



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, October 1, 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:**
 - DOMESTIC VIOLENCE AWARENESS AND PREVENTION MONTH PREVIEW – WOMEN’S SHELTER OF SOUTH TEXAS REPRESENTATIVES
- 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

OLD BUSINESS

5. **MINUTES OF PREVIOUS MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS SEPTEMBER 17, 2013 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

NEW BUSINESS

6. **WINDFEST 2014 USAGE AGREEMENT:** THE CITY COUNCIL WILL CONSIDER THE TERMS OF WINDFEST 2014 USAGE AGREEMENT, SPONSORSHIP AND USE OF HOTEL OCCUPANCY TAX FUNDS - MAYOR KREBS AND CITY MANAGER
7. **MUNICIPAL LEASE PURCHASE AGREEMENT:** THE CITY COUNCIL WILL CONSIDER AUTHORIZING THE EXECUTION OF A 5-YEAR EQUIPMENT FINANCING AGREEMENT WITH FROST BANK IN THE AMOUNT OF \$202,265 AT 2.81% - FINANCE DIRECTOR

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

Members of the audience who wish to (1) comment on issues for which there is no item on this agenda, (2) present questions for which there is no item on this agenda, (3) request assistance for which there is no item on this agenda or (4) propose

regulatory changes for which there is no item on this agenda, must comply with the following rules of procedure:

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

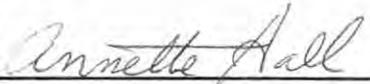
D. ADJOURNMENT: MAYOR KREBS

NOTICE OF ASSISTANCE

If you plan to attend this public meeting and you have a disability that requires special arrangements to be made, please contact City Secretary Annette Hall (361) 777-4513 or annette.hall@portlandtx.com 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: September 27, 2013 by 5:00 p.m.
Portland City Hall

By: 
Annette Hall
City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MEETING
SEPTEMBER 17, 2013 – 6:00 P.M.**

On this the 17th day of September 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 DeLatte	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
Drew Schell	IT Technician

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. TEXAS COALITION FOR AFFORDABLE POWER (TCAP) UPDATE: THE CITY COUNCIL WILL DISCUSS DEVELOPMENTS IN THE ELECTRICITY MARKET FOLLOWING A PRESENTATION BY TEXAS COALITION FOR AFFORDABLE POWER (TCAP) REPRESENTATIVE – FINANCE DIRECTOR

Finance Director Sandy Clarkson introduced Mr. Randy Moraves with the Texas Coalition for Affordable Power.

Mr. Randy Moraves with the Texas Coalition for Affordable Power gave an update on the developments in the electricity market, what the outlook is for the foreseeable future and the benefits of being part of the TCAP aggregation group.

3. UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENTS: THE CITY COUNCIL WILL DISCUSS TEXT AMENDMENTS UNIFIED DEVELOPMENT ORDINANCE – CITY MANAGER AND DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

City Manager Randy Wright explained that the proposed amendments are basic housekeeping items and this is the first step in the process.

Director of Public Works and Development, Brian DeLatta presented the following proposed Text Amendments and schedule:

• **Sec. 305. Building Permits/Utility Connections.**

- A. No building, structure, patio, porch, deck, swimming pool, spa, sign, or fence or other similar structure shall be erected, constructed, altered, moved, converted, extended or enlarged, and no structure or manufactured home shall be placed on any lot, without the owner first having obtained a building permit from the Building Department. **No parking lot shall be resurfaced, including seal coats, overlays, slurries, rehabilitations, or reconstructions, without the owner first having obtained a building permit from the Building Department.** Such permits shall require conformity with the provisions of this Ordinance and all other applicable City Ordinances.

Staff comment: We have seen in recent months an increase in contractors attempting to repave parking lots without meeting the City's specifications. Adding this language to this specific section will help alleviate confusion among contractors.

- **Sec. 316. Planned Unit Development (PUD).**

J. 3. ~~Residential density shall not exceed fourteen (14) units per acre.~~

Staff comment: This deletion is necessary due to the recent inclusion of multifamily developments as viable Planned Units Developments.

- **Sec. 317. Subdivision.**

A. Subdivision Classifications. **The owner of a tract of land located within the city limits or in the extraterritorial jurisdiction who divides the tract in two or more parts to lay out a subdivision of the tract, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, municipal utilities, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, municipal utilities, or other parts must have a plat of the subdivision prepared.**

1. Amended Plat. The relocation of common boundaries between adjacent lots which does not create additional lots, leave existing lots with any substandard dimensions, or require the extension of municipal utilities.
2. Minor Subdivision. A subdivision in which six lots or less are created and no dedication of public right-of-way is made.
3. Major Subdivision. Any subdivision which is not a Minor Subdivision or Amended Plat.
4. Aggregation of Platted Lots. See paragraph H below.

Staff comment: Language needs to be included to determine a platting threshold. The recommended language utilizes LGC Section 212.004, as currently amended.

- **Sec. 317. Subdivision.**

B. Items to Be Shown on Plats.

1. Preliminary Plat: Preliminary plats shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch and shall show the following information (on the plat or supporting document where so specified) for the

area to be platted and all land within two hundred (200) feet of the outer boundary of the subdivision.

(Staff note: items a-y truncated for space considerations)

z. TxDOT Approval: Proof of Texas Department of Transportation approval for driveway locations and spacing shall be indicated on the face of the preliminary plat.

Staff comment: TxDOT has recently modified its driveway location and spacing criteria, as well as its approval process. It is critical for developers to consult with TxDOT prior to the preliminary plat submittal.

D. Final Plat, Major or Minor Subdivision.

- Application Procedure and Requirements. Owner Representation. An application for approval of a plat shall be filed by the record owner of the property to be subdivided or the duly authorized agent of the record owner. Following the approval of the preliminary plat for major subdivisions, or following a pre-application conference for minor subdivisions, the applicant shall submit a final plat. It shall be accompanied by the following:
 - a. A copy of the approved Preliminary Plat (for Major Subdivisions) or a copy of a survey of the property showing all adjacent owners (for Minor Subdivisions).
 - b. Final Plat: five (5) copies for initial review, twelve (12) copies for Planning and Zoning Commission approval.
 - c. Subdivision Construction Plans: three copies including drainage plans for review and approval by the Administrative Official (if public improvements are to be constructed).
 - d. Dedications.
 - e. Tax certificate.
 - f. All formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, parks and easements in a form approved by the City Manager.
 - g. Utility Verification Letters showing that the electric, cable, and other utility providers have reviewed the plat and take no exception.
 - h. Geotechnical report per Section 607. J.**
 - i. Geometric closure report.**
 - j. Texas Department of Transportation driveway permit.**

Staff comment: These items are necessary for the complete review and approval of final plats.

- **Sec. 406. Permitted Use Table.**

Delete Bar, Saloon, and Lounge from the Permitted Use Table.

Staff comment: This is a "housekeeping" item to provide consistency with the City's TABC status.

