



CITY COUNCIL AGENDA

NOTICE OF WORKSHOP

Tuesday, May 17, 2022
5:30 p.m.
City Hall - Council Chamber
Daniel P. Moore Community Center Complex
1900 Billy G. Webb Drive
Portland, Texas

1. **CALL TO ORDER:** MAYOR SKUROW
2. **ROLL CALL:** CITY SECRETARY
3. **REPORT OF RESULTS FROM PORTLAND'S 2022 COMMUNITY SURVEY - THE NATIONAL COMMUNITY SURVEY:** THE CITY COUNCIL WILL RECEIVE A REPORT ON THE RESULTS FROM PORTLAND'S 2022 COMMUNITY SURVEY – THE NATIONAL COMMUNITY SURVEY – CITY MANAGER, ASSISTANT CITY MANAGER AND POLCO REPRESENTATIVE
4. **EXECUTIVE SESSION:** THE CITY COUNCIL MAY CONDUCT AN EXECUTIVE SESSION ACCORDING TO GOVERNMENT CODE AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTIONS 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION REGARDING REAL PROPERTY), 551.073 (DELIBERATION REGARDING PROSPECTIVE GIFT), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATION REGARDING SECURITY DEVICES) AND 551.087 (DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATION).
5. **ADJOURNMENT:** MAYOR SKUROW

Posted: May 13, 2022 by 5:00 p.m.
Portland City Hall
Electronically at www.portlandtx.gov

By: Annette Hall
Annette Hall
City Secretary



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, May 17, 2022
7:00 p.m.
City Hall - Council Chamber
Daniel P. Moore Community Center Complex
1900 Billy G. Webb Drive
Portland, Texas

Citizens may watch the meeting live on Spectrum Cable Channel 1300 or online at <http://www.portlandtx.com/418/Media-Center>. Citizens may also comment on items appearing on the agenda online at <http://www.portlandtx.com/418/Media-Center> and/or submit comments or questions for the City Council to Annette.hall@portlandtx.com. To be considered by the City Council, all comments must be received one (1) hour prior to the meeting. The City Council reserves the right, upon motion, to suspend the rules to consider business out of the posted order. In addition to any executive session included in the agenda, the City Council reserves the right to adjourn into executive session at any time during this meeting for the purpose of consultation with the city attorney as authorized by Texas Government Code section 551.071 or for any matter authorized by Texas Government Code Section 551.

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

1. **CALL TO ORDER:** MAYOR SKUROW
2. **ROLL CALL:** CITY SECRETARY
3. **INVOCATION AND PLEDGE OF ALLEGIANCE:** MAYOR SKUROW OR DESIGNEE
4. **FORMAL ANNOUNCEMENTS, RECOGNITION, PRESENTATIONS AND REPORTS THAT MAY BE DISCUSSED:**
 - PROCLAMATION DECLARING MAY 15 THROUGH MAY 21, 2022 AS "POLICE WEEK" – MAYOR SKUROW
 - PRESENTATION ON SUMMER PROGRAMS AND ACTIVITIES – LIBRARY DIRECTOR
 - REPORT OF RESULTS FROM PORTLAND'S 2022 COMMUNITY SURVEY – THE NATIONAL COMMUNITY SURVEY – CITY MANAGER, ASSISTANT CITY MANAGER AND POLCO REPRESENTATIVE

5. CITY COUNCIL COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED:

Members of the City Council may present reports 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 of imminent threats to the public health and safety of the city

6. CITY MANAGER'S REPORT:

The City Manager may present announcements, comments and updates on City operations and projects.

7. PUBLIC COMMENT - AUDIENCE AND PRESENTER SOCIAL DISTANCING AND PUBLIC TESTIMONY AND PUBLIC HEARING INPUT AT PUBLIC MEETINGS OF THE CITY COUNCIL:

To reduce the chance of COVID-19 transmission, City Council meetings will be held in a manner intended to separate, to the maximum practical extent, audience and presenters from personal contact with members of Community, City Staff, and City Council. This meeting will be live streamed at www.portlandtx.com/418/Media-Center and on Spectrum Channel 1300.

