



**PORTLAND COMMUNITY CENTER COMPLEX  
DEVELOPMENT CORPORATION  
AGENDA**

**NOTICE OF MEETING**

Tuesday, September 6, 2022

6:30 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](mailto:Annette.hall@portlandtx.com).*

1. **CALL TO ORDER**: BOARD PRESIDENT
2. **ROLL CALL**: CITY SECRETARY
3. **MINUTES**: THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS SEPTEMBER 7, 2021 MEETING – FINANCE DIRECTOR
4. **ELECTION OF OFFICERS**: THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE-PRESIDENT, SECRETARY, AND TREASURER FOR ONE-YEAR TERMS – BOARD PRESIDENT
5. **ADOPTION OF FY 2022-2023 BUDGET**: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2022-2023 – FINANCE DIRECTOR
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: 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.gov](mailto:annette.hall@portlandtx.gov)) 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 2, 2022 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 6, 2022

**AGENDA ITEM #1**  
**MINUTES OF SEPTEMBER 7, 2021 MEETING**

**MINUTES  
REGULAR MEETING OF THE  
PORTLAND COMMUNITY CENTER COMPLEX  
DEVELOPMENT CORPORATION  
SEPTEMBER 7, 2021  
6:45 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  
Secretary John Green  
Director Andrew Aguirre  
Director Teri Owen  
Director Tom Yardley

1. **MINUTES:** THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS AUGUST 18, 2020 MEETING

Secretary Green made the motion to approve the minutes of the August 18, 2020, regular meeting, seconded by Director Yardley.

The motion passed with the following vote:

For	5	President Skurow, Secretary Green, Director Aguirre, Director Moore, Director Owen, and Director Yardley
Against:	0	
Absent:	1	Director Moore
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 2021-22:

President	Cathy Skurow
Vice President	Teri Owen
Secretary	John Green
Treasurer	Aldilia Martin

Director Yardley seconded the motion.

For	5	President Skurow, Secretary Green, Director Aguirre, Director Moore, Director Owen, and Director Yardley
Against:	0	
Absent:	1	Director Moore
Abstained:	0	

**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**

Finance Director Aldilia Martin presented and reviewed the Proposed FY 2021-2022 budget that included:

12 - TYPE B SALES TAX FUND	2019-2020 ACTUAL	2020-2021 ADOPTED BUDGET	2020-2021 PROJECTED TOTAL	2021-2022 BASELINE	2021-2022 BUDGET REQUESTS	2021-2022 PROPOSED BUDGET
<b>FUND 12 SUMMARY:</b>						
<b>BEGINNING FUND BALANCE</b>	<b>\$ 2,856,793</b>	<b>\$ 3,129,830</b>	<b>\$ 3,129,830</b>	<b>\$ 3,650,973</b>		<b>\$ 3,650,973</b>
			104.33%			
TOTAL FUND 12 REVENUES	\$ 1,462,178	\$ 1,498,328	\$ 1,563,161	\$ 1,594,126	\$ -	\$ 1,594,126
TOTAL FUND 12 EXPENDITURES	\$ 1,157,444	\$ 1,011,260	\$ 1,010,320	\$ 1,173,585	\$ -	\$ 1,173,585
<b>REV OVER/(UNDER) EXPENDITURES</b>	<b>\$ 304,735</b>	<b>\$ 487,068</b>	<b>\$ 552,842</b>	<b>\$ 420,541</b>	<b>\$ -</b>	<b>\$ 420,541</b>
12-50207095 STATE COMPTROLLER REPAYMENTS	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ -	\$ (31,698)
12-50206400 EQUIPMENT (FY19 ROLLOVER)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRAWDOWN OF FB - INDIAN POINT PIER	\$ -	\$ (650,000)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DRAWS ON FB</b>	<b>\$ (31,698)</b>	<b>\$ (681,698)</b>	<b>\$ (31,698)</b>	<b>\$ (31,698)</b>	<b>\$ -</b>	<b>\$ (31,698)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,129,830</b>	<b>\$ 2,935,200</b>	<b>\$ 3,650,973</b>	<b>\$ 4,039,816</b>		<b>\$ 4,039,816</b>

Director Owen moved to adopt the Proposed FY 2021-2022 budget, and Director Yardley seconded.

For	5	President Skurow, Secretary Green, Director Aguirre, Director Moore, Director Owen, and Director Yardley
Against:	0	
Absent:	1	Director Moore
Abstained:	0	

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

Executive Director Randy Wright made the following comment:

- He announced that Director Peter Davidson informed the City that he would not be seeking reappointment to the board. Therefore the board is a vacant position on the board that will be filled before the end of the year. The City Council reappointed Director Skurow and Director Green at its August 17, 2021, regular City Council meeting.

President Skurow made the following comment:

- She commented that the opening of the newly renovated Community Center was a wonderful development and has brought lots of pride to our community.

**6. ADJOURNMENT:**

There being no further business to discuss, President Skurow adjourned the meeting at 6:52 p.m.

