



# PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION AGENDA

## NOTICE OF MEETING

Tuesday, August 20, 2019

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 21, 2018 MEETING – CONTROLLER
2. **ELECTION OF OFFICERS:** THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER FOR ONE-YEAR TERMS – BOARD PRESIDENT
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
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
5. **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

6. **ADJOURNMENT:** BOARD PRESIDENT

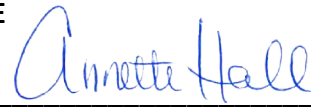
**NOTICE OF ASSISTANCE**

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](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 16, 2019 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 20, 2019

**AGENDA ITEM #1**  
**MINUTES OF AUGUST 21, 2018 MEETING**

**MINUTES  
REGULAR MEETING OF THE  
PORTLAND COMMUNITY CENTER COMPLEX  
DEVELOPMENT CORPORATION  
AUGUST 21, 2018  
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 SEPTEMBER 12, 2017 MEETING**

Secretary Green made the motion to approve the minutes of the September 12, 2017 regular meeting, seconded by Vice President Davidson.

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**

Director Owen moved to elect the following officers for FY 2018-19:

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

Director Moore 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 REPAIRS: THE EXECUTIVE DIRECTOR AND THE ASSISTANT CITY MANAGER WILL GIVE AN UPDATE ON THE UPCOMING COMMUNITY CENTER EXPANSION AND REHABILITATION PROJECT**

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	\$3,100,000
<b>Total Proposed Project</b>	<b>\$13,900,000</b>

- City Council amended the scope of the project to include a Center Chiller Plant
- Project budget increased by \$3,100,000 due to the addition 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

- Project financed in multiple issues
  - General Obligation Bonds (2018) - \$5,900,000
  - General Obligation Bonds (2019) - \$5,300,000
  - Chiller Plant Financing TBD (2019) - \$2,700,000

**Project Schedule**

Bond Election	May 2016
Engaged Architect	November 2017
Engaged CMAR	January 2018
100% Design Development	May 2018
50% Construction Documents	June 2018
100% Construction Documents	September 2018
Begin Early Construction	November 2018
Begin Construction	December 2018
Complete Construction	December 2019

Vice President Davidson and Assistant City Manager DeLatte discussed the Community Center seating capacity.

**4. AMENDMENT OF FY 2017-2018 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO AMEND THE CURRENT FISCAL YEAR BUDGET**

Acting Finance Director Lorenzo Lara presented and reviewed the Amended FY 2017-2018 budget that included:

- Sales tax revenue projection increase of \$50,000
- Investment income increase due to an increase in interest rates
- Fund balance drawdown for capital projects included in 2017-2018 budget moved to 2018-2019 budget
- Expenditures for capital projects and Community Center equipment included in 2017-2018 budget moved to 2018-2019 budget

Secretary Green moved to amend to the FY 2017-2018 budget, and Vice President Davidson 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. ADOPTION OF FY 2018-2019 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2018-2019**

Acting Finance Director Lorenzo Lara presented and reviewed the Proposed FY 2018-2019 budget that included:

- Total revenues of \$1,735,498
- Increase in sales tax revenue and investment income
- Fund balance drawdown for capital projects moved from 2017-2018 budget
- Expenditures for capital projects and Community Center equipment moved from 2017-2018 budget
- Increase in transfer to General Fund due to an increase in Community Center expenditures and a decrease in Community Center revenue due to construction

President Skurow asked Acting Finance Director Lara to cite the total revenue and total expenditures for the proposed budget. Acting Finance Director Lara stated total revenues are \$1,735,498 and total expenditures are \$1,734,251.

Director Moore moved to adopt the Proposed FY 2018-2019 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	

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

Vice President Davidson made the following comment:

- Commended the City Council, City Manager, and staff for doing a marvelous job

Secretary Green made the following comments:

- Commented that he is looking forward to the completion of the Community Center Expansion Project
- Commented that he thinks the growth in industry will help support the Community Center and it will be well used.
- Echoed Vice President Davidson's remarks on staff

President Skurow made the following comment:

- Thanked new members for serving on the PCCDC Board.

**7. ADJOURNMENT:**

There being no further business to discuss, President Skurow adjourned the meeting at 6:44 p.m.

**MINUTES APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2019.

---

**Secretary**





PORTLAND COMMUNITY CENTER  
COMPLEX DEVELOPMENT CORPORATION  
Regular Meeting of Board of Directors  
Tuesday, August 20, 2019

**AGENDA ITEM #2**  
**ELECTION OF OFFICERS**



**PORTLAND COMMUNITY CENTER  
COMPLEX DEVELOPMENT CORPORATION  
Board of Directors FY2018-19**

<b><u>Board Member</u></b>	<b><u>Current Office</u></b>	<b><u>Term Expires</u></b>	<b><u>Date Appointed</u></b>	<b><u>Tenure</u></b>
Cathy Skurow	President	05/31/2021	08/16/2019	2011
Peter Davidson	Vice-President	05/31/2021	08/06/2019	2008
John Green	Secretary	05/31/2021	08/06/2019	2008
Tom Yardley		05/31/2020	08/07/2018	2018
Teri Owen		05/31/2020	08/07/2018	2016
Andrew Aguirre		05/31/2020	08/07/2018	2018
Gary W. Moore		05/31/2020	08/07/2018	2018
<b><u>Non-Board Members</u></b>	<b><u>Current Office</u></b>			
Randy Wright	Executive Director			
Aldilia Martin	Treasurer			



PORTLAND COMMUNITY CENTER  
COMPLEX DEVELOPMENT CORPORATION  
Regular Meeting of Board of Directors  
Tuesday, August 20, 2019

