

## **Deer Park Community Development Corporation**

### **Quarterly Report: April 1, 2017 – June 30, 2017**

#### **Meetings Conducted and Activities**

|                |                                                                                                                                                                                                                      |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 4, 2017  | Council Meeting: City Council approved the plans and specification for the Maxwell Center renovation, Girls Softball renovation and the Soccer Complex development and authorized going out to bid on said projects. |
| April 6, 2017  | Pavilion Compaction Issues noted by City Staff/PW Staff                                                                                                                                                              |
| April 10, 2017 | Pavilion Meeting with Halff/City Staff/PW to discuss compaction issue                                                                                                                                                |
| April 12, 2017 | Pavilion Meeting Halff/City Staff/PW/Contractor – discuss Select Fill                                                                                                                                                |
| April 12, 2017 | Discuss Preliminary FY 2017-2018 DPCDC Budget – PARD Staff/Finance/City Administration                                                                                                                               |
| April 17, 2017 | Discussion Pavilion Project Staff/Halff/PW/Contractor                                                                                                                                                                |
| April 19, 2017 | Spencerview Project Meeting City Staff/TF Harper                                                                                                                                                                     |
| April 24, 2017 | DPCDC Board Meeting: Updates from City Staff Quarterly report                                                                                                                                                        |
| April 24, 2017 | DPCDC Board Meeting: DPCDC reviews Preliminary FY 2017-2018 Budget                                                                                                                                                   |
| April 28, 2017 | Spencerview Bridge Discussion Halff/City Staff/PW/TF Harper                                                                                                                                                          |
| May 2, 2017    | Pre-bid Meeting for both the Soccer Complex Development and the Girls Softball Renovation projects. City Staff, Ad-Hoc Committee, Halff                                                                              |
| May 4, 2017    | Spencerview Project Meeting discuss Payment & Performance Bond - City Attorney/City Staff/TF Harper                                                                                                                  |
| May 9, 2017    | Dow Park Pavilion Meeting Halff Update with City Staff                                                                                                                                                               |
| May 9, 2017    | Halff update City Staff on all current DPCDC Projects                                                                                                                                                                |
| May 16, 2017   | Bids were received for both the Soccer Complex Development and the Girls Softball Renovation projects and reviewed by Halff and City Staff                                                                           |
| May 31, 2017   | Halff/Staff review Contractor response to Change Order review Pavilion                                                                                                                                               |
| June 6, 2017   | Joint DPCDC/Council Workshop: discuss possible revisions to plans and specifications for Maxwell Center                                                                                                              |

|               |                                                                                                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------------------|
| June 6, 2017  | Joint DPCDC/Council Workshop: discuss Change Order #1 to Pavilion Project                                                   |
| June 6, 2017  | Joint DPCDC/Council Workshop: discuss bids received for Youth Sports Complex Projects (Girls' Softball and Soccer)          |
| June 6, 2017  | Special DPCDC Meeting: recommend plans and specifications for the Maxwell Center not be changed                             |
| June 6, 2017  | Special DPCDC Meeting: recommend approval of Change Order #1 on Pavilion Project                                            |
| June 6, 2017  | Special DPCDC Meeting: recommended bids received for Youth Sports Complex Projects (Girls' Softball and Soccer) be rejected |
| June 6, 2017  | Council Meeting: rejected bids for Sports Fields Girls Softball and Soccer                                                  |
| June 6, 2017  | Council Meeting: not to change plans and specifications for Maxwell Center                                                  |
| June 6, 2017  | Council Meeting: Approval of Pavilion Change Order #1 (\$68,000)                                                            |
| June 8, 2017  | Discussion re: Girls' Softball bid/cost with representatives of Girls Softball/Halff/CDC Member/City Staff/PW               |
| June 8, 2017  | Discussion with Soccer representatives re: Soccer Complex Bid with Halff/City Staff/PW                                      |
| June 14, 2017 | Halff Conference Call Update Girls Softball/Soccer and Maxwell Center with City Staff                                       |
| June 16, 2017 | Pavilion Meeting with Contractor to discuss further issues with change order cost. Contractor/Halff/City Staff/PW           |
| June 21, 2017 | Spencerview Bridge Project meeting – PW/Halff/City Staff/TF Harper                                                          |
| June 26, 2017 | Joint Council/DPCC Special Meeting: Approved revised Change Order #1 (new total CO amount \$80,484.60)                      |

