

**NOTICE OF ECONOMIC DEVELOPMENT CORPORATION SPECIAL MEETING  
CITY OF SOUTH PADRE ISLAND**

**MONDAY, SEPTEMBER 21, 2020**  
10:00 AM AT THE MUNICIPAL BUILDING,  
CITY COUNCIL CHAMBERS, 2ND FLOOR  
4601 PADRE BOULEVARD, SOUTH PADRE ISLAND, TEXAS

1.Call to order

2.Pledge of Allegiance and Texas Pledge

3.Public Comments and Announcements

*This is an opportunity for citizens to speak to the board relating to agenda or non-agenda items. Speakers are required to address the board at the podium and give their name before addressing their concerns. [Note: State law will not permit the the board to discuss, debate or consider items that are not on the agenda. Citizen comments may be referred to City Staff or may be placed on the agenda of a future meeting]*

4.Regular Agenda

4.1. Discussion and action to approve the 2020-21 Annual Budget for the South Padre Island Birding and Nature Center

5.Adjourn

NOTE: One or more members of the City of South Padre Island City Council may attend this meeting; if so, this statement satisfies the requirements of the OPEN MEETINGS ACT.

DATED

\_\_\_\_\_  
Darla Lapeyre, Executive Director

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SOUTH PADRE ISLAND, TEXAS IS A TRUE AND CORRECT COPY OF SAID NOTICE AND THAT I POSTED A TRUE AND CORRECT COPY OF SAID NOTICE ON THE BULLETIN BOARD AT CITY HALL/MUNICIPAL BUILDING ON , AT/OR BEFORE 10:00 AM AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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Darla Lapeyre, Executive Director

THIS FACILITY IS WHEELCHAIR ACCESSIBLE, AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT BUILDING OFFICIAL, DAVID TRAVIS; ADA DESIGNATED RESPONSIBLE PARTY AT (956) 761-8103.

Agenda: SEPTEMBER 21, 2020

**CITY OF SOUTH PADRE ISLAND  
ECONOMIC DEVELOPMENT CORPORATION  
AGENDA REQUEST FORM**

**MEETING DATE:** September 21, 2020

**NAME & TITLE:** Darla Lapeyre, EDC Director

**DEPARTMENT:** Economic Development Council

**ITEM**

Discussion and action to approve the 2020-21 Annual Budget for the South Padre Island Birding and Nature Center

**ITEM BACKGROUND**

The EDC approves the annual budget for the Birding Center per the Operating Agreement between the two entities. The Birding and Nature Center Board of Directors have approved the budget as presented. In addition to the budget, included in your packet is the Profit & Loss for 10 months (October 1, 2019 through July 31, 2020 to be used for comparison purposes.

**BUDGET/FINANCIAL SUMMARY**

n/a

**COMPREHENSIVE PLAN GOAL**

n/a

**LEGAL REVIEW**

Sent to Legal:

Approved by Legal:

**RECOMMENDATIONS/COMMENTS:**

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss Budget Overview

08/24/20

October 2020 through September 2021

Accrual Basis

	Oct '20 - Sep 21
Ordinary Income/Expense	
Income	
ADMISSIONS INCOME	
DISCOUNT ADMISSIONS	2,000.00
EXTENDED PASS ADMISSIONS	12,000.00
GENERAL ADMISSIONS	370,000.00
GROUP ADMISSIONS	4,000.00
Total ADMISSIONS INCOME	388,000.00
ALLIGATOR SANCTUARY	
ADVENTURE PASS	40,000.00
ALLIGATOR FOOD/PHOTOS	32,000.00
Total ALLIGATOR SANCTUARY	72,000.00
BUILDING RENTAL INCOME	0.00
CONTRIBUTIONS	
CONTRIBUTIONS-GENERAL PUBLIC DESIGNATED	5,000.00
MONARCH	0.00
DESIGNATED - Other	500.00
Total DESIGNATED	500.00
DONATIONS	
ANNUAL MEMBERSHIP GIVING	
CORPORATE	
GREAT BLUE HERON	1,500.00
GREAT EGRET	1,000.00
CORPORATE - Other	5,000.00
Total CORPORATE	7,500.00
INDIVIDUAL	
REDDISH EGRET	500.00
ROSEATE SPOONBILL	500.00
SANDERLING	500.00
INDIVIDUAL - Other	1,500.00
Total INDIVIDUAL	3,000.00
Total ANNUAL MEMBERSHIP GIVING	10,500.00
HABITAT	5,000.00
HALLO WINGS	0.00
SPECIAL EVENTS	400.00
SUMMER CAMP	500.00
W O W E	5,000.00
WEBSITE	500.00
DONATIONS - Other	0.00
Total DONATIONS	21,900.00
EVENT PARKING	2,000.00
PARKING GATE	1,000.00
CONTRIBUTIONS - Other	0.00
Total CONTRIBUTIONS	30,400.00
GIFT SHOP INCOME	
CONSIGNMENT SALES	1,000.00
GIFT SHOP SALES	170,000.00
WINE & BEER SALES	2,000.00
GIFT SHOP INCOME - Other	0.00
Total GIFT SHOP INCOME	173,000.00

