



## CITY COUNCIL AGENDA

### NOTICE OF WORKSHOP

Tuesday, January 16, 2024

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. **INVESTMENT GRADE AUDIT RESULTS:** THE CITY COUNCIL WILL RECEIVE A PRESENTATION FROM PERFORMANCE SERVICES. INC., REGARDING THE RESULTS OF THE INVESTMENT GRADE AUDIT OF PORTLAND'S WATER METERS AND A PROPOSAL FOR ADVANCED METERING INFRASTRUCTURE, METER DATA MANAGEMENT, AND LEAK DETECTION AND PRESSURE MONITORING SYSTEMS – CITY MANAGER, DEPUTY CITY MANAGER, DIRECTOR OF PUBLIC WORKS
4. **ADJOURNMENT:** MAYOR SKUROW

Posted: January 12, 2024 by 5:00 p.m.

Portland City Hall

Electronically at [www.portlandtx.gov](http://www.portlandtx.gov)

By: *Annette Hall*

Annette Hall

City Secretary



## CITY COUNCIL AGENDA

### NOTICE OF REGULAR MEETING

Tuesday, January 16, 2024

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 online at <http://www.portlandtx.gov/418/Media-Center>. Citizens may also comment on items appearing on the agenda online at <http://www.portlandtx.gov/418/Media-Center> and/or submit comments or questions for the City Council to [annette.hall@portlandtx.gov](mailto:annette.hall@portlandtx.gov). 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
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:**
  - INTRODUCTION OF NEW EMPLOYEES – CITY MANAGER
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, the audience and presenters from personal contact with members of the Community, City Staff, and City Council. This meeting will be live-streamed at [www.portlandtx.gov/418/Media-Center](http://www.portlandtx.gov/418/Media-Center).

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.gov/418/Media-Center](http://www.portlandtx.gov/418/Media-Center) one (1) hour prior to the meeting.

Written public testimony will be provided to members of the 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 JANUARY 2, 2024 REGULAR MEETING – MAYOR AND CITY SECRETARY**

9. **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**

**NOTICE OF ASSISTANCE**

If you plan to attend this workshop and you have a disability that requires special arrangements to be made, please contact City Secretary Annette Hall at 361-777-4513 or [annette.hall@portlandtx.gov](mailto:annette.hall@portlandtx.gov) 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 workshop.

**BRaille IS NOT AVAILABLE**

**Posted:** January 12, 2024, by 5:00 p.m.

Portland City Hall

Electronically at [www.portlandtx.gov](http://www.portlandtx.gov)

By: *Annette Hall*

Annette Hall

City Secretary

**CITY OF PORTLAND  
CITY COUNCIL  
REGULAR MEETING  
MINUTES  
JANUARY 2, 2024 – 7:00 P.M.**

*Citizens may watch the meeting live online at <http://www.portlandtx.gov/418/Media-Center>. Citizens may also comment on items appearing on the agenda online at <http://www.portlandtx.gov/418/Media-Center> and/or submit comments or questions for the City Council to [Annette.hall@portlandtx.gov](mailto:Annette.hall@portlandtx.gov). 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 2<sup>nd</sup> day of January 2024, the Council of the City of Portland conducted a regular meeting session at 7:00 p.m. A notice of regular meeting giving the time, place, date, and subject has been posted as described by Section 551 of the Government Code.

**COUNCIL MEMBERS PRESENT:**

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

**COUNCIL MEMBERS ABSENT:**

John Green	Council Member
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**EXECUTIVE STAFF PRESENT:**

Randy Wright	City Manager
Brian DeLatte	Deputy City Manager
Kathleen Weisenberger	Assistant City Manager
Annette Hall	City Secretary
Sarah Munoz	Director of Development Services
Jeff Morris	Fire Chief
Ronnie Owen	Lieutenant
Sheri Gagliano	Recreation Programs Manager
Terrell Elliott	Director of Information Technology

Hal George	City Attorney
Brandon Lemon	Accounting Assistant
Drew Schell	IT Technician
Dude Landrum	IT Technician
Taylor Converse	IT Technician
Tristan Raine	IT Technician
Austin Shaw	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 SKUROW**

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

**2. ROLL CALL: CITY SECRETARY**

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

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

Council Member Wilson gave the invocation and Council Member Albrecht led the pledge.

