



CITY COUNCIL AGENDA

NOTICE OF WORKSHOP

Tuesday, August 5, 2014
6:30 p.m.

Council Chamber - City Hall
Daniel P. Moore Community Center Complex
1900 Billy G. Webb
Portland, Texas 78374

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.

1. **CALL TO ORDER:** MAYOR KREBS
2. **EXECUTIVE SESSION:** THE CITY COUNCIL WILL CONDUCT AN EXECUTIVE SESSION ACCORDING §551.071 (DISCUSSION OF PENDING OR CONTEMPLATED LITIGATION WITH ATTORNEYS: "TEAL CONSTRUCTION VS. CITY OF PORTLAND") OF THE TEXAS GOVERNMENT CODE - MAYOR AND CITY MANAGER


NO FORMAL ACTION WILL BE TAKEN AT THE CONCLUSION OF THE EXECUTIVE SESSION
3. **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. 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: August 1, 2014 by 5 p.m.
Portland City Hall

By: 
Annette Hall
City Secretary



CITY COUNCIL AGENDA

NOTICE OF REGULAR MEETING

Tuesday, August 5, 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:**
 - PRESENTATION OF BUDGET AND AD VALOREM TAX RATE – CITY MANAGER
 - QUARTERLY FINANCIAL UPDATE – DIRECTOR OF FINANCE
4. **CITY COUNCIL AND STAFF COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED:**

Members of the City Council may present reports regarding items of community interest and/or be presented reports from the Staff regarding items of community interest, provided no action is taken or discussed. Items of community interest include the following:

- Expressions of thanks, congratulations, or condolence
- Information regarding holiday schedules
- Honorary recognition of city officials, employees, or other citizens

- Reminders about upcoming events sponsored by the city or another entity that is scheduled to be attended by a city official or city employee
- Announcements involving imminent threats to the public health and safety of the city

B. ACTION ITEMS, RESOLUTIONS AND ORDINANCES:

Members of the audience who wish to (1) comment on issues concerning an agenda item, (2) present questions concerning an agenda item, (3) request assistance concerning an agenda item or (4) propose regulatory changes concerning an agenda item, must comply with the following rules of procedure:

- Persons who wish to speak must fill out and turn in a speaker card before the meeting is convened (The Mayor will notify you when it's your turn to speak and direct you to the podium)
- Persons who wish to speak must identify themselves and their places of residence
- All comments, requests and proposals must be presented to or through the Mayor
- Persons who wish to speak will be given 4 minutes to do so

5. **MINUTES OF PREVIOUS MEETINGS:** THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS JULY 15, 2014 WORKSHOP AND REGULAR MEETING AND JULY 29, 2014 WORKSHOP - MAYOR KREBS AND CITY SECRETARY
6. **BIDS FOR STREET IMPROVEMENT PROGRAM PHASE 9B (SEAL COATS AND REPAIRS):** THE CITY COUNCIL WILL CONSIDER BIDS FOR THE STREET IMPROVEMENT PROGRAM PHASE 9B (SEAL COATS AND REPAIRS) THAT WERE RECEIVED, OPENED, AND PUBLICLY READ ON JULY 17, 2014 – ASSISTANT CITY MANAGER
7. **BIDS FOR WATER AND WASTEWATER SYSTEM SCADA INSTALLATION:** THE CITY COUNCIL WILL CONSIDER BIDS FOR THE WATER AND WASTEWATER SYSTEM SCADA INSTALLATION THAT WERE RECEIVED, OPENED, AND PUBLICLY READ ON JULY 24, 2014 – ASSISTANT CITY MANAGER
8. **CONSIGNMENT OF HOTEL OCCUPANCY TAX (HOT) FUNDS:** THE CITY COUNCIL WILL CONSIDER THE CONSIGNMENT OF HOT FUNDS TO THE PORTLAND CHAMBER OF COMMERCE FOR THE PROMOTION OF TOURISM AND THE CONVENTION AND HOTEL INDUSTRY – CITY MANAGER
9. **SETTING DATES FOR PUBLIC HEARINGS:** THE CITY COUNCIL WILL CONSIDER SETTING DATES FOR PUBLIC HEARINGS ON THE PROPOSED TAX INCREASE - DIRECTOR OF FINANCE
10. **PURCHASE OF WASTEWATER SERVICE TRUCK :** THE CITY COUNCIL WILL CONSIDER THE PURCHASE OF A 2015 CHEVROLET SILVERADO 3500HD WITH CRANE PACKAGE FROM CALDWELL COUNTRY FOR \$49,911.00 – ASSISTANT CITY MANAGER

