



PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION AGENDA

NOTICE OF MEETING

Tuesday, August 18, 2020
6:30 p.m.
Council Chamber of City Hall
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.

1. **MINUTES:** THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 20, 2019 MEETING – FINANCE DIRECTOR
2. **ELECTION OF OFFICERS:** THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER FOR ONE-YEAR TERMS – BOARD PRESIDENT
3. **ADOPTION OF FY 2020-2021 BUDGET:** THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2020-2021 – FINANCE DIRECTOR
4. **BOARD MEMBER AND STAFF COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED:**

Members of the Portland Community Center Complex Development Corporation 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. ADJOURNMENT: BOARD PRESIDENT

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

Posted: August 14, 2020 by 5:00 p.m.
Portland City Hall

By: 
Annette Hall
City Secretary



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
Tuesday, August 18, 2020

AGENDA ITEM #1
MINUTES OF AUGUST 20, 2019 MEETING

**MINUTES
REGULAR MEETING OF THE
PORTLAND COMMUNITY CENTER COMPLEX
DEVELOPMENT CORPORATION
AUGUST 20, 2019
6:30 P.M.**

THE STATE OF TEXAS	
COUNTIES OF SAN PATRICIO AND NUECES	
PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORP.	

CALL TO ORDER: President Skurow called the meeting to order promptly at 6:30 p.m. with the following directors and officers present:

President Cathy Skurow
Vice President Peter Davidson
Secretary John Green
Director Andrew Aguirre
Director Gary W. Moore
Director Teri Owen
Director Tom Yardley
Executive Director Randy Wright

1. MINUTES: THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 21, 2018 MEETING

Secretary Green made the motion to approve the minutes of the August 21, 2018 regular meeting, seconded by Director Moore.

The motion passed with the following vote:

For	7	President Skurow, Vice President Davidson, Secretary Green, Director Aguirre, Director Moore, Director Owen, and Director Yardley
Against:	0	
Absent:	0	
Abstained:	0	

2. ELECTION OF OFFICERS: THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER FOR ONE-YEAR TERMS

Secretary Green moved to elect the following officers for FY 2019-20:

President	Cathy Skurow
Vice President	Peter Davidson
Secretary	John Green
Treasurer	Aldilia Martin

Director Owen seconded the motion.

The motion passed with the following vote:

For	7	President Skurow, Vice President Davidson, Secretary Green, Director Aguirre, Director Moore, Director Owen, and Director Yardley
Against:	0	
Absent:	0	
Abstained:	0	

3. DISCUSSION OF THE COMMUNITY CENTER BUILDING CONSTRUCTION: THE EXECUTIVE DIRECTOR AND THE ASSISTANT CITY MANAGER WILL GIVE AN UPDATE ON THE COMMUNITY CENTER EXPANSION AND REHABILITATION PROJECT – ASSISTANT CITY MANAGER

Assistant City Manager Brian DeLatte presented an update on the Community Center Expansion and Rehabilitation Project budget and project schedule.

Bond 2016 Community Center Expansion

Element	Estimated Cost
Minor Renovations	\$ 500,000
Major Renovations	\$1,400,000
New Construction	\$6,700,000
Site Work	\$ 800,000
Furnishings, A/E, Project Administration	\$1,400,000
Central Chiller Plant	\$3,500,000
Total Proposed Project	\$14,300,000

- Project budget increased by \$400,000 due to the increase in estimate of the Central Chiller Plant.
- Commitment to voters of net tax increase of no more than 6 cents remains in effect.
- Proposed tax increase of 4.36 cents for 2018-2019 budget.
- Proposed tax increase of 1.00 cents for 2019-2020 budget

- Project financed in multiple issues
 - General Obligation Bonds (2018) - \$5,900,000
 - General Obligation Bonds (2019) - \$5,300,000
 - Chiller Plant Bonds (2019) - \$3,500,000

Project Schedule

Bond Election	May 2016
Engaged Architect	November 2017
Engaged CMAR	January 2018
Begin Early Construction	November 2018
Begin Construction	December 2018
Open Gym	May 2019
Complete Construction	December 2019

Assistant City Manager DeLatte presented site photos of the project and stated the project will be completed on schedule.

4. ADOPTION OF FY 2019-2020 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2019-2020 – FINANCE DIRECTOR

Finance Director Aldilia Martin presented and reviewed the Proposed FY 2019-2020 budget that included:

- Total revenues of \$1,469,380.
- Total expenditures of \$902,960.
- Revenues over expenditures estimated to be \$50,889.

Secretary Green moved to adopt the Proposed FY 2019-2020 budget, and Director Yardley seconded.

The motion passed with the following vote:

For	7	President Skurow, Vice President Davidson, Secretary Green, Director Aguirre, Director Moore, Director Owen, and Director Yardley
Against:	0	
Absent:	0	
Abstained:	0	

5. BOARD MEMBER AND STAFF COMMENTS CONCERNING ITEMS OF THE COMMUNITY THAT MAY NOT BE DISCUSSED:

Vice President Davidson made the following comment:

- Commended that the City of Portland has done a great job on their recent road repairs.

6. ADJOURNMENT:

There being no further business to discuss, President Skurow adjourned the meeting at 6:41 p.m.

MINUTES APPROVED this ____ day of _____ 2020.

