



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, August 20, 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:**
 - BUDDY GANEM PROJECT UPDATE – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT
- 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 JULY 31, 2013 WORKSHOP, AUGUST 6, 2013 WORKSHOP, AUGUST 6, 2013 REGULAR MEETING AND AUGUST 15, 2013 SPECIAL MEETING - MAYOR KREBS AND CITY SECRETARY

6. PUBLIC HEARING ON PROPOSED AD VALOREM TAX INCREASE: THE CITY COUNCIL WILL CONDUCT A PUBLIC HEARING TO SOLICIT COMMENTS FROM CITIZENS AND OTHER INTERESTED PARTIES CONCERNING A PROPOSED AD VALOREM TAX INCREASE OF TOTAL TAX REVENUES:

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.62 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$20.

THE FIRST READING OF THE ORDINANCE ADOPTING THE PROPOSED TAX RATE INCREASE WILL BE DELIBERATED BY THE CITY COUNCIL AT ITS AUGUST 27, 2013 SPECIAL MEETING

7. EXECUTIVE SESSION: THE CITY COUNCIL WILL CONDUCT AN EXECUTIVE SESSION ACCORDING TO TEXAS GOVERNMENT CODE §551.074 (DELIBERATION REGARDING THE APPOINTMENT, EMPLOYMENT, EVALUATION AND DUTIES OF PUBLIC OFFICERS: MUNICIPAL COURT ASSOCIATE JUDGE) – 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:

- 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 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.

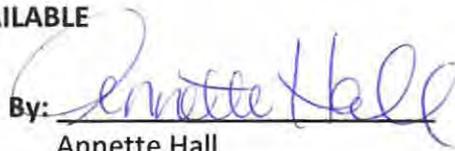
D. ADJOURNMENT: MAYOR KREBS

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.

BRILLE IS NOT AVAILABLE

Posted: August 16, 2013 by 5:00 p.m.
Portland City Hall

By: 
Annette Hall
City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MEETING
JULY 31, 2013 – 5:30 P.M.**

On this the 31st day of July 2013, 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
John Green	Council Member
David Lewis	Council Member

MEMBERS ABSENT:

Gary Moore, Sr.	Council Member
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STAFF PRESENT:

Randy Wright	City Manager
Sandy Clarkson	Finance Director
Brian DeLatte	Director of Public Works and Development
Gary Giles	Police Chief
Tim Vanlandingham	Fire Chief
Kristin Connor	Director of Parks and Assistant to the City Manager
Michel Weaver	Senior Accountant
Lorenzo Lara	City Secretary
Annette Hall	IT Manager - Police Sergeant
Terrell Elliott	Division Coordinator - Administration
Becky Stewart	

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

A. CALL TO ORDER: MAYOR KREBS

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

B. NON-ACTION ITEMS:

1. **CAPITAL PROGRAM:** THE CITY COUNCIL WILL DISCUSS THE 5 YEAR CAPITAL PROGRAM (OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2018) - CITY MANAGER

City Manager Randy Wright presented and discussed the following 5 Year Capital Program with the City Council:

CAPITAL PROGRAM
OCTOBER 1, 2013 - SEPTEMBER 30, 2018

	<u>FISCAL YEAR</u>	<u>COST</u>
1.	2013-2014	8,350,000
2.	2014-2015	6,450,000
3.	2015-2016	11,500,000
4.	2016-2017	100,000
5.	2017-2018	7,000,000
	TOTAL	<u>\$33,400,000</u>

CAPITAL PROGRAM
FISCAL YEAR 2013-2014

Capital Projects in progress and Financed or Partially Financed in Previous Fiscal Year

<u>DESCRIPTION</u>	<u>COST</u>	<u>METHOD OF FINANCE</u>
A1. Bid, Begin, and Complete "Utility Line Replacement Program - Phase 1A (Water)"	2,555,000	Revenue Bonds (20 Year Term)
A2. Complete "Utility Line Replacement Program - Phase 1B (Sanitary Sewer)"	1,255,000	Revenue Bonds (20 Year Term)
A3. Complete "Northshore Area Drainage Improvement Project"	700,000	General Fund Reserve
A4. Complete SCADA Coverage to	600,000	Water/Wastewater Enterprise

	All Water/Wastewater Facilities previously allocated)		Fund Reserve (\$300,000)
A5.	Bid and Begin Fire Station No. 2 Expansion	569,250	Public Safety Proceeds (\$300,000) and General Fund Reserve (\$269,250)
A6.	Complete "ETJ Service Line Construction Project"	269,500	Economically Distressed Areas Program Grant
A7.	Connect Violet Andrews Park, Sunset Lake Park and Indian Point Park with Elevated Hike/Bike Structure through Historic Railroad R-O-W	245,600	Transportation Enhancement Grant (\$145,600) and HOT Revenue (\$100,000 Local Match)
A8.	Complete Consolidation of Memorial Parkway Travel Lanes Approaching and Intersecting Buddy Ganem Drive	230,000	General Fund Reserve
	<i>TxDOT Administered Project</i>		
A9.	Complete Comprehensive Street, Parking Lot, Sidewalk, Trail Master Plan	100,000	General Fund Reserve
	Total of Projects in Process	<u>\$6,524,350</u>	

New Capital Projects to begin and be financed in Fiscal Year 2013-2014

B1.	Finance and Design "Street Improvement Program - Phase 9A (Rehabilitation and Overlays)"	4,000,000	Certificates of Obligation (20 Year Term) Required AVT/DU Rate Increase
B2.	Finance, Design, Bid and Complete "Street Improvement Program - Phase 9B (Repairs and Sealcoat)"	1,000,000	Certificates of Obligation (7 Year Term) Required AVT/DU Rate Increase
B3.	Finance, Design, Bid and Begin Sports Complexes Improvement Project - Phase 1	1,500,000	Revenue Bonds (10 Year Term)
B4.	Finance, Design and Bid Fund "Wastewater Treatment Plant Improvement Project (UV Unit Installation)	600,000	Water/Wastewater Enterprise Reserve

B5.	Design, Bid and Begin New Veterans Memorial in Community Center Plaza	300,000	HOT s Reserves
B6.	Community Center Audio/Visual Improvements	100,000	PCCCDC 4b Fund Reserves (\$50,000) and HOT Reserves (\$50,000)
B7.	Develop Comprehensive Plan for Public Works Center	50,000	General Fund Reserve (\$25,000) and Water/Wastewater Enterprise Fund Reserve
	Total New Projects	<u>\$7,550,000</u>	

***New Capital Projects to begin and be financed in Fiscal Year 2013-2014
(These projects are financed by additional outside sources)***

C1.	Bid and Begin Indian Point Park Shoreline Preservation Project (Phase 1) \$150,000	750,000	GLO/CBB&E Program Grants (\$450,000) and HOT Revenue (\$150,000 2012-2013 and 2013-2014) (\$25,000)
	<i>GLO/CBB&E Administered Project</i>		
C2.	Extend Southwest Outfall Ditch From Lang Road (Phase 1)	50,000	Drainage District Fund Reserve
	Total New Projects-Other Funding	<u>\$800,000</u>	
	Grand Total of New Projects	<u>\$8,350,000</u>	

CAPITAL PROGRAM
FISCAL YEAR 2014-2015

Capital Projects in progress and Financed or Partially Financed in Previous Fiscal Year

<u>DESCRIPTION</u>	<u>COST</u>	<u>METHOD OF FINANCE</u>
D1. Bid and Begin "Street Improvement Program - Phase 9A (Rehabilitation and	4,000,000	Certificates of Obligation (20 and 15 Year Term)