11. RESOLUTION NO. 685 - CAPITAL IMPROVEMENT PLAN (CIP): THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 685 ADOPTING A 5-YEAR CAPITAL IMPROVEMENT PLAN – CITY MANAGER

12. SETTLEMENT AGREEMENT: THE CITY COUNCIL WILL CONSIDER, APPROVE OR DISAPPROVE A SETTLEMENT AGREEMENT IN LAWSUIT STYLED “TEAL CONSTRUCTION VS. CITY OF PORTLAND” – CITY MANAGER

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

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

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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: August 1, 2014 by 5:00 p.m.
Portland City Hall

By: _____
Annette Hall
City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MEETING
JULY 15, 2014 – 5:30 P.M.**

On this the 15th day of July 2014, the Council of the City of Portland convened in a workshop meeting session at 5:30 p.m. in the Council Chambers of City Hall, Daniel P. Moore Community Center Complex and notice of workshop meeting giving the time, place and date and subject having been posted as described by Section 551 of the Government Code.

MEMBERS PRESENT:

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

STAFF PRESENT:

Randy Wright	City Manager
Brian DeLatte	Assistant City Manger
Annette Hall	City Secretary
Michel Sorrell	Finance Director
Tim Vanlandingham	Fire Chief
Kristin Conner	Director of Parks and Recreation

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 5:30 p.m.

Mayor Krebs announced that Item 3 would be discussed before Item 4.

3. MINI PARADE FIRE TRUCK: THE CITY COUNCIL WILL DISCUSS AN OFFER FOR A MINI PARADE FIRE TRUCK – MAYOR KREBS

Mr. Robert Beckman presented a Go-Kart Project Proposal to the City Council for promotional use by the City of Portland and Portland Fire Department.

Council discussed Mr. Beckman’s Go-Kart Proposal and their concerns with funding the proposal with tax payer’s money.

2. GROWTH MANAGEMENT PLAN: THE CITY COUNCIL WILL DISCUSS THE GROWTH MANAGEMENT PLAN FOLLOWING A PRESENTATION– CITY MANAGER AND FREESE AND NICHOLS REPRESENTATIVES

Dan Sefko, Director of Planning with Freese & Nichols introduced Erica Craycraft, Project Manager and Nick Cecava, Project Engineer.

He then presented the following Growth Management Plan Overview and Background with the City Council:

- Portland has about 3,545 acres in the extraterritorial jurisdiction (ETJ)
- 1 mile ETJ
- City can annex land in ETJ
- Mostly undeveloped land

Why do cities annex land?

Cities annex land in the ETJ for several reasons:

Extend development controls (i.e., zoning) to manage land development

Provide municipal services

Increased ad valorem revenue

Room to grow and expand

Texas Local Government Code [Chapter 43. Municipal Annexation]

- Annexation Planning:
 - A 3-year annexation plan is required for areas with more than 100 parcels with residential dwellings
 - Areas with fewer than 100 parcels with residential dwellings do not require a 3-year annexation plan
 - No “gerrymandering”
- Restrictions:
 - A city can annex up to 10% of the city limits acreage each year
 - Unused amounts carry over, up to 30%
 - In 2014, Portland could annex up to 2,073 acres of ETJ

- City's obligations:
 - The City must develop a Service Plan to show how services will be provided in the annexed areas
 - "Soft services" start upon annexation
 - "Hard services" may take up to 2.5-4.5 years for completion
 - Provide for short- and mid-term development, not necessarily ultimate buildout (although may be cost effective)

Possible Annexation Area

1,845 Acres - 65 parcels with residential dwellings

599 Acres - 94 parcels with residential dwellings

How does this translate into ad valorem revenue?

- Existing development (2013 tax rate and values, includes exemptions):
 - Annually is <\$100,000
 - \$10.8m in combined existing gross value

- Development supported by new infrastructure (assumes \$150,000 gross value):
 - Approximately \$1.1m in additional ad valorem
 - $200 \times \$150,000 \times 0.0057 = \$171,800$
 - $400 \times \$150,000 \times 0.0057 = \$343,650$
 - $600 \times \$150,000 \times 0.0057 = \$515,480$
 - $800 \times \$150,000 \times 0.0057 = \$687,300$
 - $1,000 \times \$150,000 \times 0.0057 = \$859,130$

What will the City need to spend to receive this potential revenue?

- Water and wastewater infrastructure cost:
 - \$4.4m
 - About 1,200 units

How does the cost compare to the potential revenue?

