

CITY OF DEER PARK

CDC 1-198

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

THE REGULAR MEETING OF THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS HELD AT THE DEER PARK COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, JANUARY 28, 2019 AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

T.J. HAIGHT	PRESIDENT
GEORGETTE FORD	VICE PRESIDENT
SUE MAUK	MEMBER
LES ELLARD	MEMBER
DOUG BURGESS	MEMBER
LAURA HICKS	MEMBER

OTHER OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SHANNON BENNETT	BOARD SECRETARY
DONNA TODD	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 JOINT WORKSHOP MEETING ON SEPTEMBER 24, 2018 – Motion was made by Georgette Ford and seconded by Sue Mauk to approve the minutes of the joint workshop held on September 24, 2018. Motion carried unanimously.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 22, 2018 – Motion was made by Doug Burgess and seconded by Laura Hicks to approve the minutes of regular meeting held on October 22, 2018. Motion carried unanimously.
4. APPROVAL OF MINUTES OF SPECIAL MEETING ON JANUARY 7, 2019 – Motion was made by Sue Mauk and seconded by Georgette Ford to approve the minutes of special meeting held on January 7, 2019. Motion carried unanimously.

5. DISCUSSION AND POSSIBLE RECOMMENDATION TO CITY COUNCIL ON ENTERING INTO AN AGREEMENT WITH BURDITT CONSULTANTS, LLC FOR PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF THE TYPE B HIKE AND BIKE TRAILS – Parks and Recreation Director, Charlie Sandberg gave an overview of the potential architectural firm that is being recommended to be hired for professional services for the development of the Hike & Bike Trails. The scope of work will include design, consultation, project management and other services as required to perform and complete the project.

Motion was made by Georgette Ford and seconded by Laura Hicks to recommend to Council to enter into an agreement with Burditt Consultants LLC for professional services for the development of the Type B Hike and Bike Trails. Motion carried unanimously.

6. DISCUSSION AND POSSIBLE RECOMMENDATION TO CITY COUNCIL TO PURCHASE A DOUBLE FACE, INTERNALLY ILLUMINATED MONUMENT SIGN FOR THE MAXWELL ADULT CENTER – Parks and Recreation Director, Charlie Sandberg discussed the old existing Maxwell Adult Center sign and the fact that it is outdated. It is proposed that a new sign be purchased to reflect the new construction and new look of the Maxwell Adult Center. The funding would come out of the unencumbered funds for the Maxwell Adult Center.

Georgette Ford, Board member asked, “Is it pretty much the same kind of sign except for it is lighted?”

Mr. Sandberg responded, “Yes. It will be illuminated with a new fresher look to it.”

Les Ellard, Board member asked, “Is the sign for the Library very expensive?”

Assistant City Manager, Gary Jackson responded, “I am thinking it was in the \$40,000 range. This sign it about \$11,000.”

Mr. Sandberg commented, “In the unencumbered funds, we only had about \$11,600 left. We thought that could be put to good use in purchasing the sign.”

Laura Hicks, Board member asked, “Have we looked into any theme for the sign?”

Mr. Sandberg responded, “No. On most of our way finding signs, they don’t have the deer on it.”

Motion was made by Sue Mauk and seconded by Doug Burgess to recommend to Council to purchase a double face, illuminated monument sign for the Maxwell Adult Center. Motion carried unanimously.



7. DISCUSSION OF ISSUES RELATING TO THE CURRENT STATUS OF DEER PARK COMMUNITY DEVELOPMENT CORPORATION PROJECTS – Parks and Recreation Director, Charlie Sandberg gave an overview of focal points and summarized the current status of the projects. (Exhibit A1)

Ms. Ford asked, “Do you have a proposed additional amount for the dirt?”

Mr. Sandberg responded, “They have put some numbers together, it is not exact yet. It is a larger number.”

Sue Mauk, Board member asked, “Why do they want to postpone the sprigging?”

Mr. Sandberg responded, “It will grow better.”

Doug Burgess, Board member asked, “Are you all comfortable with the drainage issue?”

Mr. Sandberg responded, “They are addressing some of those issues right now.”

T.J. Haight, President asked, “If we do sprig early and we happen to have a freeze, will that void any kind of warranty from the recommendation in March?”

Mr. Sandberg responded, “No, I do not think so.”

8. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF OCTOBER 1, 2018 - DECEMBER 31, 2018 – Assistant City Manager, Gary Jackson gave an overview of the bylaws that states that the Board shall prepare a quarterly activity report, detailing the projects and work accomplished during the previous quarter.

