

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING HELD AT THE DEER PARK COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, JULY 25, 2016, AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

T.J. HAIGHT	PRESIDENT
GEORGETTE FORD	VICE-PRESIDENT
DOUG BURGESS	MEMBER
JEFF LAWTHER	MEMBER
DOUG BURGESS	MEMBER

OTHER OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SHANNON BENNETT	ACTING SECRETARY
DONNA TODD	ACTING TREASURER

1. MEETING CALLED TO ORDER – President T.J. Haight called the meeting to order at 5:30 p.m.
2. APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 25, 2016 – Motion was made by Georgette Ford and seconded by Doug Burgess to approve the minutes of the regular meeting on April 25, 2016. Motion carried unanimously.
3. APPROVAL OF MINUTES OF JOINT MEETING WITH THE CITY COUNCIL ON APRIL 25, 2016 – Motion was made by Doug Burgess and seconded by Georgette Ford to approve the minutes of the joint meeting with the City Council on April 25, 2016. Motion carried unanimously.
4. CONSIDERATION OF AND ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF April 1, 2016 – June 30, 2016 – Motion was made by Georgette Ford and seconded by Jeff Lawther to approve the quarterly report for the period of April 1, 2016 – June 30, 2016. Motion carried unanimously.

5. CONSIDERATION OF AND ACTION ON APPROVING THE FISCAL YEAR 2016-2017 DEER PARK COMMUNITY DEVELOPMENT CORPORATION BUDGET AND SUBMISSION TO CITY COUNCIL – Acting Treasurer Donna Todd advised the Board the final proposed budget includes one change. Subsequent to the budget discussion at the April 25, 2016 Board meeting, it was determined that the City could accelerate the construction process on the girls' softball renovations at the Youth Sports Complex and begin that process during 2017 rather than 2018. The designated project funding of \$2.7 million for these renovations will be funded by a proposed bond issue in late 2016 or early 2017. The proposed bond issue has been added to the City's budget for Fiscal Year 2016-2017. In conjunction with the proposed debt issuance, the DPCDC budget has been revised to add the related costs of \$86,500, which include \$63,000 estimated for debt service (interest) and \$23,500 estimated for issuance costs. These expenditures will be funded by prior year revenues, and an increase of \$86,500 is reflected in the prior year revenues in the final proposed budget.

Motion was made by Doug Burgess and seconded by Georgette Ford to approve the budget as submitted.

6. CONSIDERATION OF AND ACTION ON A RECOMMENDATION OF ACCEPTANCE OF THE DOW PARK PAVILION CONCEPT CONDUCTED BY HALFF ASSOCIATES – Parks and Recreation Director Scott Swigert presented a presentation on behalf of Christina Moon of Halff Associates and advised the Board of the Dow Park existing site features, reviewed the public's input and the results, the final concept plan, the pavilion shade study and the preliminary opinion of probable cost. The anticipated budget is \$1,496,187 which includes contingency and professional fees.

Motion was made by Georgette Ford and seconded by Jeff Lawther to recommend acceptance of the Dow Park Pavilion concept conducted by Halff Associates to City Council.

7. ACCEPTANCE OF AND RECOMMENDATION ON PROPOSED PROGRAMMING FOR DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC) MAXWELL CENTER RENOVATION AND EXPANSION AND PARKING LOT EXPANSION PROJECT – Parks and Recreation Director Scott Swigert commented, "We performed the same concept as we did for the Pavilion at Dow Park. We conducted public meetings and presented surveys on the website for feedback for programming at the Maxwell Center. This programming is based on the usage of the square footage, not necessarily the types of programs we are going to be offering, whether it's the kitchen area, lounge area, game room area or the arts and craft area. We provided a list of all of the different programs and broke down the square footage of the existing programs. The list also shows what was anticipated prior to the survey and what was proposed (Exhibit A1-A3). The estimated cost is \$1.9 million dollars."