- **Total Cost of Infrastructure = \$4.4m**
- **Annual Estimated Revenue = \$1.1m**
 - 1,200 units supported by proposed infrastructure
 - Assumes \$150,000 average assessed value

Proposed Infrastructure Water and Wastewater

Planning Efforts

- If City Council directs staff to initiate annexation proceedings...
 - Description of area to be annexed
 - Agriculture exempt properties and annexation agreements
 - Staff/consultants to prepare service plans

Public Hearings

- Two public hearings with noticing requirements
 - 30 days written notice is required for property owners, entities providing services in the area, and railroad companies
 - Written notice to school districts
 - Published in newspaper 10-20 days before; published online 10-20 days before through date of the hearing
 - These time periods can overlap
 - May require at least one hearing be held in the area to be annexed

Annexation

- City Council adopts an ordinance annexing the tracts and approving the service plans for those tracts
- First reading must be 20-40 days after public hearings
- Annexation must be completed 90 days from first reading

Sample Schedule

- Approximately a 5/3-month adoption process:
 - Immediately: Direction to develop area descriptions, service plans, and prototype ag. exempt agreements
 - Sept 19: Send mailed notice for first public hearing
 - Oct 3: Send mailed notice for second public hearing
 - Oct 6: Published notice for first public hearing
 - Oct 20: Published notice for second public hearing
 - Oct 21: First public hearing
 - Nov 4: Second public hearing
 - Dec 2: First reading of ordinance adopting the tracts and service plans
 - Any additional readings per City Charter

Council, Staff and Mr. Sefko discussed the proposed Phase 1 and Phase 2 annexation process.

4. ADJOURNMENT: MAYOR KREBS

Mayor Krebs adjourned the workshop at 6:48 p.m.

NOTICE OF ASSISTANCE:

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BRAILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
REGULAR MEETING
JULY 15, 2014 – 7:00 P.M.**

On this the 15th day of July 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
John Green	Council Member
David Lewis	Council Member

STAFF PRESENT:

Randy Wright	City Manager
Brian DeLatta	Assistant City Manager
Annette Hall	City Secretary
Michel Sorrell	Finance Director
Kristin Connor	Director of Parks and Recreation
Gary Giles	Chief of Police
Tim Vanlandingham	Fire Chief
Dorothy Torres	Interim Library Director
Brandon Lemon	Accounting Assistant
Fred Bussman	IT Technician
Sheri Gagliano	Aquatics Specialist

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

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

1. CALL TO ORDER: MAYOR

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

2. **INVOCATION AND PLEDGE:** MAYOR OR DESIGNEE

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

Mayor Krebs announced that he would be relinquishing the meeting over to Mayor Pro Tem Cathy Skurow, he has been asked to attend the meeting Chenier Public Hearing next door at the Community Center.

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

- **PRESENTATION ON AQUATIC SAFETY PROGRAM – DIRECTOR OF PARKS AND RECREATION**

Director of Parks and Recreation, Kristin Connor introduced Aquatics Specialist, Sheri Gagliano.

Ms. Gagliano gave a presentation on the Aquatic Center’s Risk Management Consultants, Jeff Ellis & Associates International Lifeguard Training Program.

- **PRESENTATION ON STAGE 2 DROUGHT CONTINGENCY MEASURES – ASSISTANT CITY MANAGER**

Assistant City Manager, Brian DeLatte presented and reviewed the Drought Management Plan Stage 2 Implementation.

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

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B. ACTION ITEMS, RESOLUTIONS, AND ORDINANCES:

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There were none.

5. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER THE MINUTES OF ITS JULY 1, 2014 REGULAR MEETING - MAYOR KREBS AND CITY SECRETARY

Council Member Jorgensen made the motion to approve the minute of the July 1, 2014 regular meeting with corrections, seconded by Council Member Green.

The motion passed 6-0.

6. APPOINTMENT TO PLANNING AND ZONING COMMISSION: THE CITY COUNCIL WILL CONSIDER AN APPOINTMENT TO THE PLANNING AND ZONING COMMISSION – CITY MANAGER

City Manager, Randy Wright explained that Marcus Naiser, the current chairperson of the Planning and Zoning Commission, has resigned.

He further explained that the City Council appoints members of the Planning and Zoning Commission by simple majority vote. Members serve two-year terms. Marcus Naiser's term would have expired on September 30, 2015. The person appointed for this vacancy will serve the remainder of the term.

There are three current applicants for the position: Sam Haywood, Robert Beckman and Joseph Mark Roach.

Council Member Vilo made the motion to appoint Joseph Mark Roach to the Planning and Zoning Commission to a term that will expire September 30, 2015, seconded by Council Member Green.