Public testimony and public hearing input for Public Comment and all items on the agenda should be provided in written format and presented to the City Secretary prior to the start of each meeting of the City Council. Written comments on agenda items may also be submitted through the City's Speak-Up website at www.portlandtx.com/418/Media-Center one (1) hour prior to the meeting.

Written public testimony will be provided to members of City Council prior to voting on measures for that meeting and included in the meeting record.

Written and oral testimony as described shall serve as public testimony pursuant to Texas Government Code 551.007 for purposes of any public hearing requirement under law. The meeting may be held telephonically or via videoconference.

Persons wishing to speak must fill out a speaker request card prior to the meeting. You will be notified when it is your turn to speak. Speakers will be given four (4) minutes to speak.

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

8. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER APPROVAL OF THE MINUTES OF ITS MAY 3, 2022 REGULAR MEETING – MAYOR SKUROW AND CITY SECRETARY

9. RESOLUTION NO. 858 – CANVASSING ELECTION RETURNS: THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 858 CANVASSING ELECTION RETURNS OF THE MAY 7, 2022 GENERAL AND THE SPECIAL LOCAL OPTION ELECTION - MAYOR SKUROW

ADMINISTRATION OF OATHS OF OFFICE: THE CITY SECRETARY WILL ADMINISTER OATHS OF OFFICE TO ALL OF WHOM WERE DECLARED ELECTED — CITY SECRETARY

SEATING OF NEW CITY COUNCIL AND INCOMING STATEMENTS:

MAYOR CATHY SKUROW, COUNCIL MEMBER GARY MOORE, AND COUNCIL MEMBER ZACH ALBRECHT WILL BE GIVEN OPPORTUNITIES TO MAKE ELECTION STATEMENTS FOLLOWING THE ADMINISTRATION OF THEIR OATHS OF OFFICE

10. 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 SKUROW

11. EXECUTIVE SESSION: THE CITY COUNCIL MAY CONDUCT AN EXECUTIVE SESSION ACCORDING TO GOVERNMENT CODE AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTIONS 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION REGARDING REAL PROPERTY), 551.073 (DELIBERATION REGARDING PROSPECTIVE GIFT), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATION REGARDING SECURITY DEVICES) AND 551.087 (DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATION).

EXECUTIVE SESSION ACTION: THE CITY COUNCIL MAY TAKE ACTION AS A RESULT OF ITEMS DISCUSSED IN EXECUTIVE SESSION

C. ADJOURNMENT: MAYOR SKUROW

Posted: May 13, 2022 by 5:00 p.m.

Portland City Hall
Electronically at www.portlandtx.gov

By: *Annette Hall*

Annette Hall
City Secretary



Proclamation

WHEREAS, in 1962, the Congress and President John F. Kennedy designated the week of **May 15th** as “**National Police Week**” and **May 15th** of each year as “**Peace Officers Memorial Day**”; by signing Public Law 87-726. The law was amended in 1994 by President Bill Clinton with Public Law 103-322, directing the flag of the United States be displayed at half-staff on all government buildings on May 15th each year.

WHEREAS, the members of the Portland Police Department serving on the front line safeguarding the rights and freedoms of citizens of Portland; and

WHEREAS, all citizens should know and understand the responsibilities, hazards, and sacrifices involved in law enforcement, and that members of the Portland Police Department recognize their duty to serve the community by safeguarding life and property, by protecting against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and,

WHEREAS, the City of Portland wishes to honor the valor and dedication of its own officers; and

NOW THEREFORE, I proclaim the week of **May 15th** through **May 21st** as

“Police Week”

and call upon all citizens of Portland to show their appreciation by word and deed for the police officers of this city. I further call upon all citizens of Portland to observe **May 15th** as **Peace Officers Memorial Day** in honor of those law enforcement officers who, through their courageous deeds have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the City of Portland, Texas, this 17th day of May, 2022.

