



## CITY COUNCIL AGENDA

### NOTICE OF WORKSHOP

Tuesday, May 6, 2014

6:00 p.m.

Council Chamber - City Hall

Daniel P. Moore Community Center Complex

1900 Billy G. Webb

Portland, Texas 78374

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This workshop may be recessed before the Regular City Council meeting begins at 7:00 p.m. and reconvened after the Regular City Council meeting ends.

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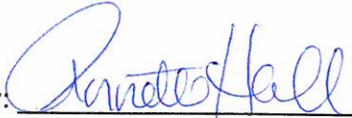
1. **CALL TO ORDER:** MAYOR KREBS
2. **INDIAN POINT PIER RESTORATION PROJECT UPDATE:** THE CITY COUNCIL WILL DISCUSS THE INDIAN POINT PIER RESTORATION PROJECT - CITY MANAGER AND REPRESENTATIVES OF THE COASTAL BEND BAY AND ESTUARIES PROGRAM
3. **ELECTRONIC CIGARETTES:** THE CITY COUNCIL WILL DISCUSS THE POSSIBLE REGULATIONS OF ELECTRONIC CIGARETTES - CITY MANAGER
4. **ADJOURNMENT:** MAYOR KREBS

#### **NOTICE OF ASSISTANCE**

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

#### **BRAILLE IS NOT AVAILABLE**

Posted: May 16, 2014 by 5 p.m.  
Portland City Hall

By:   
Annette Hall, City Secretary



# CITY COUNCIL AGENDA

## NOTICE OF REGULAR MEETING

Tuesday, May 20, 2014

7:00 p.m.

City Hall - Council Chamber

Daniel P. Moore Community Center Complex

1900 Billy G. Webb Drive

Portland, Texas

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

1. CALL TO ORDER: MAYOR KREBS
2. INVOCATION AND PLEDGE: MAYOR KREBS OR DESIGNEE
3. FORMAL ANNOUNCEMENTS, RECOGNITION, PRESENTATIONS AND REPORTS THAT MAY BE DISCUSSED:
  - RECOGNITION OF FRIENDS OF THE PORTLAND LIBRARY PRESIDENT KAY ATKINS – MAYOR KREBS AND LIBRARY DIRECTOR
  - PRESENTATION OF THE CITY'S WATER SAFETY INITIATIVE'S SPLASH COURSE IN POOL SAFETY DAY – DIRECTOR OF PARKS AND RECREATION
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. **ADMINISTRATION OF OATHS OF OFFICE:** THE CITY SECRETARY WILL ADMINISTER OATHS OF OFFICE TO MAYOR DAVID KREBS, COUNCIL MEMBER RON JORGENSEN AND COUNCIL MEMBER GARY MOORE, SR. ALL OF WHOM WERE CERTIFIED UNOPPOSED AND DECLARED ELECTED TO 2 YEAR TERMS OF OFFICE – MAYOR KREBS AND CITY SECRETARY

**MAYOR KREBS AND COUNCIL MEMBER RON JORGENSEN AND COUNCIL MEMBER MOORE WILL BE GIVEN OPPORTUNITIES TO MAKE ELECTION STATEMENTS FOLLOWING THE ADMINISTRATION OF THEIR OATHS OF OFFICE**

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

7. **MINUTES OF PREVIOUS MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS MAY 6, 2014 REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

8. **AWARD OF CONTRACT FOR EMPLOYEE GROUP INSURANCE BENEFITS:** THE CITY COUNCIL WILL CONSIDER BIDS FOR EMPLOYEE GROUP INSURANCE BENEFITS SUBMITTED, OPENED AND PUBLICLY READ ON APRIL 24, 2014 – DIRECTOR OF FINANCE

**9. RESOLUTION NO. 681 - APPOINTING MEMBERS TO BOARD OF DIRECTORS:** THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 681 WHICH APPOINTS 4 MEMBERS TO THE BOARD OF DIRECTORS OF THE PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION FOR 2 YEAR TERMS OF OFFICE – DIRECTOR OF FINANCE

**10. AUTHORIZATION TO WAIVE FEES FOR COMMUNITY EVENT:** THE CITY COUNCIL WILL CONSIDER A REQUEST FROM CONNECTIONS INDIVIDUAL AND FAMILY SERVICES TO WAIVE MUNICIPAL PARK RENTAL FEES FOR A FAMILY FUN DAY ON SEPTEMBER 13, 2014 – DIRECTOR OF PARKS AND RECREATION

**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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**D. ADJOURNMENT: MAYOR KREBS**

**NOTICE OF ASSISTANCE**

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**BRaille IS NOT AVAILABLE**

**Posted:** May 16, 2014 by 5:00 p.m.  
Portland City Hall

**By:**



Annette Hall  
Annette Hall  
City Secretary

**CITY OF PORTLAND  
CITY COUNCIL  
REGULAR MEETING  
MAY 6, 2014 – 7:00 P.M.**

On this the 6<sup>th</sup> day of May 2014, 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
David Lewis	Council Member

**MEMBERS ABSENT:**

John Green	Council Member
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**STAFF PRESENT:**

Randy Wright	City Manager
Annette Hall	City Secretary
Brian DeLatte	Director of Public Works and Development
Michel Sorrell	Finance Director
Gary Giles	Chief of Police
Tim Vanlandingham	Fire Chief
Kristin Connor	Director of Parks and Recreation
RoseAleta Laurell	Library Director
Kyle Schreckenbach	Assistant Director of Public Works
Brandon Lemon	Accounting Assistant
Fred Bussman	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:**

- WDNFEST 2014 FINAL REPORT – CHAMBER OF COMMERCE EXECUTIVE DIRECTOR

Chamber of Commerce, Executive Director Collette Walls reported that the 2014 Windfest was a very successful community event. She thanked the City Council for their support and the non-profit civic groups for making the event so successful.