The motion passed 6-0.

7. **ENGAGEMENT OF FREESE AND NICHOLS, INC. TO PROVIDE ANNEXATION CONSULTING SERVICES:** THE CITY COUNCIL WILL CONSIDER ENGAGING FREESE AND NICHOLS TO ASSIST STAFF IN CONDUCTING AN ANNEXATION OF AREAS WITHIN THE CITY'S EXTRATERRITORIAL JURISDICTION – CITY MANAGER

City Manager, Randy Wright explained that the City Council engaged Freese and Nichols in August of 2013 to conduct a Growth Management Study in preparation for potential annexation of areas outside the city limits but within the City's extraterritorial jurisdiction (ETJ). That study has been completed with certain specific tracts identified for annexation. This item proposes an agreement to authorize Freese and Nichols to move forward with the annexation process. This presentation was given during tonight's workshop.

While the City has annexed parcels of land pursuant to various voluntary annexation agreements, we have not conducted a statutory annexation of land for at least the last 20 years.

In recent years, we have taken steps to better understand and control our growth by maintaining a Comprehensive Plan. We have addressed the quality of local development with periodic improvements to our Unified Development Ordinance and we have continuously invested in our infrastructure, including our streets, water and wastewater systems, drainage ways, and city facilities. These things are necessary to insure we are providing our citizens with the best community possible and, in return, helping our citizens maximize their investment in Portland.

Like other cities, we want to fairly allocate the cost of our services and infrastructure among those who benefit from them. We also have a duty to protect our existing investments within the city limits by controlling the types and quality of development in our Extraterritorial Jurisdiction (ETJ). Cities accomplish both by the orderly and legitimate process of annexation.

Annexation occurs in two phases. The first phase includes development of a growth management plan that includes a comprehensive assessment of our ETJ, carefully considering both the benefits and costs that will be associated with annexing a given tract or area. The second phase includes the process of annexation.

That phase has been complete with approximately 1,845 acres lying to the northwest of the city identified for annexation. Freese and Nichols has provided its findings to the City Council and will provide the final Growth Management Report by the end of July.

If approved, Staff will work with Freese and Nichols to finalize plans, prepare information packets to affected property owners, post all public notices, conduct required public hearings to complete the process. Hal George, City Attorney, will work with Freese and Nichols to insure all statutory requirements are met.

To complete the annexation process, we anticipate a maximum of \$40,000 which includes consulting fees to Freese and Nichols and appropriate hourly fees to Hal George for legal oversight.

Dan Sefko, Director of Planning with Freese and Nicholes then presented the following Growth Management Plan Overview and Background:

- Portland has about 3,545 acres in the extraterritorial jurisdiction (ETJ)
- 1 mile ETJ
- City can annex land in ETJ
- Mostly undeveloped land

Why do cities annex land?

Cities annex land in the ETJ for several reasons:

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- City’s obligations:
 - The City must develop a Service Plan to show how services will be provided in the annexed areas
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Proposed Infrastructure Water and Wastewater

Planning Efforts

- If City Council directs staff to initiate annexation proceedings...
 - Description of area to be annexed
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Public Hearings

- Two public hearings with noticing requirements
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Sample Schedule

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 - Oct 21: First public hearing
 - Nov 4: Second public hearing
 - Dec 2: First reading of ordinance adopting the tracts and service plans
 - Any additional readings per City Charter

Council, Staff and Mr. Sefko discussed the proposed annexation areas, future wind turbines, railroads and industrial developments in the city's Extraterritorial Jurisdiction (ETJ).

Council Member Jorgensen made the motion to engage Freese and Nichols to assist staff in conducting an annexation of the area within the city's Extraterritorial Jurisdiction (ETJ) to be the 1,845 acres tract to the north and west of the city, seconded by Council Member Lewis.

The motion passed 6-0.

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

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

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There were none.

D. ADJOURNMENT: MAYOR

Mayor Krebs adjourned the meeting at 7:52 p.m.

E. NOTICE OF ASSISTANCE:

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BRAILLE IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary

**CITY OF PORTLAND
CITY COUNCIL
WORKSHOP MEETING
JULY 29, 2014 – 5:00 P.M.**

On this the 29th day of July 2014, the Council of the City of Portland convened in a workshop meeting session at 5:00 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 Lewis	Council Member

STAFF PRESENT:

Randy Wright	City Manager
Brian DeLatta	Assistant City Manager
Michel Sorrell	Finance Director
Annette Hall	City Secretary
Tim Vanlandingham	Fire Chief
Kristin Connor	Director of Parks and
Lorenzo Lara	Senior Accountant
Terrell Elliott	IT Manager - Police Sergeant
Dorothy Torres	Interim Library Director
Craig Hedrick	Fire Marshal
Becky Stewart	Division Coordinator – Administration
Ana Mooney	Administrative Assistant

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

A. CALL TO ORDER: MAYOR KREBS

Mayor Krebs called the workshop to order at 5:00 p.m.