Ms. Ford asked, "Is the parking lot portion going to be put off?"

Christina Moon of Halff Associates commented, "We looked at the parking and because it's so tight already, we were able to get one extra space. We improved the circulation in the parking lot considerably. We are able to add a few shade trees which we can take out the trees and have more parking spaces. Since this was programming, the main focus was the building.

Mr. Lawther asked, "Does that mean the plan doesn't call for additional parking lot area or does it?"

Ms. Moon answered, "Our original Task Order said programming and parking lot expansion. Since the concept plan is a separate piece from the programming, we didn't include the parking. We just have the building."

Mr. Lawther asked "Will the parking lot become a separate concept?"

Ms. Moon answered, "It will be part of the design of the building. We looked at it. We just didn't make it a part of the exhibit."

Mr. Burgess asked, "Is the parking lot maxed out at any time besides noon?"

Mr. Swigert answered, "At lunch time and special events. We are working with the Staff to hold the special event at other locations that has more adequate parking and space."

Motion was made by Doug Burgess and Georgette Ford to accept and recommend for approval to City Council the proposed programming for Deer Park Community Development Corporation (DPCDC) Maxwell Center Renovation and Expansion and Parking Lot Expansion project. Motion carried unanimously.

8. CONSIDERATION OF AND ACTION ON A RECOMMENDATION ON THE TASK ORDER NO. 4-B AGREEMENT WITH HALFF ASSOCIATES, INC. FOR ARCHITECTURAL SERVICES FOR THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC) MAXWELL ADULT CENTER RENOVATION AND EXPANSION AND PARKING LOT EXPANSION PROJECT – Scott Swigert, Parks and Recreation Director commented, "We had one overall agreement with Halff Associates to do the architectural design work for all seven projects. We have Task Orders for the specific projects and portions of the projects such as Task Order No. 4 which is for the programming of the Maxwell Center in which you saw earlier tonight. Task Order No 4-B is basically the second task for the Maxwell Center. This is taking the programming and starting the design and construction oversight."

Motion was made by Georgette Ford and seconded by Jeff Lawther to Recommend to City Council to authorize Task Order No. 4-B with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) Maxwell Adult Center Renovation and Expansion and Parking Lot Expansion project. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON A RECOMMENDATION ON THE TASK ORDER NO. 6 AGREEMENT WITH HALFF ASSOCIATES, INC. FOR ARCHITECTURAL SERVICES FOR THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC) RENOVATIONS OF THE GIRLS' SOFTBALL FACILITIES AT THE YOUTH SPORTS COMPLEX – Scott Swigert, Parks and Recreation Director advised the Board of Task Order No. 6 for the Girls' Softball Complex design and construction oversight. "If the process is approved and we are able to sell the next series bonds next year, this would speed up the process and we would start the project next summer."

Mr. Burgess asked, "Do you know how many additional fields will be added?"

Mr. Swigert answered, "We are looking to have six softball fields and expand the parking. We currently have four softball fields and four soccer fields. We want two more soccer fields for further growth and development. We also have to get some additional parking out there."

Mr. Lawther asked, "What is the timeline for the completion of the project?"

Mr. Swigert answered, "We hope to have it done for the spring season of 2018. They would finish the 2017 recreational season and start demolition and construction."

Ms. Moon commented, "The sports fields are in the floodplain. We could have some issues with it being in the floodplain, but hopefully not. We may have to detain more water because of more or less parking. We may have to consult with the County. That's why we want to get going now to try and figure those issues out and start working through them."

Motion was made by Georgette Ford and seconded by Doug Burgess to recommend to City Council Task Order No 6. with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) renovations of the Girls' Softball Facilities at the Youth Sports Complex. Motion carried unanimously.

10. ADJOURN – President Haight adjourned the meeting at 6:05 p.m.

Shannon Bennett
Acting Secretary

T.J. Haight, President
Deer Park Community Development Corporation