



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, February 5, 2013

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:**
 - GENERAL ELECTION UPDATE - CITY SECRETARY
 - WINDFEST 2013 PREVIEW - INTERIM EXECUTIVE DIRECTOR OF PORTLAND CHAMBER OF COMMERCE
4. **CITY COUNCIL AND STAFF COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED:**

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

- Expressions of thanks, congratulations, or condolence
- Information regarding holiday schedules
- Honorary recognition of city officials, employees, or other citizens

- Reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee
- Announcements involving imminent threats to the public health and safety of the city

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

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

- 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

OLD BUSINESS

5. **MINUTES OF PREVIOUS WORKSHOPS AND MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS JANUARY 15, 2013 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY
6. **ORDINANCE NO. 2064 - ADOPTING REVISED COMPREHENSIVE PLAN:** THE CITY COUNCIL WILL CONSIDER THE SECOND (FINAL) READING OF ORDINANCE NO. 2064 WHICH ADOPTS REVISIONS TO THE COMPREHENSIVE PLAN - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT
7. **ORDINANCE NO. 2065 - ADOPTING REVISED UNIFIED DEVELOPMENT ORDINANCE:** THE CITY COUNCIL WILL CONSIDER THE SECOND (FINAL) READING OF ORDINANCE NO. 2065 WHICH ADOPTS THE REVISED UNIFIED DEVELOPMENT ORDINANCE - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT
8. **WASTEWATER COLLECTION SYSTEM IMPROVEMENTS FOR THE DOYLE ADDITION SUBDIVISION - CHANGE ORDER NO. 2:** THE CITY COUNCIL WILL CONSIDER CHANGE ORDER NO. 2 (\$26,854.59 COST DECREASE) TO THE PROJECT STYLED "WASTEWATER COLLECTION SYSTEM IMPROVEMENTS FOR THE DOYLE ADDITION SUBDIVISION" - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT AS WELL AS REPRESENTATIVES OF THE CONSULTING CITY ENGINEER

NEW BUSINESS

9. **ORDINANCE NO. 2066 - ABOLISHING TELECOMMUNICATION TOWER REGULATIONS:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2066 WHICH REPEALS AND ABOLISHES SPECIFIC TELECOMMUNICATION TOWER REGULATIONS IN SECTION 4-1 OF THE CODE OF ORDINANCES - ASSISTANT CITY MANAGER

IF ORDINANCE NO. 2066 IS ULTIMATELY ENACTED, TELECOMMUNICATION TOWERS WILL BE SOLELY REGULATED THROUGH THE UNIFIED DEVELOPMENT ORDINANCE

10. **ORDINANCE NO. 2067 - REPEALING AND ABOLISHING EXISTING “OT-2” OLDE TOWN MIXED USE DISTRICT ECONOMIC DEVELOPMENT INCENTIVES:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2067 WHICH REPEALS AND ABOLISHES EXISTING “OT-2” OLDE TOWN MIXED USE DISTRICT ECONOMIC DEVELOPMENT INCENTIVES - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT
11. **ORGANIZATIONAL ADJUSTMENT:** THE CITY COUNCIL WILL CONSIDER ORGANIZATIONAL ADJUSTMENTS IN COMPLIANCE WITH SECTION 4.01 OF THE CITY CHARTER - 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:

- 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)
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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.

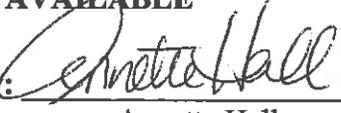
D. ADJOURNMENT: MAYOR KREBS

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 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: February 1, 2013 by 5:00 p.m.
Portland City Hall

By: 

Annette Hall
City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MINUTES
JANUARY 15, 2013 – 6:15 P.M.**

On this the 15th day January 2013, the Council of the City of Portland convened in workshop session at 6:15 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of regular workshop 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
David Lewis	Mayor Pro Tem
Ron Jorgensen	Council Member
Cathy Skurow	Council Member
John Vilo	Council Member
John Green	Council Member

MEMBERS ABSENT:

Gary Moore, Sr.	Council Member
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STAFF PRESENT:

Mike Tanner	City Manager
Randy Wright	Assistant City Manager
Sandy Clarkson	Finance Director
Brian DeLatte	Director of Public Works and Development Services
Gary Giles	Police Chief
Kyle Schreckenbach	Assistant Director of Public Works and Development
Kristin Connor	Director of Park and Recreation
Michel Weaver	Assistant to the City Manager
Annette Hall	City Secretary

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 6:15 p.m.

2. **OLDE TOWN ECONOMIC DEVELOPMENT/REDEVELOPMENT INCENTIVES:**
THE CITY COUNCIL WILL DISCUSS THE MENU OF INCENTIVES DESIGNED TO PROMOTE ECONOMIC DEVELOPMENT AND REDEVELOPMENT WITHIN THE “OT-2” OLDE TOWN MIXED USE DISTRICT – CITY MANAGER

City Manager Mike Tanner presented and reviewed the following **EXISTING “OT-2” OLDE TOWN MIXED USE DISTRICT ECONOMIC DEVELOPMENT INCENTIVES** and staff recommendations with the City Council:

• **Code of Ordinances: Section 19-77. Waiver of specific requirements.**

The City Council may waive the administrative fee, waive the requirement for an appraisal and abandon easements or rights-of-way instead of selling them if all of the following conditions are met:

- (1) Abandonment of easements or rights-of-way is required for development or redevelopment of property within the “OT-2” Olde Town Mixed Use District.*
- (2) The development or redevelopment that abandonment permits will increase the assessed value of the property being developed or redeveloped a minimum of fifty thousand dollars (\$50,000.00).*
- (3) The development or redevelopment that abandonment permits will create a minimum of three (3) additional full-time positions.*
- (4) The persons requesting the waiver enter into a formal agreement with the city that requires them to pay the city the cost of an appraisal and the appraised value of the easement or right-of-way abandoned if the condition previously described in Subsection (2) is not met within twelve (12) calendar months of formal waiver approval and the condition previously described in Subsection (3) is not met within eighteen (18) months of formal waiver approval.*

STAFF RECOMMENDATION: Abolish the Waiver for a multitude of reasons:

- Since its establishment in 2006, it’s never been used
- Staff administration could be difficult if it was used (project failure could result in litigation)
- Proceeds from the sale of surplus easements/r-o-w can be used to repair/demolish substandard OT structures or finance OT amenities

• **Code of Ordinances: Section 23-72. Fees, Subsection (c).**

Water and sewer tap fees shall not be charged within the “OT-2” Olde Town Mixed Use District.

STAFF RECOMMENDATION: Abolish the Waiver for the following reasons:

- Since its establishment in 2006, it's never been used
- Doing so will reduce costs and generate revenue

• **Code of Ordinances: Appendix C. Development Fee Schedule, Section H.**

“OT-2” Olde Town Mixed Use District Exemption Building Code fees (Appendix C, Section A), Plumbing Code fees (Appendix C, Section B), Mechanical Code fees (Appendix C, Section C), Gas Code fees (Appendix C, Section D), Electrical Code fees (Appendix C, Section E), Re-inspection Fee (Appendix C, Section F, Subsection 2), Permit Research fee (Appendix C, Section F, Subsection 11), Certificate of Occupancy for Existing Building fee (Appendix C, Section F, Subsection 16), Driveway Permit fee (Appendix C, Section F, Subsection 17), Planning, Zoning and Development fees (Appendix C, Section G) shall not be charged within the “OT-2” Olde Town Mixed Use District.

STAFF RECOMMENDATION: Abolish the Waiver for the following reasons:

- Since its establishment in 2006, it's never been used
- Doing so will reduce costs and generate revenue

Council discussed staff drafting an ordinance for deliberation at the next regular City Council meeting that abolishes the following section in the Code of Ordinances:

- Section 19-77 Waiver of specific requirements,
- Section 23-72 Fees, Subsection (c)
- Appendix C. Development Fee Schedule, Section H.

3. **ADJOURNMENT:** MAYOR KREBS

Mayor Krebs adjourned the workshop at 6:25 p.m.

D. NOTICE OF ASSISTANCE

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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:

David Krebs
Mayor

Attest:

Annette Hall
City Secretary

**CITY OF PORTLAND
CITY COUNCIL
REGULAR MEETING
JANUARY 15, 2013 – 7:00 P.M.**

On this the 15th day of January 2012, the Council of the City of Portland convened in a regular meeting session at 7:00 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of regular meeting giving the time, place and date and subject having been posted as described by Section 551 of the Government Code.