Cathy Skurow, Mayor
City of Portland

ATTEST:

Annette Hall,
City Secretary

portland ^{the}  land
of possibilities.

**CITY OF PORTLAND
CITY COUNCIL
REGULAR MEETING
MINUTES
MAY 3, 2022 – 7:00 P.M.**

Citizens may watch the meeting live on Spectrum Cable Channel 1300 or online at <http://www.portlandtx.com/418/Media-Center>. Citizens may also comment on items appearing on the agenda online at <http://www.portlandtx.com/418/Media-Center> and/or submit comments or questions for the City Council to Annette.hall@portlandtx.com. To be considered by the City Council, all comments must be received one (1) hour prior to the meeting. The City Council reserves the right, upon motion, to suspend the rules to consider business out of the posted order. In addition to any executive session included in the agenda, the City Council reserves the right to adjourn into executive session at any time during this meeting for the purpose of consultation with the city attorney as authorized by Texas Government Code section 551.071 or for any matter authorized by Texas Government Code Section 551.

On the 3rd day of May 2022, the Council of the City of Portland conducted a regular meeting session at 7:00 pm electronically. A notice of regular meeting giving the time, place and date, and subject having been posted as described by Section 551 of the Government Code.

COUNCIL MEMBERS PRESENT:

Cathy Skurow	Mayor
Bill T. Wilson II	Mayor Pro Tem
John Green	Council Member
John G. Sutton, Jr.	Council Member
Gary W. Moore	Council Member
Zachary Albrecht	Council Member
Troy Bethel	Council Member

EXECUTIVE STAFF PRESENT:

Randy Wright	City Manager
Brian DeLatte	Deputy City Manager
Kathleen Weisenberger	Assistant City Manager
Annette Hall	City Secretary
Aldilia Martin	Director of Finance
Hal George	City Attorney
Drew Schell	IT Technician
Brandon Lemon	Accounting Assistant

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

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

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

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

2. **ROLL CALL:** CITY SECRETARY

City Secretary Annette Hall called the roll and announced that there is a quorum and the required charter officers are present to conduct the meeting.

3. **INVOCATION AND PLEDGE OF ALLEGIANCE:** MAYOR SKUROW OR DESIGNEE

Mayor Pro Tem Wilson gave the invocation and Council Member Albrecht led the pledge.

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

- INTRODUCTION OF NEW EMPLOYEES – CITY MANAGER

Assistant City Manager Kathleen Weisenberger introduced Development Services Administrative Assistant Abigail Jasso and Development Services Permit Technician Patsy Garcia.

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

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- Announcements of imminent threats to the public health and safety of the City

Council Member Bethel made the following comments:

- He welcomed the new employees. We are happy to have them and hope they enjoy their careers with the City.

Council Member Moore made the following comments:

- He welcomed the new employees.
- He commented that he was interviewed by a group of Boys Scouts last night and they had some fantastic questions. It was enjoyable to do that.

Mayor Pro Tem Wilson made the following comments:

- He welcomed the new employees and is glad to have them on board.
- He commented that most people have received their new appraisals from the San Patricio Appraisal District and on average have gone up because of the economy, real estate, and inflation by around 20% countywide. That does not mean your taxes are going up 20% it is the nature of the evaluation.

Council Member Albrecht made the following comments:

- He congratulated the new employees.
- He reminded everyone who may not have voted yet. The election is ongoing and the last day to vote is May 7th (Election Day).

Council Member Sutton made the following comments:

- He welcomed the new employees to the City of Portland family.
- He commented that he also would like to say something about the upcoming May 7th Election. As of Friday, there were a little under 700 votes cast. Voting is an important process and everyone should get out and exercise their right to vote.

Council Member Green made the following comments:

- He congratulated the new employees for joining the City of Portland.
- He commented that he also would like to encourage everyone to get out and vote. He added that it's disappointing to see such a low turnout with such important items on the ballot. Everyone should get out and exercise their right to vote.

