



A G E N D A

PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION

COUNCIL CHAMBER OF CITY HALL
1900 BILLY G. WEBB DRIVE
PORTLAND, TEXAS

August 20, 2013
6:30 P.M.

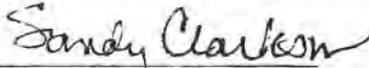
1. MINUTES: THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 21, 2012 MEETING.
2. ELECTION OF OFFICERS: THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER FOR ONE YEAR TERMS.
3. DISCUSSION OF THE COMMUNITY CENTER BUILDING REPAIRS: THE EXECUTIVE DIRECTOR WILL REPORT ON THE REPAIRS CURRENTLY UNDERWAY AND ADDITIONAL NEEDS IDENTIFIED BY THE CONSULTING ARCHITECT.
4. AMENDMENT OF FY 2012-2013 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO AMEND THE CURRENT FISCAL YEAR BUDGET.
5. ADOPTION OF FY 2013-2014 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2013-2014.
6. BOARD MEMBER AND STAFF COMMENTS CONCERNING ITEMS OF COMMUNITY INTEREST THAT MAY NOT BE DISCUSSED: MEMBERS OF THE BOARD OF DIRECTORS MAY PRESENT REPORTS REGARDING "ITEMS OF COMMUNITY INTEREST" AND/OR BE PRESENTED REPORTS FROM THE STAFF 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 other entity that is scheduled to be attended by a city official or city employee
 - Announcements involving imminent threats to the public health and safety of the city
7. ADJOURNMENT:

* 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 by phone at 361-777-4513 or by e-mail (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

Posted: City Hall
August 16, 2013, 5 p.m.

By: 
Sandy Clarkson, Treasurer

**Agenda
Item #1**

**MINUTES
REGULAR MEETING OF THE
PORTLAND COMMUNITY CENTER COMPLEX
DEVELOPMENT CORPORATION**

**August 21, 2012
6:30 P.M.**

THE STATE OF TEXAS

COUNTIES OF SAN PATRICIO
AND NUECES

PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION

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

President David Krebs	Secretary John Green
Vice President Tom Curlee	Director Peter Davidson
Director Gary Moore, Sr.	Director John Vilo
Executive Director Mike Tanner	Treasurer Sandra Clarkson

Director Dolores Butler was absent.

2. **Approval of the Minutes of September 6, 2011:** 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 Vilo moved, and Director Moore seconded the motion, to accept the minutes of the September 7, 2010 meeting. The vote was unanimous.
3. **Election of Officers:** Director Moore moved to re-elect the officers to their current positions. Director Davidson seconded the motion. The motion to elect the following slate of officers carried without a nay.

President	David Krebs
Vice President	Tom Curlee
Secretary	John Green
Treasurer	Sandra Clarkson

4. **Discussion of the Community Center Building Repairs:** Executive Director Tanner introduced the City Engineer Brian DeLatte to detail the repairs being made to the Community Center. Mr. DeLatte showed a series of photos taken before and after the repairs to the roof. In addition, he explained the various problems that were uncovered in the process of removing the old structures. He explained that certain measures are being corrected to seal areas around the glass block windows and other maintenance items will be completed to seal leaks in the exterior walls and joints.

5. **Amendment of FY 2011-2012 Budget:** Treasurer Clarkson highlighted the areas in the budget that are changing from the original submitted in September 2011. It was noted that the initial funding for the repair to the Community Center roof included \$164,000 of fund balance reserves. However, the additional \$70,000 for other structural maintenance will be provided from the excess 4B Sales Tax collected for this year. Director Vilo moved, and Director Moore seconded, the FY 2011-12 Budget Amendment to be approved as presented. The motion carried with all six voting positively.
6. **Adoption of FY 2012-2013 Budget:** President Krebs asked that the current trial balance be discussed in detail in preparation for the discussion of the 2012 – 2013 Budget. Treasurer Clarkson walked the Board through the line items in the 4B Economic Development Tax Fund. After the review of the current financial condition, the board members turned their attention to the Proposed FY 2012-13 Budget. It was pointed out that the payment of \$62,850 on the Fire Station debt service marks the final payment on that bond issue. In addition, it was noted that no capital projects are planned at this time. The FY 2012-13 Budget plans for an excess of \$357,183 to be contributed to fund balance reserves. Vice President Curlee moved that the Proposed FY 2012 -13 Budget be adopted in its entirety. After Secretary Green seconded the motion, it carried unanimously.
7. **Adjournment:** There being no further business to discuss, President Krebs adjourned the meeting at 6:50 p.m.