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss Budget Overview

08/24/20

Accrual Basis

October 2020 through September 2021

	Oct '20 - Sep 21
Gift Shop Sales	
40201 · Gift Shop Sales	0.00
<b>Total Gift Shop Sales</b>	<b>0.00</b>
<b>GRANT PROCEEDS</b>	<b>30,000.00</b>
<b>INTERNET PURCHASES</b>	<b>0.00</b>
<b>Total Income</b>	<b>693,400.00</b>
<b>Cost of Goods Sold</b>	
<b>COST OF GOODS SOLD</b>	
CONSIGNMENT	500.00
GIFT SHOP	84,000.00
WINE & BEER	1,000.00
COST OF GOODS SOLD - Other	0.00
<b>Total COST OF GOODS SOLD</b>	<b>85,500.00</b>
<b>RETURNS, ALLOWANCES, BAD DEBTS</b>	<b>0.00</b>
<b>Total COGS</b>	<b>85,500.00</b>
<b>Gross Profit</b>	<b>607,900.00</b>
<b>Expense</b>	
<b>ALLIGATOR SANCTUARY EXP</b>	
ALLIGATOR SANCTUARY GENERAL EXP	10,000.00
GR QUARTERLY RECONCILIATION	50,000.00
TURTLE/ALLIGATOR FOOD	5,000.00
<b>Total ALLIGATOR SANCTUARY EXP</b>	<b>65,000.00</b>
<b>BNC ANIMAL EXHIBIT EXPESE</b>	
ANIMAL EXHIBIT EXPENSE	3,000.00
ANIMAL EXHIBIT SUPPLIES	1,500.00
ANIMAL FOOD EXPENSE	1,700.00
<b>Total BNC ANIMAL EXHIBIT EXPESE</b>	<b>6,200.00</b>
<b>GRANT EXPENDITURES</b>	
EDUCATION	30,000.00
<b>Total GRANT EXPENDITURES</b>	<b>30,000.00</b>
<b>OPERATIONS EXPENSES</b>	
<b>ADVERTISING &amp; PROMOTION</b>	
BOOTH RENT	500.00
GUIDES & DIRECTORIES	2,300.00
PRINT	2,000.00
SOCIAL & INTERNET	2,000.00
ADVERTISING & PROMOTION - Other	0.00
<b>Total ADVERTISING &amp; PROMOTION</b>	<b>6,800.00</b>
<b>CREDIT CARD &amp; BANK FEES</b>	<b>18,000.00</b>
<b>DUES &amp; SUBSCRIPTIONS</b>	<b>2,000.00</b>
<b>EDUCATION</b>	<b>0.00</b>