Mayor Skurow made the following comments:

- She announced that the City of Corpus Christi will be hosting the TML Region 11 meeting on Friday, May 6th at the Texas State Aquarium.
- She announced that for the next two (2) days she will be attending the National Hurricane Conference.
- She welcomed the new employees and is looking forward to having a long relationship with them.

6. CITY MANAGER'S REPORT:

The City Manager may present announcements, comments, and updates on City operations and projects.

- City Secretary Annette Hall announced that today was the last day of early voting for the Saturday, May 7, 2022, General and Special Election. On Election Day the polls will be open from 7 am to 7 pm. All voting will take place at the Community Center.

- He commented that the Chamber of Commerce hosted the annual State of the City on Thursday, April 28th. He thanked the Assistant City Manager and all the City Staff that helped with the programming portion of the event.
- He reminded everyone that Sunday, May 8th is Mother’s Day.

7. PUBLIC COMMENT - AUDIENCE AND PRESENTER SOCIAL DISTANCING AND PUBLIC TESTIMONY AND PUBLIC HEARING INPUT AT PUBLIC MEETINGS OF THE CITY COUNCIL:

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Ron Jorgensen (131 Sabine) voiced his opinion concerning the State of the City being held during Early Voting.

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

8. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER APPROVAL OF THE MINUTES OF ITS APRIL 19, 2022 REGULAR MEETING — MAYOR SKUROW AND CITY SECRETARY

Council Member Green made the motion to approve the minutes of the April 19, 2022, regular meeting, seconded by Mayor Pro Tem Wilson.

The motion passed with the following vote:

For: 7 Mayor Skurow, Mayor Pro Tem Wilson, Council Member Green,

Council Member-Sutton, Council Member Moore, Council Member Bethel and Council Member Albrecht

Against: 0
Absent: 0
Abstained: 0

9. ACCEPTANCE OF THE 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT: THE CITY COUNCIL WILL CONSIDER ACCEPTANCE OF THE FINANCIAL REPORT FOR FISCAL YEAR ENDED SEPTEMBER 30, 2020 — DIRECTOR OF FINANCE

Director of Finance Aldilia Martin presented the following information:

The Comprehensive Annual Financial Report (Annual Report) is a presentation of the City's annual financial statements that complies with the accounting requirements established by the Governmental Accounting Standards Board (GASB). The Texas Local Government Code (§103.001) requires that the Annual Report be audited by an independent auditor using generally accepted government auditing standards.

In conjunction with GASB and the Local Government Code, the City of Portland's Charter requires that a certified public accountant (CPA) conduct the audit and report the results to the council and to the city manager.

The City has designated the CPA firm of Lovvorn & Kieschnick, LLP, to perform the required annual audit for the City of Portland. Frank Lovvorn will present the results of the annual audit and the Comprehensive Annual Financial Report for the Fiscal Year Ended September 30, 2020.

Mr. Lovvorn with Lovvorn & Kieschnick, explained that the audit of the financial statements of the City of Portland for the year ending September 30, 2020 was conducted. In our opinion, the financial statements referred to above present fairly, in all material 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, 2020, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America

Council Member Bethel made the motion to accept the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2020, seconded by Council Member Green.

The motion passed with the following vote:

For: 7 Mayor Skurow, Mayor Pro Tem Wilson, Council Member Green, Council Member-Sutton, Council Member Moore, Council Member Bethel and Council Member Albrecht

Against: 0
Absent: 0
Abstained: 0

10. ORDINANCE NO. 2261 – SPECIAL USE PERMIT REQUEST: THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING OF ORDINANCE NO. 2261 THAT GRANTS A SPECIAL USE PERMIT TO CONSTRUCT A TWO-FAMILY DWELLING AT 109 COX DRIVE – DEPUTY CITY MANAGER

Council Member Moore made the motion to approve the second and final reading of Ordinance No. 2261 that grants a Special Use Permit to construct a two-family dwelling at 109 Cox Drive, seconded by Council Member Sutton.