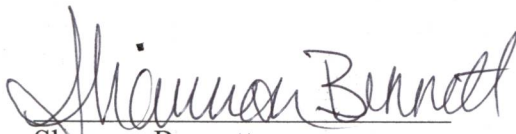
Motion was made by Georgette Ford and seconded by Sue Mauk to accept the quarterly report for the period of October 1, 2018 through December 31, 2018. Motion carried unanimously.

9. CONSIDERATION OF AND POSSIBLE ACTION ON THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION’S ANNUAL REPORT TO THE STATE COMPTROLLER FOR FISCAL YEAR 2018 – Assistant City Manager, Gary Jackson, gave an overview of the annual report that was submitted as required by the State Comptroller. It reflects the expenditures that were made over the past year, and the revenues that were received.

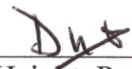
Motion was made by Sue Mauk and seconded by Georgette Ford to accept the annual report to the State Comptroller for FY 2018. Motion carried unanimously.

10. ANNOUNCEMENT OF DATE AND TIME OF THE NEXT DEER PARK COMMUNITY DEVELOPMENT CORPORATION'S REGULAR BOARD MEETING: APRIL 22, 2019 AT 5:30 PM – President Haight announced the next regular DPCDC meeting on April 22, 2019 at 5:30 p.m.
11. ADJOURN – Motion was made by Georgette Ford and seconded by Doug Burgess to adjourn the meeting at 5:53 p.m.

ATTEST:

  
Shannon Bennett  
Board Secretary

APPROVED:

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

## Deer Park CDC Project Update

### October 2018 – December 2018

**Dow Park Pavilion Project** - This project was identified as one of seven approved projects in the 2015 Type B dedicated sales tax election that was voted for by Deer Park residents. The City entered into a contract with Half Associates as the architect and South Pool and Spa as the general contractor. The project is funded with \$1.5 million from Type B sales tax. The new restroom buildings were installed and progress continues on the pavilion structures. The City terminated the contract with the previous general contractor and awarded a contract for the completion of the project to Mills Construction. The project was completed in September of 2018.

- Acceptance of completion of and retainage release for DPCCDC Dow Park Pavilion project.
- Ribbon cutting and dedication for the Dow Park Pavilion held on September 27<sup>th</sup>.

**Maxwell Adult Center** - This project was one of seven approved projects in the 2015 Type B dedicated sales tax election that was voted for by Deer Park residents. The project is funded with \$2 million from Type B sales tax. The City of Deer Park selected Half Associates as the architect and Frost Construction as the general contractor for the project. Construction began in November of 2017. Demo of the interior and site preparation for the new addition has been completed. The project is complete and building is currently in use with minimal punch list items remaining.

- Project is complete with only minor punch list items.
- Parks and Recreation Department hosted pre-opening tours on November 20<sup>th</sup> and 21<sup>st</sup>.
- December 19, 2018 marked the first day of Maxwell regular operations post renovations.
- Retainage will be paid out to Frost Construction and soon to be submitted to City Council for the project to be closed-out.

**Gifts Softball Complex** - This project was identified as one of seven approved projects in the 2015 Type B dedicated sales tax election that was voted for by Deer Park residents. This project is funded by \$3 million from Type B sales tax. The City selected Tandem Services as the general contractor and Half Associates as the architect for this project. Construction began in January 2018. The project is on schedule to be completed by the end of 2018.

- Project is roughly 90% complete.
- Meeting on Bi-weekly basis with Tandem Services, City staff, and Half.
- Several contingency modifications have been executed for the project.
- Concession and restroom building is roughly 85% completed.
- Turf has been installed and is being cared for.
- Batting cages have been installed and completed.
- Hydramulching around complex has begun.
- Work continues to fine grade the skinned areas of the fields.
- Irrigation has been installed and inspected.

- Scheduled completion of the facility is February 2019 with usage to begin once grass playing surfaced is determined to be safe for play.
- Due to the difficult project components, scaling down the project, re-scoping the project several times the cost for the bleachers was inadvertently left out of the request for additional funding before the second round of bids. Staff will be requesting funding from City sources for this oversight.

**New Soccer Complex** - This project is another one of the seven approved projects in the 2015 Type B dedicated sales tax election. The project is being funded with \$4 million from Type B sales tax. The City of Deer Park selected Half Associates as the architect and Tandem Services as the general contractor. Construction began in January 2018. The project is on schedule and is expected to be completed in early 2019.