**AGENDA ITEM #4**  
**ADOPTION OF FY2019-2020 BUDGET**



**City of Portland  
Economic Development Sales Tax Fund  
FY 2019-2020 Proposed Budget**

2016-2017	2017-2018	2018-2019		2019-2020
ACTUAL	ACTUAL	ORIGINAL BUDGET	PROJECTED YEAR-END	PROPOSED BUDGET

**FUND 12 SUMMARY:**

<b>BEGINNING FUND BALANCE</b>			\$ 2,827,973	\$ 2,831,215
TOTAL FUND 12 REVENUES	\$ 1,229,457	\$ 1,346,861	\$ 1,735,498	\$ 1,341,080
TOTAL FUND 12 EXPENDITURES	\$ 953,333	\$ 887,793	\$ 1,734,251	\$ 1,337,838
REV OVER/(UNDER) EXPENDITURES	\$ 276,124	\$ 459,068	\$ 1,247	\$ 3,242
<b>ENDING FUND BALANCE</b>			\$ 2,831,215	\$ 3,332,104

**REVENUE:**

12-49909003 4B SALES TAX	\$ 1,216,876	\$ 1,312,589	\$ 1,387,500	\$ 1,299,194	\$ 1,338,170
12-49909004 4B SALES TAX - UBO	\$ -	\$ 11,576	\$ -	\$ 11,022	\$ 11,352
12-49909102 INTEREST - TEXPOOL	\$ 6,231	\$ 13,675	\$ 10,000	\$ 18,361	\$ 18,912
12-49909137 INTEREST - TEXASCLASS	\$ 3,989	\$ 9,021	\$ 6,300	\$ 12,504	\$ 12,879
12-49909135 INTEREST - BROKERAGE	\$ 2,361	\$ -			
12-49909900 DRAWDOWN OF FUND BALANCE	\$ -	\$ -	\$ 331,698	\$ -	\$ -
<b>TOTAL FUND 12 REVENUES</b>	<b>\$ 1,229,457</b>	<b>\$ 1,346,861</b>	<b>\$ 1,735,498</b>	<b>\$ 1,341,080</b>	<b>\$ 1,381,313</b>

**EXPENDITURES:**

12-50202700 TRAVEL TRAINING & MEETINGS	\$ 59	\$ -	\$ 750	\$ 750	\$ 750
12-50203800 SHORE PARKS & TOURIST CORRIDOR	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
12-50205020 CONSULTANT SERVICES	\$ 31,000	\$ 56,270	\$ 50,000	\$ 133	\$ 50,000
12-50205050 ECONOMIC DEVP SERVICES	\$ 14,387	\$ 14,387	\$ 14,387	\$ 14,387	\$ 14,387
12-50205200 EQUIPMENT HIRE	\$ -	\$ -	\$ 1,000	\$ -	\$ -
12-50207030 INSURANCE	\$ 101,487	\$ 40,866	\$ 64,250	\$ 64,250	\$ 60,000
12-50207050 MISC BANK AND ADMIN CHRG	\$ 950	\$ 400	\$ 1,000	\$ 950	\$ 1,000
12-50207095 STATE COMPTROLLER REPAYMENTS	\$ -	\$ 31,698	\$ 31,698	\$ 31,698	\$ 31,698
12-50207100 INTEREST	\$ 63,963	\$ 57,608	\$ 50,943	\$ 50,943	\$ 44,056
12-50207110 PRINCIPAL	\$ 150,000	\$ 160,000	\$ 165,000	\$ 165,000	\$ 170,000
<b>12-02 OPERATING</b>	<b>\$ 361,846</b>	<b>\$ 361,229</b>	<b>\$ 381,528</b>	<b>\$ 330,611</b>	<b>\$ 374,392</b>

12-50206300 CAPITAL IMPROVEMENTS - COMM	\$ 125,000	\$ 29,430	\$ 300,000	\$ 28,638	\$ -
12-50206400 EQUIPMENT	\$ -		\$ 270,000	\$ 195,866	\$ -
12-50206902 HOT OTHER CAPITAL PROJECTS	\$ -			\$ -	\$ -
12-50206905 INDIAN POINT PRESERVATION PROJ	\$ -			\$ -	\$ -
<b>12-02 CAPITAL</b>	<b>\$ 125,000</b>	<b>\$ 29,430</b>	<b>\$ 570,000</b>	<b>\$ 224,504</b>	<b>\$ -</b>

12-50207000 CONTRIBUTIONS TO GF	\$ 413,437	\$ 445,934	\$ 728,403	\$ 728,403	\$ 453,850
12-50207912 TRANS OUT TO 11 - LIBRARY DEBT SVC	\$ 53,050	\$ 51,200	\$ 54,320	\$ 54,320	\$ 52,183
<b>12-02 OTHER FINANCING USES</b>	<b>\$ 466,487</b>	<b>\$ 497,134</b>	<b>\$ 782,723</b>	<b>\$ 782,723</b>	<b>\$ 506,033</b>

<b>TOTAL FUND 12 EXPENDITURES</b>	<b>\$ 953,333</b>	<b>\$ 887,793</b>	<b>\$ 1,734,251</b>	<b>\$ 1,337,838</b>	<b>\$ 880,424</b>
-----------------------------------	-------------------	-------------------	---------------------	---------------------	-------------------

<b>REV OVER/(UNDER) EXPENDITURES</b>	<b>\$ 276,124</b>	<b>\$ 459,068</b>	<b>\$ 1,247</b>	<b>\$ 3,242</b>	<b>\$ 500,889</b>
--------------------------------------	-------------------	-------------------	-----------------	-----------------	-------------------