## **Financial**

### **Debt Issued To-Date**

- \$9,450,000 Certificates of Obligation, Series 2016 issued February 16, 2016 through a private placement to Wells Fargo Bank via a competitive bidding process
- \$2,700,000 Certificates of Obligation, Series 2017 issued February 14, 2017 through a private placement to First National Bank Texas via a competitive bidding process

- In an agreement between the City of Deer Park and the DPCDC, the City agreed to issue and sell certificates and the DPCDC agreed to make payments to the City in amounts sufficient to pay the principal of and interest on the certificates

#### **Deer Park Community Development Corporation (Fund 85)**

*This fund records the sales tax revenues, operating expenditures, including bond issuance costs, and debt service payments.*

#### **Revenues:**

- Sales & Use Tax Revenues:

1Q (12/31/16) = \$260,601.69

2Q (03/31/17) = \$792,315.59

3Q (06/30/17) = \$821,343.15

*Total Fiscal YTD = \$1,874,260.43*

- Investment Revenue:

1Q (12/31/16) = \$311.91

2Q (03/31/17) = \$298.61

3Q (06/30/17) = \$191.58

*Total Fiscal YTD = \$802.10*

- ***Total Fiscal YTD Revenues as of 06/30/17: \$1,875,062.53 (preliminary and unaudited)***

#### **Expenditures:**

- Audit Fee:

2Q (03/31/17) = \$2,000.00

*Total Fiscal YTD = \$2,000.00*

- Printing:

3Q (06/30/17) = \$1,325.00

*Total Fiscal YTD = \$1,325.00*

- Operating Transfer – Debt Service:

2Q (03/31/17) = \$2,095,127.50

*Total Fiscal YTD = \$2,095,127.50*

- Pay-As-You-Go – Dow Park:

1Q (12/31/16) = \$17,474.26

2Q (03/31/17) = \$231,968.00

3Q (06/30/17) = \$533,760.11

*Total Fiscal YTD = \$783,202.37*

- Other Bond Related Fees (issuance of Series 2017):

2Q (03/31/17) = \$57,970.00

*Total Fiscal YTD = \$57,970.00*

- ***Total Fiscal YTD Expenditures as of 06/30/17: \$2,939,624.87 (preliminary and unaudited)***

### **Bond Fund – Certificates of Obligation (Fund 23)**

*This fund records the bond proceeds of the \$9,450,000 Series 2016 and the \$2,700,000 Series 2017 Certificates of Obligation and all capital project expenditures, including pay-as-you-go funding.*

### **Revenues:**

- Intergovernmental Revenue (*Pay-As-You-Go Funding*):

1Q (12/31/16) = \$17,474.26

2Q (03/31/17) = \$231,968.00

3Q (06/30/17) = \$533,760.11

*Total Fiscal YTD = \$783,202.37*

- Bond Sale Proceeds (*Series 2017 CO's*):

2Q (03/31/17) = \$2,700,000.00

*Total Fiscal YTD = \$2,700,000.00*

- Investment Revenue:

1Q (12/31/16) = \$9,295.73

2Q (03/31/17) = \$14,672.97

3Q (06/30/17) = \$22,106.71

*Total Fiscal YTD = \$46,075.41*

- ***Total Fiscal YTD Revenues as of 06/30/17: \$3,529,277.78 (preliminary and unaudited)***

### **Expenditures:**

- Buildings:

1Q (12/31/16) = \$201,620.00

- o Dow Park = \$201,620.00

2Q (03/31/17) = \$203,208.00

- o Dow Park = \$203,208.00

3Q (06/30/17) = \$329,504.86

- o Dow Park = \$329,504.86

*Total Fiscal YTD = \$734,332.86*

- Improvements Other Than Buildings

2Q (03/31/17) = \$1,281,466.00

- o DP Baseball = \$1,281,466.00

3Q (06/30/17) = \$848,172.00

- o DP Baseball = \$848,172.00

*Total Fiscal YTD = \$2,129,638.00*

- Consulting Engineer Fee:

3Q (06/30/17) = \$1,047.25

- o Dow Park = \$1,047.25

*Total Fiscal YTD = \$1,047.25*

- Consulting Architect Fee

1Q (12/31/16) = \$113,883.58

- o Dow Park = \$24,785.06

- o Maxwell Center = \$12,033.00

- o Girls Softball = \$25,248.67

- o Soccer Fields = \$51,816.85

2Q (03/31/17) = \$265,787.90

- o Maxwell Center = \$113,979.02

- o Girls Softball = \$74,347.75

- o DP Baseball = \$46.01

- o Soccer Fields = \$77,415.12

3Q (06/30/17) = \$250,911.38

- o Dow Park = \$1,094.95
- o Maxwell Center = \$95,082.08
- o Girls Softball = \$76,799.33
- o DP Baseball = \$33,196.01
- o Soccer Fields = \$44,739.01

*Total Fiscal YTD = \$630,582.86*

- ***Total Fiscal YTD Expenditures as of 06/30/17: \$3,495,600.97 (preliminary and unaudited)***

**Deer Park Community Development Corporation**

**Quarterly Report: January 1, 2017 – March 31, 2017**

**Meetings Conducted**

January 23, 2016 Regular Meeting. Board actions included the following:

- DPCDC reviewed the Design Development documents for the design of the Maxwell Adult Center and recommended approval to Council.
- DPCDC recommended approval of Task Order #7 with Halff for architectural services for the Hike and Bike Trails.

March 27, 2017 Special Meeting. Board actions included the following:

- DPCDC Recommended the plans and specification for the Maxwell Center renovation, Girls Softball renovation and the Soccer Complex development and recommend to City Council for going out to bid on said projects.

**Project Report**

January 5, 2017 Ad-Hoc Committee reviewed the preliminary 30% Construction Design plans and budget for the Girls Softball project.

January 13, 2017 Design Development Meeting No. 3 with Architects and Ad-Hoc Committee for the design of the Maxwell Adult Center.

January 19, 2017 Ad-Hoc Committee(s) and Engineering received the 30% Construction Documents (CD's) from the architects for both the Soccer Complex and for Girls Softball.

January 23, 2017 Pre-Bid Meeting was conducted by Halff for the General Contractor for the Dow Park Pavilion project.

January 27, 2017 Ad-Hoc Committee(s) and Engineering reviewed the 30% Construction Documents (CD's) from the architects for both the Soccer Complex and for Girls Softball.

February 7, 2017 Council reviewed and approved the Design Development documents for the design of the Maxwell Adult Center.

Council approved Task Order # 7 with Halff for architectural services for the Hike and Bike Trails.

February 10, 2017 Ad-Hoc Committee(s) and Engineering reviewed the 60% Construction Documents (CD's) from the architects for both the Soccer Complex and for Girls Softball.

February 14, 2017 Bids were received for the General Contractor for the Dow Park Pavilion project.

February 16, 2017 TF Harper held a Construction Meeting with the Ad-hoc Committee and Halff for the Spencerview Project.

Ad-Hoc Committee met with BSW for a design meeting for the Maxwell Center.

February 21, 2017 Council awarded contract to South Pools as the General Contractor for the Dow Park Pavilion Project

February 24, 2017 Halff, Engineering and Parks Staff meet to review revised plans for both soccer and softball as it relates to city codes.

March 7, 2017 Pre-Construction Meeting with South Pools, the General Contractor for the Dow Park Pavilion Project with Architects and City Staff.

March 8, 2017 Ad-Hoc Committee, BSW, Engineering, Building Official and Fire Marshall Offices met for the 50% Construction Plan review for the Maxwell Center.

March 9, 2017 Ad-Hoc Committee(s) and Engineering reviewed the 90% Construction Documents (CD's) from the architects for both the Soccer Complex and for Girls Softball.

March 23, 2017 Staff met with T.F. Harper to go over Director transition.

## **Financial**

### **Debt Issued To-Date**

- \$9,450,000 Certificates of Obligation, Series 2016 issued February 16, 2016 through a private placement to Wells Fargo Bank via a competitive bidding process
- \$2,700,000 Certificates of Obligation, Series 2017 issued February 14, 2017 through a private placement to First National Bank Texas via a competitive bidding process
- In an agreement between the City of Deer Park and the DPCDC, the City agreed to issue and sell certificates and the DPCDC agreed to make payments to the City in amounts sufficient to pay the principal of and interest on the certificates

### **Deer Park Community Development Corporation (Fund 85)**

*This fund records the sales tax revenues, operating expenditures, including bond issuance costs, and debt service payments.*

