



# PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION AGENDA

## NOTICE OF MEETING

Tuesday, September 12, 2017

6:30 p.m.

Council Chamber of City Hall

Daniel P. Moore Community Center Complex

1900 Billy G. Webb Drive

Portland, Texas

1. **MINUTES:** THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 16, 2016 MEETING.
2. **ELECTION OF OFFICERS:** THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER FOR ONE-YEAR TERMS.
3. **DISCUSSION OF THE COMMUNITY CENTER BUILDING REPAIRS:** THE EXECUTIVE DIRECTOR AND THE ASSISTANT CITY MANAGER WILL GIVE AN UPDATE ON THE COMPLETED COMMUNITY CENTER REPAIRS AND ADDITIONAL NEEDS IDENTIFIED.
4. **AMENDMENT OF FY 2016-2017 BUDGET:** THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO AMEND THE CURRENT FISCAL YEAR BUDGET.
5. **ADOPTION OF FY 2017-2018 BUDGET:** THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2017-2018.
6. **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

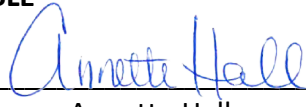
**7. ADJOURNMENT:**

**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](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 workshop.

**BRAILLE IS NOT AVAILABLE**

Posted: September 8, 2017 by 5:00 p.m.  
Portland City Hall

By:   
Annette Hall  
City Secretary

**MINUTES  
REGULAR MEETING OF THE  
PORTLAND COMMUNITY CENTER COMPLEX  
DEVELOPMENT CORPORATION  
August 16, 2016  
6:30 P.M.**

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

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

**President David Krebs  
Secretary John Green  
Director Gary Moore, Sr.  
Director Cathy Skurow  
Director Teri Owen  
Director Kenneth Mills  
Executive Director Randy Wright  
Katie Griffin**

1. **APPROVAL OF THE MINUTES OF AUGUST 18, 2015:** Board President Krebs asked if everyone had reviewed the minutes which had been presented in the packets. One Correction, spelling of Skurow. Director Moore moved, and Director Green seconded the motion, to accept the minutes as amended of the August 18, 2015 meeting. The vote was 7 ya, Motion passed.
2. **ELECTION OF OFFICERS:** Director Moore moved to elect the following officers for FY2016-17. Owen seconded the motion. The motion to elect the following slate of officers:

<b>President</b>	<b>David Krebs</b>
<b>Vice President</b>	<b>Peter Davidson</b>
<b>Secretary</b>	<b>John Green</b>
<b>Treasurer</b>	<b>Katie Griffin</b>
<b>Executive Director</b>	<b>Randy Wright</b>

3. **DISCUSSION OF COMMUNITY CENTER BUILDING REPAIRS:**  
Update given by Katie Griffin. Two air conditioning units replaced in FY2015-16 and the budget of two additional air conditioning unit replacements in FY2016-17.

Director Mills motion to accept report, 2<sup>nd</sup> by Director Green. The vote was 7 ya and the motion passed.

4. **AMENDMENT OF FY 2015-2016 BUDGET:** Treasurer Katie Griffin highlighted the areas in the budget that are changing from the original adopted in September 2015, noting the two air conditioning units. Net revenues over expenditures total \$523,176. Director Mills moved, and Secretary Green seconded, the FY 2015-16 budget amendment to be approved as presented. The motion carried with 7 voting in favor.
5. **ADOPTION OF FY 2016-2017 BUDGET:** Treasurer Griffin presented the Proposed FY2016-17 Budget. There were not questions or amendments. The FY2016-17 Budget includes revenues totaling \$1,491,500 and expenditures of \$981,317; resulting in an excess of net assets from operations \$510,183 to be contributed to fund balance reserves future allocations. Director Owen moved that the Proposed FY 2016-17 Budget be adopted in its entirety, as presented. Director Mills seconded the motion. The vote of 7 ya's carried unanimously.
6. **COMMENTS:**  
Executive Director Wright thanks Director Mills and Director Owen for serving.
7. **ADJOURNMENT:** There being no further business to discuss, President Krebs adjourned the meeting at 6:41 p.m.

MINUTES APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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Secretary

**Portland Community Center Complex Development Corporation**

**Board of Directors FY2016-17**

<u>Class of '17</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Tenure on Board</u>	<u>Phone Number</u>	<u>Email Address</u>
Teri Owen	May-18		Appointed August 2, 2016	361-944-2805	
Kenneth Mills	May-18		Appointed August 2, 2016	254-715-0056	kenneth.mills@edwardjones.com
Gary Moore	May-18		Appointed August 1, 2006	643-5350, 813-0057, 991-9000	gary.moore@portlandtx.com
Cathy Skurow	May-18		Appointed June 2, 2015	643-2174, 361-438-7568	cathy.skurow@portlandtx.com
<u>Class of '16</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Tenure on Board</u>	<u>Phone Number</u>	<u>Email Address</u>
Peter Davidson	May-17		Appointed January 3, 2008	643-6022, 537-1266, 815-0040	
John Green	May-17	Secretary	Appointed January 3, 2008	946-7663	john.green@portlandtx.com
David Krebs	May-17	President	Appointed August 4, 1998	643-8667; 813-0619	david.krebs@portlandtx.com
Randy Wright		Executive Director		777-4513	<a href="mailto:rwright@portlandtx.com">rwright@portlandtx.com</a>
Katie Griffin		Treasurer		777-4520	<a href="mailto:katie.griffin@portlandtx.com">katie.griffin@portlandtx.com</a>