- RECOGNITION OF BELL-WHITTINGTON PUBLIC LIBRARY TAG (TEEN ADVISORY GROUP) VOLUNTEERS – MAYOR KREBS AND LIBRARY DIRECTOR

Library Teen Coordinator, Ledezma Rodriguez recognized and presented the Bell-Whittington Public Library Teen Advisory Group with a certificate of appreciation for 100 hours of volunteer service time at the library.

The Mayor and City Council presented each of the volunteers with a city pin and thanked them for their volunteer service to the Library.

- PROCLAMATION DECLARING MAY 11-17, 2014 TO BE “POLICE WEEK” – MAYOR

Mayor Krebs read and presented a signed copy of a proclamation declaring May 11-17, 2014 to be “Police Week” in Portland to Chief of Police Gary Giles and the Portland Police Department.

**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 Krebs congratulated the Parks and Recreation Department, Fire Department and Public Works Department for the successful Splash Day event held on Saturday.

**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.

**5. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS APRIL 15, 2014 REGULAR MEETING AND APRIL 21, 2014 STRATEGIC PLANNING WORKSHOP- MAYOR KREBS AND CITY SECRETARY**

Mayor Pro Tem Skurow made the motion to approve the minutes of the April 15, 2014 regular meeting and April 21, 2014 strategic planning workshop, seconded by Council Member Lewis.

The motion passed 6-0.

**6. ACCEPTANCE OF THE 2013 COMPREHENSIVE ANNUAL FINANCIAL REPORT:**  
THE CITY COUNCIL WILL HEAR A REPORT AND CONSIDER ACCEPTANCE OF THE  
FINANCIAL REPORT FOR FISCAL YEAR 2013 – FINANCE DIRECTOR AND CONSULTING CITY  
AUDITOR

Finance Director, Michel Sorrell explained that the City’s independent auditor, Frank Lovvorn, of Lovvorn & Kieschnick, will present the Comprehensive Annual Financial Report for the Fiscal Year Ended 2013 audit. The Comprehensive Annual Financial Report (CAFR) commonly referred to as the “Audit Report” is a comprehensive and detailed document that places all of the City’s financial information in one place for comparison and review.

Mr. Lovvorn with Lovvorn & Kieschnick reported that the audit of the financial statements of the City of Portland for the year ending September 30, 2013 was conducted and in the opinion of the firm the financial statements present fairly, in all materials respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Portland, as of September 30, 2013 and the respective changes in financial positions, and were applicable, cash flows there of the year then ended in accordance with accounting principles generally accepted in the United States of America. Mr. Lovvorn then presented and reviewed with the City Council the Comprehensive Annual Financial Report.

Council Member Jorgensen made the motion to accept the Financial Report for Fiscal Year 2013 as presented, seconded by Council Member Vilo.

The motion passed 6-0.

**7. ORDINANCE NO. 2087 – UNIFIED DEVELOPMENT AMENDMENTS:** THE CITY  
COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO.  
2087 WHICH ADOPTS TEXT AMENDMENT TO THE UNIFIED DEVELOPMENT  
ORDINANCE – DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT

Director of Public Works and Development explained that this is the second and final reading of Ordinance No. 2087 which adopts Text Amendment to the Unified Development Ordinance. Public Notices were published, Public Hearings were conducted as well as round table discussions with the Corpus Christi Builders Association. There were no comments or objections to the proposed amendments.

Council Member Moore made the motion to approve the second and final reading of Ordinance No. 2087 which adopts Text Amendment to the Unified Development Ordinance, seconded by Council Member Jorgensen.

Mayor Krebs read the following captions:

**ORDINANCE NO. 2087**

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

8. **ORDINANCE NO. 2088 – AMENDING CURRENT FISCAL YEAR BUDGET:** THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO. 2088 WHICH AMENDS THE 2013-2014 FISCAL YEAR BUDGET – FINANCE DIRECTOR

Finance Director, Michel Sorrell explained that developing a budget is based on forecasting and experience and initially not all information may be available or known. Over the course of the budget year, information comes in that clarifies, or realigns, forecasted information or sheds light on new items that may affect the operating budget. The mid-year adjustment to the 2014 Budget recognizes and incorporates new and updated information and material changes in operations.

The mid-year adjustment includes changes to revenues for increases or decreases as needed. An increase in sales tax by 2.5% will adjust revenues in three funds upward. The mid-year adjustment also incorporates the budgeted expenses in each of the five funds to account for the implementation of the compensation structure and across the board increase, and to reduce operations costs related to the change in funding of capital improvements.

Council Member Lewis made the motion to approve the second and final reading of Ordinance No. 2088 which amends the 2013-2014 Fiscal Year Budget, seconded by Mayor Pro Tem Skurow.

The motion passed 6-0.