MINUTES APPROVED this 20th day of August 2013.

Secretary

**Agenda
Item #2**

Portland Community Center Complex Development Corporation
Board of Directors

<u>Class of '14</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-14		643-2143
Tom Curlee	Board Member Since Inception	May-14	Vice President	885-6206, 643-5838, 877-5838
Gary Moore	Appointed August 1, 2006	May-14		777-2921, 813-0057, 855-7575
John Vilo	Appointed September 7, 2010	May-14		643-2174, 633-9257
<u>Class of '15</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-15		643-6022, 815-0040
John Green	Appointed January 3, 2008	May-15	Secretary	946-7663
David Krebs	Board Member Since August 4, 1998	May-15	President	643-8667; 813-0619
			Exec. Dir. Randy Wright	777-4513
			Treasurer Sandra Clarkson	777-4520

Board of Directors Roster last updated May 21, 2013

**Agenda
Item #3**

Portland Community Center Complex Development Corporation
Board of Directors Annual Meeting
Tuesday, August 20, 2013

Agenda Item #3

***Discussion of the
Community Center
Building Repairs***

City Engineer Brian DeLatte will present an report on the progress of

Repairs to the Roof
Quest to Stop Leaks
Repair to the Exterior Skin
Other Comments as appropriate.

**Agenda
Item #4**

CITY OF PORTLAND
Fiscal Year 2012-2013 Budget Amendment
4B ECONOMIC DEVELOPMENT TAX FUND

<u>REVENUES:</u>		Current Budget	Year-to- Date	Projected Year End	Increase (Decrease)
40209051	INSURANCE PROCEEDS/REFUNDS	\$ -	\$ -	\$ -	\$ -
49909010	4B ECON DEVELOPMENT SALES TAX	1,050,000	829,471	950,000	(100,000)
49909101	INTEREST ON ACCOUNTS	-	-	-	-
49909102	INTEREST-TEXPOOL	400	490	500	
49901035	INTEREST EARNINGS - BROKERAGE	-	-	-	-
49909900	DRAWDOWN OF FUND BALANCE	-	-	-	-
Total Revenues		\$ 1,050,400	\$ 829,961	\$ 950,500	\$ (100,000)
Net Change from Original					-10%

<u>EXPENDITURES:</u>		Current Budget	Year-to- Date	Projected Year End	Increase (Decrease)
50202505	COMMUNITY ADVERTISING	-	21	21	\$ 21
50202700	TRAVEL AND TRAINING	750	-	750	-
50203235	FACILITY MAINTENANCE EVALUATION	1,500	-	-	(1,500)
50203800	COMMUNITY COMPLEX GROUNDS MAIN	-	675	675	675
50205020	CONSULTANT SERVICES - ENGINEER	-	-	-	-
50205050	ECONOMIC DEVELOPMENT SERVICES	-	14,387	14,500	14,500
50205200	EQUIPMENT HIRE	3,050	705	705	(2,345)
50206300	CAPITAL IMPRVS - COMMUNITY CENTER	-	-	-	-
50206400	EQUIPMENT	-	-	-	-
50207000	CONTRIBUTION TO GENERAL FUND	313,284	225,957	295,272	(18,012)
50207030	INSURANCE	49,600	53,410	53,450	3,850
50207050	MISC BANK AND ADMIN CHARGE	-	721	721	721
50207053	INVESTMENT FEES & CHARGES	-	11	11	11
50207100	INTEREST	86,138	44,319	86,138	-
50207110	PRINCIPAL	125,000	125,000	125,000	-
50207912	TRANS-LIBRARY DEBT SERVICE	54,095	54,095	54,095	-
50207915	TRANS-OUT FIRESTATION DEBT	62,850	62,850	62,850	-
Total Expenditures		\$ 696,267	\$ 582,151	\$ 694,188	\$ (2,079)
Net Change from Original					0%

