



# CITY COUNCIL AGENDA

## NOTICE OF REGULAR MEETING

Tuesday, April 7, 2020  
7:00 p.m.  
City Hall - Council Chamber  
Daniel P. Moore Community Center Complex  
1900 Billy G. Webb Drive  
Portland, Texas

*Due to COVID-19 restrictions, this meeting will be conducted electronically. 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](mailto:Annette.hall@portlandtx.com). To be considered by the City Council, all comments must be received prior to 6:00 p.m. on April 7, 2020.*

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

1. **CALL TO ORDER:** MAYOR SKUROW
2. **ROLL CALL:** CITY SECRETARY
3. **FORMAL ANNOUNCEMENTS, RECOGNITION, PRESENTATIONS AND REPORTS THAT MAY BE DISCUSSED:**
  - PRESENTATION ON COVID-19 UPDATES – FIRE CHIEF
4. **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

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

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

**6. PUBLIC COMMENTS: THE CITY COUNCIL WILL RECEIVE PUBLIC COMMENTS — CITY SECRETARY**

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

**7. MINUTES OF PREVIOUS MEETINGS: THE CITY COUNCIL WILL CONSIDER APPROVAL OF THE MINUTES OF ITS MARCH 17, 2020 REGULAR MEETING — MAYOR AND CITY SECRETARY**

**8. APPOINTMENT OF CITY COUNCIL COMMITTEE: THE MAYOR WILL CONSIDER APPOINTMENT OF A COMMITTEE TO JOIN WITH A COMMITTEE OF THE CORPUS CHRISTI PORT AUTHORITY COMMISSION TO SEEK A RESOLUTION REGARDING PENDING COMPLAINTS AGAINST VOESTALPINE, TEXAS — MAYOR**

**C. ADJOURNMENT: MAYOR SKUROW**

**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 Chambers during the meeting.

**BRILLE IS NOT AVAILABLE**

**Posted:** April 3, 2020 by 5:00 p.m.  
Portland City Hall  
Electronically at [www.portlandtx.com](http://www.portlandtx.com)

**By:**   
Annette Hall  
City Secretary

**CITY OF PORTLAND  
CITY COUNCIL  
REGULAR MEETING  
MINUTES  
MARCH 17, 2020 – 7:00 P.M.**

On this the 17<sup>th</sup> day of March 2020, the Council of the City of Portland convened in a regular meeting session at 7:00 pm 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.

**COUNCIL MEMBERS PRESENT:**

Cathy Skurow	Mayor
John Green	Mayor Pro Tem
Bill T. Wilson II	Council Member
Gary W. Moore	Council Member
Tom Yardley	Council Member
Troy Bethel	Council Member

**COUNCIL MEMBERS ABSENT:**

John G. Sutton, Jr.	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
Aldilia Martin	Director of Finance
Mark Cory	Chief of Police
Jeff Morris	Fire Chief
Kristin Conner	Director of Parks and Recreation
Ginny Moses	Library Director
Jonathan Besinaiz	Sports Director
Shelby O'Brien	Public Information Officer
Joe Lopez	Utilities Superintendent
Jessica O'Reiley	IT Technician
Brandon Lemon	Accounting Assistant
Hal George	City Attorney

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 made the following announcements:

- Council Member Sutton has an excused absence.
- A quorum is present.
- There have been affidavits filed for abstention for any items that will be discussed this evening.

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

Council Member Wilson gave the invocation and Mayor Skurow led the pledge of allegiance.

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

Mayor Skurow announced that a Supplement Agenda Notice was posted at 9 am this morning, and those items will be discussed at this time.

**S1 DECLARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY: THE MAYOR WILL ISSUE A DECLARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY REGARDING THE COVID-19 (CORONAVIRUS) EPIDEMIC TO INCLUDE A DECLARATION REGARDING PUBLIC AND PRIVATE GATHERINGS – MAYOR SKUROW**

Mayor Skurow presented and read the following information:

As you know, our nation and the world are in unprecedented times. As the COVID-19 outbreak evolves, the Centers for Disease Control and Prevention or the CDC is strongly encouraging state and local governments to prepare for and implement policies and procedures to minimize community spread of this contagious virus. We have been very fortunate that the Coastal Bend area has yet to confirm a positive case of the COVID-19 virus, but experts tell us it could and probably is, just a matter of time. The very first step in preparing for COVID-19 is to mitigate the onset, to the maximum extent possible.

The City of Portland has been preparing and is taking this situation seriously. We have always and will continue to evaluate all possible threats to our community and this situation is no different. Based on available information and at the recommendation of

the CDC and the Texas Department of State Health Services or DSHS, I will be declaring a local disaster and public health emergency.