- **Sec. 607. Street Standards.**

I. *Turn Lanes*, **Widening, Shifting, Medians, and Striping**. In addition to the pavement widths specified below, the City may require intersection turn lanes (right and/or left) and acceleration/deceleration lanes should traffic projections dictate. Such lane widths shall be determined on a case-by-case basis by the City. **The City may require that a street be widened, lanes to be shifted, medians constructed, or a roadway restriped if the proposed subdivision or building project generates unique traffic characteristics that present safety concerns. Such safety improvements shall be determined solely by the Administrative Official.**

J. *Surface Improvements*. After utilities have been installed, the developer shall construct curbs and gutters and shall surface roadways to the widths prescribed in these regulations. All road pavement, shoulders, drainage improvements and structures, curbs, turnarounds, and sidewalks shall conform to City of Portland construction standards and specifications (which are contained in a separate ordinance), and shall be incorporated into the construction plans to be submitted for plat approval. **A geotechnical report with pavement recommendations is required for the construction of road pavement. Bores shall be taken at maximum 500 feet spacing to a depth no less than five feet. In no event shall a subdivision be required to conduct fewer than two borings.**

Staff comment: Unique traffic characteristics associated with a development may warrant additional improvements not contemplated by the current ordinances. Additionally, a geotechnical report is critical in the design and construction of road pavement.

- **Section 614.J. Water Facilities Development.**

C. *Plat Requirements*. The location of all fire hydrants and all water supply improvements shall be shown on the preliminary plat. **All fire hydrants and water supply improvements shall be in utility easements dedicated by plat.**

Staff comment: It is important that all water supply improvements are constructed in properly-platted easements.

- **Section 615.D. Fire Hydrant Access.**

1. All hydrants shall be installed in such a manner as to be unobstructed and easily accessed by the Fire Department at all times.

2. All locations are to be approved by the City Fire Department. **All fire hydrants and waterline extensions serving fire hydrants shall be in utility easements dedicated by plat.**

3. Hydrants shall be placed a minimum of three (3) feet from roadways and driveways. They shall not be blocked by hedges, trees, parked vehicles, buildings, fences, utility poles, receptacles, signs, etc. There shall be a minimum of three (3) feet working clearance around every hydrant.

Staff comment: It is important that all fire hydrants and fire line leads are constructed in properly-platted easements.

- **Appendix C A.9**

Total Project Valuation	Fire Code Plan Review Fees	Fire Code Inspection Services
Up to \$250,000	Hourly charges, \$500 maximum	Hourly charges, \$750 maximum
\$250,001 to \$500,000	\$850	\$1,050
\$500,001 to \$1,000,000	\$1,100	\$1,350
\$1,000,001 to \$3,000,000	\$1,600	\$1,900
\$3,000,001 to \$6,000,000	\$2,400	\$2,850
\$6,000,001 and up	\$2,400 plus \$0.25 each additional \$1,000	\$2,850 plus \$0.25 each additional \$1,000

Staff comment: This change will reduce the fees on fire code plan reviews and inspections for smaller commercial renovations and remodels.

Schedule for UDO Text Amendments

9/17 – Present potential revisions to City Council in workshop to get initial feedback

9/19 – Publish notice of public hearing for future P&Z and City Council meetings

10/8 – Public hearing at P&Z for recommendations to City Council

10/15 – Public hearing and first reading of ordinance at City Council

11/5 – Second reading at City Council

4. **ADJOURNMENT:** MAYOR KREBS

Mayor Krebs adjourned the workshop at 6:49 p.m.

D. NOTICE OF ASSISTANCE:

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BRILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
REGULAR MEETING
SEPTEMBER 17, 2013 – 7:00 P.M.**

On this the 17th day of September 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:

Randy Wright	City Manager
Brian DeLatte	Director of Public Works and Development
Sandy Clarkson	Finance Director
Gary Giles	Police Chief
Tim Vanlandingham	Fire Chief
Kristin Connor	Director of Parks and Recreation
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Annette Hall	City Secretary
Lorenzo Lara	Senior Accountant
Terrell Elliott	IT Manager - Police Sergeant
Drew Schell	IT Technician
Fred Bushell	IT Technician

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

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

- Parks and Recreation Update – Director of Parks and Recreation

Parks and Recreation Director, Kristin Connor gave a presentation on the various summer programs and activities offered by the Parks and Recreation Department as well as the upcoming Holiday schedule for Christmas in Portland and the Parade of Lights.

- Library Update – Library Director

Library Director, RoseAleta Laurell gave a presentation on the Library's summer programs and activities, awards and accomplishments and upcoming programming.

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

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

Mayor Pro Tem Cathy Skurow announced that the City Council and Staff attended the Quarter TML Region 11 meeting last Thursday held in Aransas Pass. They had an opportunity to visit and enjoyed the comradery with the other City Councils that attended.

Council Member Green commented on the good jobs on the programs and activities the Parks & Recreation and Library are providing.

Council Member Moore added that the programs and activities are the reason people want to live in Portland.

Council Member Lewis asked the public to make sure to empty all standing water from the recent rains to help with the mosquito issue.

Council Member Jorgensen thanked the Parks & Recreation and Library for a good job on their programs and activities planning.

Mayor Krebs commented that he and City Manager Randy Wright attended a meeting with the CCREDC to discuss potential industry growth surrounding our community and that water shortage is a major concern.

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

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

There were none.

OLD BUSINESS

5. **MINUTES OF PREVIOUS MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS SEPTEMBER 3, 2013 WORKSHOP AND REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

Council Member Green made the motion to approve the minutes of its September 3, 2013 workshop and regular meeting as presented. Mayor Pro Tem Skurow seconded the motion.

The motion passed 7-0.

6. **ORDINANCE NO. 2077 – AMENDING APPLICATION OF SPECIFIC FEES:** THE CITY COUNCIL WILL CONSIDER THE SECOND (FINAL) READING OF ORDINANCE NO. 2077 WHICH AMEND THE APPLICATION OF SPECIFIC MONTHLY FEES (EMERGENCY MEDICAL SERVICES, YOUTH SAFETY AND PROGRAMMING FEE, DRAINAGE FEE AND FIRE FEE – CITY MANAGER AND ASSISTANT TO THE CITY MANAGER

City Manager Randy Wright explained that this is the second reading of Ordinance No. 2077 which the budget is predicated on.

Assistant to the City Manager, Michel Weaver explained this dissolution of the Voluntary Youth Fee and establishing a Youth Safety and Programming Fee, which will be mandatory. While reviewing the language of Ordinance No. 2046, which was the last ordinance that addressed the Voluntary Youth Fee, as noted the language in Sections 7-33, 11-14, 23-33, and 23-51 was confusing and contradictory. Ordinance No. 2046 was approved January 3, 2012 to keep residences and businesses that have irrigation meters and main meters from being charged certain fees on their irrigation meters. However, the language in the Code of Ordinances does not specify irrigation meters but reads, “has more than one meter” which could be misinterpreted to include a multi-unit complex.

Ordinance No. 2077 will abolish the Voluntary Youth Fee and establish in its place the Youth Safety and Programming Fee. Approval of this ordinance will also clarify language in the Code of Ordinances, Sections 7-33, 11-14, 23-33, and 23-51.

Council Member Jorgensen made the motion to approve the second and final reading of Ordinance No. 2077 amending the application of specific monthly fees and clarification of Code of Ordinance language (Emergency Medical Service, Youth Safety and Programming Fee, Drainage Fee and Fire Fee). Mayor Pro Tem Skurow seconded the motion.

The motion passed 7-0.