Mayor Krebs read the following captions:

**ORDINANCE NO. 2088**

**AN ORDINANCE AMENDING AND ADJUSTING ORDINANCE NO. 2075 PASSED ON THE 3rd OF SEPTEMBER 2013, AMENDING THE FUND LEVEL BUDGET FOR THE CITY OF PORTLAND FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2014, AND MAKING SUPPLEMENTAL APPROPRIATIONS AND ADJUSTMENTS FOR SAID**

**FISCAL YEAR; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE; AND AN EFFECTIVE DATE THEREOF.**

**9. ORGANIZATIONAL ADJUSTMENT: THE CITY COUNCIL WILL CONSIDER A CHANGE IN THE CITY'S ORGANIZATIONAL STRUCTURE – CITY MANAGER**

City Manager, Randy Wright explained that the position of Assistant City Manager was authorized by City Council in 2011 and has been adjusted to oversee various departments over time. This change will place Public Works, Development Services, and Parks and Recreation under the Assistant City Manager position.

The Assistant City Manager position serves the organization by creating management depth, improving oversight, and creating an opportunity for the City to identify candidates for potential managerial succession. The position, created in 2011, has overseen various departments depending on the needs of the City. If this change in organizational structure is approved, Brian DeLatte will be promoted to the position. Brian will maintain his current office, but his duties will increase as will his span of managerial control. As Assistant City Manager, he will also assume command of the organization in the absence of the City Manager.

Mayor Pro Tem Skurow made the motion to approve the new organizational structure for the City of Portland, seconded by Council Member Lewis.

The motion passed 6-0.

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

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There were none.

**D. ADJOURNMENT: MAYOR**

Mayor Krebs adjourned the meeting at 7:41 p.m.

**E. NOTICE OF ASSISTANCE:**

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**BRAILLE IS NOT AVAILABLE**

Approved:

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David Krebs  
Mayor

Attest:

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City Secretary

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<b>AGENDA TITLE</b>	<b><u>AWARD OF CONTRACT FOR EMPLOYEE GROUP INSURANCE BENEFITS</u></b> THE CITY COUNCIL WILL CONSIDER BIDS FOR EMPLOYEE GROUP INSURANCE BENEFITS SUBMITTED, OPENED AND PUBLICLY READ ON APRIL 24, 2014.
<b>MEETING DATE</b>	5/20/2014
<b>DEPARTMENT</b>	Finance
<b>SUBMITTED BY</b>	Michel Sorrell, Director of Finance

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### **EXECUTIVE SUMMARY**

The City of Portland provides a menu of insurance benefits to regular, full-time employees. These insurance benefits include, health, dental, life and disability insurance. The Employee Insurance Benefit Plan that provides this coverage will expire June 30, 2014. On April 3<sup>rd</sup> and April 10<sup>th</sup> of this year, the City published a Request For Proposal (RFP) in the newspaper of record seeking bids for the renewal of the Employee Insurance Benefit Plan. In addition, the notice was on the website from April 3<sup>rd</sup> through April 24<sup>th</sup>. On April 24, 2014 at 2:00 pm, all bids were opened and read. There were ten (10) bids submitted but not all provided the array of coverage the City currently offers. After careful review, staff narrowed the decision down to two finalists. Those finalists were Texas Municipal League Intergovernmental Employees Benefit Pool and Entrust, Inc, our current plan provider. After performing additional research and comparisons, and conducting additional discussions with the finalists, staff recommends the Texas Municipal League Intergovernmental Employees Benefit Pool.

### **PRIOR ACTIONS OR REVIEWS**

The notification of the Request for Proposal was published in the newspaper of record on April 3, 2014 and April 10, 2014. The notification was also published on the webpage from April 3, 2014 to April 24, 2014. Bid packets were also mailed or emailed to previous companies who had placed a bid with the City in the past years.

### **DETAILS / STAFF ANALYSIS**

The expiration of the Employee Benefit Insurance Plan on June 30, 2014 triggered the need to go out for bid for new coverage. It is normal practice for the City to do competitive bidding for major contracts. A Request For Proposal (RFP) was assembled and advertised in the newspaper of record on April 3<sup>rd</sup> and April 10<sup>th</sup> and on the webpage from April 3<sup>rd</sup> to April 24<sup>th</sup>. Bids were accepted on April 24<sup>th</sup> up to 2:00 pm. There ten (10) bids submitted which were opened and read.

There were two (2) submissions that met the bid criteria: Texas Municipal League Intergovernmental Employee Benefits Pool (TML IEBP) and Entrust, Inc. who is our current provider.

The review of the two bids was based on premium costs, to both the City and the employee, benefits and coverage, provider availability, and the decision to stay self-funded or go fully funded.

The initial evaluation examined premium costs to determine who had the lowest. In all but one category, TML IEBP has the lowest premiums for health insurance. TML IEBP also has the lowest premium for dental insurance. The Financial Section below shows the premium for both TML IEBP and Entrust, which represents an increase of approximately 19% over our current rates. Out of the ten, the two were the lowest in premium quotes.

The next element reviewed was benefits and coverage. There were benefits that were comparable in both submitters including deductibles and office copays. However, the benefits and coverage for TML IEBP included significant savings on out-of-pocket costs for families, \$0 generic prescriptions, lab visits covered at 100%, and annual wellness check-ups that compensate covered individuals who are 18 years of age and older with a check for \$150. Both plans offer a Telemedicine Service, which allows employees and dependents to communicate in real time with a treating physician or health care specialist with the use of interactive audio and video communications equipment for minor medical conditions. TML offers a web wellness portal at no additional cost that will provide tools to help covered individuals improve their health by offering self-help resources, behavior change tracking systems, goal oriented action tracking systems, medication checks, etc.