B. NON-ACTION ITEMS:

Finance Director, Michel Sorrell presented and reviewed the proposed budget scheduling calendar for the 2014 Ad Valorem Tax Rate with the City Council.

1. **CAPITAL PROGRAM:** THE CITY COUNCIL WILL DISCUSS THE 5 YEAR CAPITAL PROGRAM (OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2019) - CITY MANAGER

City Manager, Randy Wright presented and reviewed the Preliminary 5 Year Capital Improvement Program Fiscal Years 2014-2019 with the City Council.

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

City Manager, Randy Wright then presented and reviewed an industrial facilities overview of the North Bay area and the following proposed 2014-2015 Fiscal Year Budget Assumptions and highlights with the City Council:

ASSUMPTIONS

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

- Single-family home construction will increase as more lots become available and the demand for housing increases. Building permits for new homes that has historically hovered around 70 per year could increase by as much as 25% this fiscal year.
- Two hotel projects will be completed in 2015 along with 5-10 new commercial and retail developments.
- Our ad valorem taxable value will increase proportionately as the rate of new construction increases. The City will see an increase in valuation resulting from the annexation of approximately 1,840 acres within the ETJ.
- Revenues from sales tax will continue to climb slowly as additional retail spaces open.

- Portland’s historic population growth of 1-1.5% will exceed 2.0% as the current annexation process is completed and new, single-family home construction continues to accelerate.

FY 2014-2015 BUDGET HIGHLIGHTS

GENERAL FUND

Total Revenues	\$ 10,625,984	Existing Fulltime Positions	94.1
Total Expenditures	<u>10,625,928</u>	Proposed Fulltime Positions	98.1
Balance	<u>\$ 56</u>		

Growth creates a positive inflow of resources to the community, but it also generates additional costs. If we are to continue providing the level of services our citizens demand and meet the challenges that come with growth and development, we must make appropriate investments in our municipal operation and infrastructure. This year’s budget and corresponding Capital Improvement Plan address our current organization and infrastructure needs, but also include the investments necessary to meet the continuing growth and expansion. This budget increases total expenditures by \$315,953 or 3.06% over last year.

Staffing Changes

Portland continues to operate with a significantly smaller staff than most cities our size. We have about 7 employees per 1,000 citizens, less than many other cities our size and significantly less than our nearest neighbor, Corpus Christi, with 11 employees per 1,000 citizens. Having a smaller staff means less up-front cost, but it can also have an unfavorable effect on the organization by making it hard to maintain effectiveness through personnel illnesses and vacancies, and by generally limiting our ability to take on new tasks or even meet the existing daily service demands of our citizens. This budget includes four new employees. This increase is a responsible and measured increase in our workforce that, when combined with similar changes in future years, will help us keep pace with the growth of the community.

- Employment on 5/1/2015 of three (3) new firefighters. NFPA 1500 and 29 CFR 1910.134 establish the “two in/two out” rule. At any fire, a minimum of two firefighters are required to enter a building with two firefighters remaining outside to initiate a rescue if necessary. We staff three shifts of four firefighters per shift. Unfortunately, sick leave, vacation, training and intermittent vacancies often drive our staffing below minimum levels requiring call-outs and overtime.

It has become increasingly difficult to fill these gaps with off-duty firefighters. Safety mandates that we add one additional firefighter per shift. (\$98,292 in salary, benefits and associated costs)

Council and Staff discussed staffing and safety mandate concerns and meeting state requirements.

- Employment on 1/1/2015 of one (1) additional Information Technology (IT) technician necessary to address our increasing dependence on data processing equipment and software. (\$55,914 in salary, benefits and associated costs).

Council and Staff discussed overtime concerns and the need to address the City's IT increasing demand by adding an additional technician.

- Employment on 5/1/2015 of one (1) additional communications officer for the police department necessary to address a growing number of police/fire/EMS call volume. The 9-1-1 center is staffed with two dispatchers only part of each day. The work load for dispatchers has become so great that when one dispatcher is working, callers can be placed on hold for up to two minutes while the single dispatcher attends to other 9-1-1 calls, non-emergency calls and radio traffic (\$27,912 in salary, benefits and associated costs).