	Overlays)"		
D2.	Finance, Design, Bid and Complete "Street Improvement Program - Phase 9B (Repairs and Sealcoat)"	1,000,000	Certificates of Obligation (7 Year Term) Required AVT/DU Rate Increase
D3.	Complete Sports Complexes Improvement Project - Phase 1	1,500,000	Revenue Bonds (10 Year Term)
D4.	Complete "Utility Line Replacement Program - Phase 1B (Sanitary Sewer)"	1,255,000	Revenue Bonds (20 Year Term)
D5.	Complete Indian Point Park Shoreline Preservation Project (Phase 1) \$150,000	750,000	GLO/CBB&E Program Grants (\$450,000) and HOT Revenue (\$150,000 2012-2013 and 2013-2014)
	<i>GLO/CBB&E Administered Project</i>		
D6.	Complete New Veterans Memorial in Community Center Plaza	300,000	HOT Revenue
	Total of Projects in Process	<u>\$8,805,000</u>	

New Capital Projects to begin and be financed in Fiscal Year 2014-2015

E1.	Finance and Design "Utility Line Replacement Program - Phase 2 (Water and Sanitary Sewer)"	3,600,000	Revenue Bonds (20 Year Term) Required W/SS Rate Increase
E2.	Finance, Design and Bid "Wastewater Treatment Plant Improvement Project (Centrifuge Installation)	1,900,000	Revenue Bonds (20 Year Term) Required SS Rate Increase
E3.	Design, Bid and Begin "Community Center Complex Rehabilitation and Improvement	950,000	PCCDC 4b Fund Reserve (\$500,000) and HOT Reserves (\$450,000)

Project - Phase 1 (Interior
Community Center Update and
Police Parking Lot Expansion)

Total New Projects **\$6,450,000**

CAPITAL PROGRAM
FISCAL YEAR 2015-2016

Capital Projects in progress and Financed or Partially Financed in Previous Fiscal Year

<u>DESCRIPTION</u>	<u>COST</u>	<u>METHOD OF FINANCE</u>
F1. Complete "Street Improvement Program - Phase 9A (Rehabilitation and Overlays)"	4,000,000	Certificates of Obligation (20 and 15 Year Term)
F2. Bid and Begin "Utility Line Replacement Program - Phase 2 (Water and Sanitary Sewer)"	3,600,000	Revenue Bonds (20 Year Term)
F3. Finance, Design and Bid "Wastewater Treatment Plant Improvement Project (Centrifuge Installation)	1,900,000	Revenue Bonds (20 Year Term) Required SS Rate Increase
F4. Complete "Community Center Complex Rehabilitation and Improvement Project - Phase 1 (Interior Community Center Update and Police Parking Lot Expansion)	950,000	PCCDC 4b Fund Reserve (\$500,000) and HOT Reserves (\$450,000)
Total of Projects in Process	<u>\$10,450,000</u>	

New Capital Projects to begin and be financed in Fiscal Year 2015-2016

G1. Finance and Design "Street Improvement Program - Phase 10A (Rehabilitation and Overlays)"	6,000,000	Certificates of Obligation (20 and 15 Year Term) Required AVT/DU Rate Increase
G2. Finance, Design, Bid and Complete "Street Improvement	1,000,000	Certificates of Obligation (7 Year Term)

	Program - Phase 10B (Repairs and Sealcoat)"		Required AVT/DU Rate Increase
G3.	Finance, Design and Bid "Public Works Center Improvement Program - Phase 1 (Multi-Building Rehab/Expansion, New Fire Station Construction, New Animal Shelter, Material Storage Site Construction and Paving)	2,500,000	Certificates of Obligation (20 Year Term) Required AVT/W/SS/FF Rate Increase
G4.	Finance, Design, Bid and Begin Sports Complexes Improvement Project - Phase 2	2,000,000	Revenue Bonds (10 Year Term)
	Total New Projects	<u>\$11,500,000</u>	

CAPITAL PROGRAM
FISCAL YEAR 2016-2017

Capital Projects in progress and Financed or Partially Financed in Previous Fiscal Year

	<u>DESCRIPTION</u>	<u>COST</u>	<u>METHOD OF FINANCE</u>
H1.	Bid and begin "Street Improvement Program - Phase 10A (Rehabilitation and Overlays)"	6,000,000	Certificates of Obligation (20 and 15 Year Term)
H2.	Complete "Utility Line Replacement Program - Phase 2 (Water and Sanitary Sewer)"	3,600,000	Revenue Bonds (20 Year Term)
H3.	Begin and Complete "Public Works Center Improvement Program - Phase 1 (Multi-Building Rehabilitation/Expansion, New Fire Station Construction, New Animal Shelter Construction, Material Storage Site Construction and Paving)"	2,500,000	Certificates of Obligation (20 Year Term)
H4.	Complete Sports Complexes Improvement Project - Phase 2	2,000,000	Revenue Bonds (10 Year Term)

Total of Projects in Process **\$14,100,000**

New Capital Projects to begin and be financed in Fiscal Year 2016-2017

II. Design, Bid, Begin and Complete “ADA Compliance Program - Phase 1 (Curb Ramp Installation At Major Street Intersections)”	100,000	CCMPO Grant (\$80,000) and General Fund Operating Budget (\$20,000 Local Match)
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Total New Projects **\$100,000**

CAPITAL PROGRAM
FISCAL YEAR 2017-2018

Capital Projects in progress and Financed or Partially Financed in Previous Fiscal Year

<u>DESCRIPTION</u>	<u>COST</u>	<u>METHOD OF FINANCE</u>
J1. Complete “Street Improvement Program - Phase 10A (Rehabilitation and Overlays)”	6,000,000	Certificates of Obligation (20 and 15 Year Term)
Total of Projects in Process	<u>\$6,000,000</u>	

New Capital Projects to begin and be financed in Fiscal Year 2017-2018

K1. Finance and Design “Street Improvement Program - Phase 11A (Rehabilitation and Overlays)”	6,000,000	Certificates of Obligation (20 and 15 Year Term) Required AVT/DU Rate Increase
K2. Finance, Design, Bid and Complete “Street Improvement Program - Phase 11B (Repairs and Sealcoat)”	1,000,000	Certificates of Obligation (7 Year Term) Required AVT/DU Rate Increase

Total of New Projects **\$7,000,000**

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

Mayor Krebs reconvened the workshop at 6:34 p.m.

2. **BUDGETS:** THE CITY COUNCIL WILL DISCUSS REVISIONS TO THE CURRENT BUDGET (2012-2013 FISCAL YEAR), ADOPTION OF A NEW BUDGET (2013-2014 FISCAL YEAR) AND RELATED MATTERS - MAYOR, CITY MANAGER AND DIRECTOR OF FINANCE

Assistant to the City Manager Michel Weaver presented and reviewed with the City Council a financial snapshot of where the City is today that included the following:

- MAY 2013 MID-YEAR ANALYSIS
 - Mid-Year Revenue Variance
 - Revenue Collection as of July 2013
 - Projected Fiscal Year-End 2013
(With Corrective Actions)
 - Budgeted Draw & Estimated Fund Balance FY 2013

She then reviewed the projected Year-End Revenues & Expenses for FY2013.

Finance Director Sandy Clarkson presented and reviewed the Certification of 2013 Appraisal Roll with the City Council.

City Manager Randy Wright explained that this year's budget is predicated on an Ad Valorem Tax Rate increase.

Senior Accountant Lorenzo Lara then presented and reviewed with the City Council the following:

- Fund Transfer process
 - Fiscal Year 2013-14
- Current Fund Transfers
 - Water/Wastewater Fund to General Fund
 - Venue Tax Fund to General Fund
 - Venue Tax Fund to Water/Wastewater
 - 4b Tax Fund to General Fund & Debt Service Fund

City Manager, Randy Wright then presented and reviewed the following Proposed 2013-2014 Fiscal Year Budget Assumptions and highlights with the City Council:

FY 2013-14 Budget Discussion

ASSUMPTIONS

Budget preparation requires a number of assumptions. The effectiveness of the budget depends on most of those assumptions being validated. As with all budgets, mid-year or quarterly adjustments may be needed to accommodate unexpected variables. This is a normal and responsible process in budgeting that will keep Portland on its historically sound financial footing.