**MINUTES APPROVED** this 7<sup>th</sup> day of September 2021.

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**Secretary**



PORTLAND COMMUNITY CENTER  
COMPLEX DEVELOPMENT CORPORATION  
Regular Meeting of Board of Directors  
Tuesday, September 6, 2022

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



PORTLAND COMMUNITY CENTER  
COMPLEX DEVELOPMENT CORPORATION  
FY 2022-2023 BOARD APPOINTMENTS

**Appointment Summary**

**Portland Community Center Complex Development Corporation (PCCDC)**

- Seven-member board
- Members serve 2-year terms expiring on 5/31
- Created in 1994 to administer the Type B Sales Tax revenues
- Board has historically included 4 Council Members

<b><u>Current Member</u></b>	<b><u>Year Appointed</u></b>	<b><u>Term Expires</u></b>
Gary W. Moore	2018	2024
Tom Yardley	2018	2024
Teri Owen	2016	2024
Andrew Aguirre	2018	2024
John Green	2008	2023
John Sutton	2022	2023
Cathy Skurow	2011	2023

President – Cathy Skurow

Vice-President – Teri Owen

Secretary – John Green





PORTLAND COMMUNITY CENTER  
COMPLEX DEVELOPMENT CORPORATION  
Regular Meeting of Board of Directors  
Tuesday, September 6, 2022

**AGENDA ITEM #3**  
**ADOPTION OF FY2022-2023 BUDGET**



PORTLAND COMMUNITY CENTER  
 COMPLEX DEVELOPMENT CORPORATION  
 FY 2022-2023 PROPOSED BUDGET

12 - TYPE B SALES TAX FUND	2020-2021 ACTUAL	2021-2022 ADOPTED BUDGET	2021-2022 PROJECTED TOTAL	2022-2023 BASELINE	2022-2023 BUDGET REQUESTS	2022-2023 PROPOSED BUDGET
<b>FUND 12 SUMMARY:</b>						
<b>BEGINNING FUND BALANCE</b>	\$ 3,063,323	\$ 2,896,603	\$ 2,896,603	\$ 3,352,369		\$ 3,352,369
TOTAL FUND 12 REVENUES	\$ 1,614,005	\$ 1,594,126	\$ 1,723,035	\$ 1,809,435	\$ -	\$ 1,809,435
TOTAL FUND 12 EXPENDITURES	\$ 1,099,027	\$ 1,173,585	\$ 1,235,571	\$ 1,269,198	\$ 58,750	\$ 1,327,948
<b>REV OVER/(UNDER) EXPENDITURES</b>	\$ 514,978	\$ 420,541	\$ 487,464	\$ 540,237	\$ (58,750)	\$ 481,487
12-50207095 STATE COMPTROLLER REPAYMENTS	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ -	\$ (31,698)
12-50206400 EQUIPMENT (FY19 ROLLOVER)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRAWDOWN OF FB - INDIAN POINT PIER	\$ (650,000)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DRAWS ON FB</b>	\$ (681,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ -	\$ (31,698)
<b>ENDING FUND BALANCE</b>	\$ 2,896,603	\$ 3,285,446	\$ 3,352,369	\$ 3,860,908		\$ 3,802,158
<b>REVENUE:</b>						
12-40001050 4B SALES TAX	\$ 1,600,954	\$ 1,578,892	\$ 1,711,511	\$ 1,797,086	\$ -	\$ 1,797,086
12-40001060 4B SALES TAX - UBO	\$ 12,008	\$ 14,034	\$ 10,930	\$ 11,149	\$ -	\$ 11,149
12-49909102 INTEREST - TEXPOOL	\$ 214	\$ 350	\$ 175	\$ 350	\$ -	\$ 350
12-49909137 INTEREST - TEXASCLASS	\$ 523	\$ 850	\$ 419	\$ 850	\$ -	\$ 850
12-49901000 REFUND OF PRIOR YR EXP	\$ 306	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUND 12 REVENUES</b>	\$ 1,614,005	\$ 1,594,126	\$ 1,723,035	\$ 1,809,435	\$ -	\$ 1,809,435
<b>EXPENDITURES:</b>						
12-50202315 COMPUTER SOFTWARE-NONCAP	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
12-50205020 CONSULTANT SERVICES	\$ 227	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500
12-50205050 ECONOMIC DEVP SERVICES	\$ 12,500	\$ 14,387	\$ 19,771	\$ 20,000	\$ -	\$ 20,000
12-50205200 EQUIPMENT HIRE		\$ -	\$ -	\$ -	\$ -	\$ -
12-50207030 INSURANCE	\$ 145,690	\$ 70,000	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
12-50207050 MISC BANK AND ADMIN CHRG	\$ 400	\$ 1,000	\$ 800	\$ 1,000	\$ -	\$ 1,000
12-50207095 STATE COMPTROLLER REPAYMENTS		\$ 31,698		\$ 31,698	\$ -	\$ 31,698
12-50207100 INTEREST	\$ 36,837	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
12-50207110 PRINCIPAL	\$ 180,000	\$ 170,000	\$ 180,000	\$ 180,000	\$ -	\$ 180,000
<b>12-02 OPERATING</b>	\$ 387,654	\$ 333,585	\$ 395,571	\$ 429,198	\$ -	\$ 429,198
12-50206300 CAPITAL IMPROVEMENTS - COMM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12-50206400 EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>12-02 CAPITAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12-50207000 CONTRIBUTIONS TO GF	\$ 656,373	\$ 785,000	\$ 785,000	\$ 785,000	\$ 58,750	\$ 843,750
12-50207912 TRANS OUT TO 11 - LIBRARY DEBT SV	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000
TRANSFER OUT TO VENUE TAX FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>12-02 OTHER FINANCING USES</b>	\$ 711,373	\$ 840,000	\$ 840,000	\$ 840,000	\$ 58,750	\$ 898,750
<b>TOTAL FUND 12 EXPENDITURES</b>	\$ 1,099,027	\$ 1,173,585	\$ 1,235,571	\$ 1,269,198	\$ 58,750	\$ 1,327,948