### **Revenues:**

- Sales & Use Tax Revenues:  
1Q (12/31/16) = \$260,601.69  
2Q (03/31/17) = \$792,315.59



*Total Fiscal YTD = \$1,052,917.28*

- Investment Revenue:

1Q (12/31/15) = \$311.91

2Q (03/31/17) = \$298.61

*Total Fiscal YTD = \$610.52*

- ***Total Fiscal YTD Revenues as of 03/31/17: \$1,053,527.80 (preliminary and unaudited)***

**Expenditures:**

- Audit Fee:

2Q (03/31/17) = \$2,000.00

*Total Fiscal YTD = \$2,000.00*

- Pay-As-You-Go – Dow Park:

1Q (12/31/16) = \$17,474.26

*Total Fiscal YTD = \$17,474.26*

- Other Bond Related Fees (issuance of Series 2017):

2Q (03/31/17) = \$55,970.00

*Total Fiscal YTD = \$55,970.00*

- ***Total Fiscal YTD Expenditures as of 03/31/17: \$75,444.26 (preliminary and unaudited)***

**Bond Fund – Certificates of Obligation (Fund 23)**

*This fund records the bond proceeds of the \$9,450,000 Series 2016 and the \$2,700,000 Series 2017 Certificates of Obligation and all capital project expenditures, including pay-as-you-go funding.*

**Revenues:**

- Intergovernmental Revenue (Pay-As-You-Go Funding):

1Q (12/31/16) = \$17,474.26

2Q (03/31/17) = \$0.00

*Total Fiscal YTD = \$17,474.26*

- Investment Revenue:

1Q (12/31/16) = \$9,295.73

2Q (03/31/17) = \$14,672.97

*Total Fiscal YTD = \$23,968.70*

- ***Total Fiscal YTD Revenues as of 03/31/17: \$41,442.96 (preliminary and unaudited)***

#### **Expenditures:**

- Buildings:

1Q (12/31/16) = \$201,620.00

o Dow Park = \$201,620.00

2Q (03/31/17) = \$203,208.00

o Dow Park = \$203,208.00

*Total Fiscal YTD = \$404,828.00*

- Improvements Other Than Buildings

2Q (03/31/17) = \$1,236,230.60

o DP Baseball = \$1,236,230.60

*Total Fiscal YTD = \$1,236,230.60*

- Consulting Architect Fee

1Q (12/31/16) = \$113,883.58

o Dow Park = \$24,785.06

o Maxwell Center = \$12,033.00

o Girls Softball = \$25,248.67

o Soccer Fields = \$51,816.85

2Q (03/31/17) = \$265,787.90

o Maxwell Center = \$113,979.02

o Girls Softball = \$74,347.75

o DP Baseball = \$46.01

o Soccer Fields = \$77,415.12

*Total Fiscal YTD = \$379,671.48*

- ***Total Fiscal YTD Expenditures as of 03/31/17: \$2,020,730.08 (preliminary and unaudited)***

## **Deer Park Community Development Corporation**

### **Quarterly Report: October 1, 2016 – December 31, 2016**

#### **Meetings Conducted**

October 17, 2016      Ad-Hoc Committee approved concept for the Girls Softball Complex.

October 24, 2016 Regular Board Meeting. Board actions included the following:

- Conducted the election of officers. The officers elected were:
  - o President – T.J. Haight
  - o Vice-President – Georgette Ford
  - o Secretary – Sue Mauk
  - o Treasurer – Jeff Lawther
  - o Assistant Secretary – Sandra Watkins
  - o Assistant Treasurer – Donna Todd
- Received a presentation relating to a schedule of events for the proposed sale of certificates of obligation for the construction of DPCDC improvements.
- Approve a recommendation that the Deer Park City Council proceed with the sale of certificates of obligation for the construction of DPCDC improvements, including approval of the financing plan and pro forma debt service schedule presented by the City's Financial Advisor and the recommendation that the Deer Park City Council approve a Notice of Intention to issue certificates of obligation.
- Approved the minutes of regular meeting on July 25, 2016.
- Approved the quarterly report for the period of July 1, 2016 – September 30, 2016.
- Reviewed and approved the Investment Policy for the Deer Park Community Development Corporation.
- Approved a recommendation to City Council for the acceptance of the conceptual design for the renovations of the girls' softball facilities at the Youth Sports Complex.
- Recommended approval to City Council for authorization to seek bids for a contractor to construct the Dow Park Pavilions.
- Recommend approval to City Council for an agreement with CorWorth Building Systems and Restroom Facilities Ltd. through the Buyboard Purchasing Cooperative Contract # 423-13 for the Dow Park pavilion buildings.
- Recommend approval to City Council for an agreement with PlayWell Group through the Buyboard Purchasing Cooperative Contract #512-16 for the Dow Park pavilion structures.