- Single-family home construction will increase as more lots become available and the demand for housing increases.
One or more hotel projects will likely begin in 2014 ultimately increasing local extended-stay capacity much needed by the industrial projects under development.
- Our ad valorem taxable value will remain steady or increase slightly. Revenues from sales tax will rise slowly with a moderate uptick in early 2014 when the new Academy Sports and Outdoors store opens.
- The growth of general retail, commercial and restaurant businesses in the growth corridor will slowly increase.
- While Portland’s population grew 1.15% in each of the past two years, we will likely see growth in the coming year at a 1.2 to 1.9% rate, the result of new, single-family home construction fueled by area jobs.
- Water usage and, therefore, water revenues, will remain depressed because of the water shortage and use restrictions.

FY 2013-2014 BUDGET HIGHLIGHTS

GENERAL FUND

Total Revenues	\$ 10,484,053	Existing Fulltime Positions	91.1
Total Expenditures	10,482,375	Proposed Fulltime Positions	93.1
Balance	\$ 1,678		

The General Fund is the primary governmental accounting fund and supports the majority of city operations including police, fire, streets, municipal court, information technology, and library. This year’s General Fund budget decreases total expenditures by \$38,185 or 0.36% less than last year.

Staffing Changes

Portland continues to operate with a significantly smaller staff than most cities our size. We have about 7 employees per 1,000 citizens, less than many other cities our size and significantly less than our nearest neighbor, Corpus Christi, with 11 employees per 1,000 citizens. Having a smaller staff means less up-front cost, but it can also have an unfavorable effect on the organization by making it hard to maintain effectiveness through personnel illnesses and vacancies, and by generally limiting our ability to take on new tasks or even meet the existing daily service

demands of our citizens. This budget includes three new employees and eliminates one position. This increase is a responsible and measured increase in our workforce that, when combined with similar changes in future years, will help us keep pace with the anticipated growth of the community.

- Employment of two new positions on 10/1/2013 originally planned for the FY 2012-2013 budget but postponed until FY 2013-2014:
 - One Code Enforcement Officer, a position essential to maintaining Portland's position as a safe, clean community (\$50,796 in salary, benefits and associated costs).
 - One Parks Maintenance Worker to improve the appearance of the Community Center complex (\$37,769 in salary, benefits and associated costs).
- Employment on 10/1/2013 of one (1) additional Police Patrol Officer necessary to address a steady increase in police call volumes and increasing response times (\$58,203 in salary, benefits and associated costs).
- Succession of Assistant City Manager to the City Manager position resulting in a net reduction of \$150,062 in salary, benefits and associated costs.

Council and Staff discussed the police patrol ratio to the city's population, the potential increase in crime with retail development, police calls, investigative case loads and the need for additional Patrol Officers.

Personnel Pay and Benefits

Sustaining our existing personnel with adequate compensation, including benefits (holidays, leave time, health care and retirement) maintains our high retention rate, improves recruitment, minimizes individual salary grievances and helps minimize EEOC complaints. Overall, appropriate salaries and benefits, those that have both internal and external equity, preserve City job satisfaction.

- Funding for a 2% cost-of-living increase on 10/1/2013 (excluding city manager).
- Allocating funds to accommodate up to a 3% salary increase to implement the City's Pay for Performance plan near the end of the fiscal year on 8/1/2014 (excluding city manager).

Council and Staff discussed the process and implementation of the City's Pay for Performance Plan.

Essential equipment and vehicles

Maintaining efficiency and effectiveness requires a constant investment in equipment, systems and vehicles necessary to carry out our missions. This budget includes funding to purchase these essential needs.

- Replace old, high-mileage patrol vehicles with the purchase of two (2) Dodge Charger police cars (\$55,000)
- New 9-1-1 system capital investment (\$35,000)
- HVAC System replacement for the Information Technology Rack-Room (\$120,000)
- City-wide Blade Array/Local Cloud completion (\$42,000)
- Street sweeper with vacuum attachment to maintain the integrity of the thoroughfares and to assist in wastewater collection issues. This purchase split between General Fund, the Water Wastewater Fund, and the Drainage Fund (GF - \$30,000 lease payment for five years, paid out of debt service)
- Purchase of election/voting equipment (\$27,500)
- Replace one high-mileage (91,000+), light pickup truck for Animal Control (\$26,000)
- One (1) blade server, additional public PC's, and a telephone system upgrade for the Library (\$25,902)
- Phase one replacement of self-contained breathing apparatus (SCBAs) for Fire Department (\$25,726)
- Tablets and essential software for Mayor and City Council (\$6,000)

Purchase of essential services, supplies and materials

Fuels, electricity and communication assets form the bulk of increases in this category. With respect to telephones and related expenditures, technology costs continue to rise as the organization is constantly pressed to provide those mainstream technical services that our citizens are accustomed to enjoying in all other aspects of their lives. Worldwide advances in information technology have created tremendous opportunities, but with consistently greater cost.

- Increases energy (natural gas, gasoline, diesel, oil and electricity) expenditures by \$14,913 to \$529,681 (2.90%)
- Increases telephone related expenditures, including 9-1-1, by \$70,978 to \$238,473 (42.38%)
- Increases street, sign and sidewalk material expenditures by \$7,027 (16.35%)

Adjustments to Fund Transfers and Reimbursements

The General Fund is reimbursed from restricted sales tax funds to accurately reflect costs that benefit those fund activities, but that have been initially paid from the General Fund. Those transfers, along with transfers from the Water/Wastewater Enterprise Fund, are adjusted periodically to reflect changes in those funds.

- Increases transfer from 4b Restricted Sales Tax Fund by \$26,743 to \$322,015 (9.06%)
- Increases transfer from Water/Wastewater Enterprise Fund by \$21,431 to \$532,051 (4.20%)
- Increases transfer from Venue Project Sales Tax Fund by \$3,509 to \$260,838 (1.36%)

Mr. Wright explained that initially the City purchased the rescue truck in contemplation of running its own Ambulance Service. Since then the third party Ambulance Service has proven to be more efficient. It is the City's intention to sell the Rescue truck that was purchased in order to recover cost.

Adjustments to Tax Rates, Charges and Fees

This budget is predicated on an increase in the ad valorem tax rate and increases in user fees that more accurately reflect our true day-to-day costs.

- Increases ad valorem tax rate \$0.02 from \$0.0 to \$0.0 which will generate approximately \$150,500 in additional revenue and balance the proposed budget
- Changes the Voluntary Youth Activities Fee to a mandatory fee which will generate \$10,000 in additional revenue. The Youth Activities Fee covers various costs at the sports complexes, and a portion of the cost of the crossing guards

Council and Staff discussed the issues and concerning the administration of the Voluntary Youth Fee and making it mandatory.

- Increase Animal Shelter Fees by 25% which will generate \$3,500 in additional revenue
- Increase Park and Recreation charges/fees as follows to generate \$25,918 in additional revenue:
 - Community Center Annual Membership - Average increase of \$8.88 for residents and \$11.00 for non-residents
 - KidzKlub/KidzKamp - Average increase of \$5.00
 - Aquatics Center - Average increase of \$16.34 for residents and \$16.43 for non-residents
 - Skate Park - Average increase for annual membership of \$8.67
 - Municipal Park and Athletic Field Rental - Average increase of \$4.00
 - Joe Burke Pavilion Rental - Average increase of \$9.50
 - Community Center Rental - Average increase of \$4.50

Council and Staff discussed the need to enhance the Community Center’s acoustics and audio/visual equipment for rental purposes and the possibility of recovering the cost through the rental of the audio and visual equipment.

Fund Balance Draw-downs

Draw-downs are a normal part of budgeting by which we use portions of our savings, called a fund balance or a reserve, to pay for certain elements of the budget. These items are often part of the Capital Improvement Plan.