MEMBERS PRESENT:

David Krebs	Mayor
David Lewis	Mayor Pro Tem
Ron Jorgensen	Council Member
Cathy Skurow	Council Member
John Vilo	Council Member
John Green	Council Member

MEMBERS ABSENT:

Gary Moore, Sr.	Council Member
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STAFF PRESENT:

Mike Tanner	City Manager
Randy Wright	Assistant City Manager
Sandy Clarkson	Finance Director
Brian DeLatta	Director of Public Works and Development Services
Gary Giles	Police Chief
Kristin Connor	Director of Park and Recreation
Kyle Schreckenbach	Assistant Director of Public Works and Development
RoseAleta Laurell	Library Director
Michel Weaver	Assistant to the City Manager
Annette Hall	City Secretary

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

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

1. **CALL TO ORDER: MAYOR**

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

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

Mayor Pro Tem Lewis gave the invocation and Mayor Krebs led the Pledge of Allegiance.

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

- PROCLAMATION DECLARING FEBRUARY 5, 2013 TO BE “IHOP NATIONAL PANCAKE DAY AND SHRINERS HOSPITALS FOR CHILDREN DAY” - MAYOR KREBS AND REPRESENTATIVE OF SHRINERS HOSPITALS FOR CHILDREN

Mayor Krebs read a Proclamation declaring February 5, 2013 To Be “IHOP National Pancake Day and Shriners Hospitals for Children Day”.

Mayor Krebs explained that IHOP will be giving away free stacks of pancakes that day, and inviting their customers to donate to Shriners Hospitals for Children and encouraged the public to come together this benefit.

- PRESENTATION OF MARTIN LUTHER KING HOLIDAY SCHEDULE (FACILITIES AND SERVICES) - ASSISTANT TO THE CITY MANAGER

Assistant to the City Manager Michel Weaver presented the City’s facilities and service hours schedule of operation for observance of Martin Luther King holiday on Monday, January 21, 2013.

- GENERAL ELECTION UPDATE - CITY SECRETARY

This item was not discussed.

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

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Council Member Lewis commented on trash carts being left on the curb longer than the ordinance allows.

Mayor Krebs reminded everyone that the new solid waste ordinance allows carts to be placed no sooner than 5:00 p.m. the day prior to collection and put away no later than 7:00 a.m. the day after collection.

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

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- 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

There were none.

5. MINUTES OF PREVIOUS WORKSHOPS AND MEETINGS: THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS JANUARY 2, 2013 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

Council Member Green made the motion to approve the minutes of the January 2, 2013 workshop and regular meeting as presented. Council Member Vilo seconded the motion.

The motion passed 6-0.

6. ORDINANCE NO. 2064 - ADOPTING REVISIONS TO THE COMPREHENSIVE PLAN: THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2064 WHICH ADOPTS REVISIONS TO THE COMPREHENSIVE PLAN - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte explained that this evening marks the culmination of the revision process to the 2006 Comprehensive Plan and

Unified Development Ordinance. A series of meetings were conducted and facilitated by the Consulting City Planner that has produced the document for consideration.

A Joint Public Hearing of the City Council and Planning and Zoning Commission was conducted on December 18, 2012, to solicit comments concerning the proposed revisions to the Comprehensive Plan and the Unified Development Ordinance. There were no comments at the Joint Public Hearing regarding the Comprehensive Plan.

The Planning and Zoning Commission, at its January 8, 2013, regularly scheduled meeting, voted unanimously to recommend that the City Council adopt the revised Comprehensive Plan. Therefore, Staff recommends that the City Council adopts the Comprehensive Plan as presented at the December 18, 2012, Joint Public Hearing.

Council Member Vilo made the motion to approve the first reading of Ordinance No. 2064 which adopts revisions to the Comprehensive Plan. Council Member Jorgensen seconded the motion.

Mayor Krebs read the caption.

ORDINANCE NO. 2064

AN ORDINANCE ADOPTING THE REVISED COMPREHENSIVE PLAN; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

7. **ORDINANCE NO. 2065 - ADOPTING REVISIONS TO THE UNIFIED DEVELOPMENT ORDINANCE**: THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2065 WHICH ADOPTS REVISIONS TO THE UNIFIED DEVELOPMENT ORDINANCE - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte explained This evening marks the culmination of the revision process to the 2006 Comprehensive Plan and Unified Development Ordinance. A series of meetings facilitated by the Consulting City Planner have produced the revised documents for your consideration.

A Joint Public Hearing of the City Council and Planning and Zoning Commission was conducted on December 18, 2012, to solicit comments concerning the proposed revisions to the Comprehensive Plan and the Unified Development Ordinance.

At the public hearing, Daryl Genzer, representing Northshore Country Club, presented a revised definition of "Country Club" for your consideration:

An establishment with recreational facilities for its members and invited guests, including accessory uses and structures such as a club house, locker room, pro shop, and golf course of at least 9 holes of regulation size.

The current definition in the existing UDO is:

An establishment open only to members and guests with both indoor and outdoor facilities for the use of members and guests. Outside activities of a country club shall include a golf course of at least nine (9) holes of regulation size, tennis courts and swimming pools. Inside activities of a country club shall include exercise rooms, locker facilities, pro shop, dining room, snack bar and other facilities as normally found in country clubs.

The proposed definition by the Consulting City Planner:

A private club with recreational facilities for its members and invited guests, including accessory uses and structures such as a club house, locker room, and pro shop.

Mr. DeLatta added that the Planning and Zoning Commission, at its January 8, 2013, regularly scheduled meeting, voted unanimously to recommend that the City Council adopt the revised Unified Development Ordinance. This recommendation included leaving the Country Club definition as written in the draft document.

Therefore, Staff recommends that the City Council adopts the Unified Development Ordinance as presented at the December 18, 2012, Joint Public Hearing.

Council, Staff and Daryl Genzer representing Northshore Country Club discussed the various definition of a Country Club (Private Club, Semi-Private Club, Public Club and Private Club Membership).

Council Member Vilo made the motion to change the proposed definition recommended by the Consulting Planner (***A private club with recreational facilities for its members and invited guests, including accessory uses and structures such as a club house, locker room, and pro shop***) to the definition recommended by Daryl Genzer, representing Northshore Country Club (***An establishment with recreational facilities for its members and invited guests, including accessory uses and structures such as a club house, locker room, pro shop, and golf course of at least 9 holes of regulation size***). Council Member Jorgensen seconded the motion.

The motion passed 5-1 with Council Member Skurow voting against.

Council Member Skurow then presented a list of minor revisions to the Unified Development Ordinance that can be addressed at a staff level.

Council Member Skurow made the motion to remove exterior insulation and finish systems (EIFS) from the list of Building Materials in Section 705 Nonresidential Design

A.1. of the proposed Unified Development Ordinance and add it to the list of allowed architectural accents in Section 705 A. 2. Council Member Vilo seconded the motion.

The motion passed 6-0.

Council Member Jorgensen made the motion to approve the first reading of Ordinance No. 2065 with previously changes made. Council Member Green seconded the motion.

The motion passed 6-0.

Mayor Krebs read the following caption.

ORDINANCE NO. 2065

AN ORDINANCE ADOPTING THE REVISED UNIFIED DEVELOPMENT ORDINANCE; ESTABLISHING ZONING DISTRICTS AND RELATED REGULATIONS; ESTABLISHING SUBDIVISION REGULATIONS; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING A PENALTY FOR VIOLATIONS AND AN EFFECTIVE DATE

8. **PURCHASE OF ANIMAL CONTROL TRUCK:** THE CITY COUNCIL WILL CONSIDER THE PURCHASE OF AN ANIMAL CONTROL TRUCK (\$18,925 FORD F150 SUPERCAB PICKUP AND \$5,019.37 FOR MISCELLANEOUS ACCESSORIES) FOR THE POLICE DEPARTMENT - POLICE CHIEF

Police Chief Gary Giles explained that we have received pricing from several mass bidders for the purchase of one truck (either a Ford F150 Super cab or Chevrolet Silverado 1500 extended cab) for the animal control officers.