- Project is roughly 85% complete.
- Meeting on Bi-weekly basis with Tandem Services, City staff, and Half.
- Concession and restroom building is roughly 85% completed.
- Center Point has installed the electrical meter for the facility.
- Irrigation has been installed and is waiting for inspection.
- Parking lot and driveway for facility has been completed.
- Field springling will begin once irrigation is approved.
- Fields are expected to take several months for turf to establish.
- 90% of the flatwork has been completed around the site.

**Community Center** – This project is another one of the seven approved projects in the 2015 Type B dedicated sales tax election. The project is being funded with \$6 million from Type B sales tax. This project is currently under staff review and discussion.

- City of Deer Park has hired Brinkley, Sargent, Wigginton has architectural firm for consulting and design of the potential renovations and expansion of the Deer Park Community Center.
- City staff visited 5 Houston area recreation centers to begin researching facility design and trends.
  - December 13 – Eagle Pointe, Imperial Recreation Center, Pearland Recreation Center
  - December 20 – C.K. Ray Recreation Center and West University Place Recreation Center

**Hike and Bike Trails** - This project is another one of the seven approved projects in the 2015 Type B dedicated sales tax election. The project is being funded with \$500,000 from Type B sales tax.

- Limited discussions with staff have taken place.
- City staff met with Bruditt Consultants for potential design of the Hike and Bike Trails comprehensive plan.

**Spencerview Athletic Complex** - This project is another one of the seven approved projects in the 2015 Type B dedicated sales tax election. The project is being funded with \$3 million from Type B sales tax.

- This project was completed in August of 2017 and is currently in use.



# Economic Development Corporation Report

City: Deer Park / Fiscal Year: 2018 /  
Corporation Type: 4B

## Corporation's information

**Corporation Name** Deer Park Community Development Corporation  
**Secretary of State File / Charter Number**  
**Contact Person** James Stokes  
City Manager  
**Address** 710 E. San Augustine  
Deer Park 77536  
**Contact numbers** Phone: 281-478-7245  
Fax: 281-478-7218  
**Corporation's fiscal year** From Oct 2017 To Sep 2018

## Corporation's primary economic development objective(s)

Sports Facilities/Recreation

## Corporation's financial information

Corporation's fiscal year ending unrestricted fund balance or unrestricted retaining earnings: \$3,779,572.00

Corporation's total revenues during the fiscal year

Sales Tax Revenue	\$3,314,040.00
State/Federal Grants and Matching Contributions	\$0.00
Rental/Lease/User Fees Income	\$0.00
Bond Proceeds/Loans Obtained	\$0.00
Other Revenues	\$1,498.00
<b>TOTAL FISCAL YEAR REVENUES</b>	<b>\$3,315,538.00</b>

## Corporation's total expenditures during the fiscal year in each of the following categories

Personnel	\$0.00
Administration	\$0.00
Marketing and Promotion	\$0.00
Direct Business Incentives	\$0.00
Job Training	\$0.00
Debt Service	\$2,024,358.00
Capital Costs	\$751,480.00
Affordable Housing	\$0.00
Payments to Taxing Units	\$0.00
Other Expenditures	\$2,000.00
<b>TOTAL FISCAL YEAR EXPENDITURES</b>	<b>\$2,777,838.00</b>