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss Budget Overview

08/24/20

Accrual Basis

October 2020 through September 2021

	Oct '20 - Sep 21
<b>FUNDRAISING &amp; EVENTS</b>	
ALLIGATOR SANCTUARY	1,000.00
FEES & INCENTIVES & SUPPLIES	0.00
GREAT TEXAS BIRDING CLASSIC	500.00
HALLO WINGS	0.00
JOJO	0.00
LETTERS & BROCHURES	600.00
MONARCH CELEBRATION	1,800.00
PLAQUES & BRICKS	500.00
SPECIAL EVENTS	1,000.00
SUMMER CAMP	1,000.00
W O W E	12,000.00
<b>Total FUNDRAISING &amp; EVENTS</b>	18,400.00
<b>GIFT SHOP SUPPLIES</b>	3,000.00
<b>GRANT WRITING</b>	0.00
<b>INSURANCE</b>	
DIRECTORS & OFFICERS	1,000.00
HEALTH	5,000.00
WORKERS COMPENSATION	2,500.00
<b>Total INSURANCE</b>	8,500.00
<b>LEGAL &amp; PROFESSIONAL</b>	3,000.00
<b>LOAN EXPENSE</b>	
60000 · Interest expense EDIL SBA	4,000.00
LOAN EXPENSE - Other	0.00
<b>Total LOAN EXPENSE</b>	4,000.00
<b>LOCAL MEETINGS</b>	
MEALS & SNACKS	1,500.00
VOLUNTEER APPRECIATION	1,000.00
LOCAL MEETINGS - Other	0.00
<b>Total LOCAL MEETINGS</b>	2,500.00
<b>MAINTENANCE &amp; REPAIRS</b>	
BUILDING	5,000.00
EQUIPMENT	500.00
GROUNDS	8,000.00
HABITAT	4,000.00
MAINTENANCE & REPAIRS - Other	0.00
<b>Total MAINTENANCE &amp; REPAIRS</b>	17,500.00
<b>MERCHANT SER CC FEE</b>	3,000.00
<b>OFFICE &amp; PRINTING</b>	3,000.00
<b>PAYROLL SERVICE</b>	2,000.00
<b>POSTAGE &amp; FREIGHT</b>	600.00
<b>SOFTWARE</b>	2,000.00
<b>SUPPLIES</b>	500.00
<b>TABC SALES EXPENSE</b>	300.00
<b>TRAINING</b>	
ANCA	300.00
OTHER	1,000.00
TRAINING - Other	0.00
<b>Total TRAINING</b>	1,300.00
<b>TRAVEL</b>	2,000.00
<b>OPERATIONS EXPENSES - Other</b>	0.00
<b>Total OPERATIONS EXPENSES</b>	98,400.00
<b>POS Inventory Adjustments</b>	0.00
<b>RENT</b>	12,000.00

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss Budget Overview

08/24/20

October 2020 through September 2021

Accrual Basis

	Oct '20 - Sep 21
<b>SALARIES AND BENEFITS</b>	
<b>INTERN</b>	0.00
<b>Total SALARIES AND BENEFITS</b>	0.00
<b>SALARIES AND TAXES</b>	
<b>CASHIER</b>	20,000.00
<b>CONTRACT</b>	0.00
<b>GIFT SHOP ATTENDANTS</b>	50,000.00
<b>JANITOR</b>	12,000.00
<b>MAINTENANCE</b>	70,000.00
<b>MANAGER</b>	60,000.00
<b>NATURALIST</b>	78,000.00
<b>PAYROLL TAXES</b>	25,000.00
<b>RESOURCE DEVELOPMENT</b>	10,000.00
<b>Total SALARIES AND TAXES</b>	325,000.00
<b>SERVICE CONTRACTS</b>	
<b>AIR CONDITIONING</b>	4,000.00
<b>CLEANING SUPPLIES</b>	3,500.00
<b>DRINKING WATER</b>	1,000.00
<b>EBIRD TRAIL TRACKER</b>	0.00
<b>INFORMATION TECHNOLOGY</b>	
<b>COMPUTER COPIER</b>	13,000.00
<b>KIOSK</b>	1,000.00
<b>Total INFORMATION TECHNOLOGY</b>	14,000.00
<b>PARKING EXPENSES &amp; GATE</b>	500.00
<b>PEST CONTROL</b>	800.00
<b>SECURITY</b>	3,000.00
<b>TELEPHONE &amp; INTERNET</b>	
<b>EMERGENCY LINES</b>	200.00
<b>INTERNET</b>	5,000.00
<b>VOICE</b>	2,000.00
<b>Total TELEPHONE &amp; INTERNET</b>	7,200.00
<b>WEBSITE &amp; CLOUD</b>	500.00
<b>Total SERVICE CONTRACTS</b>	34,500.00
<b>UTILITIES</b>	
<b>ELECTRICITY</b>	15,000.00
<b>TRASH</b>	1,800.00
<b>WATER / SEWER</b>	20,000.00
<b>Total UTILITIES</b>	36,800.00
<b>66900 - Reconciliation Discrepancies</b>	0.00
<b>Total Expense</b>	607,900.00
<b>Net Ordinary Income</b>	0.00
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>INTEREST INCOME</b>	0.00
<b>Total Other Income</b>	0.00

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**SOUTH PADRE ISLAND BIRDING & NATURE CENTER**