- Public Works center comprehensive plan (\$25,000). This project is split between the General Fund and the Water/Wastewater Fund.
- Completion of a city-wide computer blade-array. The project cost is shared between a Draw-down of Fund Balance and through an Inter-fund Transfer to account for the Water/Wastewater Fund’s share. (Total Cost - \$42,000)
- Replacement of the rack-room HVAC system at the police department. The project cost is shared between a Draw-down of Fund Balance and through an Inter-fund Transfer to account for the Water/Wastewater Fund’s share. (\$120,000)

WATER/WASTEWATER ENTERPRISE FUND

Total Revenues	\$ 6,999,714	Existing Fulltime Positions	15.9
Total Expenditures	<u>6,916,680</u>	Proposed Fulltime Positions	15.9
Balance	<u>\$ 83,034</u>		

The Water/Wastewater Enterprise Fund continues to be a viable and effective operation providing utility services to our citizens. Like the General Fund, this year’s budget and corresponding Capital Improvement Plan address our current operational needs, but also includes investments necessary for orderly growth and expansion. This budget increases total expenditures by \$803,491 or 13.14% over last year.

Personnel Pay and Benefits

Sustaining our existing personnel with adequate compensation, including benefits (holidays, leave time, health care and retirement) maintains our high retention rate, improves recruitment, minimizes individual salary grievances and helps minimize EEOC complaints. Overall, appropriate salaries and benefits, those that have both internal and external equity, preserve City job satisfaction.

- Funding for a 2% cost-of-living increase on 10/1/2013 (excluding city manager).
- Allocating funds to accommodate up to a 3% salary increase to implement the City’s Pay for Performance plan near the end of the fiscal year on 8/1/2014 (excluding city manager).

Essential equipment and vehicles

Maintaining efficiency and effectiveness requires a constant investment in equipment, systems and vehicles necessary to carry out our missions. This budget includes funding to purchase these essential needs.

- Street sweeper with vacuum attachment to maintain the integrity of the thoroughfares and to assist in wastewater collection issues. This purchase split between General Fund, the Water/Wastewater Fund, and the Drainage Fund (W/WWF - \$7,500 lease payment for five years)
- Purchase Godwin Dri-Prime lift station pumps and hoses (\$50,000)
- Purchase video inspection system for wastewater collection system (\$11,600)

Purchase of essential services, supplies and materials

- Funds the development of a comprehensive plan for Public Works Center (\$25,000)
- Maintains the purchase of treated water from the San Patricio Municipal Water District at an estimated \$1,912,500
- Increases energy (natural gas, gasoline, diesel, oil and electricity) expenditures by \$18,543 to \$345,175 (5.68%)
- Increases utility supplies and material expenditures by \$15,034 to \$64,450 (30.42%)

Adjustments to Fund Transfers and Reimbursements

The General Fund is reimbursed from the Water/Wastewater Enterprise Fund to accurately reflect costs benefitting the fund and to support the General Fund. The transfer is adjusted periodically.

- Increases transfer from Water/Wastewater Enterprise Fund to the General Fund by \$21,431 to \$532,051 (4.20%)

Fund Balance Draw-downs

Draw-downs are a normal part of budgeting by which we use portions of our savings, called a fund balance or a reserve, to pay for certain elements of the budget. These items are often part of the Capital Improvement Plan.

- Public Works center comprehensive plan (\$25,000). This project is split between the General Fund and the Water/Wastewater Fund.
- Completion of a \$600,000, city-wide Supervisory Control and Data Acquisition (SCADA) system (\$300,000 Draw-down this year, \$300,000 already set aside from prior year Draw-downs)

- Design and construction of an Ultra-violet (UV) disinfection system at the wastewater treatment plant (\$600,000)

DRAINAGE FUND

Total Revenues	\$ 275,100	Existing Fulltime Positions	0.0
Total Expenditures	194,258	Proposed Fulltime Positions	0.0
Balance	<u>\$ 80,842</u>		

The Drainage Fund is maintained by a \$3.00 drainage fee applied to all utility bills and funds various drainage improvements throughout the City. This year’s budget includes payments from the Drainage Fund to support debt services on the drainage elements of the Street Improvement Program – Phase 8.

VENUE SALES TAX FUND

Total Revenues	\$ 1,209,350	Existing Fulltime Positions	1.0
Total Expenditures	1,053,344	Proposed Fulltime Positions	1.0
Balance	<u>\$ 156,006</u>		

The Venue Tax is a one-half cent sales tax established in 2008 to support a variety of community projects including the construction of the Portland Aquatics Center and Joe Burke Pavilion as well as funding ongoing Aquatics Center operations. This budget increases total expenditures by \$155,479 or 17.32% over last year.

Personnel Pay and Benefits

Sustaining our existing personnel with adequate compensation, including benefits (holidays, leave time, health care and retirement) maintains our high retention rate, improves recruitment, minimizes individual salary grievances and helps minimize EEOC complaints. Overall, appropriate salaries and benefits, those that have both internal and external equity, preserve City job satisfaction.

- Funding for a 2% cost-of-living increase on 10/1/2013.
- Allocating funds to accommodate up to a 3% salary increase to implement the City’s Pay for Performance plan near the end of the fiscal year on 8/1/2014.

Essential equipment and vehicles

Maintaining efficiency and effectiveness requires a constant investment in equipment, systems and vehicles necessary to carry out our mission. This budget includes funding to purchase these essential needs.

- Purchase a Toro Mower to maintain the City's fair grounds and parks and recreation system (\$57,412)
- Remove and replace basketball goals at Joe Burke Pavilion (\$29,186)
- Purchase a replacement floating pool toy (\$6,000)
- Purchase and install an ADA accessible chair lift for swimming pool (\$5,000)

Adjustments to Fund Transfers and Reimbursements

The General Fund is reimbursed from the Venue Tax Fund to accurately reflect costs benefitting the fund and to support the parks and recreation costs to the General Fund. The transfer is adjusted periodically.

- Increases transfer from Venue Tax Fund to the General Fund by \$3,509

SPECIAL REVENUE (4b) SALES TAX FUND

Total Revenues	\$ 1,085,500	Existing Fulltime Positions	0.0
Total Expenditures	<u>751,721</u>	Proposed Fulltime Positions	0.0
Balance	<u>\$ 333,779</u>		

The 4b Tax is a one-half cent sales tax established in 1993 to support a variety of community projects including the construction of the Portland Community Center, expansion of the Bell Whittington Library and construction of Fire Station #2. It has been the intent of the Portland Community Center Complex Development Corporation that the Community Center operates as a self-sustaining entity. This budget increases total expenditures by \$62,388 or 9.05% over last year.

Essential expenditures

Maintaining efficiency and effectiveness requires a constant investment in equipment, systems and vehicles necessary to carry out our mission. This budget includes funding to purchase these essential needs.

- Repair and repaint Community Center interior (\$30,000)
- Purchase and replace Community Center HVAC Units (\$10,000). This cost is split between the 4b Fund and the Restricted Use Fund.
- Server upgrade for Active Net Program for Parks and Recreation programs (\$5,000)

Adjustments to Fund Transfers and Reimbursements

The General Fund is reimbursed from the Venue Tax Fund to accurately reflect costs benefitting the fund and to support parks and recreation costs charged to the General Fund. The transfer is adjusted periodically.

- Increases transfer to General Fund by \$26,743 (\$322,015 has been budgeted) for Community Center Operations

Fund Balance Draw-downs

Draw-downs are a normal part of budgeting by which we use portions of our savings, called a fund balance or a reserve, to pay for certain elements of the budget. These items are often part of the Capital Improvement Plan.

- Upgrade of the audio-visual system at the Community Center (\$35,000). This project is split between the 4B Fund and the Restricted Use Fund.

RESTRICTED USE FUND CHANGES AND FEATURES

Total Revenues	\$ 996,350	Existing Fulltime Positions	1.0
Total Expenditures	<u>852,826</u>	Proposed Fulltime Positions	1.0
Balance	<u>\$ 143,524</u>		

The Restricted Use Fund is a combination of funds collected for specific purposes. It includes the Hotel Occupancy Tax, Municipal Court Security and Technology Fee and the Public, Education and Government Channel Cable Franchise Fee. This budget increases the total budget in this fund by \$418,997 or 96.58% over last year.

Personnel Pay and Benefits

Sustaining our existing personnel with adequate compensation, including benefits (holidays, leave time, health care and retirement) maintains our high retention rate, improves recruitment, minimizes individual salary grievances and helps minimize EEOC complaints. Overall, appropriate salaries and benefits, those that have both internal and external equity, preserve City job satisfaction.