City Manager Randy Wright explained the State of Texas laws that authorize such declarations and the subsequent action required by the City Council to extend this declaration beyond the initial seven days allowed by law.

Mayor Skurow read and issued the following declaration:

**DECLARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY**  
**CITY OF PORTLAND, TEXAS**

**WHEREAS**, in December 2019 a novel coronavirus, now designated COVID-19, was detected in Wuhan City, Hubei Province, China, with symptoms including fever, cough, and shortness of breath and with outcomes ranging from mild to severe illness and in some cases, death;

**WHEREAS**, on January 30, 2020, the World Health Organization Director General declared the outbreak of COVID-19 as a Public Health Emergency of International Concern (PHEIC), advising countries to prepare for the containment, detection, isolation and case management, contact tracing and prevention of onward spread of the disease;

**WHEREAS**, on March 5, 2020, the World Health Organization Director General urged aggressive preparedness and activation of emergency plans to aggressively change the trajectory of this epidemic;

**WHEREAS**, on March 11, 2020, the World Health Organization declared COVID-19 a worldwide pandemic;

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) is closely monitoring the growing number of cases that have spread into the United States and the identification of "community spread" cases of COVID-19 in the United States signals that transmission of the virus is occurring;

**WHEREAS**, COVID-19 spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes;

**WHEREAS**, the continued worldwide spread of COVID-19 presents an imminent threat of widespread illness, which requires emergency action;

**WHEREAS**, President Donald Trump declared a State of National Emergency for the United States of America on March 13, 2020;

**WHEREAS**, Governor Greg Abbott issued a State of Disaster for all Texas counties for COVID-19 on March 13, 2020;

**WHEREAS**, County Judge David Krebs issued a Declaration of Local State Disaster Due to Novel Coronavirus for San Patricio County on March 16, 2020;

**WHEREAS**, pursuant to the Texas Disaster Act of 1975, the mayor is designated as the emergency management director of the City of Portland, and may exercise the powers granted to the governor on an appropriate local scale;

**WHEREAS**, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of disease, including isolation, surveillance, quarantine, or placement of persons under public health observation, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources;

**WHEREAS**, by this Declaration of Local Disaster and Public Health Emergency, I declare all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, pursuant to the authority granted to the Mayor under the Texas Disaster Act of 1975, I authorize the use of all available resources of state government and political subdivisions to assist in the City's response to this situation; and

**WHEREAS**, I, Cathy Skurow, the Mayor of the City of Portland, Texas, have determined that extraordinary and immediate measures must be taken to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19;

**NOW THEREFORE BE IT PROCLAIMED BY THE MAYOR OF THE CITY OF PORTLAND, TEXAS:**

1. That a Declaration of Local Disaster and Public Health Emergency is hereby declared for the City of Portland, pursuant to §418.108(a) of the Texas Government Code.
2. That the Declaration of Local Disaster and Public Health Emergency shall continue for a period of not more than seven days of the date hereof, unless the same is continued by the City Council of the City of Portland, Texas, pursuant to §418.108(b) of the Texas Government Code.

3. That this Declaration of Local Disaster and Public Health Emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary, pursuant to §418.108(c) of the Texas Government Code.
4. That the City's Emergency Operations Plan is activated and implemented, pursuant to § 418.108(d) of the Texas Government Code.
5. That this declaration authorizes the City to commandeer or use any private property, temporarily acquire, by lease or other means, sites required for temporary housing units or emergency shelters for evacuees, subject to compensation requirements, pursuant to § 418.020(c) of the Texas Government Code.
6. That this declaration authorizes the City to take any actions necessary to promote health and suppress disease, including quarantine, examining and regulating hospitals, regulating ingress and egress from the City, and fining those who do not comply with the City's rules, pursuant to §122.006 of the Health and Safety Code.
7. That this declaration, based on CDC guidance, hereby limits the size of Mass Gatherings within the City of Portland to no more than fifty (50) people and mandates the cancellation of all such gatherings until 11:59 p.m. on May 19, 2020.

For purposes of this declaration, a "Mass Gathering" is any event or convening, subject to the exceptions and clarifications below, that brings together or is likely to bring together 50 or more persons at the same time in a single room or other single confined or enclosed space, such as, by way of example and without limitation, an auditorium, theatre, stadium (indoor or outdoor), event center, festival grounds, meeting hall, conference center, or any other confined indoor or confined outdoor space.