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

- INTRODUCTION OF NEW EMPLOYEES – CITY MANAGER

Director of Information Technology Terrell Elliott introduced the following IT employees:

Drew Schell, Lead Technician  
 Dude Landrum, IT Technician  
 Taylor Converse, IT Technician  
 Tristan Raine, IT Technician  
 Austin Shaw, IT Technician

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

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Council Member Bethel made the following comments:

- He wished everyone a Happy New Year.
- He thanked the Director of Information Technology Terrell Ellitott for introducing his department employees and thanked them for what they do.
- He announced that the City of Portland will be hosting the Portland Leadership class tomorrow (Wednesday, January 3<sup>rd</sup>) at the Community Center. There will be a series of city staff speakers throughout the day.

Mayor Pro Tem Moore made the following comments:

- He wished everyone a Happy New Year and added that he is looking forward to what the new year has to bring.
- He thanked the Director of Information Technology Terrell Ellitott for introducing his department employees. He added that cyber security is such a focus at this time and feels we have the right team in place to handle it moving forward.

Council Member Wilson made the following comments:

- He commented that he appreciates the introduction of the Information Technology Department employees and what they do.
- He thanked all the city employees for their outstanding efforts in coordinating all the Christmas in Portland events and activities and it was well received.

Council Member Sutton made the following comments:

- He wished everyone a Happy New Year and commented that he is excited about what's in store for 2024.
- He thanked the Director of Information Technology Terrell Ellitott for introducing his department's employees. It is always nice to meet those who work behind the scenes.

Council Member Albrecht made the following comments:

- He wished everyone a Happy New Year and hoped everyone had a great holiday season.

- He thanked the Director of Information Technology Terrell Elliott for introducing his department's employees.

Mayor Skurow made the following statement:

- She thanked the Information Technology Department for all the work they do behind the scenes and commended the Director of Information Technology Terrell Elliott for his credentials and expertise that are recognized throughout the country.
- She thanked the First Responders for their efforts and quick response to keep everyone safe and to minimize damage to property during calls made during the holiday. She also commended the inspection department for making sure apartments and buildings comply as well as the Public Works Department for making sure things are working adequately underground to keep everyone safe in our city.
- She commented that 2024 has a lot of good things in store for the city and where it takes us.

**6. CITY MANAGER'S REPORT:**

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

- He reported that a wrap-up presentation will be given at the next City Council meeting on Christmas in Portland activities and commended all the staff for doing an amazing job putting all the activities together for our community and surrounding communities. He thanked the IT Department for the LED Tree tower lights.

**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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There were no public comments made or received.

**B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:**

**8. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER APPROVAL OF THE MINUTES OF ITS DECEMBER 19, 2023 REGULAR MEETING – MAYOR AND CITY SECRETARY**

Council Member Sutton made the motion to approve the minutes of the December 19, 2023, regular meeting, seconded by Council Bethel.

The motion passed with the following vote:

For:	6	Mayor Skurow, Mayor Pro Tem Moore, Council Member Wilson, Council Member Sutton, Council Member Bethel, and Council Member Albrecht
Against:	0	
Abstained:	0	
Absent:	1	Council Member Green

**5. POLICE DEPARTMENT AXON BODY WORN CAMERA AND FLEET 3 MOBILE VIDEO RECORDING SOLUTION AMENDMENT: THE CITY COUNCIL WILL CONSIDER AMENDING THE EXISTING POLICE DEPARTMENT AXON BODY WORN CAMERA AND FLEET 3 MOBILE VIDEO RECORDING SOLUTIONS AGREEMENT IN THE ADDITIONAL AMOUNT OF \$97,401.35 – DIRECTOR OF INFORMATION TECHNOLOGY**

Director of Information Technology Terrell Elliott presented the following information:

The City Council previously authorized the purchase of Axon Body Worn Camera and Fleet 3 Mobile Video Recording Systems. The Police Department is requesting the purchase of additional Axon Body Worn Camera and Fleet 3 Mobile Video solutions for the Police Department field personnel. This is a budgeted item.