The following mass bids were received for One (1) 2013 Chevrolet 1500 Silverado Extended Cab or 2013 Ford F150 Super Cab truck:

<u>Vendor</u>	<u>Unit Cost</u>
Caldwell Country Ford, Caldwell, TX (CPA – Formerly TBPC) Ford F150 Super Cab	\$ 18,925
Caldwell Country Chevrolet, Caldwell, TX (CPA – formerly TBPC) Chevrolet Silverado Extended Cab	\$ 19,474
Caldwell Country Chevrolet, Caldwell, TX (Buy Board)	

Chevrolet Silverado Extended Cab \$ 19,614

Caldwell Country Ford, Caldwell, TX (H-GAC)
Ford F150 Super Cab \$ 19,748

In addition to the vehicle purchase, an additional \$5,019.37 is required for purchase and installation of radio equipment, warning lights, and vehicle striping.

Chief Giles added that this is a new vehicle purchase to supplement the existing animal control truck and is a budgeted item.

Council Member Skurow made the motion to authorize the purchase of one 2013 Ford F150 Super Cab from Caldwell Country Ford under the CPA State Contract along with equipment and installation for a total cost not to exceed \$23,944.37. Council Member Lewis seconded the motion.

The motion passed 6-0.

9. RESOLUTION NO. 661 - AUTHORIZING USE OF HOTEL OCCUPANCY TAX FUNDS: THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 661 WHICH AUTHORIZES THE USE OF HOTEL OCCUPANCY TAX FUNDS FOR THE DESIGN AND CONSTRUCTION OF THE RAILROAD RIGHT-OF-WAY HIKE AND BIKE TRAIL - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte explained that the City Council previously approved the 2012 Capital Program, which included the Railroad Right-of-Way Hike and Bike Trail. The City Attorney has reviewed the project and determined that it meets the statutory requirements for Hotel Occupancy Tax use as a means of promoting tourism.

Subsequent to the approval of the 2012 Capital Program, the Texas Department of Transportation announced additional funding was available through the Transportation Enhancement Program. Staff submitted a grant application in November 2012, and early indications are favorable in obtaining some level of grant funding. The funding requires a 20% local match. Resolution No. 661 authorizes allocating the local match of \$32,724 from the Hotel Occupancy Tax reserves to the project. Approval of the proposed resolution is a required step in the grant application process.

Council Member Jorgensen made the motion accepting Resolution No. 661 which authorizes the use of Hotel Occupancy Tax Funds for the design and construction of the Railroad Right-of-Way Hike and Bike Trail. Council Member Skurow seconded the motion.

The motion passed 6-0.

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 7:09 p.m.

E. NOTICE OF ASSISTANCE:

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BRILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **ORDINANCE NO. 2064 - ADOPTING REVISIONS TO THE COMPREHENSIVE PLAN:** THE CITY COUNCIL WILL CONSIDER THE SECOND READING OF ORDINANCE NO. 2064 WHICH ADOPTS REVISIONS TO THE COMPREHENSIVE PLAN - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

SUBMITTED BY: Brian DeLatte, Director of Public Works and Development

DATE: February 5, 2013

ATTACHMENTS: Ordinance No. 2064

SUMMARY STATEMENT: This evening marks the culmination of the revision process to the 2006 Comprehensive Plan and Unified Development Ordinance. A series of meetings facilitated by the Consulting City Planner have produced the revised documents for your consideration.

A Joint Public Hearing of the City Council and Planning and Zoning Commission was conducted on December 18, 2012, to solicit comments concerning the proposed revisions to the Comprehensive Plan and the Unified Development Ordinance. There were no comments at the Joint Public Hearing regarding the Comprehensive Plan.

The Planning and Zoning Commission, at its January 8, 2013, regularly scheduled meeting, voted unanimously to recommend that the City Council adopt the revised Comprehensive Plan. Therefore, Staff recommends that the City Council adopts the Comprehensive Plan as presented at the December 18, 2012, Joint Public Hearing.

The draft document is located on the City of Portland website at:
<http://www.portlandtx.com/index.aspx?nid=394#UDO>

RECOMMENDATION: Adopt a motion approving the second reading of Ordinance No. 2064, adopting revisions to the Comprehensive Plan.

ORDINANCE NO. 2064

AN ORDINANCE ADOPTING REVISIONS TO THE COMPREHENSIVE PLAN; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING A PENALTY FOR VIOLATIONS; PROVIDING AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

WHEREAS the City of Portland adopted a Comprehensive Plan in 2006 by Ordinance No. 1146; and,

WHEREAS the Planning and Zoning Commission, in consultation with the City Staff, Consulting City Planner and City Council, has proposed revisions to the Comprehensive Plan; and,

WHEREAS the Planning and Zoning Commission and City Council conducted a joint public hearing on December 18, 2012, to solicit comments concerning revisions to the Comprehensive Plan; and,

WHEREAS the Planning and Zoning Commission, after considering and evaluating comments presented at the public hearing, recommended approval of Comprehensive Plan revisions to the City Council on January 8, 2013; and,

WHEREAS the City Council on January 15, 2013 received a recommendation from the Planning and Zoning Commission comments concerning revisions to the Comprehensive Plan; and,

WHEREAS the City Council deliberated approval of Comprehensive Plan update on January 15, 2013; and,

WHEREAS the City Council has found that the approval of Comprehensive Plan revisions will promote the health, safety and welfare of Portland residents,

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

SECTION 1: That the Comprehensive Plan, including the Future Land Use Plan, Thoroughfare Plan, and all the maps and elements, which are attached hereto and incorporated herein for all purposes is hereby adopted by the City Council as a long-range planning guide for the City.

SECTION 2: That this Plan is intended to constitute the Comprehensive, or Master Plan of the City of Portland, Texas, for all matters related to long-range planning guidance relative to zoning decisions, land subdivision, thoroughfare construction, and growth management.

SECTION 3: That it is hereby officially found and determined that the meeting at which this Ordinance is passed was duly noticed and has been open to the public as required by law.

SECTION 4: All previously adopted rules, regulations, policies and ordinances in conflict with this Ordinance are hereby repealed.

SECTION 5: If any provision, section, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void or invalid, the validity of the remaining portion of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

SECTION 6: Any person who violates this Ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not exceeding two hundred dollars (\$200). Each and every day that a violation of this Ordinance occurs shall constitute a separate offense.

SECTION 7: This Ordinance shall be published after second reading hereof by publishing the caption thereof in the official newspaper with a statement the public may view the Ordinance in the Office of the City Secretary. This Ordinance shall be effective from and after the publication provided herein.

SECTION 8: This Ordinance shall take effect upon its second and final reading and the publication of its caption.

PASSED and APPROVED after second reading on this 5th day of February, 2013.

City of Portland

By: _____
David Krebs
Mayor

ATTEST: _____
Annette Hall
City Secretary

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **ORDINANCE NO. 2065 - ADOPTING REVISED UNIFIED DEVELOPMENT ORDINANCE:** THE CITY COUNCIL WILL CONSIDER THE SECOND (FINAL) READING OF ORDINANCE NO. 2065 WHICH ADOPTS THE REVISED UNIFIED DEVELOPMENT ORDINANCE - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

SUBMITTED BY: Brian DeLatte, Director of Public Works and Development

DATE: January 15, 2013

ATTACHMENTS: Ordinance No. 2065

SUMMARY STATEMENT: This evening marks the culmination of the revision process to the 2006 Comprehensive Plan and Unified Development Ordinance. A series of meetings facilitated by the Consulting City Planner have produced the revised documents for your consideration.

A Joint Public Hearing of the City Council and Planning and Zoning Commission was conducted on December 18, 2012, to solicit comments concerning the proposed revisions to the Comprehensive Plan and the Unified Development Ordinance.

At the January 15, 2013, City Council meeting, the definition of Country Club was modified: *An establishment with recreational facilities for its members and invited guests, including accessory uses and structures such as a club house, locker room, pro shop, and golf course of at least 9 holes of regulation size.*

Additionally, there were other minor changes to the document:

- As deliberated at the January 15 meeting, EIFS was removed from the list of approved commercial materials and added to the accents list
- Clarification was given in multiple instances between "City Staff" and "Administrative Official"
- Clarification was given that street centerlines should be constructed at or above base flood elevations

The draft document is located on the City of Portland website at:
<http://www.portlandtx.com/index.aspx?nid=394#UDO>

RECOMMENDATION: Adopt a motion approving the second (final) reading of Ordinance No. 2065, which adopts the revised Unified Development Ordinance.