**Agenda
Item #5**

CITY OF PORTLAND
2013-2014
4B ECONOMIC DEVELOPMENT TAX FUND

	ACTUAL TOTAL 2010-2011	ACTUAL TOTAL 2011-2012	PROJECTED BUDGET 2012-2013	PROPOSED BUDGET 2013-2014
REVENUES:				
49909010 4B ECON DEVELOPMENT SALES TAX	\$ 847,172	\$ 1,012,285	\$ 950,000	\$ 1,050,000
Total Tax Revenues	\$ 847,172	\$ 1,012,285	\$ 950,000	\$ 1,050,000
49909101 INTEREST ON ACCOUNTS	\$ 183	\$ -	\$ -	\$ -
49909102 INTEREST-TEXPOOL	370	660	500	500
49909135 INTEREST EARNINGS - BROKERAGE	1,741	-	-	-
Total Interest Revenues	\$ 2,294	\$ 660	\$ 500	\$ 500
40209051 INSURANCE PROCEEDS/REFUNDS	\$ 193	\$ -	\$ -	\$ -
49909900 DRAWDOWN OF FUND BALANCE	-	-	-	35,000
49909900 OTHER SOURCES - BOND PROCEEDS	-	-	-	-
Total Other Revenues	\$ 193	\$ -	\$ -	\$ 35,000
TOTAL REVENUES	\$ 849,659	\$ 1,012,945	\$ 950,500	\$ 1,085,500
EXPENDITURES:				
50202090 MISCELLANEOUS	\$ -	\$ 196	\$ -	\$ -
50202505 COMMUNITY ADVERTISING	-	-	21	-
50202700 TRAVEL AND TRAINING	-	-	750	750
50203235 FACILITY MAINTENANCE EVAL.	-	-	-	1,500
50203800 COMMUNITY COMPLEX GROUNDS MAI	2,596	3,753	675	-
50205010 ATTORNEY FEES	-	175	-	-
50205020 CONSULTANT SERVICES- ENGINEER	4,880	725	-	-
50205050 ECONMIC DEVELOPMENT SERVICES	-	-	14,500	14,500
50205200 EQUIPMENT HIRE	-	705	705	3,050
Total Operations/Maintenance/Cont Ser.	\$ 7,476	\$ 5,554	\$ 16,651	\$ 19,800
50206300 CAPITAL IMPRVS - COMMUNITY CE	\$ 100,000	\$ 164,000	\$ -	\$ 75,000
50206400 EQUIPMENT	-	-	-	5,000
Total Capital Outlay	\$ 100,000	\$ 164,000	\$ -	\$ 80,000
50207000 PAYMENT TO GENERAL FUND	\$ 318,394	\$ 322,483	\$ 295,272	\$ 322,015
50207030 INSURANCE	43,231	38,730	53,450	60,600
50207050 MISC BANK AND ADMIN CHARGE	866	1,069	721	725
50207053 INVESTMENT FEES & CHARGES	6	-	11	-
50207100 INTEREST	96,038	91,138	86,138	80,938
50207110 PRINCIPAL	120,000	125,000	125,000	135,000
50207906 TRANS OUT 4B CONSTRUCTION FUND	-	70,000	-	-
50207912 TRANS-LIBRARY DEBT SERVICE	51,465	50,695	54,095	52,643
50207915 TRANS-OUT FIRESTATION DEBT	63,313	66,100	62,850	-
Total Other	\$ 693,311	\$ 765,215	\$ 677,537	\$ 651,921
TOTAL EXPENDITURES	\$ 800,787	\$ 934,770	\$ 694,188	\$ 751,721
NET ASSETS FROM OPERATIONS	\$ 48,872	\$ 78,175	\$ 256,313	\$ 333,779

Balance Sheet

BALANCE SHEET

AS OF: AUGUST 31ST, 2013

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT#	TITLE			
ASSETS				
=====				
00110010	CLAIM ON POOLED CASH	15,902.92		
00110335	CD'S VIA BROKERAGE	497,000.00		
00110350	TEXPOOL-4b SALES TAX	212,918.20		
00120200	4B TAX I & S_TEXPOOL	62,567.33		
00151010	PREPAID INSURANCE	<u>29,628.00</u>		
			<u>818,016.45</u>	
	TOTAL ASSETS			818,016.45
				=====
 LIABILITIES & FUND BALANCE				
=====				
10141100	DUE TO GENERAL FUND	705.00		
20000000	ASSIGNED FUND BALANCE	539,873.93		
20000150	NONSPEND. F B - PREPAID I	<u>29,628.00</u>		
			<u>570,206.93</u>	
	TOTAL LIABILITIES			570,206.93
	SUREPLUS (DEFICIT)	<u>247,809.52</u>		
	TOTAL EQUITY		<u>247,809.52</u>	
	TOTAL LIABILITIES & FUND EQUITY			818,016.45
				=====