



# PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION AGENDA

## NOTICE OF MEETING

Tuesday, August 16, 2016

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 18, 2015 MEETING – DIRECTOR OF FINANCE
2. **ELECTION OF OFFICERS:** THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER FOR ONE YEAR TERMS – DIRECTOR OF FINANCE
3. **DISCUSSION OF THE COMMUNITY CENTER BUILDING REPAIRS:** THE EXECUTIVE DIRECTOR AND THE ACM/DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT WILL GIVE AN UPDATE ON THE COMPLETED COMMUNITY CENTER REPAIRS AND ADDITIONAL NEEDS IDENTIFIED – DIRECTOR OF FINANCE
4. **AMENDMENT OF FY 2015-2016 BUDGET:** THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO AMEND THE CURRENT FISCAL YEAR BUDGET – DIRECTOR OF FINANCE
5. **ADOPTION OF FY 2016-2017 BUDGET:** THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2016-2017 – DIRECTOR OF FINANCE
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: August 12, 2016 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 18, 2015  
6:30 P.M.**

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

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

<b>President David Krebs</b>	<b>Secretary John Green</b>
<b>Vice President Tom Curlee</b>	<b>Director Peter Davidson</b>
<b>Director Dolores Butler</b>	<b>Director Gary Moore, Sr.</b>
<b>Director Cathy Skurow</b>	

**Executive Director Randy Wright    Treasurer Michel Sorrell**

2. **APPROVAL OF THE MINUTES OF AUGUST 19, 2014:** Board President Krebs asked if everyone had reviewed the minutes which had been presented in the packets. No one had any additions or corrections. Director Moore moved, and Vice President Curlee seconded the motion, to accept the minutes of the August 19, 2014 meeting. The vote was unanimous.
3. **ELECTION OF OFFICERS:** Director curow moved to re-elect the officers to their current positions. Director Moore seconded the motion. The motion to elect the following slate of officers without a nay.

<b>President</b>	<b>David Krebs</b>
<b>Vice President</b>	<b>Tom Curlee</b>
<b>Secretary</b>	<b>John Green</b>
<b>Treasurer</b>	<b>Michel Sorrell</b>

4. **AMENDMENT OF FY 2014-2015 BUDGET:** Treasurer Michel Sorrell highlighted the areas in the budget that are changing from the original adopted in September 2014. It was noted that the revenues and expenditures were reduced due to the moving of capital projects to the next year. Net assets will be approximately \$408,981. Director Butler moved, and

Secretary Green seconded, the FY 2014-15 budget amendment to be approved as presented. The motion carried with all seven voting positively.

6. **ADOPTION OF FY 2015-2016 BUDGET:** In introducing the proposed budget for FY2015-16, Executive Director Wright pointed out that in the City's five-year capital plan, is a rehabilitation project for the Community Center, estimated to cost more than \$5.5 million. An architecture firm, Richter, has been engaged to do the preliminary design scope for the Community Center rehabilitation. Once the preliminary study is done, the project will be taken to the voters in the spring election to determine if the citizens want to move forward with the project. The FY2015-16 Budget plans for an excess of net assets from operations \$188,503 to be contributed to fund balance reserves to help with that future capital improvements. Director Davidson moved that the Proposed FY 2015-16 Budget be adopted in its entirety. After Director Scurow seconded the motion, it carried unanimously.
  
7. **ADJOURNMENT:** There being no further business to discuss, President Krebs adjourned the meeting at 6:55 p.m.

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

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Secretary

**Portland Community Center Complex Development Corporation**

**Board of Directors FY2015-2016**

<u>Class of '16</u>	<u>Tenure on Board</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Phone Number</u>
Dolores Butler	Appointed August 1, 2006	May-16		643-2143
Tom Curlee	Board Member Since Inception	May-16	Vice President	643-5838, 877-5838
Gary Moore	Appointed August 1, 2006	May-16		643-5350, 813-0057, 991-9000
Cathy Skurow	Appointed June 2, 2015	May-16		643-2174, 361-438-7568

<u>Class of '17</u>	<u>Tenure on Board</u>	<u>Appointment Up</u>	<u>Corporate Officers</u>	<u>Phone Number</u>
Peter Davidson	Appointed January 3, 2008	May-17		643-6022, 815-0040
John Green	Appointed January 3, 2008	May-17	Secretary	946-7663
David Krebs	Board Member Since August 4, 1998	May-17	President	643-8667; 813-0619