The additional equipment and services are required to equip new patrol vehicles and officers, and replace older equipment that is no longer serviceable. The audio/visual recording equipment is a best practice for law enforcement personnel and provides

better reporting and a reduction in liability. The only system that will fully integrate with the existing systems is the Axon body worn camera system. The current digital evidence transfer system utilized by the Police Department, the local prosecutors' offices, and other agencies in the area is the Axon Evidence.com system. This system is the same system used by the Police Department for digital evidence storage. This system will integrate with the existing systems and allow for a large amount of automation of digital evidence collection, transfer, storage, and redaction. The automated redaction system will also reduce liability by reducing human error in the manual redaction processes being utilized with the existing mobile video systems. Standardization and programmatic replacement provided by the contracted Axon body worn camera system will also increase reliability and reduce downtime due to equipment failure and repair and parts lead times. This purchase includes integration, managed service, training, and additional functionality. This a sole source purchase as all existing systems with which it must be integrated are also Axon products.

A total financial impact of \$97,401.35 over the remaining term of the existing 5-year contract paid.

Council Member Moore made the motion to authorize amending the existing Police Department Axon Body Worn Camera and Fleet 3 Mobile Video Recording Solutions Agreement in the additional amount of \$97,401.35, seconded by Council Member Albrecht.

The motion passed with the following vote:

For:	6	Mayor Skurow, Mayor Pro Tem Moore, Council Member Wilson, Council Member Sutton, Council Member Bethel, and Council Member Albrecht
Against:	0	
Abstained:	0	
Absent:	1	Council Member Green

**9. ORDINANCE NO. 2291 – GOVERNING THE NAMING OF BUILDINGS, STREETS AND OTHER PUBLIC FACILITIES: THE CITY COUNCIL WILL CONSIDER THE SECOND AND FINAL READING ORDINANCE NO. 2291 WHICH ESTABLISHES A PROCESS FOR NAMING BUILDINGS, STREETS, FACILITIES AND OTHER PUBLIC INFRASTRUCTURE AFTER AN INDIVIDUAL OR ENTITY AND CREATING A PROCESS FOR CORPORATE SPONSORSHIP AND NAMING OF PUBLIC FACILITIES – CITY MANAGER**

City Manager Randy Wright explained that this is the second and final reading of Ordinance No. 2291. There have been no changes since the first reading on December 19, 2023.

Council Member Wilson made the motion to adopt the second and final reading of Ordinance 2291 governing the naming of streets, buildings, and other public facilities, seconded by Council Member Sutton.

The motion passed with the following vote:

For:	6	Mayor Skurow, Mayor Pro Tem Moore, Council Member Wilson, Council Member Sutton, Council Member Bethel, and Council Member Albrecht
Against:	0	
Abstained:	0	
Absent:	1	Council Member Green

#### **ORDINANCE NO. 2291**

**AN ORDINANCE GOVERNING THE NAMING OF PUBLIC BUILDINGS, STREETS, FACILITIES AND OTHER PUBLIC INFRASTRUCTURE AFTER AN INDIVIDUAL OR PRIVATE ENTITY; ESTABLISHING A PROCESS FOR SUCH NAMING; CREATING A PROCESS FOR CORPORATE SPONSORSHIP AND NAMING OF PUBLIC FACILITIES AND SETTING FORTH OTHER PROVISIONS RELATED THERETO; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION**

**10. 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 not be conducted.

**C. ADJOURNMENT: MAYOR SKUROW**

Mayor Skurow adjourned the meeting at 7:18 p.m.

Approved:

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Cathy Skurow, Mayor

Attest:

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City Secretary