ORDINANCE NO. 2065

AN ORDINANCE ADOPTING A UNIFIED DEVELOPMENT ORDINANCE; ESTABLISHING ZONING DISTRICTS AND RELATED REGULATIONS; ESTABLISHING SUBDIVISION REGULATIONS; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING A PENALTY FOR VIOLATIONS; PROVIDING AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

WHEREAS the City of Portland adopted a Comprehensive Plan in 2006 (Ordinance No. 1146) and updated the Comprehensive Plan in 2013 (Ordinance No. 2064); and,

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

WHEREAS the Planning and Zoning Commission and City Council conducted a joint public hearing on December 18, 2012, to solicit comments concerning revisions to the Unified Development Ordinance; and,

WHEREAS the Planning and Zoning Commission, after considering and evaluating comments presented at the public hearing, recommended approval of Unified Development Ordinance revisions to the City Council on January 8, 2013; and,

WHEREAS the City Council on January 15, 2013 received a recommendation from the Planning and Zoning Commission comments concerning revisions to the Unified Development Ordinance; and,

WHEREAS the City Council deliberated approval of Unified Development Ordinance update on January 15, 2013; and,

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

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

SECTION 1: The Unified Development Ordinance and Official Zoning Map, attached here to and incorporated herein, are hereby adopted.

SECTION 2: That it is hereby officially found and determined that the meeting at which this Ordinance is passed was duly noticed and has been open to the public as required by law.

SECTION 3: All previously adopted rules, regulations, policies and ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4: If any provision, section, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void or invalid, the validity of the remaining portion of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

SECTION 5: Any person who violates this Ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not exceeding two hundred dollars (\$200). Each and every day that a violation of this Ordinance occurs shall constitute a separate offense.

SECTION 6: This Ordinance shall be published after second reading hereof by publishing the caption thereof in the official newspaper with a statement the public may view the Ordinance in the Office of the City Secretary. This Ordinance shall be effective from and after the publication provided herein.

SECTION 7: This Ordinance shall take effect upon its second and final reading and the publication of its caption.

PASSED and APPROVED after second reading on this 5th day of February, 2013.

City of Portland

By: _____
David Krebs
Mayor

ATTEST: _____
Annette Hall
City Secretary

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **WASTEWATER COLLECTION SYSTEM IMPROVEMENTS FOR THE DOYLE ADDITION SUBDIVISION CHANGE ORDER NO. 2: THE CITY COUNCIL WILL CONSIDER CHANGE ORDER NO. 2 (A \$26,854.59 COST DECREASE) FOR THE WASTEWATER COLLECTION SYSTEM IMPROVEMENTS FOR THE DOYLE ADDITION SUBDIVISION - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT, AS WELL AS REPRESENTATIVES OF THE CONSULTING CITY ENGINEER**

SUBMITTED BY: Brian DeLatte, Director of Public Works and Development

DATE: February 5, 2013

DATE SUBMITTED: January 28, 2013

ATTACHMENTS: Proposed Change Order No. 2

SUMMARY STATEMENT: The City Council previously awarded the contract for the Wastewater Collection System Improvements for the Doyle Addition Subdivision to Jhabores Construction Company in the amount of \$2,389,801. Change Order No. 1 was approved on October 16, 2012, reducing the contract to \$2,348,643 via value engineering.

Additional cost savings of \$26,854.59 have been identified:

- A deep service line's depth of connections was reduced by installing drop manholes and a manifold system (Items 1 and 2, with a cost reduction of \$53,688)
- Utilizing alternate pumps (Items 3 and 4, with a cost reduction of \$19,000)
- Additional AEP costs for 3-phase power (Item 5, with a cost increase of \$31,325.41)
- Modification of sewer connections (Items 6-8, with a cost increase of \$14,508)

These cost savings will be utilized as a construction contingency to address any future unforeseen conditions.

It is the Consulting Engineer's and Staff's recommendation that Change Order No. 2 be approved.

RECOMMENDATION: Approve Change Order No. 2 for the Wastewater Collection System Improvements for the Doyle Addition Subdivision, reducing the contract by \$26,854.59 to \$2,321,788.41.



Naismith Engineering, Inc

ARCHITECTURE ■ ENGINEERING ■ ENVIRONMENTAL ■ SURVEYING

TBPE FIRM NO. F-355

TBPLS No. F-100395-00

ESTABLISHED 1949

OVER 60 YEARS OF ENGINEERING EXCELLENCE

January 25, 2013

City of Portland
Attn: Mr. Brian Delatte, P.E. – City Engineer
1101 Moore Avenue
Portland, Texas 78374

**Re: Wastewater Collection System Improvements for the Doyle Addition Subdivision
City of Portland, Texas (TWDB Contract No. 10373)
Change Order No.2**

Dear Mr. Delatte:

Enclosed please find four (4) copies of the proposed Change Order No. 2 for the above referenced project. This deductive change order in the amount of **(\$26,854.59)**; consists of savings from the installation of a lateral line to shallow up the service connections along a portion of Doyle Drive, additional costs by AEP to provide service to the two lift station sites, savings for using an alternate pump supplier, and establishes the cost for double service connections.

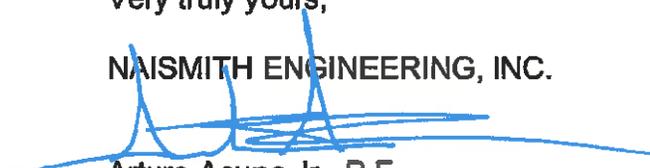
Once the documents have been executed please distribute them as follows:

- 1 – Jhabores Construction Company Inc.
- 1 – City of Portland, Texas
- 2 – Naismith Engineering, Inc.

Should you have any questions or require any additional information, please do not hesitate to contact our offices at 361.814.9900.

Very truly yours,

NAISMITH ENGINEERING, INC.



Arturo Acuna Jr., P.E.
Project Engineer

Encl.

Cc: Juan Bujanos, Texas Water Development Board (Harlingen)

T:6110\Construction\CO#2 City Letter.doc

**NAISMITH ENGINEERING, INC.
CHANGE ORDER**

Project Title: Wastewater Collection System Improvements for the Doyle Addition Subdivision			
Owner: City of Portland, Texas (TWDB Contract No. 10373)			
Owner Project Number: N/A		NEI Project Number: 6110	
Contractor: Jhabores Construction Company Inc.			Page 1 of 1
Change Order Number 2		Date of Issuance	February 5, 2013
		Effective Date	February 5, 2013

You are directed to make the following changes in the Contract Documents:

	ADD	DEDUCT
1. Bid Item No.22 – Additional drop connections on sanitary sewer manhole to shallow up service lateral along Doyle Drive and avoid deep connections. (3 @ \$2,096.00)	\$6,288.00	
2. Bid Item No.23 – Deletion of deep cut service connections along Doyle Drive. (24 @ \$2,499.00)		(\$59,976.00)
3. Bid Item No.26 – Lift Station No.1, cost savings for using alternate pump that still meets design specifications.		(\$8,000.00)
4. Bid Item No.28 – Lift Station No.2, cost savings for using alternate pump that still meets design specifications.		(\$11,000.00)
5. Bid Item No.30– Additional costs by AEP for service drops to Lift Station Nos. 1 & 2	\$31,325.41	
6. Cleanouts with cast iron boots at ends of service lateral installed along Doyle Drive to shallow up connections. (3 @ \$630.00)	\$1,890.00	
7. Six inch double short side service connection. (2 @ \$1,710.00)	\$3,420.00	
8. Six inch double long side service connection. (3 @ \$3,066.00)	\$9,198.00	
NET ADD/DEDUCT (\$26,854.59)		

	Amount	Days
Original Contract	\$2,389,801.00	250
Net Change from Previous Change Orders (No. 1 to No. 1)	(\$41,158.00)	0
Revised Contract Prior to this Change Order	\$2,348,643.00	250
Net Add/Deduct for this Change Order	(\$26,854.59)	0
Revised Contract Including this Change Order	\$2,321,788.41	250

CONTRACTOR: Jhabores Construction Co.

OWNER: City of Portland

By: 

By: _____

ENGINEER: Naismith Engineering, Inc.
TBPE Firm Reg.# F-000355

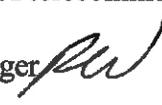
By: 



1-25-13

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

SUBJECT: Ordinance #2066 repealing Section 4-1 of the Code of Ordinances entitled
"Construction; maintenance; removal of telecommunication towers"

SUBMITTED BY: Randy L. Wright, Assistant City Manager 

DATE: January 30, 2013 **FOR THE AGENDA OF:** February 5, 2013

ATTACHMENTS: Proposed Ordinance #2066

APPROVED FOR INCLUSION ON AGENDA: _____

SUMMARY STATEMENT:

Section 4-1 of the Portland Code of Ordinances, originally enacted in 1999, governs construction, maintenance and removal of telecommunication towers. It was amended in 2006 to accommodate towers constructed by government agencies.