Mayor Krebs read the following caption:

ORDINANCE NO. 2077

AN ORDINANCE AMENDING SECTION 7-33, 11-14, 23-33, AND 23-51 OF THE CODE OF ORDINANCES, CITY OF PORTLAND, TEXAS, TO ESTABLISH A CONSISTENT POLICY FOR THE APPLICATION OF CERTAIN MONTHLY UTILITY FEES; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

7. **ORDINANCE NO. 2078 – REVISING SOLID WASTE SERVICE RATES:** THE CITY COUNCIL WILL CONSIDER THE SECOND (FINAL) READING OF ORDINANCE NO. 2078 WHICH REVISES SOLID WASTE SERVICE RATES FOR COMMERCIAL ACCOUNTS AND ROLL-OFF DUMPSTERS - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development, Brian DeLatte explained that approximately 18 months ago the City extended its contract with Republic Services for 5 years, through February 28, 2017. As part of the negotiations the CPI for residential accounts is waived through 2014. Commercial accounts were not waived. Effective October 1, 2013 a 2.02% CPI increase will be charged to commercial and roll-off dumpster accounts.

Staff recommends the City Council approve the second and final reading of Ordinance No. 2078.

Mayor Pro Tem Skurow made the motion to approve the second and final reading of Ordinance No. 2078 revising solid waste service rates for commercial accounts and roll-off dumpsters. Council Member Green seconded the motion.

The motion passed 5-2 (with Council Member Moore and Vilo voting against).

Mayor Krebs read the following caption:

ORDINANCE NO. 2078

AN ORDINANCE REVISING RATES FOR THE PROVISION OF SOLID WASTE SERVICE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE AND PUBLICATION

NEW BUSINESS

8. **WINDFEST 2014 CO-SPONSORSHIP:** THE CITY COUNCIL WILL CONSIDER THE TERMS OF WINDFEST 2014 CO-SPONSORSHIP - MAYOR KREBS AND PORTLAND CHAMBER OF COMMERCE REPRESENTATIVES

City Manager, Randy Wright explained that since this item was placed on the agenda further review of the proposal has warranted for a more comprehensive comparison to the City's Strategic Operating Plan and is recommending this item be tabled for discussion until the next regular City Council meeting.

Council discussed that they do not foresee any issue with the proposed beer garden request and further review of the City's guiding principles to render services is needed.

Council Member Jorgensen made a motion to table this item for further discussion and consideration at the next regular City Council meeting. Council Member Moore seconded the motion.

The motion passed 7-0.

9. REQUEST TO RESTRICT PARK USE: THE CITY COUNCIL WILL CONSIDER A REQUEST FROM THE SPONSORS OF THE HARBOR HALF MARATHON TO RESTRICT USE OF SUNSET LAKE PARK AND INDIAN POINT PARK ON OCTOBER 20, 2013 - DIRECTOR OF PARKS AND RECREATION

Director of Parks and Recreation, Kristin Connor explained that the Junior Achievement of the Coastal Bend will be hosting their Annual Harbor Half Marathon on Sunday, October 20, 2013. The race begins at Concrete Street in Corpus Christi and the turn around/mid point is in the parking lot of Sunset Lake Park. Junior Achievement is requesting to close vehicular access to Sunset Lake Park and have exclusive use including the parking lot and trail from 6:00-11:00 am on the day of the race. The Harbor Half Marathon event is a fund raiser for the Junior Achievement with all proceeds going to support their financial literacy program.

Council Member Green made the motion to approve restricting vehicular traffic to Sunset Lake Park, granting exclusive use of parking lot only from 6:00 a.m. to 11:00 a.m. to the Junior Achievement of the Coastal Bend to host their Annual Harbor Half Marathon on Sunday, October 20, 2013 and requiring traffic control provided by the Portland Police Department be paid Junior Achievement. Council Member Vilo seconded the motion.

The motion passed 7-0.

10. VIOLET ANDREWS PARK FUNDING AUTHORIZATION: THE CITY COUNCIL WILL CONSIDER AUTHORIZING THE FUNDING OF THE VIOLET ANDREWS PARK EROSION CONTROL AND HABITAT RESTORATION PROJECT (\$28,800) - DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development, Brian DeLatte explained that this agenda item authorizes the City Manager to designate \$28,800 from Water/Wastewater Fund reserves for the Violet Andrews Park Erosion Control and Habitat Restoration project (TCEQ SEP Project 2011-05). This project will restore native vegetation in strategic areas that are currently barren within the park site. Doing so will reduce erosion and sedimentation, as well as enhance and restore native habitat for numerous bird species protected under the Migratory Bird Treaty Act. The funding of this project satisfies TCEQ Docket No. 2012-1472-MWD-E.

Council Member Skurow made the motion to authorize the funding of the Violet Andrews Park Erosion Control and Habitat Restoration Project in the amount of \$28,800. Council Member Jorgensen seconded the motion.

The motion passed 7-0.

11. BOARD APPOINTMENTS: THE CITY COUNCIL WILL CONSIDER A MULTITUDE OF BOARD APPOINTMENTS - MAYOR KREBS

City Secretary, Annette Hall presented the following list of boards and commissions members whose terms are expiring on September 30, 2013.

Construction Board of Adjustment and Appeals

<u>Name</u>	<u>Appointment status</u>
Mark Wendland	Retiring (Requesting new appointment to P&Z)
Lee Palmore	Requests reappointment
Henry Fey	Requests reappointment
Logan Burton	Requests appointment as regular member (currently serves as alternate)

Planning & Zoning Commission

<u>Name</u>	<u>Appointment status</u>
Coco Wendland	Retiring
Marcus Naiser	Requests reappointment
Theresa Nix	Requests reappointment
John Rooney	Requests reappointment
Mark Wendland	Requests new appointment

Parks and Recreation Board

<u>Name</u>	<u>Appointment status</u>
Kathleen Schulz	Retiring
Peter Davidson	Requests reappointment
Maria Conley	Requests reappointment
Brenda Law	Agrees to new appointment

Zoning Board of Adjustment

<u>Name</u>	<u>Appointment status</u>
Sam Haywood	Requests reappointment
Cliff Ezell	Requests reappointment
Murray Hudson	Requests reappointment

Council Member Moore made the motion to approve the list as presented of boards and commissions members who are seeking reappointment and those who have agreed to serve. Council Member Lewis seconded the motion

The motion passed 7-.0.

C. CITIZEN COMMENTS, QUESTIONS, REQUESTS AND PROPOSALS

NOT APPEARING ON THE AGENDA:

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There were none.

D. ADJOURNMENT: MAYOR

Mayor Krebs adjourned the meeting at 8:15 p.m.

E. NOTICE OF ASSISTANCE:

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BRAILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

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

SUBJECT: Windfest 2014 use agreement, City sponsorship and HOT funds request
SUBMITTED BY: Randy L. Wright, City Manager 
DATE: September 26, 2013 **FOR THE AGENDA OF:** October 1, 2013
ATTACHMENT: Proposed Use Agreement

SUMMARY STATEMENT: This item was tabled at the September 17, 2013 Council meeting at the request of staff so that we could better apply the City Council amended Strategic Operating Plan and Principles.