Provider availability was also examined for both finalists. There were providers that are on the current list that were also on the TML IEBP provider list. The carrier that TML IEBP uses, United Healthcare, is also available nationwide.

The current carrier under Entrust uses Christus Spohn Health Network with First Health network utilized when the employee is outside the region. Many employees and their dependents have sought First Health hospitals as well as emergency services, First Health pays for the emergency visit, but the physicians, radiologists, anesthesiologists, pathologists, etc., have not always been covered in our outside network, thus forcing the covered individual to be balance billed for the difference between the Plan's non-network Allowable Amount and the provider's billed charges.

The final consideration is whether to stay self-funded, currently through a spaggregate, or switch to a fully funded insurance plan. Under the self-funded method, we have an aggregate stop-loss policy. This means that if at the end of the plan year the premiums were higher than the claims the City would receive the excess money back. However, if the claims are higher than the premiums then the City must pay the aggregator. In a fully funded plan the premium has a built in claims loss ratio. What this means is that even though the plan ends at June 30, 2015 the claims from the plan year will still be paid by the insurer. Changing to a fully funded

plan will include a run-out cost. This is a one-time cost but one that continues to climb each year if we were to remain in a self-funded plan. Staff has reviewed the submissions extensively and based on all the above criteria, recommends contracting with TML IEBP as the City's Employee Insurance Benefit Plan Administrator.

**ALTERNATIVES CONSIDERED**

The other option is renewing the benefit contract with Entrust, continuing to be partially self-funded using a "spaggregate" premium structure.

[Continued on Next Page]

**FINANCIAL IMPACT**

<b><u>HEALTH INSURANCE</u></b>	<b>TML IEBP</b>	<b>ENTRUST</b>	<b>TML (with Run-Out Costs)</b>
Premium Costs	\$972,350	\$971,791	\$972,350
Plus: Estimated Run-Out Costs Per Entrust	N/A	N/A	140,207
Subtotal	\$972,350	\$971,791	\$1,112,557
Current Plan Costs	813,996	813,996	813,996
Difference	<u>\$158,354</u>	<u>\$157,794</u>	<u>\$298,561</u>
% Difference	19.45%	19.39%	36.68%
<b><u>DENTAL INSURANCE w/o Retirees</u></b>	<b><u>TML IEBP</u></b>	<b><u>ENTRUST</u></b>	
Premium Costs		\$48,507	\$52,435
Current Plan Costs		52,358	52,358
Difference		(\$3,851)	\$77
% Difference		(7.36%)	.15%
<b>Add: Retiree Costs (5 Individuals)</b>		\$1,639	\$1,290
Total Costs		\$50,146	\$53,725
Current Plan Costs		52,358	52,358
Difference		(\$2,212)	\$1,367
% Difference		(4.23%)	2.61%
<b><u>COVERAGE AND BENEFIT COMPARISON</u></b>			
	<b><u>TML IEBP</u></b>	<b><u>ENTRUST</u></b>	
OFFICE COPAY		\$20	\$20
LAB VISIT COPAY		100%	\$20
PRESCRIPTIONS			
Generic	\$0 for 30 day; \$9 for 90 day	\$10 for 30 day; \$25 for 90 day	
Brand Name	\$38	\$38	
DEDUCTIBLE			
Individual	\$1,000	\$1,000	
Family	\$2,000	\$3,000	
Coinsurance	80%	80%	
OUT-OF-POCKET			
Individual	\$2,000	\$2,000	
Family	\$4,000	\$6,000	
TELA-DOC/AMERIDOC		YES	YES
	YES, PAYS \$150 TO COVERED		
ANNUAL WELLNESS CHECKUP INCENTIVE	INDIVIDUALS 18 YEARS AND OVER	YES THERE IS AN ANNUAL EXAM BUT NOT INCENTIVE	

**ATTACHMENTS**

None

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**RECOMMENDED ACTION**

Motion to authorize the City Manager to contract with Texas Municipal League Intergovernmental Employee Benefit Pool (TML IEBP) as a fully funded insurance plan for the Employee Insurance Benefit Plan for the City.

<b>AGENDA TITLE</b>	<b><u>RESOLUTION NO. 681 - APPOINTING MEMBERS TO BOARD OF DIRECTORS:</u></b> THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 681 WHICH APPOINTS 4 MEMBERS TO THE BOARD OF DIRECTORS OF THE PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION FOR 2 YEAR TERMS OF OFFICE.
<b>MEETING DATE</b>	5/20/2014
<b>DEPARTMENT</b>	Finance
<b>SUBMITTED BY</b>	Michel Sorrell, Director of Finance

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### **EXECUTIVE SUMMARY**

The Portland Community Center Complex Development Corporation is a City Council-appointed board that has oversight responsibility for 4b Sales Tax revenue. This Board is made up of four City Council members and three citizens that are not Council members.

### **PRIOR ACTIONS OR REVIEWS**

Board members are appointed in alternate years for two-year terms. On May 21, 2013, Resolution No. 667 approved the reappointment of three board members with a term expiration of May 31, 2015.

The PCCCDC Board meets once a year to approve the budget. The Board met August 20, 2013 to elect officers, approve the budget and to discuss the Community Center building repairs.