- Funding for a 2% cost-of-living increase on 10/1/2013.
- Allocating funds to accommodate up to a 3% salary increase to implement the City's Pay for Performance plan near the end of the fiscal year on 8/1/2014.

Essential expenditures

- Purchase and replace Community Center HVAC Units (\$10,000). This cost is split between the 4b Fund and the Restricted Use Fund.

- Increases Park and Recreation System (eligible civic center and eco-tourism elements) support by \$419,898 (\$842,347 has been budgeted)
- Supports eligible Municipal Court security and technology elements (\$10,479 has been budgeted)

Fund Balance Draw-downs

Draw-downs are a normal part of budgeting by which we use portions of our savings, called a fund balance or a reserve, to pay for certain elements of the budget. These items are often part of the Capital Improvement Plan.

- Upgrade of the audio-visual system at the Community Center (\$35,000). This project is split between the 4b Fund and the Restricted Use Fund.
- Matching funds for the design and construction of the 2nd Avenue pedestrian bridge (\$100,000).
- Matching funds for the design and Phase 1 construction of the Indian Point Park Shoreline Preservation project (\$150,000).
- Design and construction of a Veterans Memorial in the courtyard of the Community Center Complex (\$300,000).

DEBT SERVICE FUND CHANGES AND FEATURES

Total Revenues	\$ 1,182,064	Existing Fulltime Positions	0.0
Total Expenditures	<u>1,182,064</u>	Proposed Fulltime Positions	0.0
Balance	<u>\$ 0</u>		

Debt service represents payments toward retirement of various bonds and lease-purchased vehicles and equipment. This fund is adjusted periodically to account for changes in payment requirements.

- Increases total expenditures by \$13,888 (1.19%) to sustain annual debt service

Council discussed the possibility of increasing the Ad Valorem Tax Rate to fund an additional Police Patrol Officer and staff preparing various tax rate increase options for review at the next scheduled meeting.

C. ADJOURNMENT: MAYOR KREBS

Mayor Krebs adjourned the workshop at 9:16 p.m.

D. NOTICE OF ASSISTANCE:

If you plan to attend this workshop 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 workshop.

BRaille IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MEETING
AUGUST 6, 2013 – 6:00 P.M.**

On this the 6th day of August 2013, the Council of the City of Portland convened in a workshop meeting session at 6:00 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of workshop meeting giving the time, place and date and subject having been posted as described by Section 551 of the Government Code.

MEMBERS PRESENT:

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

STAFF PRESENT:

Randy Wright	City Manager
Sandy Clarkson	Finance Director
Brian DeLatta	Director of Public Works and Development
Gary Giles	Police Chief
Tim Vanlandingham	Fire Chief
Kyle Schreckenbach	Assistant Public Works Director
RoseAleta Laurell	Library Director
Michel Weaver	Assistant to the City Manager
Lorenzo Lara	Senior Accountant
Annette Hall	City Secretary
Terrell Elliott	IT Manager - Police Sergeant
Brandon Lemon	Accounting Assistant
Fred Bussman	IT Technician
Fred Rocha	Youth Services Supervisor

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:

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

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

2. **EXECUTIVE SESSION:** THE CITY COUNCIL WILL CONDUCT AN EXECUTIVE SESSION ACCORDING TO TEXAS GOVERNMENT CODE §551.074 (DELIBERATION REGARDING THE APPOINTMENT, EMPLOYMENT, EVALUATION AND DUTIES OF PUBLIC OFFICERS: MUNICIPAL COURT ASSOCIATE JUDGE), §551.071 (DISCUSSION OF PENDING OR CONTEMPLATED LITIGATION WITH ATTORNEYS: “TEAL CONSTRUCTION VS. CITY OF PORTLAND”) AND §551.087 (DELIBERATE ECONOMIC DEVELOPMENT NEGOTIATIONS) – MAYOR AND CITY MANAGER

NO FORMAL ACTION WILL BE TAKEN AT THE CONCLUSION OF THE EXECUTIVE SESSION

At 6:00 p.m. Mayor Krebs announced that the City Council will conduct an Executive Session according to Texas Government Code §551.074 (Deliberation Regarding the appointment, employment, evaluation and duties of Public Officers: Municipal Court Associate Judge), §551.071 (discussion of pending or contemplated litigation with Attorneys: “Teal Construction vs. City of Portland”) and §551.087 (deliberate economic development negotiations) and no formal action will be taken at the conclusion of the Executive Session.

Mayor Krebs announced that the Executive Session was concluded at 6:59 p.m. and reconvened the workshop.

3. **ADJOURNMENT:** MAYOR KREBS

Mayor Krebs adjourned the workshop at 6:59 p.m.

D. NOTICE OF ASSISTANCE:

If you plan to attend this workshop 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 workshop.

BRaille IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
REGULAR MEETING
AUGUST 6, 2013 – 7:00 P.M.**

On this the 6th day of August 2013, the Council of the City of Portland convened in a regular meeting session at 7:00 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of regular meeting giving the time, place and date and subject having been posted as described by Section 551 of the Government Code.

MEMBERS PRESENT:

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

STAFF PRESENT:

Mike Tanner	City Manager
Randy Wright	Assistant City Manager
Brian DeLatte	Director of Public Works and Development
Tim Vanlandingham	Fire Chief
Sandy Clarkson	Finance Director
RoseAleta Laurell	Library Director
Michel Weaver	Assistant to the City Manager
Kyle Schreckenbach	Assistant Director of Public Works
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

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

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

- PRESENTATION OF BUDGET AND AD VALOREM TAX RATE SCHEDULE - DIRECTOR OF FINANCE

Finance Director Sandy Clarkson reported that a budget workshop was conducted last Wednesday and would like to let citizens know the budget is available for review, daily during regular business hours at City Hall, the Library as well as the City's Website.

Mayor Krebs announced that Mrs. Clarkson would also be giving an update on Sales Tax Revenue Refunding Bonds, Series 2013 at this time.

- UPDATE ON SALES TAX REVENUE REFUNDING BONDS, SERIES 2013 – FINANCE DIRECTOR

Finance Director Sandy Clarkson reported that the bond sale closed on August 1st with an interest rate of 4.39% and will saving the city \$200,000 over the next 10 years.

- FEMA MAP UPDATE- DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development Brian DeLatte reported that the Federal Emergency Management Agency was in the process of updating its Flood Insurance Rate Maps for the City of Portland. These maps delineate the floodplain in relation to developable lands and help dictate flood insurance premiums. Mr. DeLatte presented the draft workmaps and will be collecting public comment through August 31, 2013.

- CAPITAL PROJECTS AND PUBLIC WORKS AND DEVELOPMENT SERVICES UPDATE – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development presented a Capital Projects, Development Services and Public Works Update that included the following:

- New Single Family Residential Permits
Fiscal Years 2003-2013

- New Single Family Residential Permits
Fiscal Year 2012-2013
- Current Development
- Planning and Zoning Activity
- 2012-2013 Capital Programs
- Utility Line Replacement Program Phase 1
- Wastewater Treatment Plant Expansion
- Doyle Addition Wastewater Collection System
- Doyle Addition Service Line Construction
- Automatic Read Water Meters
- Northshore Area Drainage Improvement Project
- Fire Station No. 2 Expansion
- 5 Year Street, Parking Lot, Sidewalk, and Trail Improvement Plan
- Extend Southwest Outfall Ditch
- Public Works Update
- Stage 2 Watering Restrictions

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

Mayor Pro Tem Skurow commented on the vehicle that will be out conducting the street assessment.

Council Member Jorgensen welcomed new City Manager Randy Wright.

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

There were none.

5. **MINUTES OF PREVIOUS WORKSHOPS AND MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS JULY 16, 2013 REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

Council Member Moore made the motion to approve the minutes of the July 16, 2013 regular meeting as presented. Council Member Green seconded the motion.

The motion passed 7-0.