Council and Staff discussed the need to employ an additional communications officer to address the growing number of police, fire, 911 and EMS calls.

Finance Director, Michel Sorrell presented and reviewed the Pay for Performance update with the City Council.

Council and staff discussed the evaluation and review process.

Mayor Krebs recessed the workshop at 7:00 p.m.

Mayor Krebs reconvened the workshop at 7:15 p.m.

Personnel Pay and Benefits

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

In recent years, our employee salary adjustments have included an across-the-board component and, most recently, a pay-for-performance component. Across-the-board adjustments are used to address changes in cost of living, but more specifically to move job family pay scales closer to parity with the competitive job market. We are sufficiently close to market in the majority of job families now to allow us to focus this year's pay adjustments on pay-for-performance only.

- Allocation of funds to the City's pay-for-performance plan that will make available up to 3% salary increases for employees on 8/1/2015 (excludes city manager).

Essential equipment and vehicles

Maintaining efficiency and effectiveness requires a constant investment in equipment, systems and vehicles necessary to carry out our missions. This budget includes funding to purchase equipment and services for a number of essential needs, including:

- Replacement of one high-mileage, one-half ton pickup (\$22,000)
- Replacement of 9-1-1 system logging recorder (\$75,000)
- Replacement of HVAC system for the Information Technology rack-room. This system was included in last year's budget but not implemented. (\$120,000)
- Replacement brush hog for park maintenance (\$40,000)
- Replacement of playground equipment sets at Chatwork, Simpson and Oakridge Parks (\$75,000)
- Purchase of a portable stage and dance floor for the Community Center (\$14,000)
- Replacement of two HVAC systems at the Community Center (\$20,000)
- Replacement of the main ground sign at Bell Whittington Library (\$25,000)

Adjustments to Fund Transfers and Reimbursements

The General Fund is reimbursed from restricted tax sales funds to accurately reflect costs that benefit those fund activities, but that have been initially paid from the

general fund. Those transfers, along with transfers from the Water/Wastewater Enterprise Fund, are adjusted periodically to reflect changes in those funds.

- Increases transfer from 4b Restricted Sales Tax Fund by \$19,413 to \$363,429 (5.65%)
- Increases transfer from Water/Wastewater Enterprise Fund by \$134,147 to \$539,655 (33.09%)
- Decreases transfer from Venue Project Sales Tax Fund by \$36,384 to \$205,206 (15.06%)

Adjustments to Tax Rates, Charges and Fees

This budget is predicated on an increase in ad valorem taxes.

- Increases ad valorem tax rate by \$0.05 from \$0.55063 to \$0.60063 which will generate \$422,544 in additional revenue to balance the proposed budget.

Council and Staff discussed the proposed Ad Valorem Tax Rate increase, the projects predicated on the proposed increase, the proposed budget schedule and surrounding area Ad Valorem Tax Rae comparisons.

Fund Balance Draw-downs

Draw-downs are a normal part of budgeting by which we use portions of our savings, called a fund balance or a reserve, to pay for certain elements of the budget. These items are often part of the Capital Improvement Plan. There is a total of \$170,750 in General Fund draw-downs this fiscal year.

- Public Works center comprehensive plan (\$25,000). This project was included in the FY 2013-14 budget but not implemented. The project is split between the General Fund and the Water/Wastewater Fund.
- Phase 2 of the Growth Management Plan (\$40,000)
- Replace flooring at the Police Department (\$28,000)
- The remainder of \$89,250 to balance the budget.

WATER/WASTE WATER ENTERPRISE FUND

Total Revenues	\$ 6,442,212	Existing Fulltime Positions	15.9
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Total Expenditures	<u>6,439,296</u>	Proposed Fulltime Positions	16.9
Balance	<u>\$ 2,916</u>		

The water/wastewater enterprise fund continues to be a viable and effective operation providing utility services to our citizens. Like the general fund, this year’s budget and corresponding Capital Improvement Plan address our current operational needs, but also includes investments necessary for orderly growth and expansion. This budget increases total expenditures by \$454,397 or 7.59% under last year.

Staffing Changes

As noted in the General Fund detail, Portland continues to operate with a significantly smaller staff than most cities our size. We operate with about 7 employees per 1,000 citizens, less than many other cities our size. This budget includes one new employee and is a responsible and measured increase in our workforce that will help us keep pace with the growth of the community.