### **DETAILS / STAFF ANALYSIS**

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

The PCCCDC is funded by a one-half cent sales tax levied on all taxable sales. The purpose of the 4b sales tax revenue is to fund economic development projects. The election held to authorize this tax provided for a variety of improvements to the City including the creation of the Portland Community Center Complex, the building of Fire Station No. 2, and the expansion of the Bell-Whittington Public Library.

### **ALTERNATIVES CONSIDERED**

N/A

### **FINANCIAL IMPACT**

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

**ATTACHMENTS**

Resolution No. 681

Current Roster of PCCDC Board

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**RECOMMENDED ACTION**

Motion to approve Resolution No. 681 appointing 4 board members to the Portland Community Center Complex Corporation.

**RESOLUTION NO. 681**

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

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

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

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

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

**WHEREAS**, Council Member Gary Moore Sr. and Council Member John Vilo are well suited to serve on the Board; and

**WHEREAS**, the citizens of Portland have been well represented by the participation on the Board by Tom Curlee and Dolores Butler in previous years;

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

SECTION 1. Council Member Gary Moore Sr. and Council Member John Vilo are hereby appointed to the PCCCDC Board of Directors.

SECTION 2. Tom Curlee and Dolores Butler are hereby appointed to serve as non-council citizen members of the PCCCDC Board of Directors.

SECTION 3. The terms for these Board Members will expire on May 31, 2016.

**PASSED and APPROVED** this 20th day of May 2014.

**EXECUTED:**

**BY** \_\_\_\_\_  
**David Krebs**  
**Mayor**

**ATTEST:**

**BY:** \_\_\_\_\_  
**Annette Hall**  
**City Secretary**

**Portland Community Center Complex Development Corporation**

Board of Directors

<u>Class of '15</u>	<u>Tenure on Board</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Phone Number</u>
Peter Davidson	Appointed January 3, 2008	May-15		643-6022, 815-0040
John Green	Appointed January 3, 2008	May-15	Secretary	946-7663
David Krebs	Board Member Since August 4, 1998	May-15	President	643-8667; 813-0619
<u>Class of '16</u>	<u>Tenure on Board</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Phone Number</u>
Dolores Butler	Appointed August 1, 2006	May-16		643-2143
Tom Curlee	Board Member Since Inception	May-16	Vice President	885-6206, 643-5838, 877-5838
Gary Moore	Appointed August 1, 2006	May-16		777-2921, 813-0057, 855-7575
John Vilo	Appointed September 7, 2010	May-16		643-2174, 633-9257
			Exec. Dir. Randy Wright	777-4513
			Treasurer Sandra Clarkson	777-4520

Board of Directors Roster last updated May 5, 2014

**AGENDA TITLE**      **AUTHORIZATION TO WAIVE FEES FOR COMMUNITY EVENT:**  
THE CITY COUNCIL WILL CONSIDER A REQUEST FROM CONNECTIONS  
INDIVIDUAL AND FAMILY SERVICES TO WAIVE MUNICIPAL PARK RENTAL  
FEES FOR A FAMILY FUN DAY ON SEPTEMBER 13, 2014

**MEETING DATE**      5/20/2014

**DEPARTMENT**      Parks & Recreation

**SUBMITTED BY**      Kristin Connor, Director of Parks & Recreation

---

### **EXECUTIVE SUMMARY**

Connections Individual and Family Services is planning their first Annual Family Fun Day to take place Saturday, September 13, 2014 from 10am to 2pm at Municipal Park. This is a free event for the community and surrounding areas. There will be a variety of vendors at the event providing activities and their booth fees will go towards Connections fundraising efforts to support their program. Connections has requested to have all rental fees for Municipal Park waived.

### **PRIOR ACTIONS OR REVIEWS**

This is the first request from Connections for fees to be waived at Municipal Park.

### **DETAILS / STAFF ANALYSIS**

Municipal Park is available on Saturday, September 13, 2014. Connections will not charge for admission. The waiver of fees in this case is consistent with City Council policy.

### **ALTERNATIVES CONSIDERED**

None.

### **FINANCIAL IMPACT**

The rental fee for Municipal Park is \$105.00 with a \$100.00 deposit

### **ATTACHMENTS**

1. Letter of request

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### **RECOMMENDED ACTION**

Motion to waive fees to Connections for use of Municipal Park on September 13, 2014



City of Portland  
1900 Billy G. Webb Dr.  
Portland, TX 78374

May 8, 2014

Dear Kristin-

Connections Individual and Family Services a 501(c)3 is planning our First Annual Family Fun Day to take place on Saturday, September 13, 2014 from 10am to 2pm in Municipal Park at the Pavilion/Amphitheater. This event target-audience is families and youth (ages 4 - preteen) with an anticipated attendance 600+.

The Family Fun Day event is designed to celebrate Portland's youngest citizens! Family Fun Day is a FREE, fun-filled, one-day event that includes inflatable rides, entertainment, arts and crafts, face painting, information and activity booths, and much more. The funds raised at this event will benefit the children of Connections in Portland and surrounding cities. The event will be held rain or shine; see you there!

#### Family Fun Day Promotional Plan

- Posters: 50+ at Portland city facilities, local businesses, schools
- Flyers: 5,000+ distributed through local elementary schools, daycares, and businesses
- Event information in newspaper(s)
- Special Invitations for vendors and their clients
- Press Releases
- Website information

The children of Connections depend on the success of this fundraiser to help needed funding. Connections encourages the public to help support the Family Fun Day event so at-risk children can have a safe place to call home. As you know, Connections focuses on the prevention of child abuse, substance abuse, juvenile crime, strengthening family relationships, and preparing youth for successful futures. It is only through the support of others that Connections can continue to operate and serve families.

