

CITY OF DEER PARK

CDC 1-245

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 25, 2021 AT 5:39 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

LAURA HICKS
FAYLENE DEFRANCIS
ERIC RIPLEY
DOUG BURGESS

VICE PRESIDENT
MEMBER
MEMBER
MEMBER

OTHER OFFICIALS PRESENT:

JAMES STOKES
GARY JACKSON
SHANNON BENNETT
DONNA TODD

CITY MANAGER
ASSISTANT CITY MANAGER
BOARD SECRETARY
TREASURER

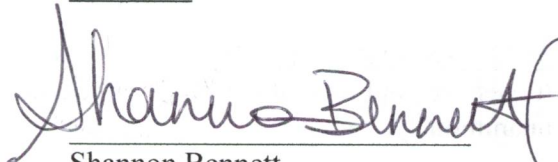
1. MEETING CALLED TO ORDER – Vice President Laura Hicks called the meeting to order at 5:39 p.m.
2. COMMENTS FROM AUDIENCE – No comments received.
3. APPROVAL OF REGULAR MEETING MINUTES ON OCTOBER 26, 2020 – Motion was made by Doug Burgess and seconded by Faylene DeFrancis to approve the minutes of the regular meeting held on October 26, 2020. Motion carried unanimously.
4. APPROVAL OF JOINT MEETING MINUTES ON JANUARY 11, 2021 – Motion was made by Eric Ripley and seconded by Doug Burgess to approve the minutes of joint meeting held on January 11, 2021. Motion carried unanimously.
5. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF OCTOBER 1, 2020 - DECEMBER 31, 2020 – Assistant City Manager Gary Jackson gave an overview of the bylaws that states that the Board shall prepare a

quarterly activity report, and the projects and work accomplished during the previous quarter.

Motion was made by Faylene DeFrancis and seconded by Doug Burgess to accept the quarterly report for the period of October 1, 2020 through December 31, 2020. Motion carried unanimously.

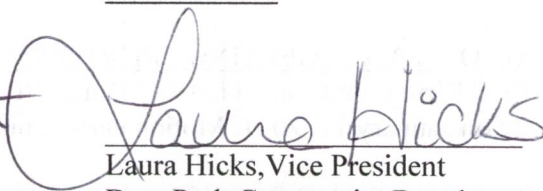
6. DISCUSSION OF ISSUES RELATING TO THE STATUS OF DPCDC PROJECTS FOR THE PERIOD OF OCTOBER 2020 – DECEMBER 2020 – Parks and Recreation Director Charlie Sandberg gave an overview of several projects to include the Dow Park Pavilion Project and the ongoing litigation, the Maxwell Adult Center's recommendations for a construction company and the evaluation of options for future parking at the Girls Softball Complex and the Deer Park Soccer Complex. Staff is working with BSW to update information and construction cost factors related to the Community Center renovations project. Mr. Sandberg advised Council of the joint meeting conducted on January 11, 2021 discussing items related to the renovations and the possible Type B Sales Tax continuation election, entering into an agreement with CenterPoint Energy for a Master License Agreement allowing for an easement and finalizing the bid package to request authorization to seek construction bids for the Hike and Bike Trail Project. Mr. Sandberg also discussed the ongoing discussion with Harris County Flood Control on Spencerview Bridge Project access and design. (Exhibit A1-A5)
7. CONSIDERATION OF AND POSSIBLE ACTION ON THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION'S ANNUAL REPORT TO THE STATE COMPTROLLER FOR FISCAL YEAR 2020 – Assistant City Manager Gary Jackson gave an overview of the annual report that was submitted as required by the State Comptroller. It reflects the fund balance from the previous fiscal year, the revenues that were received and interest earned. The report will be filed and brought back for ratification.
8. ADJOURN – Vice President Laura Hicks adjourned the meeting at 5:48 p.m.

ATTEST:



Shannon Bennett
Board Secretary

APPROVED:



Laura Hicks, Vice President
Deer Park Community Development Corporation

Deer Park CDC Project Update

October 2020 – December 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 27th.
- 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 postponed until August/September 2021.

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 installation was completed.
- Staff receiving recommendations for Construction Company for other projects.

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.
- It is anticipated that in February 2021 the City Council will schedule a May 1, 2021 Type B continuation election.

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.
- Hyrdomulch 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.
- It is anticipated that in February 2021 the City Council will schedule a May 1, 2021 Type B continuation election.

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
- City staff worked with BSW to update information and construction cost factors related to the Community Center renovations project.
- A joint meeting of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center renovations and possible future Type B continuation election was conducted on January 11, 2021.
- It is anticipated that in February 2021 the City Council will schedule a May 1, 2021 Type B continuation election.

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 Burditt 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.
- December 1 – City staff presented to City Council issues relating to the Type B Hike and Bike trail crossing a Center Point easement located near San Augustine and Luella Ave
- December 15 – City Council approved entering into an agreement with CenterPoint Energy for a Master License Agreement allowing for an easement for the Hike and Bike

Trails.

- Staff/Burditt Consultants working on finalizing the Bid Package to seek bids for the project.
- City Staff received the CenterPoint Agreement on Wednesday, January 20, 2021.
- City Staff to request Authorization to seek construction bids at the February 2, 2021 City Council Regular Meeting.

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 CobbFendley to assist with easement issues related to the access and design of the Spencerview Bridge.
- Harris County Flood Control reviewed the required Documents for the Bridge Project in December 2020.
- HCFCD requested some changes and updates with the Documentation that is being reviewed by Engineering Department in January 2021.
- City Staff reviewing options for the Glendale Park addition that the Spencer View Bridge will lead into with primarily more parking in the future.