Exec. Dir.	Randy Wright	777-4513
Treasurer	Michel Sorrell	777-4520

Board of Directors Roster last updated August 18, 2015

**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

CITY OF PORTLAND  
 FY 2016 - 2017 PROPOSED BUDGET  
 TYPE B ECONOMIC DEVELOPMENT SALES TAX FUND

	ACTUAL TOTAL 2012-2013	ACTUAL TOTAL 2013-2014	ACTUAL TOTAL 2014- 2015	PROJECTED YEAR END 2015-2016	PROPOSED BUDGET 2016-2017
<b>REVENUES:</b>					
49909010 4B ECON DEVELOPMENT SALES TAX	\$ 991,698	\$ 1,086,547	\$ 1,173,015	\$ 1,237,500	\$ 1,287,000
Total Tax Revenues	\$ 991,698	\$ 1,086,547	\$ 1,173,015	\$ 1,237,500	\$ 1,287,000
49909101 INTEREST ON ACCOUNTS	\$ -	\$ -	\$ -	\$ -	\$ -
49909102 INTEREST-TEXPOOL	506	138	443	2,500	1,500
49909135 INTEREST EARNINGS-BROKERAGE	3,655	9,822	7,014	3,000	3,000
Total Interest Revenues	\$ 4,161	\$ 9,960	\$ 7,457	\$ 5,500	\$ 4,500
40209051 INSURANCE PROCEEDS/REFUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
49909136 CHANGE IN FAIR VALUE - INVESTM	(48,989)	(4,544)	44,039	9,493	-
49909900 DRAWDOWN OF FUND BALANCE	-	-	-	375,000	200,000
49909900 OTHER SOURCES - BOND PROCEEDS	-	-	-	-	-
Total Other Revenues	\$ (48,989)	\$ (4,544)	\$ 44,039	\$ 384,493	\$ 200,000
<b>TOTAL REVENUES</b>	<b>\$ 946,870</b>	<b>\$ 1,091,963</b>	<b>\$ 1,224,511</b>	<b>\$ 1,627,493</b>	<b>\$ 1,491,500</b>
<b>EXPENDITURES:</b>					
50202030 POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -
50202090 MISCELLANEOUS	-	-	-	-	-
50202505 COMMUNITY ADVERTISING	21	-	-	-	-
50202700 TRAVEL AND TRAINING	709	-	-	-	750
Total Operations/Utilities	\$ 730	\$ -	\$ -	\$ -	\$ 750
50203235 FACILITY MAINTENANCE EVAL	\$ -	\$ -	\$ -	\$ -	\$ -
50203800 COMPLEX GROUNDS MAINTENANCE	675	-	-	2,000	2,500
Total Repair & Maintenance	\$ 675	\$ -	\$ -	\$ 2,000	\$ 2,500
50205010 ATTORNEY FEES	\$ -	\$ -	\$ 300	\$ -	\$ -
50205020 CONSULTANT SERVICES	-	-	1,326	-	-
50205050 ECONOMIC DEVELOPMENT SERVICES	14,387	14,387	14,387	14,382	14,500
50205200 EQUIPMENT HIRE	705	1,134	353	1,000	1,000
Total Contract Services	\$ 15,092	\$ 15,521	\$ 16,366	\$ 15,382	\$ 15,500
50206300 CAPITAL IMPRVS - COMMUNITY CE	\$ -	\$ -	\$ -	\$ 375,000	\$ 200,000
50206400 EQUIPMENT	-	-	-	50,000	30,000
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 425,000	\$ 230,000
50207000 PAYMENT TO GENERAL FUND	\$ 295,272	\$ 344,016	\$ 386,845	\$ 350,621	\$ 413,437
50207030 INSURANCE	51,817	55,489	21,582	46,561	51,217
50207050 MISC BANK AND ADMIN CHARGE	721	950	900	950	900
50207053 INVESTMENT FEES & CHARGES	11	-	11	10	-
50207055 BOND REFUNDING CONTRIBUTION	-	-	-	-	-
50207054 LOSS ON INVESTMENTS	-	-	10,832	4,340	-
50207100 INTEREST	86,138	80,938	75,438	69,838	63,963
50207110 PRINCIPAL	125,000	135,000	140,000	140,000	150,000
50207900 OTHER USES-PURCHASE BOND	-	-	-	-	-
50207901 COST OF BOND REFINANCE	-	-	-	-	-
50207903 TRANS-OUT TO DEBT SVC	-	-	-	-	-
50207906 TRANS - COMPLEX IMPROVEMENTS	-	16,900	-	-	-
50207912 TRANS-LIBRARY DEBT SERVICE	54,095	52,643	51,155	49,615	53,050
50207915 TRANS-OUT FIRESTATION DEBT	62,850	-	-	-	-
50207920 TRANS TO LIBRARY CONST	-	-	-	-	-
Total Other	\$ 675,904	\$ 685,936	\$ 686,763	\$ 661,935	\$ 732,567
<b>TOTAL EXPENDITURES</b>	<b>\$ 692,401</b>	<b>\$ 701,457</b>	<b>\$ 703,129</b>	<b>\$ 1,104,317</b>	<b>\$ 981,317</b>
<b>REVENUE OVER(UNDER) EXPENDITURES</b>	<b>\$ 254,469</b>	<b>\$ 390,506</b>	<b>\$ 521,382</b>	<b>\$ 523,176</b>	<b>\$ 510,183</b>

## BALANCE SHEET

AS OF: AUGUST 31ST, 2016

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT#	TITLE		
ASSETS			
=====			
00110010	CLAIM ON POOLED CASH	170,343.17	
00110300	DEPOSITORY BANK	0.00	
00110330	BROKERAGE ACCOUNT	257,072.22	
00110335	CD's VIA BROKERAGE	248,000.00	
00110350	TEXPOOL-4b SALES TAX	1,039,921.66	
00120100	I&S SINKING	( 33,518.75)	
00120200	4B TAX I & S TEXPOOL	161,133.61	
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	
00135000	DUE FROM OTHER GOVERNMENTS	0.00	
00141100	DUE FROM GENERAL FUND	3,180.59	
00142210	DUE FROM VENUE TAX FUND	0.00	
00151010	PREPAID INSURANCE	80,136.47	
		1,926,268.97	
TOTAL ASSETS			1,926,268.97
			=====



BALANCE SHEET

AS OF: AUGUST 31ST, 2016

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT#	TITLE			
<u>LIABILITIES &amp; FUND BALANCE</u>				
=====				
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	1,640,826.28		
20000100	RESTRICTED F B - DEBT SERV		0.00	
20000150	NONSPEND. F B - PREPAID I	95,035.47		
			1,735,861.75	
TOTAL LIABILITIES				1,735,861.75
	SURPLUS (DEFICIT)	190,407.22		
	TOTAL EQUITY		190,407.22	
	TOTAL LIABILITIES & FUND EQUITY			1,926,268.97
				=====