Board of Directors appointed on August 2, 2016

**Portland Community Center Complex Development Corporation**

**Board of Directors FY2017-18**

<u>Class of '18</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Tenure on Board</u>	<u>Phone Number</u>	<u>Email Address</u>
Teri Owen	May-18		Appointed August 2, 2016	361-944-2805	<a href="mailto:towen@fcbot.com">towen@fcbot.com</a>
Andrew Aguirre	May-18		Appointed August 22, 2017	361-331-1169	<a href="mailto:andrew.aguirre.fl11@statefarm.co">andrew.aguirre.fl11@statefarm.co</a>
Gary Moore	May-18		Appointed August 1, 2006	643-5350,813-0057,991-9000	gary.moore@portlandtx.com
Cathy Skurow	May-18		Appointed June 2, 2015	643-5631, 361-438-7568	cathy.skurow@portlandtx.com
<u>Class of '17</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Tenure on Board</u>	<u>Phone Number</u>	
Peter Davidson	May-19	Vice-President	Appointed January 3, 2008	643-6022,537-1266,815-0040	<a href="mailto:sailboatcctx@gmail.com">sailboatcctx@gmail.com</a>
John Green	May-19	Secretary	Appointed January 3, 2008	946-7663	john.green@portlandtx.com
David Krebs	May-19	President	Appointed August 4, 1998	643-8667; 813-0619	david.krebs@portlandtx.com
Randy Wright		Executive Director		777-4513	<a href="mailto:rwright@portlandtx.com">rwright@portlandtx.com</a>
Katie Griffin		Treasurer		777-4520	<a href="mailto:katie.griffin@portlandtx.com">katie.griffin@portlandtx.com</a>

Board of Directors appointed on August 22, 2017

CITY OF PORTLAND  
 FY 2017 - 2018 PROPOSED BUDGET  
 TYPE B ECONOMIC DEVELOPMENT SALES TAX FUND

	ACTUAL TOTAL 2014- 2015	ACTUAL TOTAL 2015- 2016	PROJECTED YEAR END 2016-2017	PROPOSED BUDGET 2017-2018
<u>REVENUES:</u>				
49909010 4B ECON DEVELOPMENT SALES TAX	\$ 1,173,015	\$ 1,333,191	\$ 1,175,000	\$ 1,212,500
Total Tax Revenues	\$ 1,173,015	\$ 1,333,191	\$ 1,175,000	\$ 1,212,500
49909101 INTEREST ON ACCOUNTS	\$ -	\$ -	\$ -	\$ -
49909102 INTEREST-TEXPOOL	443	3,757	8,000	8,000
49909135 INTEREST EARNINGS-BROKERAGE	7,014	4,325	1,056	-
Total Interest Revenues	\$ 7,457	\$ 8,082	\$ 9,056	\$ 8,000
40209051 INSURANCE PROCEEDS/REFUNDS	\$ -	\$ -	\$ -	\$ -
49909136 CHANGE IN FAIR VALUE - INVESTM	44,039	9,493	-	-
49909900 DRAWDOWN OF FUND BALANCE	-	-	-	275,690
49909900 OTHER SOURCES - BOND PROCEEDS	-	-	-	-
Total Other Revenues	\$ 44,039	\$ 9,493	\$ -	\$ 275,690
<b>TOTAL REVENUES</b>	<b>\$ 1,224,511</b>	<b>\$ 1,350,766</b>	<b>\$ 1,184,056</b>	<b>\$ 1,496,190</b>
<u>EXPENDITURES:</u>				
50202030 POSTAGE	\$ -	\$ -	\$ -	\$ -
50202090 MISCELLANEOUS	-	-	-	-
50202505 COMMUNITY ADVERTISING	-	-	-	-
50202700 TRAVEL AND TRAINING	-	-	-	750
Total Operations/Utilities	\$ -	\$ -	\$ -	\$ 750
50203235 FACILITY MAINTENANCE EVAL	\$ -	\$ -	\$ -	\$ -
50203800 COMPLEX GROUNDS MAINTENANCE	-	1,962	2,500	2,500
Total Repair & Maintenance	\$ -	\$ 1,962	\$ 2,500	\$ 2,500
50205010 ATTORNEY FEES	\$ 300	\$ -	\$ -	\$ -
50205020 CONSULTANT SERVICES	1,326	35,000	50,000	50,000
50205050 ECONOMIC DEVELOPMENT SERVICES	14,387	14,382	14,387	14,500
50205200 EQUIPMENT HIRE	353	705	1,000	1,000
Total Contract Services	\$ 16,366	\$ 50,087	\$ 65,387	\$ 65,500
50206300 CAPITAL IMPRVS - COMMUNITY CE	\$ -	\$ 250,000	\$ 150,000	\$ 275,000
50206400 EQUIPMENT	-	42,890	30,000	350,000
Total Capital Outlay	\$ -	\$ 292,890	\$ 180,000	\$ 625,000
50207000 PAYMENT TO GENERAL FUND	\$ 386,845	\$ 351,156	\$ 413,437	\$ 445,934
50207000 HURRICANE/DISASTER DAMAGE REPAIRS	-	-	100,000	-
50207030 INSURANCE	21,582	52,101	51,217	55,000
50207050 MISC BANK AND ADMIN CHARGE	900	950	1,000	1,000
50207053 INVESTMENT FEES & CHARGES	11	6	-	-
50207055 BOND REFUNDING CONTRIBUTION	-	-	-	-
50207054 LOSS ON INVESTMENTS	10,832	4,340	4,340	-
50207095 STATE COMPTROLLER REPAYMENT	-	-	-	31,698
50207100 INTEREST	75,438	69,838	69,838	57,608
50207110 PRINCIPAL	140,000	140,000	140,000	160,000
50207900 OTHER USES-PURCHASE BOND	-	-	-	-
50207901 COST OF BOND REFINANCE	-	-	-	-
50207903 TRANS-OUT TO DEBT SVC	-	-	-	-
50207906 TRANS - COMPLEX IMPROVEMENTS	-	-	-	-
50207912 TRANS-LIBRARY DEBT SERVICE	51,155	7,307	49,615	51,200
50207915 TRANS-OUT FIRESTATION DEBT	-	-	-	-
50207920 TRANS TO LIBRARY CONST	-	-	-	-
Total Other	\$ 686,763	\$ 625,698	\$ 829,447	\$ 802,440
<b>TOTAL EXPENDITURES</b>	<b>\$ 703,129</b>	<b>\$ 970,637</b>	<b>\$ 1,077,334</b>	<b>\$ 1,496,190</b>
<b>REVENUE OVER(UNDER) EXPENDITURES</b>	<b>\$ 521,382</b>	<b>\$ 380,129</b>	<b>\$ 106,722</b>	<b>\$ -</b>