Our new Unified Development Ordinance requires a Special Use Permit for any new telecommunications tower. The process requires an applicant to comply with a number of requirements in order to get an SUP. That process includes City Staff, the Planning and Zoning Commission and the City Council oversight on merits or drawbacks to each permit application and actually allows us more latitude than the original ordinance.

To avoid possible conflict with the new UDO, Section 4-1 should be repealed.

RECOMMENDED ACTION: Move to approve the first reading of Ordinance #2066 repealing Section 4-1 of the Code of Ordinances.

ORDINANCE NO. 2066

**AN ORDINANCE REPEALING CHAPTER 4,
ARTICLE I, SECTION 4-1 RELATED TO THE
CONSTRUCTION; MAINTENANCE AND
REMOVAL OF TELE-COMMUNICATION
TOWERS, PROVIDING A SEVERABILITY
CLAUSE AND ESTABLISHING AN EFFECTIVE
DATE**

WHEREAS Chapter 4, Article 1, Section 4-1 was enacted in 1999 to control the construction, maintenance and removal of telecommunication towers when no other local regulation existed; and,

WHEREAS the Unified Development Ordinance (UDO) of the City of Portland, as amended, requires that all future telecommunication towers be permitted by Special Use Permit; and,

WHEREAS the process for issuance of Special Use Permits provides for adequate due process for applicants balanced by a need to protect the interests of the community,

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

SECTION 1. Chapter 4, Article I, Section 4-1 of the Code of Ordinances entitled "Construction; maintenance; removal of telecommunication towers," is hereby repealed in its entirety.

SECTION 2. SEVERABILITY: If any provision, section, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

SECTION 3. EFFECTIVE DATE: This Ordinance shall take effect upon the date of publication of the caption in the official newspaper of the City of Portland.

PASSED and APPROVED this 19th day of February 2013.

CITY OF PORTLAND

David Krebs
Mayor

ATTEST: _____
Annette Hall
City Secretary

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **ORDINANCE NO. 2067 - REPEALING AND ABOLISHING EXISTING “OT-2” OLDE TOWN MIXED USE DISTRICT ECONOMIC DEVELOPMENT INCENTIVES:** THE CITY COUNCIL WILL CONSIDER THE FIRST READING OF ORDINANCE NO. 2067 WHICH REPEALS AND ABOLISHES EXISTING “OT-2” OLDE TOWN MIXED USE DISTRICT ECONOMIC DEVELOPMENT INCENTIVES - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

SUBMITTED BY: Brian DeLatte, Director of Public Works and Development

DATE: January 30, 2013

ATTACHMENTS: Ordinance No. 2067

SUMMARY STATEMENT: Economic development incentives were adopted in 2006 for the “OT-2” Olde Town Mixed Use District:

- Section 19-77, waiving specific requirements for the appraisal and abandonment of easements and rights-of-way instead of selling them
- Section 23-72, waiving water and sewer tap fees
- Appendix C, Section H, waiving building code fees

Staff recommends abolishing the economic development incentives for a multitude of reasons:

- Since the enactment in 2006, the incentives have never been used
- Staff administration of the incentives could be difficult (project failure could result in litigation)
- Proceeds from the sale of surplus easements and right-of-way can be used to repair/demolish substandard OT structure or finance OT amenities
- Doing so will reduce costs and generate revenue

RECOMMENDATION: Approve the first reading of Ordinance 2067.

ORDINANCE NO. 2067

**AN ORDINANCE REPEALING AND ABOLISHING
“OT-2” OLDE TOWN MIXED USE DISTRICT
ECONOMIC DEVELOPMENT INCENTIVES;
PROVIDING FOR THE REPEAL OF ORDINANCES
IN CONFLICT HEREWITH; PROVIDING A
SEVERABILITY CLAUSE AND EFFECTIVE DATE**

WHEREAS the City has offered a diverse menu of “OT-2” Olde Town Mixed Use District economic development incentives since 2006; and,

WHEREAS such incentives have failed to interest members of the development/redevelopment community and have never been utilized; and,

WHEREAS it serves no public purpose to maintain such geographic or zoning district specific incentives when they have been proven through time to be ineffective; and,

WHEREAS the City Council has determined that abolishing “OT-2” Olde Town Mixed Use District economic development incentives will promote the health, safety, and welfare of Portland citizens as well as the general public.

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

SECTION 1. WAIVER OF SPECIFIC REQUIREMENTS REPEALED AND ABOLISHED: Section 19-77 (Waiver of specific requirements), Article 5 (ALTERING, ABANDONING, CLOSING OR VACATING STREETS, ALLEYS OR PUBLIC WAYS; PROCEDURE), Chapter 19 (STREETS AND SIDEWALKS) of the Code of Ordinances is hereby repealed and abolished.

SECTION 2. WAIVER OF WATER AND SEWER TAP FEES REPEALED AND ABOLISHED: Subsection (c), Section 23-72 (Fees), Division 4 (TAPS AND LINE EXTENSIONS), Article II (SERVICES AND CHARGES), Chapter 23 (WATER, SEWERS AND SOLID WASTE) of the Code of Ordinances is hereby repealed and abolished.

SECTION 3. BUILDING CODE FEES EXEMPTION REPEALED AND ABOLISHED: Section H, Appendix C (DEVELOPMENT FEE SCHEDULE) of the Code of Ordinances is hereby repealed and abolished.

SECTION 4. REPEALER: All previously adopted rules, regulations, policies and ordinances in conflict with this Ordinance are hereby repealed.

SECTION 5. SEVERABILITY: If any provision, section, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances is, for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions

of this Ordinance shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof, or provisions or regulations contained herein, shall become inoperative or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

SECTION 6. EFFECTIVE DATE: This Ordinance shall take effect upon its second and final reading.

PASSED and APPROVED this 19th day of February, 2013.

EXECUTION

By: _____
David Krebs
Mayor

ATTEST: _____
Annette Hall
City Secretary

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **ORGANIZATIONAL ADJUSTMENT:** THE CITY COUNCIL WILL CONSIDER ORGANIZATIONAL ADJUSTMENTS IN COMPLIANCE WITH SECTION 4.01 OF THE CITY CHARTER - CITY MANAGER

SUBMITTED BY: Mike Tanner, City Manager

DATE SUBMITTED: January 31, 2013

ATTACHMENTS: Proposed Organization Chart

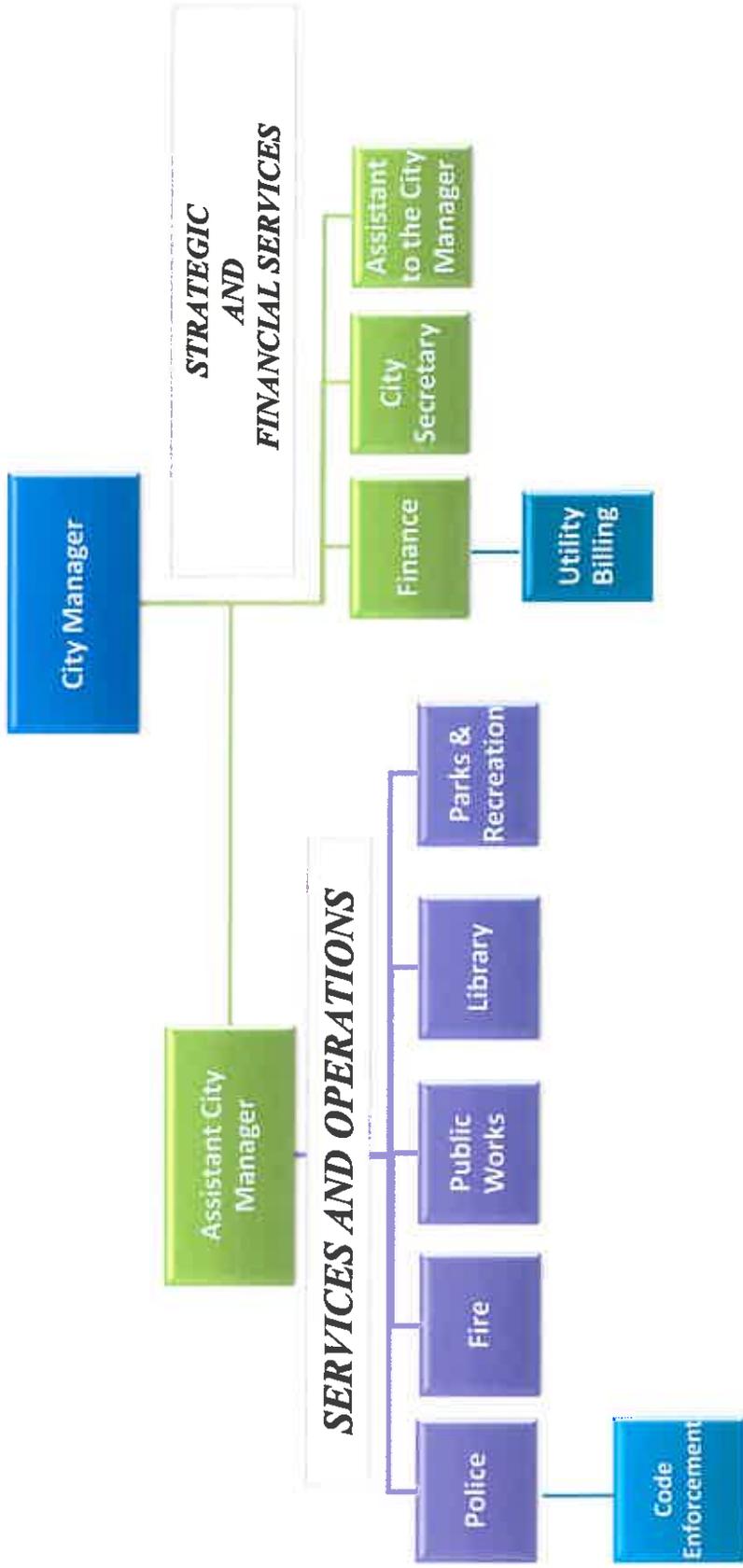
SUMMARY STATEMENT: As we have previously discussed, a number of relatively minor organizational adjustments need to be made that require formal City Council approval. A summary of proposed adjustments follow:

- Responsibility for the Department of Public Works and Development will be delegated to the Assistant City Manager
- Primary responsibility for Code Enforcement will be delegated to the Chief of Police/Police Department
- Responsibility for Utility Billing and Collection, which has functioned as a “department” will be delegated to the Finance Director/Finance Department as a “section”

An organization chart that illustrates the proposed organizational adjustments has been attached for your review and consideration.

Section 4.01 of the City Charter requires the City Council to approve substantial organizational changes (division or consolidation of City Charter prescribed administrative departments) with a super majority (2/3 of members) vote and all other organizational changes with a simple majority vote. Since the organizational adjustments that I am proposing are “insubstantial” in nature, the City Council may approve them with a simple majority vote.

RECOMMENDATION: Adopt a motion approving the organizational adjustments





**STAFF
WEEKLY
REPORTS**

Portland Fire Department

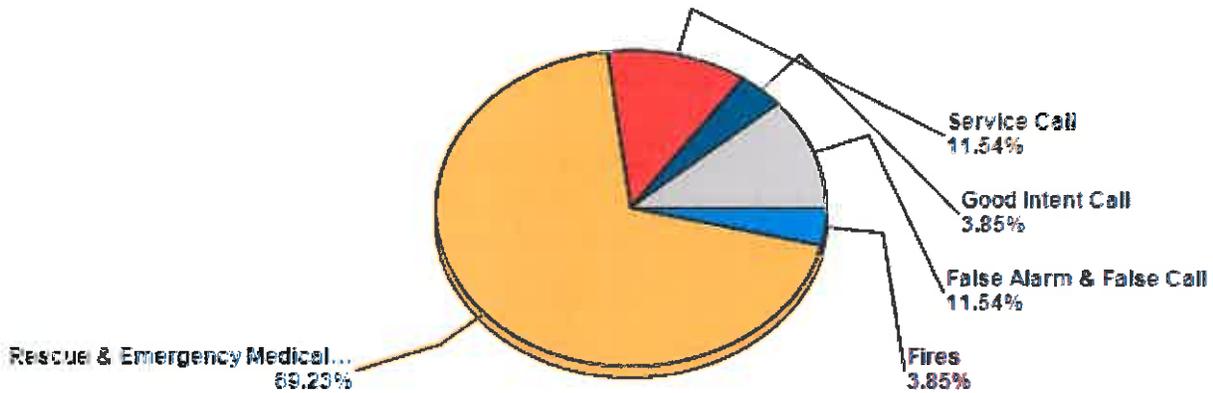


Portland, TX

This report was generated on 1/28/2013 9:42:20 AM

Breakdown by Major Incident Types for Date Range

Start Date: 01/21/2013 | End Date: 01/27/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.85%
Rescue & Emergency Medical Service	18	69.23%
Service Call	3	11.54%
Good Intent Call	1	3.85%
False Alarm & False Call	3	11.54%
TOTAL	26	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	3.85%
311 - Medical assist, assist EMS crew	9	34.62%
321 - EMS call, excluding vehicle accident with injury	5	19.23%
322 - Motor vehicle accident with injuries	4	15.38%
510 - Person in distress, other	1	3.85%
552 - Police matter	1	3.85%
561 - Unauthorized burning	1	3.85%
611 - Dispatched & cancelled en route	1	3.85%
743 - Smoke detector activation, no fire - unintentional	1	3.85%
744 - Detector activation, no fire - unintentional	1	3.85%
745 - Alarm system activation, no fire - unintentional	1	3.85%
TOTAL INCIDENTS:	26	100.00%

Training on MDT's on Apparatus
New Hire Testing

Average Response Time: 3.67 min.



Inspections Search

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

Print Date:

1/28/2013

Date 1/20/2013
From: 1/20/2013
To: 1/26/2013 11:59:00 PM

Search Criteria:
 All Addresses
 Status All
 Inspector Craig Hedrick

Date	Record Type	Number	Cause	Complete	Violations		Addresses	Parties Name	Inspector
					New	Old			
01/21/2013 12:53 pm	Unwholesome Prop (FD)	I-CH-13-0003.B	Reinspection	Yes	0	1	101 Daniel Moore	Safe Guard Prop Management	Craig Hedrick
01/22/2013 9:00 am	Annual Inspection (FD)	I-CH-11-0208.B.A	Reinspection	Yes	0	3	1005 US Hwy 181 Suite B	Dollar General	Craig Hedrick
01/22/2013 10:20 am	Annual Inspection (FD)	I-CH-11-0229.B	Periodic	Yes	2	0	1302 Wildcat Suite A	Hair Salon Iddt	Craig Hedrick
01/22/2013 10:24 am	Annual Inspection (FD)	I-CH-11-0236.B	Periodic	Yes	0	0	1402 Wildcat	Valero	Craig Hedrick
01/22/2013 10:28 am	Annual Inspection (FD)	I-CH-11-0228.B	Periodic	Yes	0	0	1304 Wildcat	Starbuck's	Craig Hedrick
01/22/2013 10:40 am	Annual Inspection (FD)	I-CH-11-0222.D	Reinspection	Yes	0	2	1021 US Hwy 181 Suite 1	Lone Star Lumber	Craig Hedrick
01/22/2013 3:05 pm	Annual Inspection (FD)	I-CH-11-0206.D	Periodic	Yes	1	0	1007 US Hwy 181 Suite 1021B	Cricknet Wireless	Craig Hedrick
01/22/2013 3:12 pm	Annual Inspection (FD)	I-CH-11-0242.B.A	Reinspection	Yes	0	4	1001 US Hwy 181	Subway	Craig Hedrick
01/23/2013 9:35 am	Unwholesome Prop (FD)	I-CH-13-0017	Complaint	Yes	2	0	903 Summit	Buddy Cardenas	Craig Hedrick