To make this event successful, we need the City of Portland's support. We are asking that you wave the use of park fee and the deposit fee for this annual event. Your support of Family Fun Day is essential to help us to Empower Youth, Connect Families, and Build Futures. It is through your support that we are able to encourage children and our communities.

Sincerely,

Susan DeLano  
Development Director



209 Cedar Dr. Ste. B  
Portland, Texas 78374  
361-643-7631

P.O. Box 311268  
New Braunfels, Texas 78131  
830-629-6571



STAFF  
WEEKLY  
REPORTS

# Portland Fire Department

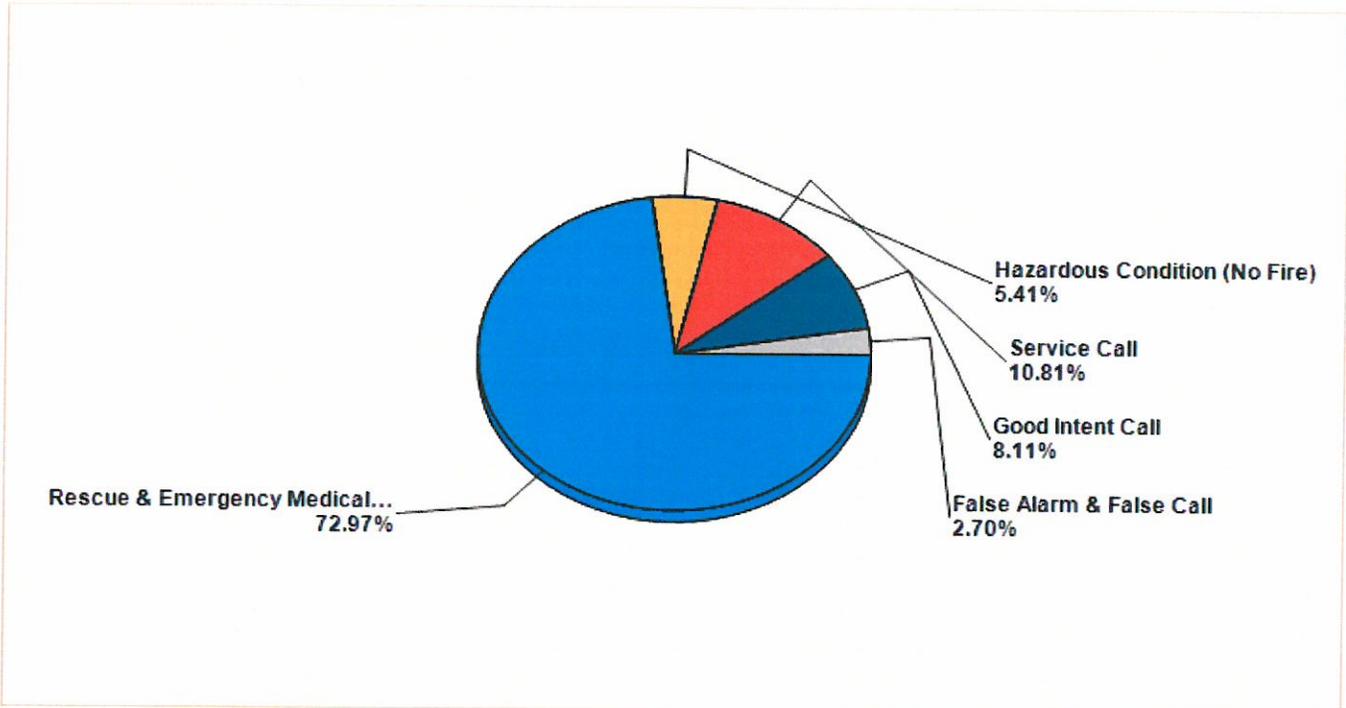


Portland, TX

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## Breakdown by Major Incident Types for Date Range

Start Date: 04/28/2014 | End Date: 05/04/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	27	72.97%
Hazardous Condition (No Fire)	2	5.41%
Service Call	4	10.81%
Good Intent Call	3	8.11%
False Alarm & False Call	1	2.70%
<b>TOTAL</b>	<b>37</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	12	32.43%
321 - EMS call, excluding vehicle accident with injury	13	35.14%
322 - Motor vehicle accident with injuries	1	2.70%
341 - Search for person on land	1	2.70%
412 - Gas leak (natural gas or LPG)	2	5.41%
510 - Person in distress, other	3	8.11%
554 - Assist invalid	1	2.70%
611 - Dispatched & cancelled en route	2	5.41%
622 - No incident found on arrival at dispatch address	1	2.70%
745 - Alarm system activation, no fire - unintentional	1	2.70%
<b>TOTAL INCIDENTS:</b>	<b>37</b>	<b>100.00%</b>

Participated in Play It Safe Community Campaign with Portland Parks and Recreation  
CPR Certification Instruction to the Public (11)