- Employment on 10/1/2014 of one new maintenance technician needed to provide coverage for additional sewer line maintenance and other water/wastewater duties. (\$41,504 in salary, benefits and associated costs)

Personnel Pay and Benefits

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

In recent years, our employee salary adjustments have included an across-the-board component and, most recently, a pay-for-performance component. Across-the-board adjustments are used to address changes in cost of living, but more specifically to move job family pay scales closer to parity with the competitive job market. We are sufficiently close to market in the majority of job families now to allow us to focus this year’s pay adjustments on pay-for-performance only.

- Allocation of funds to the City’s pay-for-performance plan that will make available up to 3% salary increases for employees on 8/1/2015.

Essential equipment and vehicles

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

- Installation of a fiber optic network from the Public Work Center and Waste Water Treatment Plant to the City's IT hub at the Police Department. This system will create a safer and more efficient connection for the SCADA system, the telephone system, and Internet and network access between city facilities. This is CIP Project #14-004 and will be funded from Water/Wastewater reserves. (\$100,000)
- Purchase Godwin Dri-Prime lift station pumps and hoses (\$62,000)
- Replacement of a Backhoe/Loader (\$60,000)
- Replacement of an F350 1-ton pickup with crane (\$60,000)

Purchase of essential services, supplies and materials

- Funds the development of a comprehensive plan for Public Works Center (\$25,000)
- Maintains the purchase of treated water from the San Patricio Municipal Water District at an estimated \$1,912,500
- Funds needed repairs to the Jr High (\$100,000) and Nicholas (\$10,000) lift stations.

Adjustments to Fund Transfers and Reimbursements

The General Fund is reimbursed from the Water/Waste Water Enterprise Fund in a way that accurately reflects resources that are consumed by the General Fund but benefit the Water/Wastewater Enterprise Fund. The transfer amount is adjusted periodically.

- Increases transfer from Water/Wastewater Enterprise Fund to the General Fund by \$131,147 to \$539,655 (33.09%)

Fund Balance Draw-downs

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

- Public Works center comprehensive plan (\$25,000). This project is split between the General Fund and the Water/Wastewater Fund.
- Installation of a fiber optic network from the Public Work Center and Waste Water Treatment Plant to the City’s IT hub at the Police Department. This system will create a safer and more efficient connection for the SCADA system, the telephone system, and Internet and network access between city facilities. This is CIP Project #14-004 and will be funded from Water/Wastewater reserves. (\$100,000)
- Purchase Godwin Dri-Prime lift station pumps and hoses (\$62,000)
- Replacement of a Backhoe/Loader (\$60,000)
- Replacement of F350 1-ton pickup with crane (\$60,000)
- Funds needed repairs to the Jr High (\$100,000) and Nicholas (\$10,000) lift stations

Adjustments to Tax Rates, Charges and Fees

In 2014, the City engaged consultants NewGen Strategies to conduct a utility rate study. The preliminary results of that study indicate that an adjustment to utility rates and drainage fees during FY 2014-15 may not be necessary.

DRAINAGE FUND (Fund 18)

Total Revenues	\$ 352,535	Existing Fulltime Positions	0.0
Total Expenditures	270,907	Proposed Fulltime Positions	0.0
Balance	<u>\$ 81,628</u>		

The Drainage Fund is maintained by a \$3.00 drainage fee applied to all utility bills and funds various drainage improvements throughout the City. This year’s budget includes payments from the Drainage Fund to support debt services on the drainage elements of the Street Improvement Program – Phase 8. Design of the Phase 9 program is underway. Costs associated with that project may also be funded during FY 2014-15.

Fund Balance Draw-downs

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

- Extension of the Lang Road outfall ditch (\$75,000) (CIP Project #14-005).

Adjustments to Tax Rates, Charges and Fees

In 2014, the City engaged consultants NewGen Strategies to conduct a utility rate study. The preliminary results of that study indicate that an adjustment to utility rates and drainage fees during FY 2014-15 may not be necessary.

VENUE SALES TAX FUND

Total Revenues	\$ 1,575,500	Existing Fulltime Positions	1.0
Total Expenditures	<u>1,415,348</u>	Proposed Fulltime Positions	1.0
Balance	<u>\$ 160,158</u>		

The Venue Tax is a one-half cent sales tax established to support a variety of community projects including the construction of the Portland Aquatics Center and Joe Burke Pavilion as well as ongoing Aquatics Center operations. This budget increases total expenditures by \$351,509 or 33.04% over last year.

Personnel Pay and Benefits

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

In recent years, our employee salary adjustments have included an across-the-board component and, most recently, a pay-for-performance component. Across-the-board adjustments are used to address changes in cost of living, but more specifically to move job family pay scales closer to parity with the competitive job market. We are sufficiently close to market in the majority of job families now to allow us to focus this year's pay adjustments on pay-for-performance only.