A "Mass Gathering" includes events in confined outdoor spaces, which means an outdoor space that (i) is enclosed by a fence, physical barrier, or other structure and (ii) where people are present and they are within arm's length of one another for extended periods.

For purposes of clarity, a "Mass Gathering" does not include the following:

- gatherings of people in multiple, separate enclosed spaces in a single building, so long as 50 people are not present in any single space at the same time;
- use of enclosed spaces where 50 or more people may be present at different times during the day, so long as 50 or more people are not present in the space at the same time;
- public or private schools;
- places of worship;

- office space, hotels, or residential buildings;
  - grocery stores, shopping malls, outdoor markets, restaurants, or other retail establishments where large numbers of people are present but it is unusual for them to be within arm's length of one another for extended periods; and
  - hospitals, medical facilities and shelters.
8. That this declaration recommends that restaurants and other dining establishments shall not permit on-premises consumption of food or drink; provided that such establishments may continue to offer food for take-out and by delivery provided they follow the social distancing protocols set forth by the CDC.
  9. That this declaration recommends that persons in high-risk populations should avoid gatherings in excess of 10 persons. Organizations that serve primarily high-risk persons should cancel gatherings in excess of 10 persons. Organizations that serve high-risk populations (defined below) should follow CDC guidance for social distancing. "High-Risk Populations" include people who are:
    - 60 years old and older;
    - People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems;
    - People who are pregnant or were pregnant in the last two weeks.
  10. That the City Manager is hereby authorized to suspend, postpone, or cancel City of Portland programs and events until 11:59 p.m. on May 19, 2020.
  11. That the City Manager is hereby authorized to close or modify the use of certain City facilities, including the Community Center, Sports Complex, Municipal Park athletic fields and splash pad, Senior Center, and the Bell Whittington Public Library until 11:59 p.m. on May 19, 2020.
  12. That the City Manager may update restrictions set out in this declaration as necessary to respond to the evolving circumstances of this outbreak during the duration of the Mayor's Declaration of Local Disaster and Public Health Emergency and any extension by the City Council.
  13. That this declaration hereby authorizes the use of all lawfully available enforcement tools.
  14. That a violation of this order is a violation of the emergency management plans of the City of Portland. A person who violates any provision of this order may be punishable by a fine of up to \$500 per violation and separate day of violation, imprisonment of up to 180 days per violation and separate day of violation, and additional amounts as authorized by law.

15. That this proclamation shall take effect at 12:01 a.m., March 18, 2020.

**ORDERED THIS 17<sup>th</sup> day of March, 2020.**

Fire Chief, Jeff Morris, presented and reviewed the following information with the City Council:

**COVID 19  
CITY OF PORTLAND TEXAS  
COMMUNITY HEALTH UPDATE**

**SYMPTOMS**

- The following symptoms may appear 2-14 days after exposure. No science on the contagious time before symptoms.
- vs
- Flu 1-4 days after exposure. Most contagious 24 hours before symptoms

**Symptoms**

- Fever
- Cough
- Shortness of breath
- It is similar to the flu but it lasts longer

**PREVENTION**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Put distance between yourself (6 feet) and other people if COVID-19 is spreading in your community.
- Stay home if you are sick, except to get medical care
- Cover your mouth and nose with a tissue when you cough or sneezes or use the inside of your elbow
- Trow used tissues in the trash.

**CURRENT COMPARISON**

**COMMUNITY ASSESSMENT (PORTLAND)**

- How do we decide the next steps in protecting our community?

Public health control activities by level of COVID-19 community transmission		
None to Minimal	Minimal to Moderate	Substantial
Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.	Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases.	Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings etc.

- We are currently at “None to Minimal”, This could change.

### **PORTLAND PREPAREDNESS**

- • First Responders are ready. Meetings are held on a regular basis with our response partners.
- • Dispatch center has processes for pre-arrival screening. If you have symptoms advise the dispatcher.
- • Daily State conference calls.
- • Email updates.
- • Potential testing sites. Must contact your local county health authority.
- • If you become symptomatic without serious effects, call your Doctor or the San Patricio Public Health.
- • Local Response currently: Declaration, Pre-planning, Modifying activities and Awareness.
- • Preparedness NOT Panic.