6. **RESOLUTION NO. 671 - ADOPTING A 5 YEAR CAPITAL PROGRAM:** THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 671 WHICH ADOPTS A 5 YEAR CAPITAL PROGRAM IN COMPLIANCE WITH THE CITY CHARTER – CITY MANAGER

City Manager Randy Wright presented and reviewed the 5 Year Capital Program. He added that staff believes the proposed 5 Year Capital Program totaling \$33,370,000 meets the needs of the City.

Council Member Jorgensen made the motion to approve Resolution No. 671 adopting a 5 Year Capital Program. Council Member Vilo seconded the motion.

The motion passed 7-0.

7. **SCHEDULE FOR PUBLIC HEARING:** THE CITY COUNCIL WILL CONSIDER SCHEDULING AD VALOREM TAX RATE PUBLIC HEARINGS IN COMPLIANCE WITH APPLICABLE LAW – DIRECTOR OF FINANCE

Council Member Jorgensen made the motion to set the public hearings on the proposed tax increase of 2¢ for August 15, 2013 at 5:30 p.m. and August 20, 2013 at 7:00 p.m. Council Member Skurow seconded the motion.

The motion passed 4-3. (with Mayor Krebs and Council Members Moore and Lewis voting against).

8. BIDS FOR WATERLINE IMPROVEMENTS PROJECT: THE CITY COUNCIL WILL CONSIDER BIDS FOR THE WATERLINE IMPROVEMENTS PROJECT WHICH WERE RECEIVED, OPENED AND PUBLICLY READ ON JULY 10, 2013 - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT AS WELL AS CONSULTING CITY UTILITIES ENGINEER

Director of Public Works and Development Brian DeLatte explained that the bids for Waterline Improvements Project came in \$400,000 under the budgeted amount. Bids were opened on July 10, 2013 with the low bid from CAS Companies for \$1,746,226.31. Mr. DeLatte added that prior to the commencement of construction residents will be notified via door hanger. Project information and updated project schedules will also be posted on the website.

Consulting Utilities Engineer, Donnie Rehmet with Coym, Rehmet & Gutierrez explained that 4 bids were received and opened on July 10, 2013. The low bid was submitted by CAS Companies, LP. in the amount of \$1,746,226.31. He added that he is very familiar with the Superintendent Ruben Moya and Forman Joe Marin and is confident they will do a good job. He then recommended CAS Companies be awarded the bid.

Council Member Lewis made the motion to approve the bid for the Utility Line Replacement Project Phase 1A from CAS Companies for \$1,746,226.31. Council Member Jorgensen seconded the motion.

The motion passed 7-0.

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

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

- 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 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.

There were none.

D. ADJOURNMENT: MAYOR

Mayor Krebs adjourned the meeting at 8:13 p.m.

E. NOTICE OF ASSISTANCE:

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

BRaille IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
SPECIAL MEETING
AUGUST 15, 2013 – 5:30 P.M.**

On this the 15th day of August 2013, the Council of the City of Portland convened in a special meeting session at 5:30 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of regular meeting giving the time, place and date and subject having been posted as described by Section 551 of the Government Code.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

David Lewis	Council Member
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STAFF PRESENT:

Mike Tanner	City Manager
Randy Wright	Assistant City Manager
Brian DeLatte	Director of Public Works and Development
Tim Vanlandingham	Fire Chief
Sandy Clarkson	Finance Director
RoseAleta Laurell	Library Director
Michel Weaver	Assistant to the City Manager
Kyle Schreckenbach	Assistant Director of Public Works
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 special meeting to order at 5:30 pm.

2. **PUBLIC HEARING ON PROPOSED TAX INCREASE:** THE CITY COUNCIL WILL CONDUCT A PUBLIC HEARING TO SOLICIT COMMENTS FROM CITIZENS AND OTHER INTERESTED PARTIES CONCERNING A PROPOSED INCREASE OF TOTAL TAX REVENUES.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.62 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$20.

Mayor Krebs opened the Public Hearing at 5:30 p.m.

City Manager Randy Wright presented and reviewed the Fiscal Year 2013-2014 Proposed Budget Assumptions and that the budget is predicated on a proposed 2¢ Ad Valorem Tax Increase. The increase will raise taxes for maintenance and operations on a \$100,000 home by approximately \$20.00 and support the employment of two (2) additional Police Officers necessary to address the increase in police calls and investigative case load.

Finance Director Sandy Clarkson presented a Comparison of Property Values for 2010 and 2013, an Appraised Values by Property Type chart and a chart indicating change in residential property makeup.

Lorenzo Lara presented the FY 2013-2014 Budgeted Program Activity Expenditures and a comparison of Program Activity Expenditures for FY 2012 through 2014.

With no public participation Mayor Krebs closed the Public Hearing at 5:56 p.m.

Mayor Krebs announced a 2nd Public Hearing is scheduled for August 20th.

3. **ADJOURNMENT: MAYOR KREBS**

Mayor Krebs adjourned the meeting at 5:56 p.m.

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

Approved:

David Krebs
Mayor

Attest:

City Secretary



STAFF
WEEKLY
REPORTS



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

Completed Activities

08/04/2013 through 08/10/2013

Page 1 of 2

Report run on: 08-12-2013

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
08/05/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	PORTLAND MARINE INC	500 MOORE AVE.	Craig Hedrick	NOTIFIED
08/05/2013	Unwholesome Property (FD)	Notice of violation, stagnant water	ORRELL JUSTAN MORGAN & CELINDA CHAR	01109 POLARIS DR	Craig Hedrick	NOTIFIED
08/05/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	TORRALVA RALPH	01224 MEMORIAL PKY	Craig Hedrick	NOTIFIED
08/05/2013	Unwholesome Property (FD)	Action Taken	PETE BACA	00945 AUSTIN & BROADWAY	Craig Hedrick	TASK COMPLETED
08/05/2013	Annual Inspection	Annual	EASTCLIFF ELEMENTARY	00200 Fulton PI.	Craig Hedrick	FAIL
08/05/2013	Annual Inspection	Annual	GREGORY-PORTLAND HIGH SCHOOL	04601 WILDCAT DR	Craig Hedrick	FAIL
08/05/2013	Annual Inspection	Annual	GREGORY PORTLAND JR HIGH	04600 WILDCAT DR	Craig Hedrick	FAIL
08/05/2013	Annual Inspection	Annual	GREGORY PORTLAND INTERMEDIATE SCHOOL	04200 WILDCAT DR	Craig Hedrick	FAIL
08/05/2013	Annual Inspection	Annual	WC ANDREWS	1100 Lang Rd.	Craig Hedrick	FAIL
08/05/2013	Annual Inspection	Annual	T M CLARK ELEMENTARY	02250 Memorial Pkwy.	Craig Hedrick	FAIL
08/06/2013	Annual Inspection	Re-Inspection	SUPER NAILS DAY SPA	01506 Wildcat	Craig Hedrick	PASS
08/06/2013	Annual Inspection	Re-Inspection	PORTLAND CONTESSA APARTMENTS	00410 Lang Rd.	Craig Hedrick	PASS
08/06/2013	Fire Safety	Annual	TITLE MAX	01202 WILDCAT DR	Craig Hedrick	N/A
08/06/2013	Fire Safety	Annual	HOLIDAY INN EXPRESS	220 Reliant	Craig Hedrick	FAIL
08/06/2013	Unwholesome Property (FD)	Follow-Up	SMITH MELLISSA A	00126 GRACE	Craig Hedrick	COMPLETE
08/06/2013	Unwholesome Property (FD)	Follow-Up	SILVA RICARDO & BEATRICE	00300 TIMBER TRAIL CIRCLE	Craig Hedrick	COMPLETE
08/06/2013	Unwholesome Property (FD)	Follow-Up	TREVINO ALFREDO R & ISIDORA	00819 RAILROAD (CORNER)	Craig Hedrick	COMPLETE
08/06/2013	Unwholesome Property (FD)	Follow-Up	OBBIIE - CARMEN BAGGETT	00822 Broadway Ave. W.	Craig Hedrick	COMPLETE
08/06/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RAMIREZ GILBERT JR	1002 BAYVIEW BLVD.	Craig Hedrick	MAILED
08/06/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	ORTEGA EMILIO AND GETZ JESSICA	01722 DALLAS	Craig Hedrick	NOTIFIED



