



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 19, 2014
6:30 P.M.

1. MINUTES: THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 20, 2013 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 ACM/DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT WILL GIVE AN UPDATE ON THE COMPLETED COMMUNITY CENTER REPAIRS AND ADDITIONAL NEEDS IDENTIFIED.
4. AMENDMENT OF FY 2013-2014 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO AMEND THE CURRENT FISCAL YEAR BUDGET.
5. ADOPTION OF FY 2014-2015 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2014-2015.
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 15, 2014, 5 p.m.

By: _____
Michel Sorrell, Director of Finance

Agenda
Item #1

Minutes

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

**August 20, 2013
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:

President David Krebs

Vice President Tom Curlee

Director Dolores Butler

Director John Vilo

Secretary John Green

Director Peter Davidson

Director Gary Moore, Sr.

Executive Director Randy Wright Treasurer Sandra Clarkson

2. **APPROVAL OF THE MINUTES OF AUGUST 21, 2012:** 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 Vice President Curlee seconded the motion, to accept the minutes of the August 21, 2012 meeting. The vote was unanimous.
3. **ELECTION OF OFFICERS:** There was discussion concerning the naming of City Manager Randy Wright as the Executive Director. It was pointed out that the articles of incorporation name the city manager as executive director by default. Director Vilo moved to re-elect the officers to their current positions and to affirm City Manager Randy Wright as Executive Director. Director Moore seconded the motion. The motion to elect the following slate of officers and to affirm City Manager Randy Wright as Executive Director carried without a nay.

President

Vice President

Secretary

Treasurer

David Krebs

Tom Curlee

John Green

Sandra Clarkson

4. **DISCUSSION OF THE COMMUNITY CENTER BUILDING REPAIRS:**
Executive Director Wright asked the City Engineer Brian DeLatte to summarize the progress made on the repairs to the Community Center Roof, elimination of leaks and repair to the exterior shell. He stated that part of the hold up in identifying and repairing the leaks is the lack of rain to help locate the weaknesses.
5. **AMENDMENT OF FY 2012-2013 BUDGET:** Treasurer Clarkson highlighted the areas in the budget that are changing from the original adopted in September 2012. It was noted that the estimated sales tax revenue had taken a very negative turn earlier in the year, but had been up over prior year in the last two months. If revenues at the end of the year exceed the projected year end, the impact will be seen as an increase in net assets. Expenditures had been reduced in response to the reduced revenues, and the projected year-end net assets will be approximately \$256,313. Vice President Curlee moved, and Director Davidson seconded, the FY 2012-13 budget amendment to be approved as presented. The motion carried with all seven voting positively.
6. **ADOPTION OF FY 2013-2014 BUDGET:** In introducing the proposed budget for FY2013-14, Executive Director Wright pointed out that each year a sum of money is budgeted for major maintenance and repair of the Community Center. These repairs include air conditioning systems and painting, etc. In the City's five-year capital plan, a rehabilitation project estimated to cost more than \$1 million is slotted. The details of that plan will be brought to the Board when that year is closer on the horizon. The FY2013-14 Budget plans for an excess of net assets from operations \$333,779 to be contributed to fund balance reserves to help with that future capital improvements. Director Davidson moved that the Proposed FY 2013-14 Budget be adopted in its entirety. After Director Moore 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 _____ 2014.

Agenda
Item #2

Current Roster

Portland Community Center Complex Development Corporation
Board of Directors

<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
<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	885-6206, 643-5838, 877-5838
Gary Moore	Appointed August 1, 2006	May-16		777-2921, 813-0057, 855-7575
John Vilo	Appointed September 7, 2010	May-16		643-2174, 633-9257
			Exec. Dir. Randy Wright	777-4513
			Treasurer Sandra Clarkson	777-4520

Board of Directors Roster last updated May 5, 2014

Agenda
Item #3

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

Agenda
Item #4

Amended Budget FY 2013-2014
Proposed Budget FY 2014-2015

CITY OF PORTLAND
Fiscal Year 2013-2014 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	910,615	1,101,875	51,875
49909101 INTEREST ON ACCOUNTS	-	-	-	-
49909102 INTEREST-TEXPOOL	500	107	80	(420)
49901035 INTEREST EARNINGS - BROKERAGE	-	7,270	6,800	6,800
49909135 CHANGE IN FAIR VALUE - INVESTM	-	48,989	-	-
49909900 DRAWDOWN OF FUND BALANCE	35,000	-	-	-
Total Revenues	<u>\$ 1,085,500</u>	<u>\$ 966,981</u>	<u>\$ 1,108,755</u>	<u>\$ 58,255</u>
	Net Change from Original			5%

<u>EXPENDITURES:</u>	Current Budget	Year-to- Date	Projected Year End	Increase (Decrease)
50202505 COMMUNITY ADVERTISING	-	-	-	\$ -
50202700 TRAVEL AND TRAINING	750	-	-	(750)
50203235 FACILITY MAINTENANCE EVALUATION	1,500	-	-	(1,500)
50203800 COMMUNITY COMPLEX GROUNDS MAIN'	-	-	-	-
50205020 CONSULTANT SERVICES - ENGINEER	-	-	-	-
50205050 ECONOMIC DEVELOPMENT SERVICES	14,500	14,387	14,387	(113)
50205200 EQUIPMENT HIRE	3,050	1,134	1,000	(2,050)
50206300 CAPITAL IMPRVS - COMMUNITY CENTER	75,000	-	54,900	(20,100)
50206400 EQUIPMENT	5,000	-	5,000	-
50207000 CONTRIBUTION TO GENERAL FUND	322,015	252,212	344,016	22,001
50207030 INSURANCE	60,600	57,029	60,600	-
50207050 MISC BANK AND ADMIN CHARGE	725	950	725	-
50207053 INVESTMENT FEES & CHARGES	-	-	-	-
50207100 INTEREST	80,938	80,938	80,938	-
50207110 PRINCIPAL	135,000	135,000	135,000	-
50207912 TRANS-LIBRARY DEBT SERVICE	52,643	52,643	52,643	-
50207915 TRANS-OUT FIRESTATION DEBT	-	-	-	-
Total Expenditures	<u>\$ 751,721</u>	<u>\$ 594,293</u>	<u>\$ 749,209</u>	<u>\$ (2,512)</u>
	Net Change from Original			-0.33%