The motion passed with the following vote:

For: 7 Mayor Skurow, Mayor Pro Tem Wilson, Council Member Green, Council Member-Sutton, Council Member Moore, Council Member Bethel and Council Member Albrecht
Against: 0
Absent: 0
Abstained: 0

ORDINANCE NO. 2261

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO DENISSE ALANIS TO CONSTRUCT A 2-FAMILY DWELLING (DUPLEX) AT 109 COX DRIVE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING A PENALTY AND SPECIFICALLY NEGATING A REQUIREMENT OF A CULPABLE MENTAL STATE; PROVIDING AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

11. EXECUTIVE SESSION: THE CITY COUNCIL MAY CONDUCT AN EXECUTIVE SESSION ACCORDING TO GOVERNMENT CODE AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTIONS 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION REGARDING REAL PROPERTY), 551.073 (DELIBERATION REGARDING PROSPECTIVE GIFT), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATION REGARDING SECURITY DEVICES) AND 551.087 (DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATION).

EXECUTIVE SESSION ACTION: THE CITY COUNCIL MAY TAKE ACTION AS A RESULT OF ITEMS DISCUSSED IN EXECUTIVE SESSION

Mayor Skurow announced that an Executive Session would no be conducted.

C. ADJOURNMENT: MAYOR SKUROW

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

Approved:

Cathy Skurow, Mayor

Attest:

City Secretary

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RESOLUTION NO. 858

A RESOLUTION OF THE CITY OF PORTLAND, TEXAS, CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE MAY 7, 2022 GENERAL ELECTION TO ELECT A MAYOR AND TWO (2) COUNCIL MEMBERS TO TWO (2) YEAR TERMS, AND THE SPECIAL LOCAL OPTION ELECTION TO CONSIDER AUTHORIZING THE LEGAL SALE OF PROHIBITED TYPES OR CLASSIFICATIONS OF ALCOHOLIC BEVERAGES WITHIN THE LEISURE AND ENTERTAINMENT DISTRICT

WHEREAS, on February 15, 2022, the City Council ordered a General Election on May 7, 2022, to elect a mayor and two (2) council members to two (2) year terms, and a Special Local Option Election to consider authorizing the legal sale of prohibited types or classifications of alcoholic beverages within the Leisure and Entertainment District; and

WHEREAS, a notice of the elections was given as required by law and the returns of the election have been made by the proper officers and canvassed by the City Council;

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

Section 1. That at the General Election held on May 7, 2022, the following votes were cast for the following candidates (Exhibit A - Official Canvass Report):

<u>Office</u>	<u>Name</u>	<u>Total Votes</u>
MAYOR – Two Year Term		
	Ronald Jorgensen	_____
	Cathy Skurow	_____
2 COUNCIL MEMBER – Two Year Term		
	Elizabeth Ackman	_____
	Gary W. Moore	_____
	John Reed	_____
	Zach Albrecht	_____
	Frank Locascio	_____

Section 2. That the City Council officially finds, determines, and declares the results of said election and the following persons elected:

Office **Name**

Mayor – Two Year Term

Cathy Skurow

2 Council Members – Two Year Full Term

Gary W. Moore
Zach Albrecht

Section 3. That at the Special Local Option Election held on May 7, 2022, the following votes were cast for Proposition A:

Proposition A

Authorizing the legal sale of prohibited types or classifications of alcoholic beverages within the Leisure and Entertainment District

	<u>Total Votes</u>
FOR	_____
AGAINST	_____

Section 4. The City Council officially finds, determines, and declares the result of said election to be that Proposition A authorizing the legal sale of prohibited types or classifications of alcoholic beverages within the Leisure and Entertainment District so submitted has received a favorable majority vote in all respects and has carried.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, TEXAS AT A REGULAR MEETING HELD ON THE 17TH DAY OF MAY, 2022.

Cathy Skurow, Mayor
City of Portland, Texas

Attest:

Annette Hall, City Secretary
City of Portland, Texas