The attached negotiated agreement has been reviewed by our City Attorney, Hal George. As planning continues until April, 2014, there may be some additional refinements needed. If substantial changes are needed, the item will be returned for Council review. In its current form, the agreement is generally a repeat of previous Windfest agreements. The most notable change is the sale of alcohol at the festival. Here are some of the highlights:

- The Chamber will pay a usage fee for the grounds and facilities in the amount of \$10,000.
- The City will allow the Chamber to sell alcoholic beverages under the authority of, and in compliance with, a valid permit issued by the Texas Alcoholic Beverage Commission.
- The Chamber will pay for the additional security made necessary by the sale of alcohol.
- Billy G. Webb Dr. will remain open unless an alternative “rain plan” must be activated.
- The Chamber will coordinate a safety plan with the police and fire departments.
- As in the past, City Hall will be closed on Friday so that the Chamber can have access to the full parking area for the weekend.

The Chamber has requested the City consider purchasing a Windfest Sponsorship for \$5,000. The sponsorship includes signage on the grounds, the City logo on all printed materials, on the Chamber website and Facebook page, a full page ad in the Windfest Guide, recognition in the Chamber’s quarterly newsletter, as well as ten weekend entry passes and ten VIP parking passes.

The Chamber is requesting reimbursement for up to \$12,500 in Windfest advertising fees. The expenditure would be an appropriate use of the Hotel Occupancy Tax (HOT) fund. If approved, the funds would be reimbursed to the Chamber for any legitimate advertising consistent with Texas Tax Code Section 351.

RECOMMENDED ACTION:

- (1) Motion to authorize the City Manager to execute an agreement with the Chamber of Commerce for a fee of \$10,000 with any final details to be worked out by staff.
- (2) Motion to purchase a Windfest Sponsorship for \$5,000.
- (3) Motion authorizing reimbursement of up to \$12,500 in HOT funds to the Chamber of Commerce for Windfest advertising consistent with state law.

State of Texas §
 §
County of San Patricio §

WINDFEST USE AGREEMENT

This Windfest Use Agreement (“Agreement”) is executed by and between the City of Portland (“City”) and the Portland Chamber of Commerce (“Chamber”).

The City has determined that it is in the best interest of the City and its citizens to permit the use of the City Complex at 2000 Billy G. Webb by the Chamber for the annual 2014 Windfest festival.

ARTICLE 1.
PERFORMANCE BY THE PARTIES

Section 1 - Use of City Facilities

1. The City grants the Chamber exclusive use of Community Center (as defined below), its grounds and parking lots (except the parking area directly in front of the City Hall during the times defined by the City Manager) and the Skate Park from 5:00pm on Wednesday, April 9, 2014 until 8:00am on Monday, April 14, 2014. The Chamber may allow carnival related equipment and vehicles as well as other related items to begin early set up in designated areas as determined by City Manager after a pre-event walk through has been completed. Early set up may not adversely impact operations of the Police Department, Community Center, Skate Park, Soccer Complex, the Aquatic Center or City Hall.
2. The City grants the Chamber use of the rental area of the interior spaces of the Community Center as described here: Full Ballroom and Bayview Room beginning Friday, April 11, 2014 through Sunday, April 13, 2014.
3. The City will allow the Chamber to use the City Hall parking lot. The parking lot will be available beginning at 5:00pm Thursday, April 10, 2014.
4. The City will create parking ramps for parking areas as designated by a site plan submitted by the Chamber.
5. The City will connect a meter to one fire hydrant for metered water use. The Chamber will ensure the safety and distribution of water beyond the meter. The Chamber will reimburse the City for metered water at the rate charged to the City by the San Patricio Municipal Water District.
6. The Chamber may place staked signs in city rights-of-way.
7. The City will provide two (2) police officers for non-carnival security.

8. The Chamber may sell beer and other alcoholic beverages allowed by, and in compliance with, a valid permit issued by the Texas Alcoholic Beverage Commission. The Chamber will provide a copy of the permit to the City prior to the commencement of sales.
9. The Chamber will reimburse the City for the cost of two (2) police officers to serve during all hours that the Beer Garden is in operation. The Chamber will, at least two weeks prior to the event, provide the Chief of Police with a schedule of the hours when the Beer Garden will be open.
10. Prior to the opening of the event, the Chamber will provide to the Chief of Police and Fire Chief, a safety plan that includes those elements required by both.

Section 2 - Conditions of Use

1. Upon activation of the Chamber's designated rain plan, the City will permit closure of Billy G. Webb on Thursday, April 10, 2014 from 5:00pm through 5:00pm Sunday, April 13, 2014.
2. City facilities will close to the public and become available to the Chamber as follows:
 - a. The Portland Community Center will close to the public at 5:00pm Thursday, April 10, 2014 and remain closed through Sunday, April 13, 2014.
 - b. The Aquatics Center will be closed to the public from 9:00am, Thursday, April 10, 2014 through 6:00am, Monday, April 14, 2014.
 - c. The Skate Park will be closed to the public from 5:00pm, Thursday, April 10, 2014 through 9:00am, Monday, April 14, 2014.
 - d. City Hall parking lot will be closed to public use from 5:00pm Thursday, April 10, 2014 through 8:00am Monday, April 14, 2014.
3. Vehicular and pedestrian access to the Police Department must be maintained at all times.
4. Safe vehicular and pedestrian access to the Skate Park and Aquatics facilities must be maintained at all times while those facilities are open to the public.
5. City officials shall have unlimited access to the Community Center, Skate Park, Aquatics Center and City Hall. The Chamber may designate the means for complying with this requirement.
6. The Chamber must, at its own cost, provide an adequate number of portable restrooms and trash dumpsters for use during the event.
7. The Chamber shall provide an event schedule to the Director of Parks and Recreation three weeks prior to the event in order to schedule City staff to work the building during the event.
8. The City will inspect grounds prior to event and acquire photographic record of the conditions of the property. After the event, City staff will inspect the grounds and document any damage.
9. The City will mark all irrigation in necessary areas according to the Windfest Site Plan. Irrigation will be marked by close of business on Monday, April 7, 2014.

10. The Chamber shall immediately report all property damage and injuries that occur on City property or rights-of-way used in connection with the event to the City Manager or his designee.
11. The Chamber shall restore all City property and right-of-ways used to conduct the event to its original state by 8:00am on Monday, April 14, 2014, or a later date if approved by the City Manager. Damage to property will be assessed by the City and repaired by City. Charges for any necessary repairs will be billed to the Chamber.
12. The Chamber shall not prevent or limit the actions of the Portland Police and Fire Departments or EMS Services nor shall it interfere in the lawful prosecution of event attendees.
13. The Chamber shall provide a first aid station on the Windfest site that is clearly marked.
14. The City will provide additional trash cans prior to the arrival of the carnival. The Chamber will provide any required trash can liners.
15. The Chamber is responsible for the general cleanliness of the grounds, trash disposal and post-event cleanup.
16. Penetrations of paved or improved surfaces are not permitted. The Chamber is responsible for the cost of any repairs to paved surfaces (other than normal wear and tear) caused by any vendor or participant. Any surface/pavement markings made must be done with water-based spray paint that can be easily removed.
17. The City will provide any required signage at Memorial Parkway and Cedar Drive restricting through traffic.
18. The Chamber will provide a cell phone list of all pertinent Chamber officials and staff to the Director of Parks & Recreation prior to the event.
19. The City will provide barricades for all street closures.
20. The City will provide security and traffic control for the Windfest parade.

ARTICLE 2 **LIABILITY**

Section 1 – Insurance

The Chamber shall obtain and provide a copy of event insurance to the City prior to the Chamber occupying any City property. The City shall be included as an additional insured on the policy.

