

CITY OF DEER PARK

CDC 1-214

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, OCTOBER 28, 2019 AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

GEORGETTE FORD	PRESIDENT
ERIC RIPLEY	MEMBER
FAYLENE DEFRANCIS	MEMBER
JEFF LAWTHER	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 Georgette Ford called the meeting to order at 5:30 p.m.
2. COMMENTS FROM THE AUDIENCE – No comments received.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON JULY 22, 2019 – Motion was made by Doug Burgess and seconded by Laura Hicks to approve the minutes of the regular meeting held on April 22, 2019. Motion carried unanimously.
4. APPROVAL OF MINUTES OF JOINT MEETING ON SEPTEMBER 23, 2019 – Motion was made by Eric Ripley and seconded by Jeff Lawther to approve the minutes of joint meeting held on September 23, 2019. Motion carried unanimously.
5. ELECTION OF OFFICERS – Motion was made by Doug Burgess and seconded by Faylene DeFrancis to approve the slate of Officers to remain the same. Motion carried unanimously.

6. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF JULY 1, 2019 - SEPTEMBER 30, 2019 – Assistant City Manager Gary Jackson gave a brief overview of the combined report that includes the number of meetings and activities for the period of July - September 2019. The report also includes the financial bond related information, and the information from the previous quarter. (Exhibit A1-A10)

Motion was made by Jeff Lawther and seconded by Laura Hicks to approve the quarterly report for the period of July 1, 2019 – September 30, 2019 and authorize submission to City Council. Motion carried unanimously.

7. DISCUSSION OF ISSUES RELATING TO THE STATUS OF DEER PARK COMMUNITY DEVELOPMENT CORPORATION PROJECTS FOR THE PERIOD OF JULY - SEPTEMBER 2019 – Parks and Recreation Director Charlie Sandberg gave an overview on the project updates that includes Dow Park Pavilion, Maxwell Adult Center, Softball Complex, Soccer Complex, Community Center, Hike and Bike Trails and the Spencerview Athletic Complex. (Exhibit B1-B4)

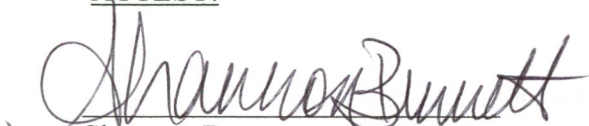
8. DISCUSSION AND POSSIBLE RECOMMENDATION TO CITY COUNCIL ON ENTERING INTO AN AGREEMENT WITH BURDITT CONSULTANTS, LLC FOR PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF THE TYPE B HIKE AND BIKE TRAILS – Parks and Recreation Director Charlie Sandberg gave an overview of the professional services for the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

Motion was made by Doug Burgess and seconded by Laura Hicks to approve entering into an agreement with Burditt Consultants, LLC. for professional services for the development of the Type B Hike and Bike Trails. Motion carried unanimously.

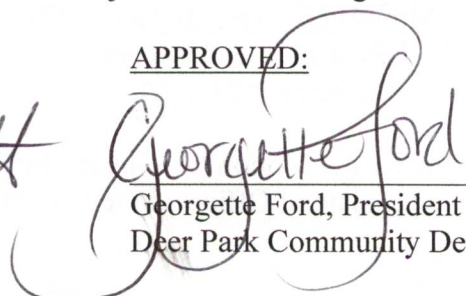
9. ANNOUNCEMENT OF DATES AND TIMES OF UPCOMING DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD MEETINGS – President Ford announced the next regular DPCDC meeting on Monday January 27, 2020 at 5:30 p.m.

10. ADJOURN – President Georgette Ford adjourned the meeting at 5:48 p.m.

ATTEST:


Shannon Bennett
Board Secretary

APPROVED:


Georgette Ford, President
Deer Park Community Development Corporation

Deer Park Community Development Corporation
Quarterly Report: July 1, 2019 – September 30, 2019

Meetings Conducted and Activities

July 2 – Conference Call to discuss Hike and Bike trail with Harris County Flood Control district – City Staff, Burditt

July 9 – Girls Softball Complex Final Walk through – City Staff/ Tandam/Halff

July 9 – Meeting to discuss items related to the Community Center Project - City staff

July 10 – Meeting to discuss items related to the Community Center renovations – City Staff, BSW

