



PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION AGENDA

NOTICE OF MEETING

Tuesday, September 7, 2021

6:45 p.m.

Council Chamber of City Hall

Daniel P. Moore Community Center Complex

1900 Billy G. Webb Drive

Portland, Texas

Citizens may watch the meeting live on Spectrum Cable Channel 1300 or online at <http://www.portlandtx.com/418/Media-Center>. Citizens may also comment on items appearing on the agenda online at <http://www.portlandtx.com/418/Media-Center> and/or submit comments or questions for the City Council to Annette.hall@portlandtx.com.

1. **MINUTES:** THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 18, 2020 MEETING – FINANCE DIRECTOR
2. **ELECTION OF OFFICERS:** THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER FOR ONE-YEAR TERMS – BOARD PRESIDENT
3. **ADOPTION OF FY 2021-2022 BUDGET:** THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2021-2022 – FINANCE DIRECTOR
4. **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

5. 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 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 3, 2021 by 5:00 p.m.
Portland City Hall

By: *Annette Hall*
Annette Hall
City Secretary



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
Tuesday, September 7, 2021

AGENDA ITEM #1
MINUTES OF AUGUST 18, 2020 MEETING

**MINUTES
REGULAR MEETING OF THE
PORTLAND COMMUNITY CENTER COMPLEX
DEVELOPMENT CORPORATION
AUGUST 18, 2020
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 AUGUST 20, 2019 MEETING

Director Davidson made the motion to approve the minutes of the August 20, 2019 regular meeting, seconded by Secretary Green.

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

Secretary Green moved to elect the following officers for FY 2020-21:

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. ADOPTION OF FY 2020-2021 BUDGET: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2020-2021 – FINANCE DIRECTOR

Finance Director Aldilia Martin presented and reviewed the Proposed FY 2020-2021 budget that included:

City of Portland					
Economic Development Sales Tax Fund					
FY 2020-2021 Proposed Budget					
					CORRECTED
12 - TYPE B SALES TAX FUND	2018-2019 ACTUAL	2019-2020 ADOPTED BUDGET	2019-2020 PROJECTED TOTAL	2020-2021 PROPOSED BUDGET	2020-2021 PROPOSED BUDGET
FUND 12 SUMMARY:					
BEGINNING FUND BALANCE		\$ 2,856,793	\$ 2,856,793	\$ 3,276,129	\$ 3,276,129
TOTAL FUND 12 REVENUES	\$ 1,375,841	\$ 1,381,313	\$ 1,469,380	\$ 1,387,057	\$ 1,498,329
TOTAL FUND 12 EXPENDITURES	\$ 1,314,095	\$ 880,424	\$ 908,210	\$ 1,011,260	\$ 1,011,260
REV OVER/(UNDER) EXPENDITURES	\$ 61,746	\$ 500,889	\$ 561,170	\$ 375,797	\$ 487,069
12-50207095 STATE COMPTROLLER REPAYMENTS	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)
12-50206400 EQUIPMENT (FY19 ROLLOVER)	\$ -	\$ (228,260)	\$ (110,136)	\$ -	\$ -
DRAWDOWN OF FB - INDIAN POINT PIER	\$ -	\$ -	\$ -	\$ (650,000)	\$ (650,000)
TOTAL DRAWS ON FB	\$ (31,698)	\$ (259,958)	\$ (141,834)	\$ (681,698)	\$ (681,698)
ENDING FUND BALANCE		\$ 3,097,724	\$ 3,276,129	\$ 2,970,229	\$ 3,081,500

Director Green moved to adopt the Proposed FY 2020-2021 budget, and Director Owen 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. BOARD MEMBER AND STAFF COMMENTS CONCERNING ITEMS OF THE COMMUNITY THAT MAY NOT BE DISCUSSED:

Vice President Davidson made the following comment:

- Commended that the City of Portland has done a great job on their recent road repairs.

6. ADJOURNMENT:

There being no further business to discuss, President Skurow adjourned the meeting at 6:42 p.m.

MINUTES APPROVED this 7th day of September 2021.