CITY OF PORTLAND
2014-2015
4B ECONOMIC DEVELOPMENT TAX FUND

	ACTUAL TOTAL 2011-2012	ACTUAL TOTAL 2012-2013	PROJECTED YEAR END 2013-2014	PROPOSED BUDGET 2014-2015
<u>REVENUES:</u>				
49909010 4B ECON DEVELOPMENT SALES TAX	\$ 1,012,285	\$ 991,698	\$ 1,101,875	\$ 1,112,500
Total Tax Revenues	\$ 1,012,285	\$ 991,698	\$ 1,101,875	\$ 1,112,500
49909101 INTEREST ON ACCOUNTS	\$ -	\$ -	\$ -	\$ -
49909102 INTEREST-TEXPOOL	660	506	80	100
49909135 INTEREST EARNINGS - BROKERAGE	-	3,655	6,800	5,600
49909136 CHANGE IN FAIR VALUE - INVESTM	-	(48,989)	-	-
Total Interest Revenues	\$ 660	\$ (44,828)	\$ 6,880	\$ 5,700
40209051 INSURANCE PROCEEDS/REFUNDS	\$ -	\$ -	\$ -	\$ -
49909900 DRAWDOWN OF FUND BALANCE	-	-	-	550,000
49909900 OTHER SOURCES - BOND PROCEEDS	-	-	-	-
Total Other Revenues	\$ -	\$ -	\$ -	\$ 550,000
 TOTAL REVENUES	 \$ 1,012,945	 \$ 946,870	 \$ 1,108,755	 \$ 1,668,200
<u>EXPENDITURES:</u>				
50202090 MISCELLANEOUS	\$ 196	\$ -	\$ -	\$ -
50202505 COMMUNITY ADVERTISING	-	21	-	-
50202700 TRAVEL AND TRAINING	-	709	-	750
50203235 FACILITY MAINTENANCE EVAL.	-	-	-	-
50203800 COMMUNITY COMPLEX GROUNDS MAI	3,753	675	-	-
50205010 ATTORNEY FEES	175	-	-	-
50205020 CONSULTANT SERVICES- ENGINEER	725	-	-	-
50205050 ECONMIC DEVELOPMENT SERVICES	-	14,387	14,387	14,387
50205200 EQUIPMENT HIRE	705	705	1,000	1,000
Total Operations/Maintenance/Cont Ser.	\$ 5,554	\$ 16,497	\$ 15,387	\$ 16,137
50206300 CAPITAL IMPRVS - COMMUNITY CE	\$ 164,000	\$ -	\$ 54,900	\$ 550,000
50206400 EQUIPMENT	-	-	5,000	-
Total Capital Outlay	\$ 164,000	\$ -	\$ 59,900	\$ 550,000
50207000 PAYMENT TO GENERAL FUND	\$ 322,483	\$ 295,272	\$ 344,016	\$ 363,429
50207030 INSURANCE	38,730	51,817	60,600	66,660
50207050 MISC BANK AND ADMIN CHARGE	1,069	721	725	725
50207053 INVESTMENT FEES & CHARGES	-	11	-	-
50207100 INTEREST	91,138	86,138	80,938	75,437
50207110 PRINCIPAL	125,000	125,000	135,000	140,000
50207906 TRANS OUT 4B CONSTRUCTION FUND	70,000	-	-	-
50207912 TRANS-LIBRARY DEBT SERVICE	50,695	54,095	52,643	51,155
50207915 TRANS-OUT FIRESTATION DEBT	66,100	62,850	-	-
Total Other	\$ 765,215	\$ 675,904	\$ 673,922	\$ 697,406
 TOTAL EXPENDITURES	 \$ 934,770	 \$ 692,401	 \$ 749,209	 \$ 1,263,543
 <u>NET ASSETS FROM OPERATIONS</u>	 <u>\$ 78,175</u>	 <u>\$ 254,469</u>	 <u>\$ 359,546</u>	 <u>\$ 404,657</u>

Agenda
Item #5

Financial Statements

BALANCE SHEET

AS OF: AUGUST 31ST, 2014

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT# TITLE

ASSETS

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00110010	CLAIM ON POOLED CASH	178,970.98
00110330	BROKERAGE ACCOUNT	10,925.24
00110335	CD's VIA BROKERAGE	497,000.00
00110350	TEXPOOL-4b SALES TAX	368,728.57
00120200	4B TAX I & S TEXPOOL	108,801.21
00141100	DUE FROM GENERAL FUND	713.47
00151010	PREPAID INSURANCE	31,221.00

1,196,360.47

TOTAL ASSETS

1,196,360.47

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BALANCE SHEET

AS OF: AUGUST 31ST, 2014

12 -4b ECONOMIC DEV. TAX FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

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20000000	ASSIGNED FUND BALANCE	792,750.35	
20000150	NONSPEND. F B - PREPAID I	31,221.00	

823,971.35

TOTAL LIABILITIES

823,971.35

	SURPLUS (DEFICIT)	372,389.12	
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TOTAL EQUITY

372,389.12

TOTAL LIABILITIES & FUND EQUITY

1,196,360.47

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