Total Number of Records: 9

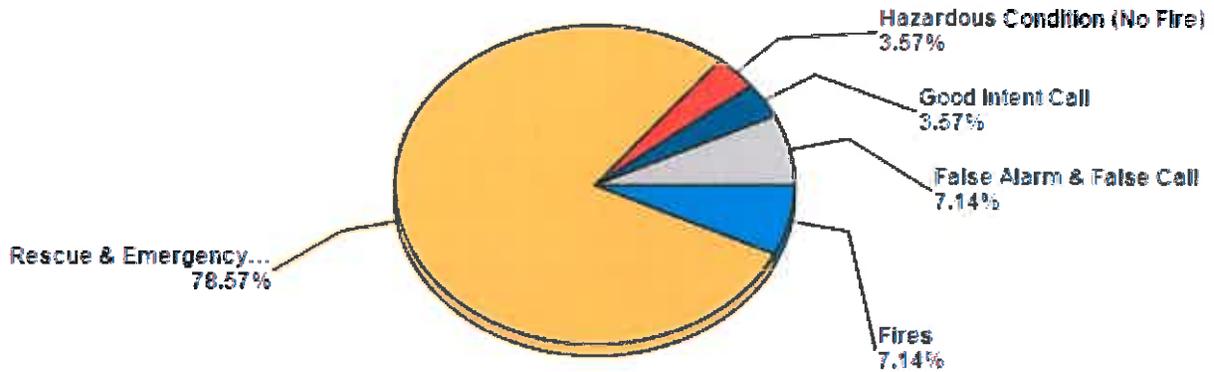
Portland Fire Department

Portland, TX

This report was generated on 1/14/2013 8:33:40 AM

Breakdown by Major Incident Types for Date Range

Start Date: 01/07/2013 | End Date: 01/13/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	7.14%
Rescue & Emergency Medical Service	22	78.57%
Hazardous Condition (No Fire)	1	3.57%
Good Intent Call	1	3.57%
False Alarm & False Call	2	7.14%
TOTAL	28	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	3.57%
131 - Passenger vehicle fire	1	3.57%
311 - Medical assist, assist EMS crew	6	21.43%
321 - EMS call, excluding vehicle accident with injury	15	53.57%
324 - Motor vehicle accident with no injuries.	1	3.57%
411 - Gasoline or other flammable liquid spill	1	3.57%
611 - Dispatched & cancelled en route	1	3.57%
700 - False alarm or false call, other	1	3.57%
733 - Smoke detector activation due to malfunction	1	3.57%
TOTAL INCIDENTS:	28	100.00%

Average Response Time: 3.9 Min.



Inspections Search

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

Search Criteria:

Date: 1/6/2013
 From: 1/6/2013
 To: 1/12/2013 11:59:00 PM
 All Addresses
 Status: All
 Inspector: Craig Hedrick

Date	Record Type	Number	Cause	Complete	Violations			Addresses	Parties Name	Inspector
					New	Old	Corr			
01/07/2013 10:37 am	Annual Inspection (FD)	I-CH-13-0009	Request	Yes	3	0	0	1306 Wildcat	Donut Palace	Craig Hedrick
01/08/2013 9:00 am	Annual Inspection (FD)	I-CH-11-0201.A	Reinspection	Yes	1	0	0	904 Memorial Suite B	Chamber of Commerce	Craig Hedrick
01/08/2013 1:44 pm	Annual Inspection (FD)	I-CH-12-0017.A	Reinspection	Yes	0	4	4	504 Moore	Nien Van	Craig Hedrick
01/08/2013 1:48 pm	Annual Inspection (FD)	I-CH-11-0174.C	Reinspection	Yes	2	0	0	1201 Wildcat	Speedy Stop	Craig Hedrick
01/08/2013 2:04 pm	Annual Inspection (FD)	I-TVAN-11-0168.B	Reinspection	Yes	0	0	0	920 AUSTIN	DRIVEN CHURCH	Craig Hedrick
01/08/2013 2:05 pm	Annual Inspection (FD)	I-CH-11-0209.B	Reinspection	Yes	0	0	0	1037 US Hwy 181	Devon Energy	Craig Hedrick
01/08/2013 2:06 pm	Annual Inspection (FD)	I-CH-11-0208.B	Periodic	Yes	3	0	0	1005 US Hwy 181 Suite B	Dollar General	Craig Hedrick
01/08/2013 2:11 pm	Annual Inspection (FD)	I-CH-11-0222.C	Reinspection	Yes	2	0	0	1021 US Hwy 181 Suite 1	Lone Star Lumber	Craig Hedrick
01/08/2013 2:16 pm	Annual Inspection (FD)	I-CH-11-0203.B	Periodic	Yes	0	0	0	1029 US Hwy 181	Children's Clinic	Craig Hedrick
01/08/2013 2:25 pm	Annual Inspection (FD)	I-CH-11-0227.A	Reinspection	Yes	0	1	0	1300 Wildcat	McDonald's	Craig Hedrick
01/08/2013 2:27 pm	Annual Inspection (FD)	I-CH-11-0173.B	Periodic	Yes	0	0	0	1202 Wildcat	Quizno's	Craig Hedrick
01/08/2013 2:28 pm	Annual Inspection (FD)	I-CH-13-0009.A	Reinspection	Yes	0	0	3	1306 Wildcat	Donut Palace	Craig Hedrick
01/08/2013 8:57 am	Unwholesome Prop (FD)	I-CH-13-0003.A	Reinspection	Yes	0	1	0	101 Daniel Moore	Safe Guard Prop Mgt	Craig Hedrick
01/09/2013 1:40 pm	Annual Inspection (FD)	I-CH-11-0149.C	Periodic	Yes	1	0	0	1502 Wildcat	Rent A Center	Craig Hedrick
01/09/2013 1:43 pm	Annual Inspection (FD)	I-CH-11-0175.B	Periodic	Yes	2	0	0	118 Lang	VIP Car Wash	Craig Hedrick
01/09/2013 1:49 pm	Annual Inspection (FD)	I-CH-11-0242.B	Periodic	Yes	4	0	0	1001 US Hwy 181	Subway	Craig Hedrick
01/09/2013 2:22 pm	Annual Inspection (FD)	I-CH-13-0010	Periodic	Yes	0	0	0	1702 US Hwy 181 Suite B2	Supercuts	Craig Hedrick
01/09/2013 2:25 pm	Unwholesome Prop (FD)	I-CH-12-1067.A	Reinspection	Yes	0	0	1	1401 Sacramento	1401 Sacramento-RespParty	Craig Hedrick
01/09/2013 2:52 pm	Unwholesome Prop (FD)	I-CH-12-0692.E	Reinspection	Yes	0	1	0	104 Fulton	104 Fulton Resp. Party	Craig Hedrick
01/09/2013 2:57 pm	Unwholesome Prop (FD)	I-CH-13-0011	Complaint	Yes	1	0	0	108 Fulton	Thomas Worsham	Craig Hedrick
01/10/2013 10:59 am	Unwholesome Prop (FD)	I-CH-13-0012	Complaint	Yes	0	0	0	1097 Polaris	Sandra Hatch	Craig Hedrick
01/10/2013 11:02 am	Annual Inspection (FD)	I-CH-11-0248.B	Periodic	Yes	0	0	0	905 Dallas	Moore Insurance	Craig Hedrick
01/10/2013 11:09 am	Annual Inspection (FD)	I-CH-11-0251.B	Reinspection	Yes	1	0	0	607 8th	Coldwell Banker	Craig Hedrick
01/10/2013 11:11 am	Annual Inspection (FD)	I-CH-11-0250.B	Periodic	Yes	0	0	0	609 8th	State Farm Ins.	Craig Hedrick
01/10/2013 11:13 am	Annual Inspection (FD)	I-CH-11-0245.A	Reinspection	Yes	0	1	0	921 Houston	Century 21	Craig Hedrick
01/10/2013 11:17 am	Annual Inspection (FD)	I-CH-13-0013	Periodic	Yes	2	0	0	110 Lang	Security Services CU	Craig Hedrick
01/11/2013 10:28 am	Annual Inspection (FD)	I-CH-12-0007.A	Periodic	Yes	1	0	0	313 Seventh	Blue Willow Tea Room	Craig Hedrick
01/11/2013 10:32 am	Annual Inspection (FD)	I-CH-11-0207.C	Periodic	Yes	1	0	0	1021 US Hwy 181 Suite 4	Lady Luck Pet Grooming	Craig Hedrick
01/11/2013 10:44 am	Annual Inspection (FD)	I-CH-11-0156.D	Periodic	Yes	1	0	0	1705 US Hwy 181	Hampton Inn	Craig Hedrick