**Average Response Time: 3.80 Min.**



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

## Completed Activities

04/27/2014 through 05/03/2014

Report run on: 05-05-2014

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
04/29/2014	Annual Inspection	Annual	ALLSTATE INS.	00300 8th	Craig Hedrick	PASS
04/29/2014	Annual Inspection	Annual	DISCOUNT COMPUTER REPAIR	00901 Market St. C	Craig Hedrick	PASS
04/29/2014	Annual Inspection	Re-Inspection	EDWARD JONES INVESTMENT	1500 Wildcat Suite D	Craig Hedrick	PASS
04/29/2014	Annual Inspection	Re-Inspection	PORTLAND MARINE	411 Seventh	Craig Hedrick	PASS
04/29/2014	Annual Inspection	Re-Inspection	GULF COAST PSYCHOLOGY	01700 Wildcat Dr. Suite D	Craig Hedrick	PASS
04/30/2014	Annual Inspection	Annual	BJ'S COUNTRY CHARM	01021 U.S. Highway 181 #8	Craig Hedrick	SCHEDULED
05/01/2014	Annual Inspection	Annual	FLETCHER FAMILY CHIROPRACTIC	1700 Wildcat Dr. Suite C	Craig Hedrick	SCHEDULED
05/01/2014	Annual Inspection	Annual	NORTH SHORE LANDING	00201 NORTSHORE BLVD	Craig Hedrick	SCHEDULED
05/01/2014	Annual Inspection	Annual	NORTH SHORE PAVILLIONS	00301 North Shore Blvd.	Craig Hedrick	SCHEDULED
05/01/2014	Annual Inspection	Re-Inspection	HAMPTON INN PORTLAND	1705 U.S. Hwy 181	Craig Hedrick	PASS
05/01/2014	Annual Inspection	Annual	SEACREST HOME HEALTH	00604 Broadway Blvd. W	Craig Hedrick	PASS
05/01/2014	Annual Inspection	Annual	AMERICAS BEST INN & SUITES	00133 US Hwy 181	Craig Hedrick	FAIL
05/01/2014	Fire Safety	Annual	K-BOB'S	1702 U.S. Highway 181 Suite A-6	Craig Hedrick	FAIL
05/01/2014	Annual Inspection	Annual	LADY OF MT. CARMEL-BUSSINESS OFFICE	01008 AUSTIN	Craig Hedrick	PASS
05/01/2014	Annual Inspection	Annual	LADY MT. CARMEL - MAIN CHURCH	01005 AUSTIN	Craig Hedrick	PASS
05/01/2014	Annual Inspection	Annual	LADY MT. CARMEL - PARISH HALL	1001 Austin	Craig Hedrick	PASS
05/01/2014	Annual Inspection	Annual	LADY MT. CARMEL - LA CASITA	00702 West BROADWAY BLVD	Craig Hedrick	PASS
05/01/2014	Annual Inspection	Annual	LADY MT. CARMEL - SCHOOL	1003 AUSTIN	Craig Hedrick	SCHEDULED

**Total Completed Activities: 18**

# Portland Fire Department

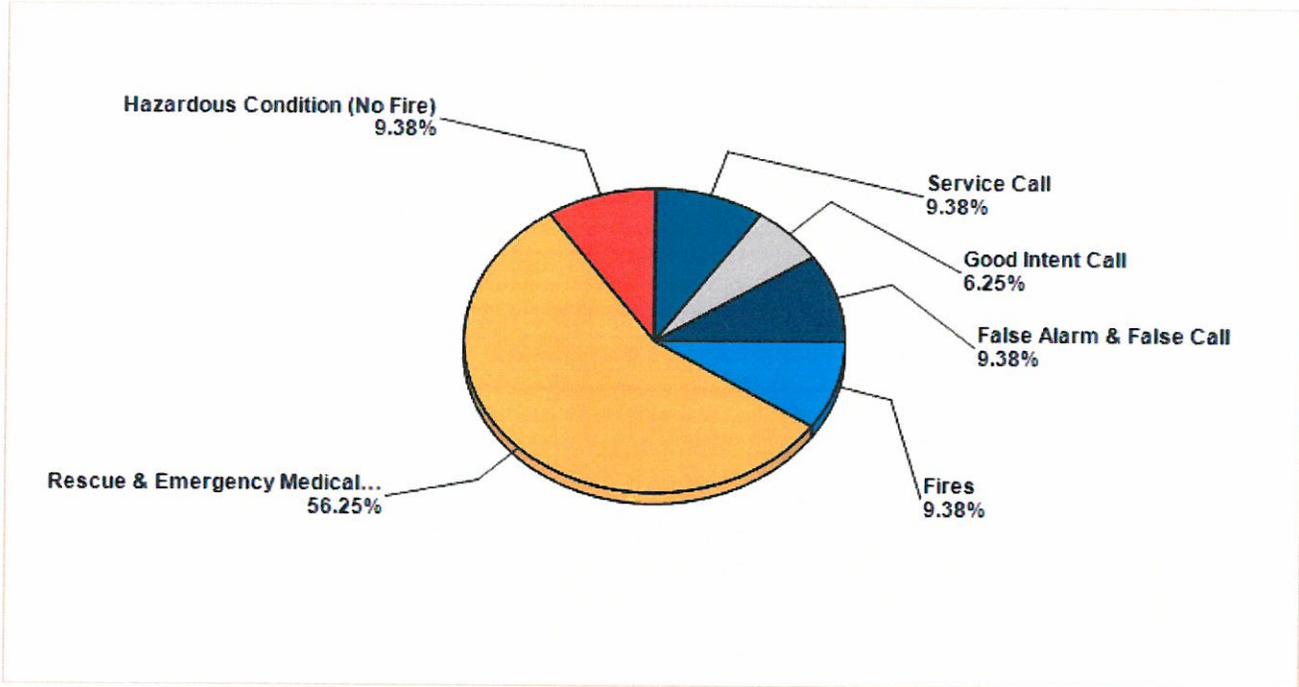
Portland, TX

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## Breakdown by Major Incident Types for Date Range