BY EXECUTION OF THIS AGREEMENT, THE CHAMBER AGREES TO HOLD THE CITY, ITS EMPLOYEES AND AGENTS HARMLESS FROM ANY LIABILITY THAT MAY ARISE FROM OR DURING THE CHAMBER'S USE OF THE CITY'S PROPERTY REGARDLESS OF WHETHER CAUSED BY THE NEGLIGENCE OR CHAMBER OR THE NEGLIGENCE OF CITY, ITS EMPLOYEES AND/OR AGENTS.

ARTICLE 3.
CONSIDERATION

In consideration of the use of the City's facilities and grounds as described herein, the Chamber shall pay the City a usage fee of ten thousand dollars (\$10,000), in addition to any additional fees and charges described herein, not later than 45 days after conclusion of the event.

IN WITNESS THEREOF, the parties, intending to be legally bound, have executed this Agreement in duplicate; each of which shall be deemed an original for all purposes.

Portland Chamber of Commerce

City of Portland

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

REGULAR MEETING AGENDA BILL

AGENDA ITEM: **MUNICIPAL LEASE PURCHASE AGREEMENT:** THE CITY COUNCIL WILL CONSIDER AUTHORIZING THE EXECUTION OF A 5-YEAR EQUIPMENT FINANCING AGREEMENT WITH FROST BANK IN THE AMOUNT OF \$202,265 AT 2.81%

SUBMITTED BY: Sandy Clarkson SC

DATE SUBMITTED: Sept. 20, 2013

FOR THE AGENDA OF: Oct. 1, 2013

ATTACHMENTS: Frost Leasing Proposal

SUMMARY STATEMENT: The current 5-Year Capital Improvement Program and the adopted budget for FY2013 – 14 include the purchase of a new street sweeper. The particular model approved by City Council in September provides the ability to suction out sewer lines as well as clean trash and debris from the streets before they can wash into the storm sewer system. As Mr. DeLatte explained, since this equipment will serve multiple functions and benefit multiple missions of the City, the cost to finance the equipment is being distributed to the ad valorem tax rate (66.67%), the wastewater system utility rate (16.665%) and the drainage utility rate (16.665%).

In order to assure the most beneficial financing arrangement, we requested bids on a municipal lease purchase contract. We received three bids in response to our request. Those bids, the stated interest rates and the total cost for each of the bidders are shown below:

Institution	Total Cost	Interest Rate
Frost Bank	\$ 213,465.92	2.81%
Government Capital	\$ 215,991.05	2.842
California First National Bank	\$ 215,816.10	None stated

Approval tonight authorizes the City Manager to execute a contract with Frost Bank for a municipal lease purchase agreement for \$202,265 at 2.81% for a term of 5 years.

RECOMMENDED ACTION: Staff recommends awarding the 5-year financing contract to Frost Bank for \$202,265 at an interest rate of 2.81%.



Frost

**BANKING
INVESTMENTS
INSURANCE**

100 W. Houston Street, T-3
San Antonio, TX 78205
210-220-6850

September 16, 2013

Ms. Sandy Clarkson, Finance Director
City of Portland
1900 Billy G. Webb
Portland, TX 78374

Frost Leasing is pleased to offer the following lease proposal. Subject to the receipt of the required financial information, equipment detail, and credit approval, an equipment lease financing agreement may be structured in accordance with the terms and conditions set forth in the proposal(s) below

Lessor: Frost Leasing

Lessee: City of Portland, Texas ("Municipality")

PERSONAL PROPERTY: Equipment Financing Agreement ("Agreement") is to include new personal property acceptable to LESSOR with a total amount of approximately \$202,265.00 The equipment is generally described as new 2013 Elgin Crosswind Street Sweeper.

AGREEMENT FUNDING: The Agreement will commence mid-October, 2013.

PAYMENT SCHEDULE: The Municipality will make either 3 or 5 (see below) consecutive annual payments in advance.

PAYMENT AMOUNT: 5 year term: Assuming funding on 10-2013:

10-2013	\$45,000.00	
10-2014	\$42,116.48	Fixed Rate 2.81%*
10-2015	\$42,116.48	
10-2016	\$42,116.48	
10-2017	\$42,116.48	

*RATE ADJUSTMENT: If funding has not occurred within 30 days from the date of this proposal, the rate at closing will be adjusted according to changes in the Federal Home Loan Bank 2-2.5 year Secure Connect Bullet Rate which is 1.06% today (www.fhfb.com). This proposal assumes that Municipality is Bank Qualified, otherwise rate will increase.

AT TERMINATION: No additional purchase price will be assessed upon termination of original Agreement period.

FEES: A fee equal to \$0 will be due at lease commencement.

TAXES: This is a net financing proposal whereby maintenance, property tax and sales tax will be for Lessee's account and obligation.

INSURANCE: LESSEE will be required to carry, at its expense, all risk insurance in an amount equal to the Lessor's stipulated loss value and liability insurance in an amount acceptable to Lessor.

Certificate(s) of insurance shall reflect Lessor as an additional named insured and loss payee, and shall be with companies and

contain endorsements and amounts acceptable to Lessor.

ATTORNEY'S OPINION:

LESSEE shall provide Lessor with an attorney's opinion that financing of the equipment conforms with applicable State of Texas laws and that all documentation required is satisfactory to Lessor. All legal expense incurred to conform documents to the satisfaction of the Municipality, their Counsel, and the Lessor will be borne by the Municipality.

COURTMEETING MINUTES:

Lessee shall provide Lessor with a duly executed copy, with original signatures, of the Court Meeting Minutes authorizing this financing by unanimous approval.

WARRANTIES:

Lessor is not a manufacturer of, or dealer in, the equipment selected; and in that regard: Lessee acknowledges the equipment is of a size, design, capacity and manufacture selected by Lessee. Lessor does not inspect the equipment prior to delivery to Lessee and has not made and does not make any representation, warranty or covenant with respect to the condition, quality, durability, suitability or merchantability. Lessor will, however, take any steps reasonably within its power to make available to Lessee any manufacturers or similar warranty applicable to the equipment. Lessor shall not be liable to Lessee for any liability, loss or damage, caused or alleged to be caused directly or indirectly by the equipment, by any inadequacy thereof or deficiency or defect therein or by any incident whatsoever in connection therewith.

FINANCIAL STATEMENTS:

Lessee will provide annual financial statements, including operating figures, during the life of the lease.

DOCUMENTATION:

All documentation must be satisfactory to all parties concerned and will contain a non-appropriations clause.

EXPIRATION OF BID:

If not accepted, this bid will expire in thirty (30) days of the date of this bid.

SUMMARY:

This bid in its present form does not represent a commitment to finance by Frost Leasing, and is not binding on either the Lessee or Lessor. It is subject to and contingent upon Lessee's approval of these conditions and Lessor's approval of the pricing and Lessee's credit and equipment

Frost Leasing appreciates the opportunity to present this bid for your consideration.