BALANCE SHEET

AS OF: AUGUST 31ST, 2017

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT# TITLE

ASSETS

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00110010	CLAIM ON POOLED CASH	2,367,725.81	
00110300	DEPOSITORY BANK	0.00	
00110330	BROKERAGE ACCOUNT	0.00	
00110335	CD's VIA BROKERAGE	0.00	
00110350	4B TAX COLLECTIONS-TEXPOOL	0.00	
00110375	TEXAS CLASS	0.00	
00120100	I&S SINKING	0.00	
00120200	4B TAX I & S - TEXPOOL	0.00	
00120400	1997 BOND RESERVE	0.00	
00120410	1997 BOND RESERVE FUND	0.00	
00125000	ALLOW. FOR FAIR VALUE OF I	0.00	
00130000	ACCOUNTS RECEIVABLE	0.00	
00132275	INTEREST RECEIVABLE	0.00	
00135000	DUE FROM OTHER GOVERNMENTS	0.00	
00141100	DUE FROM GENERAL FUND	8,645.82	
00142210	DUE FROM VENUE TAX FUND	0.00	
00151010	PREPAID INSURANCE	48,999.11	
			2,425,370.74
	TOTAL ASSETS		<u>2,425,370.74</u>
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BALANCE SHEET

AS OF: AUGUST 31ST, 2017

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

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10110100	DEPOSIT ESCROW-CC	0.00
10115010	ACCOUNTS PAYABLE PENDING	0.00
10116000	ACCOUNTS PAYABLE	0.00
10116010	ACCT PAY-CITY OF PORTLAND	0.00
10141000	DUE TO WATER/WASTEWATER FU	0.00
10141100	DUE TO GENERAL FUND	0.00
10142020	DUE TO VENUE TAX CONST FUN	0.00
10142110	DUE TO G O BOND DEBT SERVI	0.00
10142200	DUE TO RESTRICTED USE FUND	0.00
10142225	DUE TO STREET IMPROVEMENT	0.00
10142500	DUE TO REV BOND CONSTRUCTI	0.00
10145000	DUE TO ACCOUNTS PAYABLE	0.00
10151110	INTEREST PAYABLE	0.00
20000000	ASSIGNED FUND BALANCE	2,067,000.19
200000100	RESTRICTED F B - DEBT SERV	0.00
20000150	NONSPEND. F B - PREPAID I	48,999.11

2,115,999.30 2,115,999.30

TOTAL LIABILITIES

SURPLUS (DEFICIT) 309,371.44

TOTAL EQUITY 309,371.44

TOTAL LIABILITIES & FUND EQUITY 2,425,370.74

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