medical Service	19	61.29%
Hazardous Condition (No Fire)	3	9.68%
Service Call	2	6.45%
Good Intent Call	1	3.23%
False Alarm & False Call	5	16.13%
TOTAL	31	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
160 - Special outside fire, other	1	3.23%
311 - Medical assist, assist EMS crew	7	22.58%
321 - EMS call, excluding vehicle accident with injury	9	29.03%
322 - Motor vehicle accident with injuries	2	6.45%
324 - Motor vehicle accident with no injuries.	1	3.23%
444 - Power line down	2	6.45%
445 - Arcing, shorted electrical equipment	1	3.23%
510 - Person in distress, other	1	3.23%
511 - Lock-out	1	3.23%
611 - Dispatched & cancelled en route	1	3.23%
733 - Smoke detector activation due to malfunction	2	6.45%
745 - Alarm system activation, no fire - unintentional	3	9.68%
TOTAL INCIDENTS:	31	100.00%

3 Personnel Participated in Shipboard Firefighting Operations Training with RTFC
 Participated in the Veterans Memorial Service hosted by the Rotary Club of Portland

Number of times on scene or enroute to a call when a call was dispatched: 2

Average Response Time: 4.18 Min.