Secretary



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
Tuesday, August 18, 2020

AGENDA ITEM #2
ELECTION OF OFFICERS



**Portland Community Center Complex Development
Corporation**

Board Member	Current Office	Term Expires
Cathy Skurow	President	05/31/2021
Peter Davidson	Vice-President	05/31/2021
John Green	Secretary	05/31/2021
Tom Yardley		05/31/2022
Teri Owen		05/31/2022
Andrew Aguirre0		05/31/2022
Gary W. Moore		05/31/2022

Non-Board Members Current Office

Randy Wright	Executive Director
Aldilia Martin	Treasurer



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AGENDA ITEM #3
ADOPTION OF FY2020-2021 BUDGET



**City of Portland
Economic Development Sales Tax Fund
FY 2020-2021 Proposed Budget**

12 - TYPE B SALES TAX FUND

2018-2019 ACTUAL	2019-2020 ADOPTED BUDGET	2019-2020 PROJECTED TOTAL	2020-2021 PROPOSED BUDGET
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FUND 12 SUMMARY:

BEGINNING FUND BALANCE

TOTAL FUND 12 REVENUES

TOTAL FUND 12 EXPENDITURES

REV OVER/(UNDER) EXPENDITURES

12-50207095 STATE COMPTROLLER REPAYMENTS

12-50206400 EQUIPMENT (FY19 ROLLOVER)

DRAWDOWN OF FB - INDIAN POINT PIER

TOTAL DRAWS ON FB

ENDING FUND BALANCE

	\$ 2,856,793	\$ 2,856,793	\$ 3,276,129
\$ 1,375,841	\$ 1,381,313	\$ 1,469,380	\$ 1,387,057
\$ 1,314,095	\$ 880,424	\$ 908,210	\$ 1,011,260
\$ 61,746	\$ 500,889	\$ 561,170	\$ 375,797
\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)
\$ -	\$ (228,260)	\$ (110,136)	\$ -
\$ -	\$ -	\$ -	\$ (650,000)
\$ (31,698)	\$ (259,958)	\$ (141,834)	\$ (681,698)
	\$ 3,097,724	\$ 3,276,129	\$ 2,970,229

REVENUE:

12-49909003 4B SALES TAX

12-49909004 4B SALES TAX - UBO

12-49909102 INTEREST - TEXPOOL

12-49909137 INTEREST - TEXASCLASS

12-49909135 INTEREST - BROKERAGE

12-49901000 REFUND OF PRIOR YR EXP

12-49909900 DRAWDOWN OF FUND BALANCE

TOTAL FUND 12 REVENUES

\$ 1,332,676	\$ 1,338,170	\$ 1,441,766	\$ 1,359,330
\$ 12,227	\$ 11,352	\$ 12,478	\$ 12,727
\$ 16,662	\$ 18,912	\$ 7,358	\$ 7,500
\$ 12,701	\$ 12,879	\$ 7,778	\$ 7,500
	\$ -	\$ -	\$ -
\$ 1,575	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 1,375,841	\$ 1,381,313	\$ 1,469,380	\$ 1,387,057

EXPENDITURES:

12-50202320 OFFICE FURN & EQUIP - NONCAP

12-50202340 SMALL EQUIP - NONCAP

12-50202700 TRAVEL TRAINING & MEETINGS

12-50203800 SHORE PARKS & TOURIST CORRIDOR

12-50205020 CONSULTANT SERVICES

12-50205050 ECONOMIC DEVP SERVICES

12-50205200 EQUIPMENT HIRE

12-50207030 INSURANCE

12-50207050 MISC BANK AND ADMIN CHRG

12-50207100 INTEREST

12-50207110 PRINCIPAL

12-02 OPERATING

\$ 45,455	\$ -	\$ -	\$ -
\$ 154,127	\$ -	\$ -	\$ -
\$ -	\$ 750	\$ -	\$ -
\$ -	\$ 2,500	\$ -	\$ -
\$ 696	\$ 50,000	\$ 229	\$ 1,500
\$ 14,387	\$ 14,387	\$ 14,387	\$ 14,387
\$ -	\$ -	\$ -	\$ -
\$ 43,754	\$ 60,000	\$ 66,367	\$ 70,000
\$ 950	\$ 1,000	\$ 800	\$ 1,000
\$ 50,945	\$ 44,056	\$ 44,056	\$ 45,000
\$ 165,000	\$ 170,000	\$ 170,000	\$ 170,000
\$ 475,313	\$ 342,694	\$ 295,839	\$ 301,887

12-50206300 CAPITAL IMPROVEMENTS - COMM

\$ 14,319	\$ -	\$ -	\$ -
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City of Portland
Economic Development Sales Tax Fund
FY 2020-2021 Proposed Budget

12 - TYPE B SALES TAX FUND

12-50206400 EQUIPMENT
 12-50206902 HOT OTHER CAPITAL PROJECTS
 12-50206905 INDIAN POINT PRESERVATION PROJ

12-02 CAPITAL

2018-2019 ACTUAL	2019-2020 ADOPTED BUDGET	2019-2020 PROJECTED TOTAL	2020-2021 PROPOSED BUDGET
\$ 41,740	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 56,059	\$ -	\$ -	\$ -

12-50207000 CONTRIBUTIONS TO GF
 12-50207912 TRANS OUT TO 11 - LIBRARY DEBT SVC
 12-50207913 TRANSFER OUT TO VENUE TAX FUND

12-02 OTHER FINANCING USES

\$ 728,403	\$ 453,850	\$ 453,850	\$ 656,373
\$ 54,320	\$ 52,183	\$ 52,183	\$ 53,000
\$ -	\$ -	\$ 106,338	\$ -
\$ 782,723	\$ 506,033	\$ 612,371	\$ 709,373

TOTAL FUND 12 EXPENDITURES

\$ 1,314,095	\$ 848,726	\$ 908,210	\$ 1,011,260
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REV OVER/(UNDER) EXPENDITURES

\$ 61,746	\$ 532,587	\$ 561,170	\$ 375,797
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