

CITY OF DEER PARK

CDC 1-238

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 26, 2020 AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

GEORGETTE FORD	PRESIDENT
LAURA HICKS	VICE PRESIDENT
ERIC RIPLEY	MEMBER
FAYLENE DEFRANCIS	MEMBER
DOUG BURGESS	MEMBER
JEFF LAWOTHER	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 27, 2020 – Motion was made by Doug Burgess and seconded by Faylene DeFrancis to approve the minutes of the regular meeting held on July 27, 2020. Motion carried unanimously.
4. APPROVAL OF MINUTES OF JOINT MEETING ON JULY 27, 2020 - Motion was made by Laura Hicks and seconded by Faylene DeFrancis to approve the minutes of joint meeting held on July 27, 2020. 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 ACTION ON THE ANNUAL REVIEW AND AN ORDER TO ADOPT THE INVESTMENT POLICY FOR THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION – Treasurer, Donna Todd discussed the annual review of the investment policy. The Corporation has elected to comply with the Act and has established a policy comparable to the investment policy of the City. The City has recently updated and adopted its investment policy in accordance with the Act including a name change in the list of authorized broker/dealers. These changes have been incorporated in the Corporation's investment policy and are summarized on the attached Deer Park Community Development Corporation Investment Policy Review. (Exhibit A1)

Motion was made by Jeff Lawther and seconded by Laura Hicks to adopt the Investment Policy for the Deer Park Community Development Corporation. Motion carried unanimously.

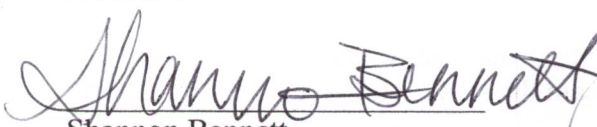
7. DISCUSSION OF ISSUES RELATING TO THE STATUS OF DPCDC PROJECTS FOR THE PERIOD OF JULY 1, 2020 – SEPTEMBER 30, 2020 – Parks and Recreation Director Charlie Sandberg gave an update on the Deer Park Community Development Corporation projects to include Dow Park Pavilion, Maxwell Adult Center, Girls Softball and Soccer Complex, Community Center, Hike and Bike Trails and the Spencerview Athletic Complex. Mr. Sandberg advised the Board of the current evaluation for parking options of the complexes, an ordinance cancelling the Special Election on November 3, 2020, the discussion with Center Point for an easement to allow the Hike and Bike Trail to crossover the corridor and the discussion with Cobb Findley about access and the design of the Spencerview Bridge. (Exhibit B1-B4)

8. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF JULY 1, 2020 - SEPTEMBER 30, 2020 – Motion was made by Laura Hicks and seconded by Eric Ripley to approve the quarterly report for the period of July 1, 2020 – September 30, 2020 and authorize submission to City Council. Motion carried unanimously.


9. ANNOUNCEMENT OF DATE AND TIME FOR THE NEXT REGULAR DPCDC BOARD MEETING – President Ford acknowledged the date and time for the next regular Deer Park Community Development Corporation meeting as January 25, 2021.

10. ADJOURN – President Georgette Ford adjourned the meeting at 5:41 p.m.

ATTEST:

  
Shannon Bennett  
Board Secretary

APPROVED:

  
Georgette Ford, President  
Deer Park Community Development Corporation



**Deer Park Community Development Corporation  
Annual Investment Policy Review – 2020  
Record of Changes**

To comply with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the governing body of an investing entity shall (1) review its investment policy and investment strategies not less than annually, and (2) adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

The investment policy for the Deer Park Community Development Corporation (the "Corporation") was last reviewed and updated in October 2018 as the annual review last year was inadvertently overlooked.

The Corporation, having entered into an agreement with the City of Deer Park (the "City") whereby the City shall perform administrative services for the Corporation, has elected to comply with the Act and has established a policy comparable to the investment policy of the City. The City has recently updated and adopted its investment policy in accordance with the Act making one minor name change on the list of broker dealers. Additionally, in 2019 there was the addition of another broker/dealer to the list of authorized broker/dealers at the recommendation of the City's Investment Advisor. These changes have been incorporated in the Corporation's investment policy and are summarized below:

**XIV. Qualified Financial Institutions and Broker/Dealers –**

**2019**

At the recommendation of the City's Investment Advisor, Valley View Consulting, L.L.C., the City added Multi-Bank Securities, Inc. to the list of authorized broker/dealers to ensure a competitive environment if and when the City requests bids for security investments. The City Council approved this change in September 2019.

**2020**

A minor change being incorporated into the policy this year relates to a name change for one of the broker/dealers. Following a move by First Horizon National Corporation (FHN) to unify its family of companies under a single set of brand names, FTN Financial has become FHN Financial. The City Council approved this change in September 2020.

As a result of these changes, the current list of authorized broker/dealers is as follows:

Duncan-Williams, Inc.  
FHN Financial  
Hilltop Securities  
Multi-Bank Securities, Inc.  
Wells Fargo Securities, LLC

## Deer Park CDC Project Update

July 2020 – September 2020

**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 27<sup>th</sup>.
- Ongoing discussions related to litigation with former project contractor.
- Brief discussions related to ongoing litigation with City attorney.
- Meeting with construction expert on information regarding the Dow Park Pavilions.
- Pending court date has been postponed due to COVID-19 and waiting to be rescheduled.

**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 20<sup>th</sup> and 21<sup>st</sup>.
- 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 installation was completed.

**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.
- Addressed minor warranty items.
- Currently evaluating options for the addition of future parking at the complex.

**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 20<sup>th</sup>, 2019.
- Purchased additional tables, trash cans, and 2 sets of goals for the complex.
- Addressing several warranty items.
- Hydrmulch fields and sprigged fields released to the City.

- Received final documents to complete project close out.
- Currently evaluating options for the addition of future parking at the complex.

**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
- November 11 - Joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center Renovations
- Continued discussions with BSW regarding design and cost for future Community and Recreation Center Complex.
- Staff discussed issues related to a possible Type B election for May 2, 2020 at the February 4, 2020 City Council workshop.
- City Council took action and approved an ordinance calling for a special election on May 2, 2020 for a Type B economic development sales and use tax during the City Council regular meeting.
- July 27 - Joint workshop for the City Council, Deer Park Community Development Corp., Parks and Recreation Commission to discuss items related to Community Center project and Type B election. – CC/DPCDC/PARC/City Staff/BSW
- August 4 - Consideration of and action on an ordinance cancelling the special election on November 3, 2020 for a Type B economic development sales and use tax. – City Council/City Staff

**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.
- Construction plans are currently at 30% completed.
- Staff has submitted an application to Center Point Energy for access through an energy easement.
- Staff is anticipating completing the design in the fall of 2020.
- September 25 – Received the Midtown Engineering traffic study for the potential crossing of the hike and bike trails project. – City staff
- On going discussions with Center Point energy for an easement to allow the trail to cross over corridor.
  - Center Point has provided a document that City administration, legal, human resources and staff.

**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.
- City staff has contracted with Cobb Findley to assist with easement issues related to the access and design of the Spencerview Bridge.