Secretary



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
Tuesday, September 7, 2021

AGENDA ITEM #2
ELECTION OF OFFICERS



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
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AGENDA ITEM #3
ADOPTION OF FY2021-2022 BUDGET



**City of Portland
Economic Development Sales Tax Fund
FY 2021-2022 Proposed Budget**

12 - TYPE B SALES TAX FUND

2019-2020 ACTUAL	2020-2021 ADOPTED BUDGET	2020-2021 PROJECTED TOTAL	2021-2022 PROPOSED BUDGET
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FUND 12 SUMMARY:

BEGINNING FUND BALANCE

\$ 2,856,793	\$ 3,129,830	\$ 3,129,830	\$ 3,650,973
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TOTAL FUND 12 REVENUES

\$ 1,462,178	\$ 1,498,328	\$ 1,563,161	\$ 1,594,126
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TOTAL FUND 12 EXPENDITURES

\$ 1,157,444	\$ 1,011,260	\$ 1,010,320	\$ 1,173,585
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REV OVER/(UNDER) EXPENDITURES

\$ 304,735	\$ 487,068	\$ 552,842	\$ 420,541
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12-50207095 STATE COMPTROLLER REPAYMENTS

\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)
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DRAWDOWN OF FB - INDIAN POINT PIER

\$ -	\$ (650,000)	\$ -	\$ -
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TOTAL DRAWS ON FB

\$ (31,698)	\$ (681,698)	\$ (31,698)	\$ (31,698)
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ENDING FUND BALANCE

\$ 3,129,830	\$ 2,935,200	\$ 3,650,973	\$ 4,039,816
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REVENUE:

12-40001050 4B SALES TAX

\$ 1,439,024	\$ 1,470,601	\$ 1,547,933	\$ 1,578,892
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12-40001060 4B SALES TAX - UBO

\$ 11,591	\$ 12,727	\$ 13,759	\$ 14,034
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12-49909102 INTEREST - TEXPOOL

\$ 5,239	\$ 7,500	\$ 335	\$ 350
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12-49909137 INTEREST - TEXASCLASS

\$ 6,324	\$ 7,500	\$ 827	\$ 850
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12-49901000 REFUND OF PRIOR YR EXP

\$ -	\$ -	\$ 307	\$ -
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TOTAL FUND 12 REVENUES

\$ 1,462,178	\$ 1,498,328	\$ 1,563,161	\$ 1,594,126
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EXPENDITURES:

12-50202340 SMALL EQUIP - NONCAP

\$ -	\$ -	\$ 6,000	\$ -
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12-50205020 CONSULTANT SERVICES

\$ 306	\$ 1,500	\$ 195	\$ 1,500
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12-50205050 ECONOMIC DEVP SERVICES

\$ 12,500	\$ 14,387	\$ 14,387	\$ 14,387
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12-50205200 EQUIPMENT HIRE

\$ -	\$ -	\$ -	\$ -
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12-50207030 INSURANCE

\$ 88,535	\$ 70,000	\$ 65,382	\$ 70,000
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12-50207050 MISC BANK AND ADMIN CHRG

\$ 400	\$ 1,000	\$ 800	\$ 1,000
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12-50207095 STATE COMPTROLLER REPAYMENTS

\$ -	\$ -	\$ -	\$ 31,698
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12-50207100 INTEREST

\$ 44,056	\$ 45,000	\$ 45,000	\$ 45,000
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12-50207110 PRINCIPAL

\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000
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12-02 OPERATING

\$ 315,797	\$ 301,887	\$ 301,764	\$ 333,585
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12-50206400 EQUIPMENT

\$ 110,136	\$ -	\$ -	\$ -
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12-02 CAPITAL

\$ 110,136	\$ -	\$ -	\$ -
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12-50207000 CONTRIBUTIONS TO GF

\$ 572,990	\$ 656,373	\$ 656,373	\$ 785,000
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12-50207912 TRANS OUT TO 11 - LIBRARY DEBT SVC

\$ 52,183	\$ 53,000	\$ 52,183	\$ 55,000
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TRANSFER OUT TO VENUE TAX FUND

\$ 106,338	\$ -	\$ -	\$ -
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12-02 OTHER FINANCING USES

\$ 731,511	\$ 709,373	\$ 708,556	\$ 840,000
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TOTAL FUND 12 EXPENDITURES

\$ 1,157,444	\$ 1,011,260	\$ 1,010,320	\$ 1,173,585
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REV OVER/(UNDER) EXPENDITURES

\$ 304,735	\$ 487,068	\$ 552,842	\$ 420,541
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