By:



Scott Anderson, Vice President

c: Jerret Krouse, Frost Bank



STAFF
WEEKLY
REPORTS



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

Completed Activities

09/08/2013 through 09/14/2013

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Report run on: 09-16-2013

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	TREVINO ALFREDO R & ISIDORA	00819 RAILROAD (CORNER)	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	MIDDOUR DANIEL & LAURA	00619 ELM (CORNER)	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	KNOX ROBERT STEPHEN	00908 COMMERCE	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	DOMINGUEZ VIVENCIO S & ORALINE	02008 WEST WOOD DRIVE	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	SAMUEL ALONZO & JOYCE R	02335 MEMORIAL	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	THAMARVELIL GEORGE V &	01801 ATASCOSA DR	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	ROOTS JAMES & ROCHELLE	01802 ATASCOSA DR	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	KNESEK TERRY	01803 MEMORIAL PKWY	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	TURPEN STANLEY & EVELYNE	01605 DALLAS	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	CONE RONALD JR & HORACIO FERNANDEZ	01606 DALLAS	Craig Hedrick	NOTIFIED
09/09/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	FARIAS PAMELA ANN	00073 COMMONS WAY S	Craig Hedrick	NOTIFIED
09/10/2013	Unwholesome Property (FD)	Follow-Up	HAMON GREGORY SCOTT	00111 GHENT PL	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	CHAVEZ JUAN JOSE JR	01229 DENVER	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	WESTVEER DANIEL JAMES	01230 EAST HAVEN DR	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	FLORES DAVID R	00069 COMMONS WAY S	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	MONJU KATHLEEN B	00034 COMMONS WAY S	Craig Hedrick	NOTIFIED
09/10/2013	Unwholesome Property (FD)	Action Taken	MONJU KATHLEEN B	00034 COMMONS WAY S	Craig Hedrick	TASK COMPLETED
09/10/2013	Unwholesome Property (FD)	Action Taken	ARMONT RACHEL A	01125 IMPERIAL ST	Craig Hedrick	TASK COMPLETED
09/10/2013	Unwholesome Property (FD)	Follow-Up	ZUNIGA WILLIAM EDUARDO	01210 CROSBY	Craig Hedrick	COMPLETE



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Portland, TX 78374
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361-643-0369

Completed Activities

09/08/2013 through 09/14/2013

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Report run on: 09-16-2013

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
09/10/2013	Unwholesome Property (FD)	Follow-Up	HERNANDEZ RAMON & MONICA	01302 CROSBY	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	HERNANDEZ GLORIA	01509 CROSBY	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	HERNANDEZ GLORIA	01509 CROSBY	Craig Hedrick	IN COMPLIANCE
09/10/2013	Unwholesome Property (FD)	Follow-Up	SALINAS DARRELL & MELISSA	01507 CROSBY	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	MARIO SOLIS	509 Market St	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	KAUFMANN CHARLES H & MARIA E	00227 NUECES	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	WILLIAMS NORA	02225 BAY BREEZE DR	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	MANAHAN RAYMOND & FLORISA	00905 LA MIRADA	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	BURNETT DERRICK T	01024 CUPERTINO	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	GRUS TIMOTHY R	01026 CUPERTINO	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	NAPTON MARY L & DOLORES STEINWAY	01028 CUPERTINO	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	TROMBLY JOHN & LYNN	01100 CUPERTINO	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	WALTERS JOHNNY ALFORD & SUSAN LIND	01102 CUPERTINO	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	BASALDUA ANTONIO A &	01001 NORTHCLIFF DR	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	ROJAS MARCELINO J	01003 NORTHCLIFF DR	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	RODRIGUEZ MARTHA C	01005 NORTHCLIFF DR	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	RAMIREZ DANIEL O	01027 NORTHCLIFF DR	Craig Hedrick	COMPLETE
09/10/2013	Unwholesome Property (FD)	Follow-Up	PRIVATE INVESTORS FAMILY	00124 DANIEL MOORE AVE	Craig Hedrick	COMPLETE
09/11/2013	Unwholesome Property (FD)	Follow-Up	EDDY ROBERT D JR	00111 TIMBER TRAIL CIRCLE	Craig Hedrick	COMPLETE
09/11/2013	Unwholesome Property (FD)	Follow-Up	WILLIAMS TERRY A	02400 OAK GROVE DR	Craig Hedrick	COMPLETE



Portland Fire Department
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Completed Activities

09/08/2013 through 09/14/2013

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Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
09/11/2013	Unwholesome Property (FD)	Follow-Up	WILLIAMS TERRY A	02400 OAK GROVE DR	Craig Hedrick	COMPLETE
09/11/2013	Unwholesome Property (FD)	Follow-Up	AGUINALDO PAUL D & LIZABETH	00201 CRENSHAW CIR	Craig Hedrick	COMPLETE
09/11/2013	Annual Inspection	Re-Inspection	SPIRIT HALLOWEEN SUPERSTORE	01500 WILDCAT DR STE Q	Craig Hedrick	PASS
09/12/2013	Annual Inspection	Re-Inspection	STRIPES	01301 MOORE AVE	Craig Hedrick	PASS
09/13/2013	Fire Safety	Re-Inspection	CHINA WALL RESTAURANT	1016 U.S. Highway 181 C	Craig Hedrick	PASS
09/13/2013	Unwholesome Property (FD)	Follow-Up	ALMANZA JOHN JR	00071 COMMONS WAY S	Craig Hedrick	COMPLETE

Total Completed Activities: 45

Portland Fire Department

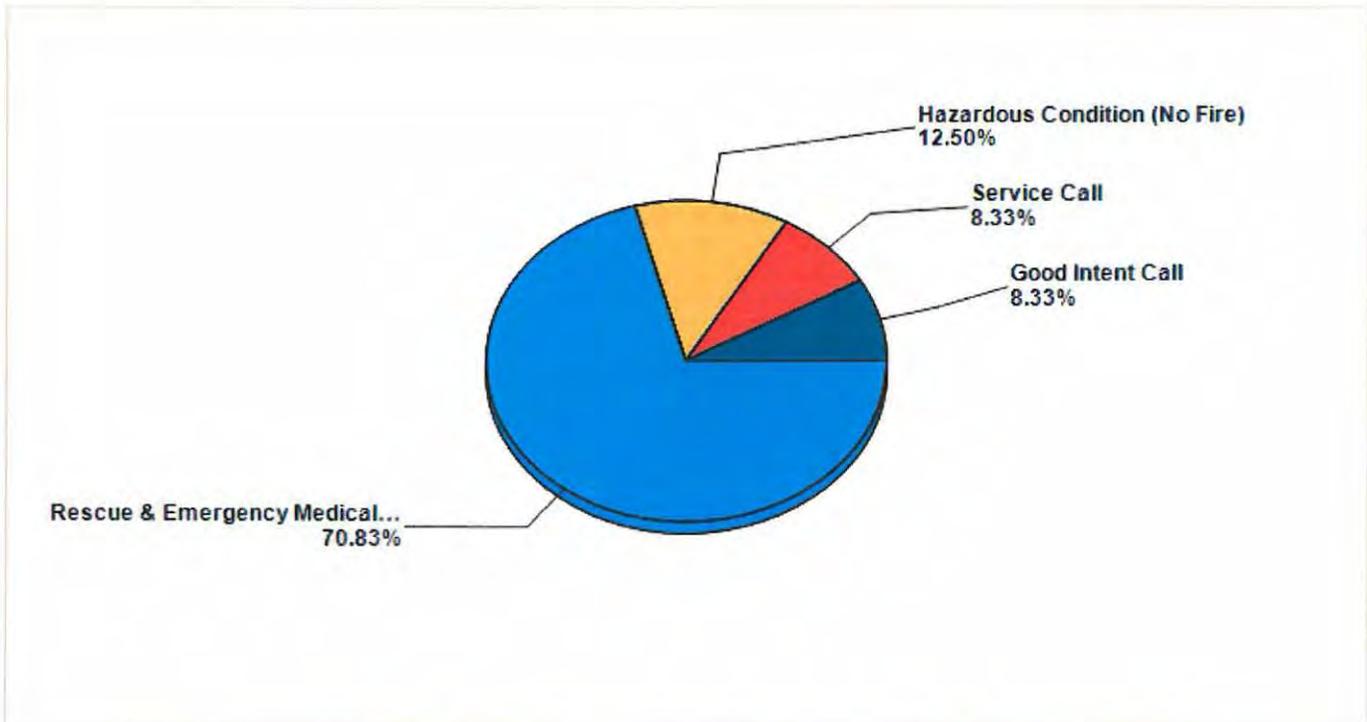
Portland, TX

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Breakdown by Major Incident Types for Date Range