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

Completed Activities

08/04/2013 through 08/10/2013

Page 2 of 2

Report run on: 08-12-2013

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
08/06/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	KNOWER PROPERTIES COMMONS WAY LLC	100 Blk. Commons Way S.	Craig Hedrick	NOTIFIED
08/06/2013	Unwholesome Property (FD)	Action Taken	MILDRED MOCK OR IRENE CANNON	01307 Austin St.	Craig Hedrick	TASK COMPLETED
08/07/2013	Unwholesome Property (FD)	Follow-Up	HICKMAN CLAIRE M & STEVEN C	01201 AUSTIN	Craig Hedrick	PENDING
08/08/2013	Unwholesome Property (FD)	Follow-Up	WOODIN MARC & CHRIS	00863 and 00861 CLIFF DR	Craig Hedrick	COMPLETE
08/08/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	PENA SANTIAGO & ROGELIA M	01018 SOUTHCLIFF DR	Craig Hedrick	NOTIFIED
08/08/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	GOMEZ ALBERTO & PERLA	01017 SOUTHCLIFF DR	Craig Hedrick	NOTIFIED
08/08/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	FELAN ANDREA	01005 MEMORIAL	Craig Hedrick	NOTIFIED
08/08/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RODRIGUEZ GUADALUPE	01007 MEMORIAL	Craig Hedrick	NOTIFIED
08/08/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RAMON GUADALUPE T & JOSE A RAMON	01011 MEMORIAL PARKWAY	Craig Hedrick	NOTIFIED
08/08/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	LOPEZ ELIDA R CASTILLO	01021 MEMORIAL	Craig Hedrick	NOTIFIED
08/09/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	MICHAEL DAWSON	0217 San Saba	Craig Hedrick	PENDING
08/09/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	LAIRD MARY	00604 COMMERCE	Craig Hedrick	PENDING
08/09/2013	Fire Safety	Annual	TITLE MAX	01202 WILDCAT DR	Craig Hedrick	N/A

Total Completed Activities: 33

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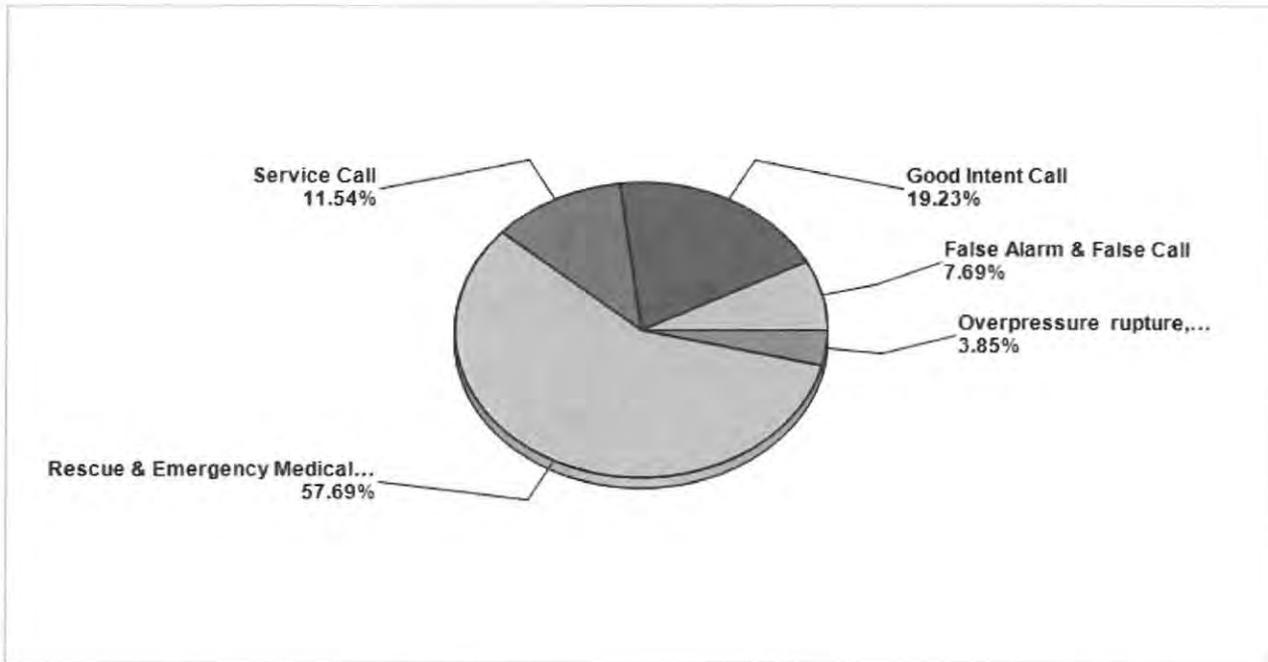
Portland, TX

This report was generated on 8/5/2013 8:29:56 AM



Breakdown by Major Incident Types for Date Range

Start Date: 07/29/2013 | End Date: 08/04/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Overpressure rupture, explosion, overheating - no fire	1	3.85%
Rescue & Emergency Medical Service	15	57.69%
Service Call	3	11.54%
Good Intent Call	5	19.23%
False Alarm & False Call	2	7.69%
TOTAL	26	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
221 - Overpressure rupture of air or gas pipe/pipeline	1	3.85%
311 - Medical assist, assist EMS crew	6	23.08%
321 - EMS call, excluding vehicle accident with injury	9	34.62%
500 - Service Call, other	1	3.85%
510 - Person in distress, other	2	7.69%
600 - Good intent call, other	3	11.54%
611 - Dispatched & cancelled en route	2	7.69%
743 - Smoke detector activation, no fire - unintentional	1	3.85%
745 - Alarm system activation, no fire - unintentional	1	3.85%
TOTAL INCIDENTS:	26	100.00%

Average Response Time: 4.46 Min.



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07/29/2013	Alarm	Annual	LEGACY PRESCHOOL OF PORTLAND	00902 MOORE AVE	Craig Hedrick	PASS
07/29/2013	Unwholesome Property (FD)	Follow-Up	GWYNN AARON & SENYA	00201 NUECES	Craig Hedrick	COMPLETE
07/29/2013	Unwholesome Property (FD)	Action Taken	GWYNN AARON & SENYA	00201 NUECES	Craig Hedrick	TASK COMPLETED
07/30/2013	Fire Safety	Annual	PEPITO'S	01807 U.S. Highway 181	Craig Hedrick	N/A
07/30/2013	Unwholesome Property (FD)	Follow-Up	BOWEN MYRTLE J (ESTATE)	00506 COMMERCE	Craig Hedrick	COMPLETE
07/30/2013	Unwholesome Property (FD)	Action Taken	BOWEN MYRTLE J (ESTATE)	00506 COMMERCE	Craig Hedrick	TASK COMPLETED
07/30/2013	Alarm	Re-Inspection	PORTLAND COMMUNITY CENTER	02000 Billy G. Webb Dr.	Craig Hedrick	PASS
07/31/2013	Annual Inspection	Annual	COLDWELL BANKER	1702 U.S. Highway 181 Suite A-2	Craig Hedrick	FAIL
08/01/2013	Fire Safety	Annual	PEPITO'S	01807 U.S. Highway 181	Craig Hedrick	N/A
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RUSSELL ALICIA ANNE CO-TR	01121 ORION DR	Craig Hedrick	IN COMPLIANCE
08/01/2013	Unwholesome Property (FD)	Follow-Up	SCHAEFER STEPHANIE	00303 ELM (CORNER)	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	SCHAEFER STEPHANIE	00303 ELM (CORNER)	Craig Hedrick	IN COMPLIANCE
08/01/2013	Unwholesome Property (FD)	Follow-Up	VINSON TRACY & SALMONS CHARLES	01136 LA MIRADA	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	LAFOUR DEBORAH K	59 COMMONS WAY S.	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	LAFOUR DEBORAH K	59 COMMONS WAY S.	Craig Hedrick	IN COMPLIANCE
08/01/2013	Unwholesome Property (FD)	Follow-Up	POWERS BRYAN & SUSAN	600 Bik. COMMERCE	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	POWERS BRYAN & SUSAN	600 Bik. COMMERCE	Craig Hedrick	IN COMPLIANCE
08/01/2013	Unwholesome Property (FD)	Follow-Up	GEORGE MICHAEL & CAROLYN	01102 DENVER	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	PETE BACA	00945 AUSTIN & BROADWAY	Craig Hedrick	PENDING
08/01/2013	Unwholesome Property (FD)	Follow-Up	MORRIS EILEEN A	00710 DALLAS	Craig Hedrick	COMPLETE