- Allocation of funds to the City's pay-for-performance plan that will make available up to 3% salary increases for employees on 8/1/2015.

Fund Balance Draw-downs

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

- \$300,000 drawdown from fund Community Center Rehab Phase 1 (CIP Project #14-007)

Adjustments to Fund Transfers and Reimbursements

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

- Decreases transfer to the General Fund to \$205,206 to service anticipated debt on Sports Complex Rehab Phase 1 (CIP Project #13-006)

SPECIAL REVENUE (TYPE B) SALES TAX FUND

Total Revenues	\$ 1,668,200	Existing Fulltime Positions	0.0
Total Expenditures	<u>1,263,543</u>	Proposed Fulltime Positions	0.0
Balance	<u>\$ 404,657</u>		

The Type B Tax (formerly known as the 4B) is a one-half cent sales tax established to support a variety of community projects including the construction of the Portland Community Center, expansion of the library and construction of Fire Station #2. It has been the intent of the Portland Community Center Complex Development Corporation that the Community Center operates as a self-sustaining entity. This budget increases total expenditures by \$514,334 or 68.85% over last year.

Personnel Pay and Benefits

This fund has no employees.

Essential expenditures

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

- There are no significant expenditures from this fund for FY2014-15.

Adjustments to Fund Transfers and Reimbursements

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

- Increases transfer to General Fund by \$19,413 (\$363,429 has been budgeted) for Community Center Operations

Fund Balance Draw-downs

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

- Transfers \$250,000 to the General Fund for the Veterans Memorial (CIP Project #14-006)
- Transfers \$300,000 to the General Fund for the Community Center Rehab Phase 1 (CIP Project #14-007)

RESTRICTED USE FUND CHANGES AND FEATURES

Total Revenues	\$ 918,100	Existing Fulltime Positions	1.0
Total Expenditures	<u>638,589</u>	Proposed Fulltime Positions	1.0
Balance	<u>\$ 279,511</u>		

The Restricted Use Fund is a combination of collections for specific purposes. It includes the Hotel Occupancy Tax, the Cable Franchise Fee and Municipal Court Security and Technology Fee. This budget increases the total budget in this fund by \$367,065 or 135.20% over last year.

Personnel Pay and Benefits

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

In recent years, our employee salary adjustments have included an across-the-board component and, most recently, a pay-for-performance component. Across-the-board adjustments are used to address changes in cost of living, but more specifically to move job family pay scales closer to parity with the competitive job market. We are sufficiently close to market in the majority of job families now to allow us to focus this year’s pay adjustments on pay-for-performance only.

- Allocation of funds to the City’s pay-for-performance plan that will make available up to 3% salary increases for employees on 8/1/2015.

Essential expenditures

- Includes a new \$10,000 annual transfer to the Portland Chamber of Commerce for promotion of tourism and the convention and hotel industry as authorized by Section 351.101 of the State Tax Code.

Fund Balance Draw-downs

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

- Matching funds (\$75,000) for the design and construction of the Violet Andrews-Sunset Park Bridge (CIP Project #13-004).
- Matching funds (\$150,000) for the design and Phase 2 construction of the Indian Point Park Shoreline Preservation project (CIP Project #14-005).
- Design and construction of a Veterans Memorial element in the courtyard of the Community Center Complex (\$250,000) (CIP Project #14-006).

DEBT SERVICE FUND CHANGES AND FEATURES

Total Revenues	\$ 1,760,804	Existing Fulltime Positions	0.0
Total Expenditures	<u>1,752,723</u>	Proposed Fulltime Positions	0.0
Balance	<u>\$ 8,081</u>		

Debt service represents payments toward retirement of various bonds. This fund is adjusted periodically to account for changes in payment requirements. The negative balance will be offset by the increase of the Interest and Sinking (I/S) portion of ad valorem tax.

- Increases total expenditures by \$566,434 (47.75%) to sustain annual debt service

Council and Staff discussed the proposed budget, the analysis of average taxable value if the effective tax rate was adopted, the analysis of average taxable value if the five-cent increase was adopted, the Street Project I&S Tax Impact Analysis, there are no fee increases included in the budget and continuing to explore rebate program for single-family home buyers and developers.

C. ADJOURNMENT: MAYOR KREBS

Mayor Krebs adjourned the workshop at 8:49 p.m.

D. NOTICE OF ASSISTANCE:

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

BRaille IS NOT AVAILABLE

Approved:

David Krebs
Mayor

Attest:

City Secretary