Start Date: 09/09/2013 | End Date: 09/15/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	17	70.83%
Hazardous Condition (No Fire)	3	12.50%
Service Call	2	8.33%
Good Intent Call	2	8.33%
TOTAL	24	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	8	33.33%
321 - EMS call, excluding vehicle accident with injury	9	37.50%
412 - Gas leak (natural gas or LPG)	1	4.17%
440 - Electrical wiring/equipment problem, other	1	4.17%
444 - Power line down	1	4.17%
510 - Person in distress, other	1	4.17%
542 - Animal rescue	1	4.17%
611 - Dispatched & cancelled en route	1	4.17%
651 - Smoke scare, odor of smoke	1	4.17%
TOTAL INCIDENTS:	24	100.00%

Participated in National Assisted Living Week Celebration at Pavillion Assisted Living
 HEB hosted 9/11 Helping Heroes Breakfast at Station 2

Average Response Time: 4.24 Min.

Portland Fire Department

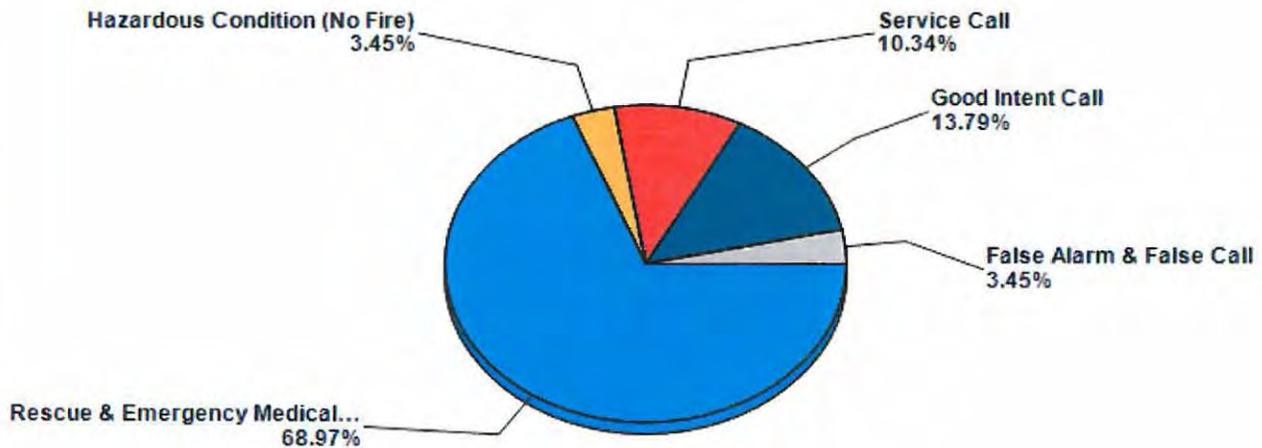


Portland, TX

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Breakdown by Major Incident Types for Date Range

Start Date: 09/16/2013 | End Date: 09/22/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	20	68.97%
Hazardous Condition (No Fire)	1	3.45%
Service Call	3	10.34%
Good Intent Call	4	13.79%
False Alarm & False Call	1	3.45%
TOTAL	29	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	6	20.69%
321 - EMS call, excluding vehicle accident with injury	14	48.28%
411 - Gasoline or other flammable liquid spill	1	3.45%
510 - Person in distress, other	3	10.34%
600 - Good intent call, other	2	6.90%
611 - Dispatched & cancelled en route	1	3.45%
622 - No incident found on arrival at dispatch address	1	3.45%
743 - Smoke detector activation, no fire - unintentional	1	3.45%
TOTAL INCIDENTS:	29	100.00%

Station Tour for GPHS Students (Approx 20)

Average Response Time: 4.42 Min.



Portland Fire Department
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Portland, TX 78374
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361-643-0369

Completed Activities

09/15/2013 through 09/21/2013

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Report run on: 09-23-2013

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
09/16/2013	Annual Inspection	Re-Inspection	CHILI'S	2010 US Hwy 181	Craig Hedrick	FAIL
09/16/2013	Annual Inspection	Annual	WESTCLIFF VILLAGE APTS.	01404 MOORE AVENUE	Craig Hedrick	FAIL
09/16/2013	Annual Inspection	Annual	ROYAL PALMS APARTMENTS	01400 MOORE	Craig Hedrick	FAIL
09/16/2013	Unwholesome Property (FD)	Follow-Up	TORRALVA RALPH	01224 MEMORIAL PKY	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	NARO EDWARD & SCOTT MCMILLAN	00030 COMMONS WAY S	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	MONJU KATHLEEN B	00034 COMMONS WAY S	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	FLORES DAVID R	00069 COMMONS WAY S	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	FLORES DAVID R	00069 COMMONS WAY S	Craig Hedrick	IN COMPLIANCE
09/16/2013	Unwholesome Property (FD)	Follow-Up	FRYE PETER E	00087 COMMONS WAY S	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	SMITH MELLISSA A	00126 GRACE	Craig Hedrick	PENDING
09/16/2013	Unwholesome Property (FD)	Follow-Up	TIPTON CHRISTOPHER &	00120 GRACE	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	LOVELL, ROBERT JR & RHONDA	00218 CARMEL DR	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	TURPEN STANLEY & EVELYNE	01605 DALLAS	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	CONE RONALD JR & HORACIO FERNANDEZ	01606 DALLAS	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Action Taken	SMITH MELLISSA A	00126 GRACE	Craig Hedrick	TASK COMPLETED
09/16/2013	Unwholesome Property (FD)	Follow-Up	PRIVATE INVESTORS FAMILY	01603 DENVER	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RAYMOND & MARY SMITH	ELM & 7TH ST	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	WOODIN MARC & CHRIS	00863 CLIFF DR	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	PORTLAND FURNITURE L.L.C.	900 ELM ST.	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Follow-Up	RIVERA DEBORAH	01723 CROSBY	Craig Hedrick	COMPLETE