July 10 – Hike and Bike trail Committee meeting – City Staff/Hike and Bike Trail Committee/Burditt

July 22 – Quarterly meeting of the DPCDC – City Staff/CDC

July 26 – Conference call to discuss items related to the Community Center Project – City staff/BSW

July 30 – Meeting to discuss items related to the Deer Park Soccer Complex – City staff/DPSFC

July 31 – Meeting to discuss items related to Deer Park Soccer Complex and Girls Softball Complex – City Staff/Tandam

August 7 – Conference call related to the Maxwell Adult Center Awning extension – City staff/Frost

August 13– Walk through to discuss playing surface at Soccer Complex – City Staff/Tandem Services

August 13 – Conference call to discuss items related to the Community Center Project – City Staff/BSW

August 22 – Internal meeting to discuss items related to the Community Center Project – City staff

August 27 – Meeting to discuss ADA items at Soccer and Girls– Frost/BSW/ City Staff

August 28 – Walked through meeting to discuss the soccer playing surface – City Staff/Tandam services/Halff

September 10 – Conference call to discuss items related to the Community Center Project – City Staff/BSW

September 11 – Hike and Bike trail Committee meeting – City Staff/Hike and Bike Trail Committee/Burditt

September 16– Meeting to discuss items related to Hike and Bike Trails – City Staff

September 20 – Meeting to discuss items related to the Community Center Presentation – City Staff/BSW

September 23 – Dow Park Pavilions final walk through – City staff/Millis/Halff

September 13 – Conference Call to discuss items related to the Community Center – City Staff/BSW

September 18 – Dow Park Pavilions ribbon cutting (POSTPONED) – City staff

September 20 – Conference call to discuss items related to the Community Center – City Staff/BSW

September 23 – Meeting to discuss items related to the Community Center Presentation – City staff/BSW

September 23 – Joint workshop for the City Council, Deer Park Community Development Corp., Parks and Recreation Commission to discuss items related to Community Center project. – CC/DPCDC/PARC/City Staff/BSW

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
- 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 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 850)

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
2Q (03/31/19) = \$822,520.92
3Q (06/30/19) = \$983,688.11
4Q (09/30/19) = \$1,227,940.98 (through August 2019)
Total Fiscal YTD = \$3,294,042.46
- Investment Revenue:
1Q (12/31/18) = \$1,629.43
2Q (03/31/19) = \$1,540.34
3Q (06/30/19) = \$1,229.96

4Q (09/30/19) = \$1,023.41

Total Fiscal YTD = \$5,423.14

- Total Fiscal YTD Revenues as of 09/30/19: \$3,299,465.60 (preliminary and unaudited)

Expenditures:

- Audit Fee:

2Q (03/31/19) = \$2,000.00

Total Fiscal YTD = \$2,000.00

- Operating Transfer – Debt Service:

3Q (06/30/19) = \$1,154,865.50

Total Fiscal YTD = \$1,154,865.50

- Total Fiscal YTD Expenditures as of 09/30/19: \$1,156,865.50 (preliminary and unaudited)

Bond Fund – Certificates of Obligation (Fund 307)

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:

- Investment Revenue:

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

2Q (03/31/19) = \$12,622.45

3Q (06/30/19) = \$12,861.63

4Q (09/30/19) = \$12,078.96

Total Fiscal YTD = \$49,379.79

- Total Fiscal YTD Revenues as of 09/30/19: \$49,379.79 (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

2Q (03/31/19) = \$121,172.16

○ Maxwell Center = \$87,658.06

○ Girls Softball = \$33,514.10

Total Fiscal YTD = \$964,942.31

- Improvements Other Than Buildings:

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

○ Dow Park = \$316.47 *

2Q (03/31/19) = \$209,746.68

○ Maxwell Center = \$4,802.50

○ Girls Softball = \$25,396.52

○ Soccer Fields = \$179,547.66

3Q (06/30/19) = \$287,371.40

○ Maxwell Center = \$4,802.50

○ Girls Softball = \$3,650.00

○ Soccer Fields = \$278,918.90

Total Fiscal YTD = \$497,434.55

- Machinery & Equipment:

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

○ Maxwell Center = \$6,665.79

2Q (03/31/19) = \$6,665.79

○ Maxwell Center = \$6,665.79

Total Fiscal YTD = \$13,331.58

- 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

2Q (03/31/19) = \$27,236.19

○ Hike & Bike = \$2,350.00 *

○ Girls Softball = \$2,594.83

○ Soccer Fields = \$658.52

○ Community Center = \$21,632.84

3Q (06/30/19) = \$28,116.46

- Hike & Bike = \$7,050.00 *
- Girls Softball = \$392.43
- Community Center = \$20,674.03

4Q (09/30/19) = \$22,338.49

- Hike & Bike = \$14,100.00 *
- Girls Softball = \$738.49
- Community Center = \$7,500.00

Total Fiscal YTD = \$98,451.15

- **Total Fiscal YTD Expenditures as of 09/30/19: \$1,574,159.59 (preliminary and unaudited)**

* Pay-As-You Go Funded Projects; funding will be transferred from the DPCDC (Fund 850)

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
- Maxwell Center = \$33,800.00
- Girls Softball = \$538,319.00
- Soccer Fields = \$396,247.00

Total Budget Amendments = \$1,199,485.00

Deer Park Community Development Corporation

Quarterly Report: April 1, 2019 – June 30, 2019

Meetings Conducted and Activities

April 1 – Walk through of the Deer Park Girls Softball project – City Staff

April 3 – Kick-off meeting to discuss the Hike and Bike project – City Staff/Burditt/Hike and Bike trails committee members

April 4 – Meeting with Halff to discuss project items – City Staff/Halff

April 9 – Meeting to discuss Hike and Bike trails project – City Staff

April 15 – DPCDC quarterly report budget meeting – City Staff

April 15 – Conference call with Brinkley Sargent Wigington to discuss Community Center project – City Staff/BSW

April 16 – Meeting to discuss items related to minutes from meeting with Halff – City Staff

April 22 – Punch list walk through of the Deer Park Girls Softball Complex – City Staff/Tandem Services/Halff

April 22 – Meeting to discuss Community Center presentation – City Staff/BSW

April 22 – Regular meeting of the Deer Park Community Development Cooperation – City Staff/DPCDC

April 22 – Joint meeting of City Council, DPCDC, PARC to discuss items related to the Community Center project – City Staff/BSW/City Council/DPCDC/PARC

April 25 – Meeting to discussion items related to the Community Center project – City staff/BSW

May 1 – Walk through of the Deer Park Girls Softball project – City Staff

May 7 – Conference call to discuss items related to Community Center project – City staff/BSW

May 7 – Acceptance and release of retainage for the Maxwell Adult Center Expansion DPCDC project – City Staff/City Council

May 14 – Meeting to discuss items related to the Deer Park Girls Softball project – City Staff

May 16 – Meeting with Harris County Flood Control District to discuss potential Hike and Bike trail access – City Staff/HCFCD

May 21 – Walk through of the Deer Park Girls Softball project – City Staff

May 21 – Consideration of and action on an ordinance appointing a member of the Deer Park Community Development Corporation – City staff/City Council

May 23 – Walk through of the Deer Park Girls Softball project and Soccer Complex – City Staff/Tandem Services/Halff

May 25 – Conference call with Brinkley Sargent Wigington to discuss updates on Community Center project – City Staff/BSW

May 28 – Meeting to discuss items related to the Deer Park Girls Softball Complex – City staff

May 30 – Meeting to discuss items related to the Community Center project – City staff

June 17 – Conference call to discuss Community Center project design – City staff/BSW

June 18 – Ribbon cutting ceremony for the Deer Park Girls Softball Complex – City Staff/Halff/Tandem Services/City Council/Elected officials/Citizens from the community

June 24 – Meeting to discuss RAS inspection of the Deer Park Soccer Complex and Girls Softball Complex – City staff/Tandem Services/Halff

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
- 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 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 850)

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

2Q (03/31/19) = \$822,520.92

3Q (06/30/19) = \$983,688.11

Total Fiscal YTD = \$2,066,101.48

- Investment Revenue:

1Q (12/31/18) = \$1,629.43

2Q (03/31/19) = \$1,540.34

3Q (06/30/19) = \$1,229.96

Total Fiscal YTD = \$4,399.73

- Total Fiscal YTD Revenues as of 06/30/19: \$2,070,501.21 (preliminary and unaudited)

Expenditures:

- Audit Fee:

2Q (03/31/19) = \$2,000.00

Total Fiscal YTD = \$2,000.00

- Operating Transfer – Debt Service:

3Q (06/30/19) = \$1,154,865.50

Total Fiscal YTD = \$1,154,865.50

- Total Fiscal YTD Expenditures as of 06/30/19: \$1,156,865.50 (preliminary and unaudited)

Bond Fund – Certificates of Obligation (Fund 307)

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:

- Investment Revenue:

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

2Q (03/31/19) = \$12,622.45

3Q (06/30/19) = \$12,861.63

Total Fiscal YTD = \$37,300.83

- Total Fiscal YTD Revenues as of 06/30/19: \$37,300.83 (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

2Q (03/31/19) = \$121,172.16

- Maxwell Center = \$87,658.06
- Girls Softball = \$33,514.10

Total Fiscal YTD = \$964,942.31

- Improvements Other Than Buildings:

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

- Dow Park = \$316.47 *

2Q (03/31/19) = \$209,746.68

- Maxwell Center = \$4,802.50
- Girls Softball = \$25,396.52
- Soccer Fields = \$179,547.66

3Q (06/30/19) = \$287,371.40

- Maxwell Center = \$4,802.50
- Girls Softball = \$3,650.00
- Soccer Fields = \$278,918.90

Total Fiscal YTD = \$497,434.55

- Machinery & Equipment:

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

- Maxwell Center = \$6,665.79

2Q (03/31/19) = \$6,665.79

- Maxwell Center = \$6,665.79

Total Fiscal YTD = \$13,331.58

- 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

2Q (03/31/19) = \$27,236.19

- Hike & Bike = \$2,350.00 *
- Girls Softball = \$2,594.83
- Soccer Fields = \$658.52
- Community Center = \$21,632.84

3Q (06/30/19) = \$28,116.46

- Hike & Bike = \$7,050.00 *
- Girls Softball = \$392.43
- Community Center = \$20,674.03

Total Fiscal YTD = \$76,112.66

- Total Fiscal YTD Expenditures as of 06/30/19: \$1,551,821.10 (preliminary and unaudited)

* Pay-As-You Go Funded Projects; funding will be transferred from the DPCDC (Fund 850)

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
- Maxwell Center = \$33,800.00
- Girls Softball = \$538,319.00
- Soccer Fields = \$396,247.00

Total Budget Amendments = \$1,199,485.00

Quarterly Report: January 1, 2019 – March 31, 2019

Meetings Conducted and Activities

January 3 – Meeting to discuss litigation related to the Dow Park Pavilion project – City Staff

January 7 – PARC meeting update on DPCDC projects – City Staff/PARC

January 7 – Special DPCDC meeting to discuss Maxwell items – City Staff/DPCDC

January 8 - Review of proposal for architectural services – Hike and Bike trails – City Staff

January 9– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

January 9 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

January 14 – Recreation Center site visits in the DFW area – City Staff/BSW

January 15 – Maxwell Center ribbon cutting – City Council/CDC/PARC/BSW/Halff/Frost/City Staff

January 16 – Meeting to discuss Halff payment item – City Staff

January 17 – Community Center presentation discussion for January 25 joint meeting – City staff

January 21 – Conference Call related to the Community Center project – City Staff/BSW

January 21 – Discussion on retainage reduction for Girls Softball and Soccer Complex projects – City staff

January 23– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

January 23 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

January 23 – Meeting to discuss Community Center project – City staff

January 28 – Regular DPCDC meeting – DPCDC/City Staff

January 28 – Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations – City Staff/BSW/CC/DPCDC/PARC

January 29 – Meeting to discuss Halff expenses related to the Maxwell Center project – City Staff

February 5 – Meeting to discuss requested items related to Community Center project – City Staff

February 5 – Acceptance of DPCDC quarterly report – October –December 2018 – City Staff/City Council

February 5 – Enter into agreement with Burditt Consultants, LLC. for professional services for the development of the Type B Hike and Bike trails – City Staff/City Council

February 5 – Action on purchasing a monument sign for the Maxwell Adult Center – City Staff/City Council

February 5 – Ordinance to amend FY18-19 Capital Improvement fund budget for Girls Softball Complex – City Staff/ City Council

February 6 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

February 6 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

February 13 – Meeting to discuss Community Center presentation for February 25th – City Staff