08/24/20

**Profit & Loss Budget Overview**

Accrual Basis

October 2020 through September 2021

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	<u>Oct '20 - Sep 21</u>
Other Expense	
DEPRECIATION	0.00
Suspense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	<u><u>0.00</u></u>

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss

08/21/20

October 2019 through July 2020

Accrual Basis

	Oct '19 - Jul 20
Ordinary Income/Expense	
Income	
ADMISSIONS INCOME	
DISCOUNT ADMISSIONS	10.00
EXTENDED PASS ADMISSIONS	12,566.00
GENERAL ADMISSIONS	317,792.18
GROUP ADMISSIONS	3,696.00
	334,064.18
Total ADMISSIONS INCOME	334,064.18
ALLIGATOR SANCTUARY	
ADVENTURE PASS	33,833.00
ALLIGATOR FOOD/PHOTOS	27,913.75
	61,746.75
Total ALLIGATOR SANCTUARY	61,746.75
BUILDING RENTAL INCOME	2,700.00
CONTRIBUTIONS	
CONTRIBUTIONS-GENERAL PUBLIC	3,560.97
DESIGNATED	456.00
DONATIONS	
ANNUAL MEMBERSHIP GIVING	
INDIVIDUAL	
REDDISH EGRET	500.00
SANDERLING	750.00
INDIVIDUAL - Other	50.00
	1,300.00
Total INDIVIDUAL	1,300.00
Total ANNUAL MEMBERSHIP GIVING	1,300.00
HABITAT	-38.58
SPECIAL EVENTS	300.00
SUMMER CAMP	825.00
W O W E	4,375.00
WEBSITE	80.77
DONATIONS - Other	22,197.13
	29,039.32
Total DONATIONS	29,039.32
EVENT PARKING	1,510.00
PARKING GATE	598.49
	35,164.78
Total CONTRIBUTIONS	35,164.78
GIFT SHOP INCOME	
CONSIGNMENT SALES	1,303.12
GIFT SHOP SALES	137,131.73
WINE & BEER SALES	2,549.80
	140,984.65
Total GIFT SHOP INCOME	140,984.65
Gift Shop Sales	
40201 - Gift Shop Sales	155.00
	155.00
Total Gift Shop Sales	155.00
GRANT PROCEEDS	27,500.00
	602,315.36
Total Income	602,315.36

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss

08/21/20

October 2019 through July 2020

Accrual Basis

	Oct '19 - Jul 20
<b>Cost of Goods Sold</b>	
<b>COST OF GOODS SOLD</b>	
CONSIGNMENT	1,004.30
GIFT SHOP	69,524.78
WINE & BEER	1,347.99
COST OF GOODS SOLD - Other	6,399.26
<b>Total COST OF GOODS SOLD</b>	<b>78,276.33</b>
<b>Total COGS</b>	<b>78,276.33</b>
<b>Gross Profit</b>	<b>524,039.03</b>
<b>Expense</b>	
<b>ALLIGATOR SANCTUARY EXP</b>	
ALLIGATOR SANCTUARY GENERAL EXP	16,368.45
GR QUARTERLY RECONCILIATION	69,499.77
TURTLE/ALLIGATOR FOOD	3,787.73
ALLIGATOR SANCTUARY EXP - Other	890.90
<b>Total ALLIGATOR SANCTUARY EXP</b>	<b>90,546.85</b>
<b>BNC ANIMAL EXHIBIT EXPESE</b>	
ANIMAL EXHIBIT EXPENSE	5,185.12
ANIMAL EXHIBIT SUPPLIES	3,542.26
ANIMAL FOOD EXPENSE	1,283.70
BNC ANIMAL EXHIBIT EXPESE - Other	63.68
<b>Total BNC ANIMAL EXHIBIT EXPESE</b>	<b>10,074.76</b>
<b>GRANT EXPENDITURES</b>	
EDUCATION	13,273.75
GRANT EXPENDITURES - Other	3,027.00
<b>Total GRANT EXPENDITURES</b>	<b>16,300.75</b>
<b>OPERATIONS EXPENSES</b>	
<b>ADVERTISING &amp; PROMOTION</b>	
BOOTH RENT	250.00
GUIDES & DIRECTORIES	826.00
PRINT	1,129.68
SOCIAL & INTERNET	1,377.74
ADVERTISING & PROMOTION - Other	7,861.77
<b>Total ADVERTISING &amp; PROMOTION</b>	<b>11,445.19</b>
<b>CREDIT CARD &amp; BANK FEES</b>	15,783.44
<b>DUES &amp; SUBSCRIPTIONS</b>	6,119.11
<b>EDUCATION</b>	1,743.92
<b>FUNDRAISING &amp; EVENTS</b>	
ALLIGATOR SANCTUARY	407.00
HALLO WINGS	2,690.51
JOJO	181.61
PLAQUES & BRICKS	172.50
SPECIAL EVENTS	1,623.80
SUMMER CAMP	44.03
W O W E	7,007.04
FUNDRAISING & EVENTS - Other	729.57
<b>Total FUNDRAISING &amp; EVENTS</b>	<b>12,856.06</b>
<b>GIFT SHOP SUPPLIES</b>	1,271.79
<b>GRANT WRITING</b>	3,619.00
<b>INSURANCE</b>	
HEALTH	4,136.78
WORKERS COMPENSATION	2,388.00
<b>Total INSURANCE</b>	<b>6,524.78</b>