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08/01/2013	Unwholesome Property (FD)	Follow-Up	EILEEN A. MORRIS	00708 Dallas St.	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	DAWSON VANCE III	00614 HOUSTON/SIXTH & FIFTH	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	DAWSON VANCE III	00619 HOUSTON & SIXTH	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	DAWSON VANCE III	00619 HOUSTON & SIXTH	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	DAWSON VANCE JR & IVY JEAN	00615 HOUSTON & SIXTH	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	DAWSON VANCE JR & IVY JEAN	00615 HOUSTON & SIXTH	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	LAFOUR DEBI K	00502 COMMERCE & 4TH ST	Craig Hedrick	IN PROGRESS
08/01/2013	Unwholesome Property (FD)	Action Taken	LAFOUR DEBI K	00502 COMMERCE & 4TH ST	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	MEIR WALTER R	00102 BROADWAY BLVD E	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	OWENS MARGARET J	00104 BROADWAY BLVD E	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	STARRY DARRELL	00102 LLANO	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	STARRY DARRELL	00102 LLANO	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	DAWSON VANCE III	00614 HOUSTON/SIXTH & FIFTH	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	BURCHFIELD HAROLD	00115 DUKE LN	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	LOVELL, ROBERT JR & RHONDA	00218 CARMEL DR	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	DAWSON VANCE JR & IVY JEAN	600 Bik. DALLAS	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	DAWSON VANCE JR & IVY JEAN	600 Bik. DALLAS	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	JJB CAR WASH	00501 BUDDY GANEM DR	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	TREVINO ALBERTO R	00207 EIGHTH ST	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	RAMIREZ RAYMOND	01012 MEMORIAL	Craig Hedrick	COMPLETE



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08/01/2013	Unwholesome Property (FD)	Follow-Up	HINOJOSA PALMIRA	01001 MEMORIAL	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	FELAN ANDREA	01005 MEMORIAL	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	RAMON GUADALUPE T & JOSE A RAMON	01011 MEMORIAL PARKWAY	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	RODRIGUEZ GUADALUPE	01007 MEMORIAL	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	DERUSSE RODOLFO JR	00829 BROADWAY BLVD WEST	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	HARDIN ROBERT	00108 SUTHERLAND	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	WHEELER W T	00202 SUTHERLAND	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	ROBERTS JUDITH A	01402 DENVER	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	SWAFFER DONNA L	01312 DENVER	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	MCPAHAN ANGELA	01310 DENVER	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	TREVINO ALFREDO R & ISIDORA	00819 RAILROAD (CORNER)	Craig Hedrick	IN COMPLIANCE
08/01/2013	Unwholesome Property (FD)	Action Taken	TREVINO ALFREDO R & ISIDORA	00819 RAILROAD (CORNER)	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Follow-Up	CUESTA MANUEL	00115 CAUSEWAY DR	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	SOMMERFELD SONJA C	00509 BAY VIEW BLVD E	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Follow-Up	WITKOWSKI THERESE B	01028 DIOMEDE DR	Craig Hedrick	COMPLETE
08/01/2013	Unwholesome Property (FD)	Action Taken	HICKMAN CLAIRE M & STEVEN C	01201 AUSTIN	Craig Hedrick	TASK COMPLETED
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	VAUGHAN OB DDS MS MSD	113 Causeway St.	Craig Hedrick	NOTIFIED
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	OBIE - CARMEN BAGGETT	00822 Broadway Ave. W.	Craig Hedrick	NOTIFIED
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	MILDRED MOCK OR IRENE CANNON	01307 Austin St.	Craig Hedrick	MAILED
08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	JOHN & BARBARA RALLS	01305 Austin St	Craig Hedrick	NOTIFIED



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08/01/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	PALMER JOHN E & ROBIN L	01106 ORION DR	Craig Hedrick	NOTIFIED
08/02/2013	Unwholesome Property (FD)	Follow-Up	VAUGHAN OB DDS MS MSD	113 Causeway St.	Craig Hedrick	COMPLETE
08/02/2013	Unwholesome Property (FD)	Follow-Up	CROY GEORGE PARKER III &	00201 CYPRESS POINT RD	Craig Hedrick	COMPLETE
08/02/2013	Unwholesome Property (FD)	Follow-Up	GEORGE MICHAEL D & CAROLYN	02005 MEMORIAL PKWAY (CORNER)	Craig Hedrick	COMPLETE
08/02/2013	Unwholesome Property (FD)	Follow-Up	WILLIAMS TERRY A	02400 OAK GROVE DR	Craig Hedrick	COMPLETE
08/02/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	DAWSON VANCE III	00614 HOUSTON/SIXTH & FIFTH	Craig Hedrick	IN COMPLIANCE
08/02/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	DAWSON VANCE JR & IVY JEAN	600 Bik. DALLAS	Craig Hedrick	IN COMPLIANCE
08/02/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	DAWSON VANCE JR & IVY JEAN	00615 HOUSTON & SIXTH	Craig Hedrick	IN COMPLIANCE
08/02/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	DAWSON VANCE III	00619 HOUSTON & SIXTH	Craig Hedrick	IN COMPLIANCE
08/02/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	KUNKLE MARY MOSEL	02203 PINYON DR	Craig Hedrick	IN COMPLIANCE
08/02/2013	Unwholesome Property (FD)	Follow-Up	KUNKLE MARY MOSEL	02203 PINYON DR	Craig Hedrick	COMPLETE
08/05/2013	Annual Inspection	Annual	EASTCLIFF ELEMENTARY	00200 Fulton Pl.	Craig Hedrick	SCHEDULED
08/06/2013	Unwholesome Property (FD)	Follow-Up	SILVA RICARDO & BEATRICE	00300 TIMBER TRAIL CIRCLE	Craig Hedrick	PENDING
08/06/2013	Unwholesome Property (FD)	Follow-Up	TREVINO ALFREDO R & ISIDORA	00819 RAILROAD (CORNER)	Craig Hedrick	PENDING
08/07/2013	Unwholesome Property (FD)	Follow-Up	HICKMAN CLAIRE M & STEVEN C	01201 AUSTIN	Craig Hedrick	PENDING
08/13/2013	Unwholesome Property (FD)	Follow-Up	WOODIN MARC & CHRIS	00863 and 00861 CLIFF DR	Craig Hedrick	PENDING
08/15/2013	Unwholesome Property (FD)	Follow-Up	PALMER JOHN E & ROBIN L	01106 ORION DR	Craig Hedrick	PENDING
08/15/2013	Unwholesome Property (FD)	Follow-Up	MILDRED MOCK OR IRENE CANNON	01307 Austin St.	Craig Hedrick	PENDING
08/15/2013	Unwholesome Property (FD)	Follow-Up	JOHN & BARBARA RALLS	01305 Austin St	Craig Hedrick	PENDING
08/15/2013	Unwholesome Property (FD)	Follow-Up	OBBIE - CARMEN BAGGETT	00822 Broadway Ave. W.	Craig Hedrick	PENDING



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Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
08/22/2013	Annual Inspection	Annual	BRIDGE POINT LANDING APARTMENTS	01090 Lang Rd.	Craig Hedrick	SCHEDULED

Total Completed Activities: 81