City Manager, Randy Wright, reviewed the following:

### **Declaration Summary**

- Declaration takes effect March 18, 2020, 12:01 a.m.
- Mass gatherings of over 50 people are prohibited
- Applies to auditoriums, theaters, stadiums, conference centers, festival grounds, meeting halls, or other confined spaces
- Does not apply to schools, places of worship, office space, hotels, residential buildings, grocery stores, restaurants, or other retail establishments
- Recommendation that restaurants allow only drive through, delivery, or carryout
- Recommendation that high-risk populations avoid gatherings in excess of 10 persons

### **City Programs and Facilities Summary**

- The following programs and events will be suspended or postponed:
  - Windfest
  - Farmers Market

- Sports Leagues and Tournaments
  - KidzKlub
  - Portland Opry
  - Mother-Son Dance
- The following City facilities will close:
    - Community Center
    - Senior Center (meals to be delivered to program participants)
    - Sports Complex and Municipal Park athletic fields and splash pad
    - Bell Whittington Library
  - The following City facilities are currently open:
    - City Hall, Police Department, Fire Department, Public Works
    - Aquatic Center, Municipal Park jogging trail and basketball pavilion, Skate Park, Joe Burke Pavilion, Indian Point Pier, Neighborhood Parks
  - Public spaces and surfaces are cleaned hourly with special attention to high traffic surfaces.
  - Operational directives have been issued to first responders and dispatchers regarding response for anyone exhibiting symptoms of COVID-19.
  - Employees are encouraged to stay home or work remotely if sick.
  - Technology preparations are underway to prepare for remote work to maintain continuity of operations.
  - Waiving of penalty fees and cancelling disconnections for late utility bills.
  - Waiving of all library penalty fees.

Mayor Skurow read the following:

The number of COVID-19 virus cases, along with the recommendations to mitigate community spread of COVID-19 virus are changing daily. The measures implemented by our declaration tonight will allow the City to act proactively and make changes from time to time to protect those in the City of Portland. I want to thank the council for their leadership tonight. Additionally, I want to thank our City Manager, Randy Wright and his staff for their dedication and resolve to protect the citizens of Portland. Lastly, I want to encourage everyone to follow the recommendations outlined in our declaration and to continue to follow credible news sources, including the City of Portland's website, Facebook, and emails to stay up to date on this evolving situation. Again, we are in unprecedented times. The COVID-19 pandemic can and will worsen unless we all pull together and observe the measures implemented tonight. I know that we are a community that has great resolve and the we will work together to get through this.

**S2. RESOLUTION NO. 795 – CONTINUING DECLARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY: THE CITY COUNCIL WILL ISSUE A RESOLUTION CONTINUING THE MAYOR'S DECLARATION OF A LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY**

REGARDING THE COVID-19 (CORONAVIRUS) EPIDEMIC TO INCLUDE A DECLARATION REGARDING PUBLIC AND PRIVATE GATHERINGS – MAYOR SKUROW

Mayor Pro Tem Green made the motion to issue Resolution No. 795 continuing the Mayor’s Declaration of a Local Disaster and Public Health Emergency regarding COVID-19 (Coronavirus) Epidemic to include a Declaration regarding public and private gatherings, seconded by Council Member Wilson.

The motion passed with the following vote:

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

Mayor Skurow read the following resolution:

**RESOLUTION NO. 795**

**A RESOLUTION OF THE CITY OF PORTLAND, TEXAS, CONTINUING THE DECLARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY DUE TO THE NOVEL CORONAVIRUS COVID-19**

**WHEREAS**, on March 17, 2020, the Mayor of the City of Portland, Texas, declared a Local Disaster and Public Health Emergency due to the novel coronavirus COVID-19; and

**WHEREAS**, pursuant to Chapter 418 of the Texas Government Code, the Mayor and the City Council deems it in the interest of public health, safety, and general welfare that the Declaration of Local Disaster and Public Health Emergency be continued for a period of longer than seven (7) days; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTLAND:**

**SECTION 1.** The City Council hereby continues the Declaration of Local Disaster and Public Health Emergency until 11:59 p.m. on May 19, 2020.

**SECTION 2.** This declaration of a local state of disaster and public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary, pursuant to §418.108(c) of the Texas Government Code.

**SECTION 3.** That the City's Emergency Operations Plan continues to be activated and implemented, pursuant to § 418.108(d) of the Texas Government Code.

**PASSED AND APPROVED** by the City Council, the City of Portland, on this the 17<sup>th</sup> day of March, 2020.

**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

Council Member Yardley made the following comments:

- Encouraged the public to take the COVID-19 (Coronavirus) seriously and to reach out to help elderly neighbors, friends and relatives.

Council Member Bethel made the following comments:

- Announced that GPISD has extended Spring Break for another week and will be providing lunch and breakfast at S.F. Austin Elementary in Gregory and TM Clark. They have also sent out a device survey to all students and encouraged everyone to help pass the information along.