Portland Fire Department

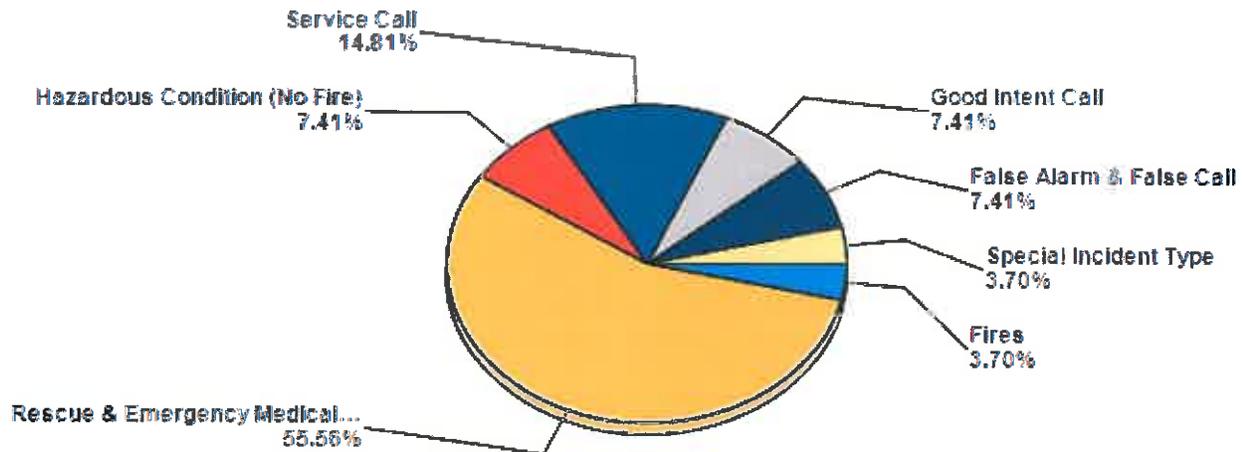


Portland, TX

This report was generated on 1/22/2013 1:05:35 PM

Breakdown by Major Incident Types for Date Range

Start Date: 01/14/2013 | End Date: 01/20/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.70%
Rescue & Emergency Medical Service	15	55.56%
Hazardous Condition (No Fire)	2	7.41%
Service Call	4	14.81%
Good Intent Call	2	7.41%
False Alarm & False Call	2	7.41%
Special Incident Type	1	3.70%
TOTAL	27	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	3.70%
311 - Medical assist, assist EMS crew	4	14.81%
321 - EMS call, excluding vehicle accident with injury	11	40.74%
440 - Electrical wiring/equipment problem, other	1	3.70%
444 - Power line down	1	3.70%
500 - Service Call, other	1	3.70%
510 - Person in distress, other	3	11.11%
611 - Dispatched & cancelled en route	2	7.41%
745 - Alarm system activation, no fire - unintentional	2	7.41%
911 - Citizen complaint	1	3.70%
TOTAL INCIDENTS:	27	100.00%

Average Response Time: 3.95 Min



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

Inspections Search

Print Date:

1/21/2013

Date
 From: 1/6/2013
 To: 1/12/2013 11:59:00 PM

Search Criteria:
 All Addresses Status: All Inspector: Craig Hedrick

Date	Record Type	Number	Cause	Complete	Violations			Addresses	Parties Name	Inspector
					New	Old	Corr			
01/07/2013	10:37 am Annual Inspection (FD)	I-CH-13-0009	Request	Yes	3	0	0	1306 Wildcat	Donut Palace	Craig Hedrick
01/08/2013	9:00 am Annual Inspection (FD)	I-CH-11-0201.A	Reinspection	Yes	1	0	0	904 Memorial Suite B	Portland Chamb/Commerce	Craig Hedrick
01/08/2013	1:44 pm Annual Inspection (FD)	I-CH-12-0017.A	Reinspection	Yes	0	4	4	504 Moore	Nien Van	Craig Hedrick
01/08/2013	1:48 pm Annual Inspection (FD)	I-CH-11-0174.C	Reinspection	Yes	2	0	0	1201 Wildcat	Speedy Stop	Craig Hedrick
01/08/2013	2:04 pm Annual Inspection (FD)	I-TVAN-11-0168.B	Reinspection	Yes	0	0	0	920 AUSTIN	DRIVEN CHURCH	Craig Hedrick
01/08/2013	2:06 pm Annual Inspection (FD)	I-CH-11-0209.B	Reinspection	Yes	0	0	0	1037 US Hwy 181	Dewon Energy	Craig Hedrick
01/08/2013	2:11 pm Annual Inspection (FD)	I-CH-11-0208.B	Periodic	Yes	3	0	0	1005 US Hwy 181 Suite B	Dollar General	Craig Hedrick
01/08/2013	2:16 pm Annual Inspection (FD)	I-CH-11-0222.C	Reinspection	Yes	2	0	0	1021 US Hwy 181 Suite 1	Lone Star Lumber	Craig Hedrick
01/08/2013	2:25 pm Annual Inspection (FD)	I-CH-11-0203.B	Periodic	Yes	0	0	0	1029 US Hwy 181	Children's Clinic	Craig Hedrick
01/08/2013	2:25 pm Annual Inspection (FD)	I-CH-11-0227.A	Reinspection	Yes	0	1	0	1300 Wildcat	McDonald's	Craig Hedrick
01/08/2013	2:27 pm Annual Inspection (FD)	I-CH-11-0173.B	Periodic	Yes	0	0	0	1202 Wildcat	Quiznos	Craig Hedrick
01/08/2013	2:28 pm Annual Inspection (FD)	I-CH-13-0009.A	Reinspection	Yes	0	0	3	1306 Wildcat	Donut Palace	Craig Hedrick
01/08/2013	8:57 am Unwholesome Prop (FD)	I-CH-13-0003.A	Reinspection	Yes	0	1	0	101 Daniel Moore	Safe Guard Prop Management	Craig Hedrick
01/08/2013	1:43 pm Annual Inspection (FD)	I-CH-11-0149.C	Periodic	Yes	1	0	0	1502 Wildcat	Rent A Center	Craig Hedrick
01/08/2013	1:43 pm Annual Inspection (FD)	I-CH-11-0175.B	Periodic	Yes	2	0	0	118 Lang	VIP Car Wash	Craig Hedrick
01/08/2013	1:49 pm Annual Inspection (FD)	I-CH-11-0242.B	Periodic	Yes	4	0	0	1001 US Hwy 181	Subway	Craig Hedrick
01/08/2013	2:22 pm Annual Inspection (FD)	I-CH-13-0010	Periodic	Yes	0	0	0	1702 US Hwy 181	Supercuts	Craig Hedrick
01/08/2013	2:25 pm Unwholesome Prop (FD)	I-CH-12-1067.A	Reinspection	Yes	0	0	1	1401 Sacramento	1401Sacramento-RespParty	Craig Hedrick
01/08/2013	2:52 pm Unwholesome Prop (FD)	I-CH-12-0892.E	Reinspection	Yes	0	1	0	104 Fulton	104 Fulton Resp. Party	Craig Hedrick
01/08/2013	2:57 pm Unwholesome Prop (FD)	I-CH-13-0011	Complaint	Yes	1	0	0	108 Fulton	Thomas Worsham	Craig Hedrick
01/10/2013	10:59 am Unwholesome Prop (FD)	I-CH-13-0012	Complaint	Yes	0	0	0	1097 Polaris	Sandra Hatch	Craig Hedrick
01/10/2013	11:02 am Annual Inspection (FD)	I-CH-11-0248.B	Periodic	Yes	0	0	0	905 Dallas	Moore Insurance	Craig Hedrick
01/10/2013	11:09 am Annual Inspection (FD)	I-CH-11-0251.B	Reinspection	Yes	1	0	0	607 8th	Coldwell Banker	Craig Hedrick
01/10/2013	11:11 am Annual Inspection (FD)	I-CH-11-0250.B	Periodic	Yes	0	0	0	609 8th	State Farm Ins.	Craig Hedrick
01/10/2013	11:13 am Annual Inspection (FD)	I-CH-11-0245.A	Reinspection	Yes	0	1	0	921 Houston	Century 21	Craig Hedrick
01/10/2013	11:17 am Annual Inspection (FD)	I-CH-13-0013	Periodic	Yes	2	0	0	110 Lang	Security Services CU	Craig Hedrick
01/11/2013	10:28 am Annual Inspection (FD)	I-CH-12-0007.A	Periodic	Yes	1	0	0	313 Seventh	Blue Willow Tea Room	Craig Hedrick
01/11/2013	10:32 am Annual Inspection (FD)	I-CH-11-0207.C	Periodic	Yes	1	0	0	1021 US Hwy 181 Suite 4	Lady Luck Pet Grooming	Craig Hedrick
01/11/2013	10:44 am Annual Inspection (FD)	I-CH-11-0156.D	Periodic	Yes	1	0	0	1705 US Hwy 181	Hampton Inn	Craig Hedrick

Total Number of Records: 29