## Corporation's capital assets

None

## Person Completing this Form

Name: Gary Jackson, Assistant City Manager  
Phone: 281-478-7260

**Quarterly Report: October 1, 2018 – December 31, 2018**

**Meetings Conducted and Activities**

October 2 - Maxwell Construction meeting – Frost/BSW/ City Staff  
October 11 – Irrigation inspection at Maxwell Center – Frost/City Staff/Half  
October 11 – Irrigation inspection at Girls Softball – Frost/City Staff/Half  
October 16 -Approval of purchase for furniture for the Maxwell Adult Center - CC/City Staff  
October 16 – City Council appoints three (3) CDC members – CC/City Staff  
October 22 – Meeting to discuss Maxwell Center opening – City Staff  
October 22 – Deer Park Community Development Corporation regular board meeting – DPCCD/City Staff  
October 23 – Maxwell Center Walk through and punch list – Frost/BSW/Half/City Staff  
November 6 – Maxwell Center walk through and punch list – Frost/BSW/Half/City Staff  
November 6 – Acceptance of DPCCD quarterly reports for April – June and July – September – CC/City Staff  
November 6 – Authorization for the utilization of unencumbered project funds for security camera equipment at the Maxwell Center – CC/ City Staff  
November 6 - Authorization for the utilization of unencumbered project funds to amend Half architectural services contract for extended days at the Maxwell Center – CC/ City Staff  
November 6 – Authorization to negotiate professional services agreement with Burditt Consultants for the comprehensive Hike and Bike Trail plan– CC/ City Staff  
November 6 – Removal of member from the DPCCD and appointment of replacement member – CC/ City Staff  
November 8 – Conference call to discuss potential litigation – City attorney/City Staff  
November 12 – Meeting to discuss items related to Deer Park Girls Softball Project – City Staff  
November 14 – Maxwell walk through tour – City Staff/City Council members  
November 19 – Meeting to discuss items related to Maxwell Center – City Staff  
November 19 – Maxwell walk through tour – City Staff/City Council members  
November 20 – General public Maxwell walk through tour – City Staff/ Deer Park citizens  
November 21 – General public Maxwell walk through tour – City Staff/Deer Park citizens

November 26 – Maxwell punch list discussion – City Staff/Frost  
November 27 – Maxwell tour items meeting – City Staff  
November 28– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Half  
November 28 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Half  
December 5 – Maxwell Center move in meeting – City Staff  
December 10 – Deer Park Soccer Complex project discussion meeting – City Staff  
December 12– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Half  
December 12 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Half  
December 13 – Houston area recreational facility tours – City Staff  
December 18 – Authorization to reduce retainage from 5% - 2% on the Deer Park Soccer project for Tandem Services – CC/City Staff  
December 19 – Maxwell Operations opening day – City Staff  
December 19 – Pool assessment of the Dow Park Pool – City Staff/ XXX  
December 20 – Houston area recreational facility tours – City Staff

**Financial**

**Debt Issuance**

- \$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
- Note: the \$5,850,000 authorized for the Community Center Expansion/Renovation has not yet been issued pending a decision on how to proceed with the project
- In an agreement between the City of Deer Park and the DPCCD, the City agreed to issue and sell certificates and the DPCCD 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 (12/31/18) = \$259,892.45

Total Fiscal YTD = \$259,892.45

- Investment Revenue:

1Q (12/31/18) = \$1,630.03

Total Fiscal YTD = \$1,630.03

- Total Fiscal YTD Revenues as of 12/31/18: \$261,522.48 (preliminary and unaudited)

Expenditures:

- Pay-As-You-Go – Dow Park:

1Q (12/31/18) = \$0.00

Total Fiscal YTD = \$0.00

- Total Fiscal YTD Expenditures as of 12/31/18: \$0.00 (preliminary and unaudited)

Bond Fund – Certificates of Obligation (Fund 23)

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

Revenues:

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

1Q (12/31/18) = \$0.00

Total Fiscal YTD = \$0.00

- Investment Revenue:

1Q (12/31/18) = \$11,816.75

Total Fiscal YTD = \$11,816.75

- Total Fiscal YTD Revenues as of 12/31/18: \$11,816.75 (preliminary and unaudited)

Expenditures:

- Buildings:

1Q (12/31/18) = \$843,770.15

○ Maxwell Center = \$150,894.95

○ Girls Softball = \$276,936.46

○ Soccer Fields = \$415,938.74

Total Fiscal YTD = \$843,770.15

- Improvements Other Than Buildings:

1Q (12/31/18) = \$316.47

○ Dow Park = \$316.47

Total Fiscal YTD = \$316.47

- Machinery & Equipment:

1Q (12/31/18) = \$6,665.79

○ Maxwell Center = \$6,665.79

Total Fiscal YTD = \$6,665.79

- Consulting Architect Fee

1Q (12/31/18) = \$20,760.01

○ Maxwell Center = \$15,736.35

○ Girls Softball = \$597.75

○ Soccer Fields = \$2,528.39

○ Community Center = \$1,897.52

Total Fiscal YTD = \$20,760.01

- Total Fiscal YTD Expenditures as of 12/30/18: \$871,512.42 (preliminary and unaudited)

Additional Funding

Certain project costs have or are expected to exceed the total amount appropriated by the authorized Type B funding. In response, the City Council has approved several budget amendments to provide the additional resources to fund these projects. The following reports the total amounts approved for the respective projects:

○ Dow Park = \$231,119.00

○ Girls Softball = \$449,631.00

○ Soccer Fields = \$107,197.00

Total Budget Amendments = \$787,947.00