February 14 – Meeting to discuss Community Center project presentation– City Staff

February 18 – Conference call to discuss Community Center project presentation – City Staff/BSW

February 19 – Ordinance to amend FY18-19 Capital Improvement fund budget for Dee Park Soccer Complex project – City Staff/ City Council

February 20 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

February 20– Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

February 20 – Meeting to discuss Community Center project presentation – City Staff

February 25 – Site visit to the La Porte Recreation Center – City Staff

February 25 - Meeting to discuss Community Center project presentation – City Staff/BSW

February 25 – Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations – City Staff/BSW/CC/DPCDC/PARC

March 5 – Discussion about litigation concerning the Dow Park Pavilion project – City staff/Jeff Chapman

March 5 – Consideration of and action on a Soccer Complex change order – City Staff/City Council

March 6 – Girls Softball project site meeting – City staff/Tandem

March 8 – Meeting to discuss requested items related to Community Center project – City Staff

March 13 – Meeting to discuss progress on the Spencerview bridge – City Staff

March 18– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

March 18– Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

March 19 – On site meeting at Deer Park Girls Softball – City Staff/ Tandem Services

March 20 – Conference call with Brinkley Sargent Wigington – City Staff/BSW

March 25 – Site meeting to discuss turf items at Deer Park Soccer Complex – City Staff/ Tandem Services

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
- 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 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 850)

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
2Q (03/31/19) = \$822,520.92
Total Fiscal YTD = \$1,082,413.37
- Investment Revenue:
1Q (12/31/18) = \$1,629.43
2Q (03/31/19) = \$1,540.34
Total Fiscal YTD = \$3,169.77
- *Total Fiscal YTD Revenues as of 03/31/19: \$1,085,583.14 (preliminary and unaudited)*

Expenditures:

- Audit Fee:
2Q (03/31/19) = \$2,000.00
Total Fiscal YTD = \$2,000.00
- *Total Fiscal YTD Expenditures as of 03/31/19: \$2,000.00 (preliminary and unaudited)*

Bond Fund – Certificates of Obligation (Fund 307)

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:

- Investment Revenue:

1Q (12/31/18) = \$11,816.75
2Q (03/31/19) = \$12,252.67
Total Fiscal YTD = \$24,069.42

- *Total Fiscal YTD Revenues as of 03/31/19: \$24,069.42 (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
2Q (03/31/19) = \$121,172.16
 - Maxwell Center = \$87,658.06
 - Girls Softball = \$33,514.10
 - Soccer Fields = \$0.00*Total Fiscal YTD = \$964,942.31*
- Improvements Other Than Buildings:
1Q (12/31/18) = \$316.47
 - Dow Park = \$316.47 *
2Q (03/31/19) = \$209,746.68
 - Maxwell Center = \$4,802.50
 - Girls Softball = \$25,396.52
 - Soccer Fields = \$179,547.66*Total Fiscal YTD = \$210,063.15*
- Machinery & Equipment:
1Q (12/31/18) = \$6,665.79
 - Maxwell Center = \$6,665.79
2Q (03/31/19) = \$6,665.79
 - Maxwell Center = \$6,665.79*Total Fiscal YTD = \$13,331.58*
- 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

2Q (03/31/19) = \$27,236.19

- Maxwell Center = \$0.00
- Hike & Bike = \$2,350.00 *
- Girls Softball = \$3,183.48
- Soccer Fields = \$69.87
- Community Center = \$21,632.84

Total Fiscal YTD = \$47,996.20

- **Total Fiscal YTD Expenditures as of 03/31/18: \$1,236,333.24 (preliminary and unaudited)**

* Pay-As-You Go Funded Projects; funding will be transferred from the DPCDC (Fund 850)

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
- Maxwell Center = \$33,800.00
- Girls Softball = \$538,319.00
- Soccer Fields = \$396,247.00

Total Budget Amendments = \$1,199,485.00

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/Halff

October 11 – Irrigation inspection at Girls Softball – Frost/City Staff/Halff

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 – DPCDC/City Staff

October 23 – Maxwell Center Walk through and punch list – Frost/BSW/Halff/City Staff

November 6 – Maxwell Center walk through and punch list – Frost/BSW/Halff/City Staff

November 6 – Acceptance of DPCDC 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 Halff 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 DPCDC 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/Halff
 November 28 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff
 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/Halff
 December 12 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff
 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 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 (12/31/18) = \$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