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss

08/21/20

October 2019 through July 2020

Accrual Basis

	Oct '19 - Jul 20
LEGAL & PROFESSIONAL	1,696.50
LOAN EXPENSE	1,295.61
LOCAL MEETINGS	
MEALS & SNACKS	629.28
VOLUNTEER APPRECIATION	1,108.79
LOCAL MEETINGS - Other	61.38
Total LOCAL MEETINGS	1,799.45
MAINTENANCE & REPAIRS	
BUILDING	3,393.77
EQUIPMENT	216.50
GROUNDS	8,014.65
HABITAT	6,944.28
MAINTENANCE & REPAIRS - Other	2,422.17
Total MAINTENANCE & REPAIRS	20,991.37
MERCHANT SER CC FEE	1,010.01
OFFICE & PRINTING	3,092.63
PAYROLL SERVICE	1,326.17
POSTAGE & FREIGHT	429.02
SOFTWARE	3,739.12
SUPPLIES	28.66
TRAINING	
ANCA	130.00
OTHER	547.00
Total TRAINING	677.00
TRAVEL	4,788.98
OPERATIONS EXPENSES - Other	856.82
Total OPERATIONS EXPENSES	101,094.63
POS Inventory Adjustments	-4,007.24
RENT	9,000.00
SALARIES AND BENEFITS	
GIFT SHOP ATTENDANTS	0.00
INTERN	50.00
PAYROLL TAXES	0.00
Total SALARIES AND BENEFITS	50.00
SALARIES AND TAXES	
CASHIER	20,077.44
GIFT SHOP ATTENDANTS	39,467.70
JANITOR	14,942.77
MAINTENANCE	65,205.23
MANAGER	50,769.18
NATURALIST	70,266.07
PAYROLL TAXES	20,257.57
RESOURCE DEVELOPMENT	6,000.00
SALARIES AND TAXES - Other	-410.36
Total SALARIES AND TAXES	286,575.60
SERVICE CONTRACTS	
AIR CONDITIONING	3,255.00
CLEANING SUPPLIES	3,766.29
DRINKING WATER	824.64
INFORMATION TECHNOLOGY	
COMPUTER COPIER	11,162.68
KIOSK	1,476.55
INFORMATION TECHNOLOGY - Other	352.29
Total INFORMATION TECHNOLOGY	12,991.52

## SOUTH PADRE ISLAND BIRDING &amp; NATURE CENTER

## Profit &amp; Loss

08/21/20

October 2019 through July 2020

Accrual Basis

	Oct '19 - Jul 20
PARKING EXPENSES & GATE	302.98
PEST CONTROL	702.00
SECURITY	2,554.65
TELEPHONE & INTERNET	
INTERNET	3,742.28
VOICE	1,669.43
Total TELEPHONE & INTERNET	5,411.71
WEBSITE & CLOUD	10.81
SERVICE CONTRACTS - Other	4,088.90
Total SERVICE CONTRACTS	33,908.50
UTILITIES	
ELECTRICITY	13,764.24
TRASH	1,138.44
WATER / SEWER	18,982.53
Total UTILITIES	33,885.21
66900 · Reconciliation Discrepancies	45.75
Total Expense	577,474.81
Net Ordinary Income	-53,435.78
Other Income/Expense	
Other Income	
INTEREST INCOME	193.44
Total Other Income	193.44
Other Expense	
AMERICAN EXPRESS CREDIT CARD	0.00
Balancing Adjustments	0.00
Total Other Expense	0.00
Net Other Income	193.44
Net Income	<b>-53,242.34</b>