Council Member Moore presented the following comments:

- Encouraged everyone to take the COVID-19 (Coronavirus) seriously to help mitigate the situation.

Council Member Wilson presented the following comments:

- Announced that the Chamber of Commerce held special meeting to adopt a resolution that included the following information:

Given the expectation that the Chamber would be unable to hold Windfest at the scheduled time due to the Government restrictions on large gatherings due to the COVID-19;

- 1.) No further monies will be spent on contracts for the current schedule.

- 2.) Planning to postpone Windfest for a future date.
- 3.) Any mandate by the City of Portland or the State, Federal Governments or CDC will automatically cause the date for Windfest to be rescheduled.

Mayor Skurow made the following comments:

- Announced that the Census 2020 is gearing up and encouraged everyone to go online to fill out their forms.
- Encouraged the public to stick to a credible news source for updates on the COVID-19 (Coronavirus) updates.
- Announced that Cheneier has informed us that they will be increasing flaring.

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

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

- Announced that through this COVID-19 crisis, HEB has stepped up its business to accommodate the demand.

HEB, Unit Director Rich Miotti, announced that they are not closing. He added that they are encouraging the elderly to place curbside orders to help prevent exposure to the coronavirus. He thanked Chief of Police Mark Cory and his department for their support during this crisis.

#### **7. PUBLIC COMMENTS:** Members of the audience who wish to (1) comment on issues concerning an agenda item, (2) present questions or request assistance, (3) propose regulatory changes, 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

Portland Chamber of Commerce, President and CEO, Shelly Stuart announced that due to the COVID-19 (Coronavirus) concerns the Chamber staff have voluntarily gone to a 4 day work week and will remain open at this time.

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

#### **8. MINUTES OF PREVIOUS MEETINGS:** THE CITY COUNCIL WILL CONSIDER APPROVAL OF THE MINUTES OF ITS MARCH 3, 2020 REGULAR MEETING — MAYOR SKUROW AND CITY SECRETARY

Council Member Wilson made the motion to approve the minutes of the March 3, 2020 regular meeting as presented, seconded by Council Member Moore.

The motion passed with the following vote:

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

**9. RESOLUTION NO. 794—ELECTED AND APPOINTED OFFICIALS HANDBOOK ADOPTION:  
THE CITY COUNCIL WILL CONSIDER RESOLUTION NO. 794 THAT ADOPTS AN ELECTED AND  
APPOINTED OFFICIALS HANDBOOK – ASSISTANT CITY MANAGER**

Assistant City Manager, Kathleen Weisenberger, presented the following information:

The Elected and Appointed Officials Handbook has been prepared to assist officials with the administration of their duties. This handbook offers officials a general overview of official duties of City Council members, and, duties of members of boards and commissions which may be well known to many, but, are less familiar to others. This handbook also provides a frame of reference and resources for newly elected or appointed officials to assist in assuming their responsibilities effectively. City Staff recommends its adoption by City Council.

This handbook has been compiled with reference to multiple publications from recognized authorities. It covers the following topics:

- The Benefits and Responsibilities of Public Office
- The Council-Manager Form of Government
- General Information and Frequently Asked Questions for City Council members and for Boards and Commissions members
- Meeting Basics and Robert’s Rules of Order
- Texas Open Meetings Act
- Public Information Act
- Ethics and Conflicts of Interest
- Media Interactions and Social Media Guidelines
- Resources for Independent Study

Mayor Pro Tem Green made the motion that approves Resolution No. 794, adopting an Elected and Appointed Officials Handbook for the City of Portland and authorizing the City Manager to amend the handbook as needed to maintain its usefulness, relevancy and accuracy so long as elected officials and appointed board and commission members are provided copies of the amended handbook, seconded by Council Member Yardley.

The motion passed with the following vote:

For: 6 Mayor Skurow, Mayor Pro Tem Green, Council Member Wilson,  
Council Member Moore, Council Member Yardley and Council  
Member Bethel

Against: 0  
Absent: 1 Council Member Sutton  
Abstained: 0

**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).

At 8:18 p.m. Mayor Skurow announced that the City Council will 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 551.0087 (deliberation regarding economic development negotiations).

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

Mayor Skurow reconvened the meeting at 9:57 p.m. and announced that no action would be taken as a result of the Executive Session.

**C. ADJOURNMENT: MAYOR SKUROW**

Mayor Skurow adjourned the meeting at 9:57 p.m.

**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, at (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. 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**

Approved:

\_\_\_\_\_  
Cathy Skurow, Mayor

Attest:

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City Secretary