Deer Park CDC Project Update

July 2019 – September 2019

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 Halff 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 DPCDC Dow Park Pavilion project.
- Ribbon cutting and dedication for the Dow Park Pavilion held on September 27th.
- Ongoing discussions related to litigation with former project contractor.
- Brief discussions related to ongoing litigation with City attorney.
- Pending court date for April 6, 2020

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 Halff 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 20th and 21st.
- December 19, 2018 marked the first day of Maxwell regular operations post renovations.
- January 15, 2019 ribbon cutting
- Ongoing work to complete Maxwell close out documents.
- Discussions with Frost Construction concerning canopy extension.
- Project dedication plaque installed and in the building.
- Maxwell Adult Center canopy expansion in progress and waiting on completion.

Girls 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 Halff 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 98% complete.
- Meeting on Bi-weekly basis with Tandem Services, City staff, and Halff.
- Several contingency modifications have been executed for the project.
- Concession and restroom building is completed.

- Turf has been installed and is being cared for.
 - Several areas were removed and replaced due to the wrong type of turf being installed.
- Batting cages have been installed and completed.
- Hydramulching around complex has been completed.
- Work completed to fine grade the skinned areas of the fields.
- Irrigation has been installed and inspected.
- Field lights, parking lot lights, and security lights have been commissioned.
- Scheduling of walk through for substantial completion.
- Scheduled completion of the facility is May 2019 with usage to begin once grass playing surfaced is determined to be safe for play.
- Conducted initial and final walkthroughs of the project.
- Completed punch listed items.
- Received substantial completion letters with restrictions on fields.
- Conducted a ribbon cutting of the facility on June 18, 2019.
- Outstanding ADA issues concerning bleachers and parking lot stripping have been resolved.
- Addressing minor warranty items.
- Currently evaluating options for the addition of future parking at the complex and lighting.

Deer Park 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 Halff 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 95% complete.
- Meeting on Bi-weekly basis with Tandem Services, City staff, and Halff.
- Concession and restroom building is completed.
- Center Point has installed the electrical meter for the facility.
- Irrigation has been installed and is approved.
- Parking lot and driveway for facility has been completed.
- City Council approved change order for additional dirt and sod for 2 playing fields.
- Field sprigging will begin once weather allows for sprigging.
- Fields are expected to take several months for turf to establish.
- Sod expected to be established and ready for fall play.
- Flatwork has been completed around the site.
- Conducted substantial completion and punch list item walkthroughs of the project.
- Completed punch listed items.
- Received substantial completion letter with restrictions on fields.
- Contractor was required to reapply hydromulch on practice field areas.
- Conducted a Ribbon cutting of the facility on August 20th, 2019.
- Purchased additional tables, trash cans, and 2 sets of goals for the complex.
- Addressing several warranty items.
- Hydromulch fields and sprigged fields still have not been released to the City.
- Currently evaluating options for the addition of future parking at the complex and lighting.

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, Wigington 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
- January 14 - City staff visited 4 DFW area recreation centers to continue researching facility design and trends.
 - Richardson Heights Center, Farmers Branch Aquatics and Recreation Centers, Keller Pointe Recreation Center, The Link (Richland Hills) Recreation Center
- January 28 – Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations.
- February 25 – Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations
- March 25 – Joint meeting postponed due to incident related to International Terminals Company Incident.
- April 22 – Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations
- September 23 - Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations.
 - Architect (BSW) was directed during the joint meeting to begin designing based on the “campus” option located where the Community Center currently sits.

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.
- Enter into agreement with Burditt Consultants, LLC. for professional services for the development of the Type B Hike and Bike trails.
- April 3 – Kick off committee meeting to discuss the Hike and Bike trails project design.
- May 16 - Meeting with Harris County Flood Control District to discuss potential Hike and Bike trail access.
- July 10 – Committee meeting to discuss the Hike and Bike trails project and several phase options during the design.
- September 11 – Committee meeting to discuss the finalization of the final design for the conceptual Hike and Bike Trail plan.

- City and architect are currently in discussions on an agreement to design Phase 1 construction documents.

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.
- Ongoing discussions with Harris County Flood Control on Spencerview Bridge project
- City staff currently working with HCFCD on the Spencerview Bridge access and design.