Start Date: 05/05/2014 | End Date: 05/11/2014



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	9.38%
Rescue & Emergency Medical Service	18	56.25%
Hazardous Condition (No Fire)	3	9.38%
Service Call	3	9.38%
Good Intent Call	2	6.25%
False Alarm & False Call	3	9.38%
<b>TOTAL</b>	<b>32</b>	<b>100.00%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	3.13%
131 - Passenger vehicle fire	1	3.13%
160 - Special outside fire, other	1	3.13%
311 - Medical assist, assist EMS crew	6	18.75%
321 - EMS call, excluding vehicle accident with injury	12	37.50%
412 - Gas leak (natural gas or LPG)	2	6.25%
445 - Arcing, shorted electrical equipment	1	3.13%
510 - Person in distress, other	3	9.38%
611 - Dispatched & cancelled en route	2	6.25%
735 - Alarm system sounded due to malfunction	1	3.13%
745 - Alarm system activation, no fire - unintentional	2	6.25%
<b>TOTAL INCIDENTS:</b>	<b>32</b>	<b>100.00%</b>

Assisted with East Cliff Elementary Bike Rodeo  
 Assisted with Beach to Bay Warm-Up Run  
 Personnel Tested for Driver/Operator and Fire Instructor I  
 Annual Pump Testing

Average Response Time: 3.56 Min.



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

## Completed Activities

05/04/2014 through 05/10/2014

Report run on: 05-12-2014

Activity Date	Record Type	Activity	Party	Site Address	Inspector	Status
05/05/2014	Annual Inspection	Re-Inspection	HAIRCANDY CC	1105 Railroad Suite A	Craig Hedrick	PASS
05/05/2014	KNOX BOX	Re-inspection	NORTH SHORE 8 THEATER	251 Buddy Ganem	Craig Hedrick	PENDING
05/06/2014	Annual Inspection	Re-Inspection	FRED LOYA INSURANCE	2030 US Hwy 181 Suite C	Craig Hedrick	FAIL
05/06/2014	Review of initial building plans.	Required	WALGREENS	1105 US Hwy 181	Craig Hedrick	PASS
05/06/2014	Annual Inspection	Annual	BJ'S COUNTRY CHARM	01021 U.S. Highway 181 #8	Craig Hedrick	PASS
05/06/2014	Annual Inspection	Annual	LADY MT. CARMEL - SCHOOL	1003 AUSTIN	Craig Hedrick	PASS
05/06/2014	Annual Inspection	Re-Inspection	CHENIERE LNG	01702 U.S. Highway 181 Suite A-4	Craig Hedrick	PASS
05/07/2014	Annual Inspection	Annual	FLETCHER FAMILY CHIROPRACTIC	1700 Wildcat Dr. Suite C	Craig Hedrick	PASS
05/07/2014	Annual Inspection	Annual	PEPITO'S	01807 U.S. Highway 181	Craig Hedrick	PASS
05/09/2014	FIRE DEPT. REVIEW	Required	MOORE VAPOR	708 MOORE AVE.	Craig Hedrick	PASS
05/09/2014	FIRE DEPT. REVIEW	Required	VAPERIZED	01500 WILDCAT DR STE B	Craig Hedrick	PASS

**Total Completed Activities: 11**



City of Portland  
 1900 Billy G Webb Dr.  
 Portland, TX 78374  
 Phone (361) 777-4553

Development Services  
 Permit Report

Permits	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Total
Accessory Structure	6	3	2	8	7	10	9						45
Addition/Remodel - COM	1	0	3	1	5	1	1						12
Addition/Remodel - RES	1	2	1	1	0	2	0						7
CAS WL IMP Yard Lines	0	0	0	32	10	26	44						112
Cert of Reoccupancy	0	1	1	4	1	2	1						10
Contractor Registration	61	21	15	30	19	19	27						192
Demolition	0	0	1	0	1	1	0						3
Driveway/Slab	8	8	4	8	4	5	4						41
Drought Mgmt. Var.	3	1	0	0	0	0	0						4
Electrical	20	14	17	17	12	15	20						115
Fence	4	12	4	6	12	12	12						62
Foundation Repair	5	6	4	7	5	9	7						43
Garage Sales	66	55	22	29	35	44	53						304
Gas	7	1	8	7	4	2	6						35
Mechanical	24	10	15	23	17	19	30						138
New Commercial	0	0	0	2	0	0	1						3
New Single Family Res	7	3	2	3	2	8	9						34
Plumbing	31	28	17	28	32	37	29						202
POD's	5	2	3	1	0	3	2						16
Re-Roof	7	4	4	5	3	7	6						36
Sign	8	3	5	8	2	3	14						43
Swimming Pool	3	0	0	2	0	2	0						7
Vending Machine	0	0	2	0	0	0	0						2
Window/ Siding	6	2	7	4	5	7	3						34
<b>Total</b>	<b>273</b>	<b>176</b>	<b>137</b>	<b>226</b>	<b>176</b>	<b>234</b>	<b>278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1500</b>