



PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORPORATION AGENDA

NOTICE OF MEETING

Tuesday, August 15, 2023

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.gov.

1. **MINUTES**: THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS SEPTEMBER 6, 2022 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 2023-2024 BUDGET**: THE BOARD OF DIRECTORS WILL CONSIDER ACTION TO ADOPT THE BUDGET FOR FISCAL YEAR 2023-2024 – 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.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: August 11, 2023 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, August 15, 2023

AGENDA ITEM #3
MINUTES OF SEPTEMBER 6, 2022 MEETING

**MINUTES
REGULAR MEETING OF THE
PORTLAND COMMUNITY CENTER COMPLEX
DEVELOPMENT CORPORATION
SEPTEMBER 6, 2022
6:30 P.M.**

THE STATE OF TEXAS	
COUNTIES OF SAN PATRICIO AND NUECES	
PORTLAND COMMUNITY CENTER COMPLEX DEVELOPMENT CORP.	

Present:

President Cathy Skurow
Vice-President Teri Owen
Director Gary Moore
Director John Sutton
Director Tom Yardley
Treasurer Aldilia Martin
Executive Director Randy Wright

Absent:

Secretary John Green
Director Andrew Aguirre

1. CALL TO ORDER: BOARD PRESIDENT

Board President Skurow called the meeting to order at 6:30 p.m.

2. ROLL CALL: CITY SECRETARY

City Secretary Annette Hall called the roll and announced that a quorum was present.

3. MINUTES: THE BOARD OF DIRECTORS WILL CONSIDER THE MINUTES OF ITS SEPTEMBER 6, 2021 MEETING - DIRECTOR OF FINANCE

Vice-President Owen made the motion to approve the minutes of the September 6, 2021, regular meeting, seconded by Director Yardley.

The motion passed with the following vote:

For	5	President Skurow, Director Moore, Vice-President Owen, and Director Yardley
Against:	0	
Absent:	2	Secretary Green and Director Aguirre
Abstained:	0	

4. ELECTION OF OFFICERS: THE BOARD OF DIRECTORS WILL ELECT A PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER FOR ONE-YEAR TERMS

Director Yardley moved to elect the following officers for FY 2022-23:

President	Cathy Skurow
Vice President	Teri Owen
Secretary	John Green
Treasurer	Aldilia Martin
Executive Officer	Randy Wright

Director Moore seconded the motion.

The motion passed with the following vote:

For	5	President Skurow, Director Moore, Director Owen, Director Yardley and Director Sutton
Against:	0	
Absent:	2	Secretary Green and Director Aguirre
Abstained:	0	

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

Finance Director Aldilia Martin presented and reviewed the Proposed FY 2022-2023 budget that included:

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
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FUND 12 SUMMARY:

BEGINNING FUND BALANCE	\$ 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	\$ 1,327,948
REV OVER/(UNDER) EXPENDITURES	\$ 514,978	\$ 420,541	\$ 487,464	\$ 540,237	\$ 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)	\$ -	\$ -	\$ -	\$ -
TOTAL DRAWS ON FB	\$ (681,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ (31,698)
ENDING FUND BALANCE	\$ 2,896,603	\$ 3,285,446	\$ 3,352,369	\$ 3,860,908	\$ 3,802,158

Director Sutton moved to adopt the Proposed FY 2022-2023 budget, and Director Yardley seconded.

The motion passed with the following vote:

For	5	President Skurow, Director Moore, Director Owen, Director Yardley and Director Sutton
Against:	0	
Absent:	2	Secretary Green and Director Sutton
Abstained:	0	

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

Executive Director Randy Wright made the following comment:

- He commented that the City appreciates the service of the Board of Directors.

7. ADJOURNMENT:

There being no further business to discuss, President Skurow adjourned the meeting at 6:37 p.m.

MINUTES APPROVED this 15th day of August 2023.

Secretary



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
Tuesday, August 15, 2023

**AGENDA ITEM #4
ELECTION OF OFFICERS**



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
FY 2023-2024 BOARD APPOINTMENTS

Appointment Summary

Portland Community Center Complex Development Corporation (PCCCDC)

- **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**

<u>Current Member</u>	<u>Year Appointed</u>	<u>Term Expires</u>
Gary W. Moore	2018	2024
Tom Yardley	2018	2024
Teri Owen	2016	2024
Vacant		2024
John Green	2008	2025
John Sutton	2023	2025
Cathy Skurow	2011	2025



PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
Regular Meeting of Board of Directors
Tuesday, August 15, 2023

AGENDA ITEM #5
ADOPTION OF FY2023-2024 BUDGET



**PORTLAND COMMUNITY CENTER
COMPLEX DEVELOPMENT CORPORATION
FY 2023-2024 PROPOSED BUDGET**

12 - TYPE B SALES TAX FUND

2021-2022 ACTUAL	2022-2023 ADOPTED BUDGET	2022-2023 PROJECTED TOTAL	2023-2024 BASELINE BUDGET	2023-2024 BUDGET REQUESTS	2023-2024 ADOPTED BUDGET
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FUND 12 SUMMARY:

BEGINNING FUND BALANCE	\$ 2,875,855	\$ 2,737,764	\$ 2,737,764	\$ 3,034,378		\$ 3,034,378
TOTAL FUND 12 REVENUES	\$ 1,711,973	\$ 1,809,435	\$ 1,901,973	\$ 2,086,807	\$ -	\$ 2,086,807
TOTAL FUND 12 EXPENDITURES	\$ 1,824,705	\$ 1,327,948	\$ 1,573,660	\$ 1,624,665	\$ 6,250	\$ 1,630,915
REV OVER/(UNDER) EXPENDITURES	\$ (112,732)	\$ 481,487	\$ 328,312	\$ 462,142	\$ (6,250)	\$ 455,892
12-50207095 STATE COMPTROLLER REPAYMENTS	\$ -	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ -	\$ (31,698)
12-50206400 EQUIPMENT (FY19 ROLLOVER)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRAWDOWN OF FB - INDIAN POINT PIER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DRAWS ON FB	\$ -	\$ (31,698)	\$ (31,698)	\$ (31,698)	\$ -	\$ (31,698)
ENDING FUND BALANCE	\$ 2,763,123	\$ 3,802,158	\$ 3,034,378	\$ 3,464,823	\$ (6,250)	\$ 3,458,573

REVENUE:

12-40001050 4B SALES TAX	\$ 1,692,191	\$ 1,797,086	\$ 1,851,463	\$ 2,036,610	\$ -	\$ 2,036,610
12-40001060 4B SALES TAX - UBO	\$ 14,013	\$ 11,149	\$ 5,193	\$ 5,297	\$ -	\$ 5,297
12-49909102 INTEREST - TEXPOOL	\$ 1,464	\$ 350	\$ 5,916	\$ 5,900	\$ -	\$ 5,900
12-49909137 INTEREST - TEXASCLASS	\$ 4,305	\$ 69	\$ 39,400	\$ 39,000	\$ -	\$ 39,000
TOTAL FUND 12 REVENUES	\$ 1,711,972	\$ 1,809,435	\$ 1,901,973	\$ 2,086,807	\$ -	\$ 2,086,807

EXPENDITURES:

12-50201000 SALARIES	\$ -	\$ -	\$ 4,576	\$ 21,069	\$ 6,250	\$ 27,319
12-50201050 SPECIAL PAY	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ 29
12-50201300 RETIREMENT	\$ -	\$ -	\$ 822	\$ 3,897	\$ -	\$ 3,897
12-50201410 FICA TAX	\$ -	\$ -	\$ 282	\$ 1,308	\$ -	\$ 1,308
12-50201420 MEDICARE TAXES	\$ -	\$ -	\$ 66	\$ 306	\$ -	\$ 306
12-50201430 STATE UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 2
12-50201500 HEALTH INSURANCE	\$ -	\$ -	\$ 473	\$ 2,175	\$ -	\$ 2,175
12-50201505 DENTAL INSURANCE	\$ -	\$ -	\$ 21	\$ 92	\$ -	\$ 92
12-50201510 VISION INSURANCE	\$ -	\$ -	\$ 7	\$ 27	\$ -	\$ 27
12-50201515 OTHER INSURANCE	\$ -	\$ -	\$ 21	\$ 102	\$ -	\$ 102
WORKER'S COMP	\$ -	\$ -	\$ -	\$ 45	\$ -	\$ 45
12-02 PERSONNEL	\$ -	\$ -	\$ 6,268	\$ 29,052	\$ 6,250	\$ 35,302
12-50202315 COMPUTER SOFTWARE-NONCAP	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
12-50205020 CONSULTANT SERVICES	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500
12-50205050 ECONOMIC DEVP SERVICES	\$ 19,771	\$ 20,000	\$ 12,500	\$ 20,000	\$ -	\$ 20,000
12-50205200 EQUIPMENT HIRE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12-50207030 INSURANCE	\$ 155,432	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
12-50207050 MISC BANK AND ADMIN CHRG	\$ 400	\$ 1,000	\$ 400	\$ 1,000	\$ -	\$ 1,000
12-50207094 TRF OUT - 31	\$ 7,129	\$ -	\$ -	\$ -	\$ -	\$ -
12-50207095 STATE COMPTROLLER REPAYMENTS	\$ 31,698	\$ 31,698	\$ 18,491	\$ 31,698	\$ -	\$ 31,698
12-50207100 INTEREST	\$ 29,206	\$ 45,000	\$ 45,000	\$ 12,963	\$ -	\$ 12,963
12-50207110 PRINCIPAL	\$ 190,000	\$ 180,000	\$ 180,000	\$ 200,000	\$ -	\$ 200,000
12-02 OPERATING	\$ 435,636	\$ 429,198	\$ 406,391	\$ 417,161	\$ -	\$ 417,161
12-50206300 CAPITAL IMPROVEMENTS - COMM	\$ 27,603	\$ -	\$ -	\$ -	\$ -	\$ -
12-02 CAPITAL	\$ 27,603	\$ -	\$ -	\$ -	\$ -	\$ -
12-50207000 CONTRIBUTIONS TO GF	\$ 785,000	\$ 843,750	\$ 843,750	\$ 900,000	\$ -	\$ 900,000
12-50207912 TRANS OUT TO 11 - LIBRARY DEBT SVC	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000
12-50207903 TRANS-OUT TO DEBT SVC	\$ 576,466	\$ -	\$ 262,252	\$ 223,452	\$ -	\$ 223,452
12-02 OTHER FINANCING USES	\$ 1,361,466	\$ 898,750	\$ 1,161,002	\$ 1,178,452	\$ -	\$ 1,178,452
TOTAL FUND 12 EXPENDITURES	\$ 1,824,705	\$ 1,327,948	\$ 1,573,660	\$ 1,624,665	\$ 6,250	\$ 1,630,915