October 26, 2016      Design Development Meeting No. 2 with Architect, Ad-Hoc Committee and Staff for the design of the Maxwell Adult Center.

November 8, 2016      Ad-Hoc Committee met with Public Works approved revised concept design for Soccer Complex with Halff.

November 15, 2016      Ad-Hoc Committee met with contractor and architects to review bids after the required changes for permitting on the revised plans for Spencerview.

November 29, 2016      Ad-Hoc Committee met with Halff on 50% design development plans for the Soccer Complex.

Ad-Hoc Committee met with Halff on revised concept design for the Girls Softball Renovation project.

December 5, 2016      Staff met with the Public Works Department to assist with the design and coordination of the city hall parking lot expansion and the Dow Park Pavilion Project.

December 8, 2016      Ad-Hoc Committee and Engineering reviewed the 75% Construction Documents (CD's) for the Dow Park Pavilion from the architects and vendor(s).

December 13, 2016      Ad-Hoc Committee, Fire Marshall and Public Works Department received the 100% Design Development plans of the Soccer Complex for review from Halff.

December 15, 2016      Spencerview Project Construction Meeting with Ad-Hoc Committee and T.F. Harper.

December 19, 2016      Ad-Hoc Committee and Public Works Department received a proposed concept for the parking lot at Maxwell Center for review from Halff.

December 21, 2016      Ad-Hoc Committee reviewed the preliminary Design Development documents of the Maxwell Adult Center from the Architects.

## **Financial**

### **Debt Issued To-Date**

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- In an agreement between the City of Deer Park and the DPCDC, the City agreed to issue and sell certificates and the DPCDC agreed to make payments to the City in amounts sufficient to pay the principal of and interest on the certificates

### **Deer Park Community Development Corporation (Fund 85)**

*This fund records the sales tax revenues, operating expenditures, including bond issuance costs, and debt service payments.*

**Revenues:**

- Sales & Use Tax Revenues:

1Q (12/31/16) = \$260,601.69

*Total Fiscal YTD = \$260,601.69*

- Investment Revenue:

1Q (12/31/15) = \$311.91

*Total Fiscal YTD = \$311.91*

- ***Total Fiscal YTD Revenues as of 12/31/16: \$260,913.60 (preliminary and unaudited)***

**Expenditures:**

- Pay-As-You-Go – Dow Park:

1Q (12/31/16) = \$17,474.26

*Total Fiscal YTD = \$17,474.26*

- ***Total Fiscal YTD Expenditures as of 12/31/16: \$17,474.26 (preliminary and unaudited)***

**Bond Fund – Series 2016 CO's (Fund 23)**

*This fund records the bond proceeds and capital project expenditures, including pay-as-you-go funding and projects.*

**Revenues:**

- Intergovernmental Revenue (*Pay-As-You-Go Funding*):

1Q (12/31/16) = \$17,474.26

*Total Fiscal YTD = \$17,474.26*

- Investment Revenue:

1Q (12/31/16) = \$9,295.73

*Total Fiscal YTD = \$9,295.73*

- ***Total Fiscal YTD Revenues as of 12/31/16: \$26,769.99 (preliminary and unaudited)***

**Expenditures:**

- Buildings:

1Q (12/31/16) = \$201,620.00

- o Dow Park = \$201,620.00

*Total Fiscal YTD = \$201,620.00*

- Consulting Architect Fee

1Q (12/31/16) = \$113,883.58

- o Dow Park = \$24,785.06
  - o Maxwell Center = \$12,033.00
  - o Girls Softball = \$25,248.67
  - o Soccer Fields = \$51,816.85

*Total Fiscal YTD = \$113,883.58*

- ***Total Fiscal YTD Expenditures as of 12/31/16: \$315,503.58 (preliminary and unaudited)***