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09/16/2013	Unwholesome Property (FD)	Follow-Up	PRICE LISA R	01722 CROSBY	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Follow-Up	KELLY ROBERT B JR	01724 CROSBY	Craig Hedrick	COMPLETE
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	WEINMANN SHELIA A &	00101 SUTHERLAND	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	ORTEGA EMILIO AND GETZ JESSICA	01722 DALLAS	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	PATEL BHASKAR	00032 COMMONS WAY S	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RESPONSIBLE PARTY	36 COMMON'S WAY SOUTH	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	BARECKY TED L	00038 COMMONS WAY S	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	KAYS RHONDA GALE	00110 GRACE	Craig Hedrick	NOTIFIED
09/16/2013	Unwholesome Property (FD)	Follow-Up	SAMUEL ALONZO & JOYCE R	02335 MEMORIAL	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	SWAFFER DONNA L	01312 DENVER	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	BENOIT KIMBERLY MICHELLE	01010 BROADWAY BLVD W	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	MARIN ALBERTO	01012 BROADWAY BLVD W	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	GARCIA LILLIAN ROSE	01002 SOUTHCLIFF DR	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Action Taken	RIGGS MICHAEL J & TRACY J	01231 DENVER	Craig Hedrick	TASK COMPLETED
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	KNOWER PROPERTIES COMMONS WAY LLC	REYNOLDS & COMMONS WAY S.	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	JENNINGS KARL & MARY & HOPKINS	00224 NUECES	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	HEILENDAY KEVIN MARK & LAURA LEE	01034 LIVERMORE ST	Craig Hedrick	NOTIFIED
09/17/2013	Unwholesome Property (FD)	Follow-Up	CHARBA JAMES L & LAURA M	01705 AUSTIN	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Follow-Up	SAENZ TERRY L	01715 AUSTIN	Craig Hedrick	COMPLETE



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09/17/2013	Unwholesome Property (FD)	Follow-Up	BRASSER ROGER A ETAL	01500 WILDCAT DR	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Follow-Up	VEGA ROBERT B & MARIA YVETTA	01009 SOUTHCLIFF DR	Craig Hedrick	COMPLETE
09/17/2013	Annual Inspection	Re-Inspection	TAQUERIA PLAZA GUADALAJARA	01001 DALLAS & BROADWAY	Craig Hedrick	FAIL
09/17/2013	Annual Inspection	Annual	TITLE MAX	01202 WILDCAT DR	Craig Hedrick	PASS
09/17/2013	Annual Inspection	Annual	TITLE MAX	01202 WILDCAT DR	Craig Hedrick	SCHEDULED
09/17/2013	Annual Inspection 1	Annual	SQUARE APARTMENTS, WESTBURY	406 Lang	Craig Hedrick	FAILED
09/17/2013	Unwholesome Property (FD)	Action Taken	LOPEZ ELIDA R CASTILLO	01021 MEMORIAL	Craig Hedrick	TASK COMPLETED
09/17/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	MONCIVAIS RODOLFO & LISA PALCIOS	01305 DALLAS	Craig Hedrick	IN COMPLIANCE
09/17/2013	Unwholesome Property (FD)	Follow-Up	MONCIVAIS RODOLFO & LISA PALCIOS	01305 DALLAS	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	MIGL MISTY A & STEPHEN GENTRY	01307 DALLAS	Craig Hedrick	IN COMPLIANCE
09/17/2013	Unwholesome Property (FD)	Follow-Up	MIGL MISTY A & STEPHEN GENTRY	01307 DALLAS	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Follow-Up	HAYEK RONALD C & GENEVA K	00225 NUECES	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Notice of violation, stagnant water	HAYEK RONALD C & GENEVA K	00225 NUECES	Craig Hedrick	IN COMPLIANCE
09/17/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	HAYEK RONALD C & GENEVA K	00225 NUECES	Craig Hedrick	IN COMPLIANCE
09/17/2013	Unwholesome Property (FD)	Follow-Up	MORA LISA MARIE	00221 NUECES	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Notice of violation, stagnant water	MORA LISA MARIE	00221 NUECES	Craig Hedrick	IN COMPLIANCE
09/17/2013	Unwholesome Property (FD)	Follow-Up	ARMONT RACHEL A	01125 IMPERIAL ST	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Follow-Up	MALLOY TODD W & DENISE M	00104 LLANO	Craig Hedrick	COMPLETE
09/17/2013	Unwholesome Property (FD)	Follow-Up	GCT PROPERTIES LTD	01239 DENVER	Craig Hedrick	COMPLETE
09/18/2013	Annual Inspection	Annual	LANDS END LIMITED & LANDS E	01201 MOORE AVENUE	Craig Hedrick	FAIL



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09/18/2013	Annual Inspection 1	Re-inspection	CHARRO OPERATING	321 Fifth Ave.	Craig Hedrick	PASSED
09/18/2013	Annual Inspection	Annual	CHARRO OPERATING	321 Fifth Ave.	Craig Hedrick	SCHEDULED
09/18/2013	Unwholesome Property (FD)	Notice of violation, trash, rubbish, carrion, refuse	SCHNEIDER CAMERON CODY	02115 TALLOW DR	Craig Hedrick	NOTIFIED
09/18/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	ORTEGA JOE & NATALIE SAENZ	00201 BROADWAY BLVD E	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Follow-Up	ROOTS JAMES & ROCHELLE	01802 ATASCOSA DR	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Follow-Up	KNESEK TERRY	01803 MEMORIAL PKWY	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Contract Services (Mowing or Clean-up)	RESPONSIBLE PARTY	1100 BLK. DENVER	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Contract Services (Mowing or Clean-up)	GREGORY PORTLAND ISD TRUSTEE	01145 OCHOA	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	PHAM DOUG X	00101 SAN SABA	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	PAPAIOANNOU CHRISTOS & NOEMI	00123 SAN SABA	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, Unwholesome Property	MACHEN ROBERT JAY JR & DENISE	00208 COUNTRY CLUB	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	CORTEZ TONY	00903 LA MIRADA	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	RAMSEY DONALD & ROSANNE	00911 LA MIRADA	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	LOPEZ ISAAC & MONICA	00909 LA MIRADA	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	COLLINS BRADLEY & RENAE	01100 LA MIRADA	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	HERRERA RUPERTO V	01008 DENVER	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	WARE BARKLEY S & MICHELLE	01212 STARLITE DR	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	AHLERS JASSEN J & L KIM	01210 STARLITE DR	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	GRAHAM RALENA F	02007 MEMORIAL PKWY	Craig Hedrick	NOTIFIED



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09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	JOHNSON YVONNE F	00211 POESTA DR	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Notice of Violation, unwholesome property (grass)	TORRALVA RALPH	01224 MEMORIAL PKY	Craig Hedrick	NOTIFIED
09/19/2013	Unwholesome Property (FD)	Follow-Up	ZUNIGA JESUS S	00325 WRIGHT DR	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Follow-Up	HAMILTON ROILYN J	00336 LEMA	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Follow-Up	MIDDOUR DANIEL & LAURA	00619 ELM (CORNER)	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Follow-Up	KNOX ROBERT STEPHEN	00908 COMMERCE	Craig Hedrick	COMPLETE
09/19/2013	Unwholesome Property (FD)	Follow-Up	DOMINGUEZ VIVENCIO S & ORALINE	02008 WEST WOOD DRIVE	Craig Hedrick	COMPLETE
09/19/2013	Annual Inspection	Re-Inspection	SUN LOANS	1702 U.S. Highway 181 Suite B-11	Craig Hedrick	PASS
09/19/2013	Annual Inspection	Re-Inspection	UKE DUDES MUSIC	708 MOORE AVE.	Craig Hedrick	PASS
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