

CITY OF DEER PARK

CDC 1-263

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 24, 2022 AT 5:39 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

GEORGETTE FORD	PRESIDENT
LAURA HICKS	VICE PRESIDENT
FAYLENE DEFRANCIS	MEMBER
ERIC RIPLEY	MEMBER
LES ELLARD	MEMBER
JEFF LAWTHER	MEMBER
DOUG BURGESS	MEMBER

OTHER OFFICIALS PRESENT:

JAMES 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 AUDIENCE – No comments received.
3. APPROVAL OF REGULAR MEETING MINUTES ON OCTOBER 25, 2021 – Motion was made by Doug Burgess and seconded by Laura Hicks to approve the minutes of the regular meeting held on October 25, 2021. Motion carried unanimously.
4. APPROVAL OF JOINT MEETING MINUTES ON NOVEMBER 16, 2021 – Motion was made by Eric Ripley and seconded by Faylene DeFrancis to approve the minutes of joint meeting held on November 16, 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 Doug Burgess and seconded by Les Ellard to accept the quarterly report for the period of October 1, 2021 through December 31, 2021. Motion carried unanimously.

6. DISCUSSION OF ISSUES RELATING TO THE STATUS OF DPCDC PROJECTS FOR THE PERIOD OF OCTOBER 2021 – DECEMBER 2021 – Parks and Recreation Director Charlie Sandberg gave an overview of several projects to include the 2015 Type B sales tax funded Hike and Bike Trails where committee members consisting of City Staff, Parks and Recreation Commission along with the Architect for the project Burditt Consultants, LLC. reviewed (3) proposals and selected Moran Construction LLC. for the construction of the Trail. Mr. Sandberg also gave an overview of the Spencer Athletic Bridge Project that involved working with Harris County Flood Control District (HCFCD) for the design of the bridge and also working with Cobb Findley to assist with easement related issues to access the bridge. City Staff has had discussions with TCEQ on relocation of the air monitoring station located at the Spencerview Athletic Complex and also with Cenikor for bridge access across the drainage ditch. It was determined that ownership of the bridge access is needed to allow the City to grant a maintenance access easement to Harris County Flood Control District (HCFCD). City Staff evaluated options offering to purchase a small portion of the Mobile Home Park property to meet Harris County Flood Control District (HCFCD) guidelines for mowing access or offer to purchase approximately 3,000 square feet of property from Cenikor for the bridge access. (Exhibit A1-A8)

Vice President Laura Hicks asked, “Has the property not been purchased?”

Mr. Sandberg responded, “No.”

Mr. Sandberg continued the discussion and advised the Board of the 2021 Type B projects to include additional parking and/or lighting at Spencerview Athletic Complex (Durant Fields), Girls Softball Fields at the Youth Sports Complex, and new Soccer Complex at East Boulevard. Mr. Sandberg added the overview of the new Community/Recreation Center Complex and the first step of the process which was advertising a Requests for Qualifications (RFQ) for the Construction Manager At Risk (CMAR). City Staff reviewed and selected (5) companies for the Construction Manager At Risk (CMAR) in the second step of the selection process.

7. DISCUSSION OF ISSUES RELATING TO THE ECONOMIC DEVELOPMENT CORPORATION REPORT TO THE STATE COMPTROLLER FOR FISCAL YEAR 2021 – Assistant City Manager Gary Jackson gave an overview of the annual report that was submitted as required by the State of Texas to report how Type A and Type B Economic

Development Corporations are using tax dollars to support economic development in Texas cities. The report is due by April 1, 2022 and must be submitted online. The report will be submitted by City Staff prior to the deadline and a copy will be provided to the Deer Park Community Development Corporation (DPCDC) Board of Directors.

8. APPOINT TWO MEMBERS OF THE DPCDC BOARD OF DIRECTORS TO SERVE ON THE SELECTION COMMITTEE FOR THE PROPOSALS FOR THE CONSTRUCTION MANAGER-AT-RISK (CMAR) FOR THE COMMUNITY AND RECREATION CENTER PROJECT – Assistant City Manager Gary Jackson advised the Board of needing two representatives from the Deer Park Community Development Corporation (DPCDC) to join the Selection Committee to evaluate and score the proposals in accordance with the criteria listed in the Request for Proposals (RFP) for the Construction Manager-at-Risk (CMAR) for the Community & Recreation Center Project.

Deer Park Community Development Corporation (DPCDC) President Georgette Ford and Deer Park Community Development Corporation (DPCDC) member Les Ellard were appointed to serve on the Selection Committee.

9. ANNOUNCEMENT OF DATES AND TIMES FOR 2022 REGULAR DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD MEETINGS – President Ford acknowledged the dates and time for the regular Deer Park Community Development Corporation (DPCDC) Board meetings as follows:

April 25, 2022 at 5:30 p.m.
July 25, 2022 at 5:30 p.m.
October 24, 2022 at 5:30 p.m.

Treasurer Donna Todd announced her retirement from the City of Deer Park and introduced Sara Robinson as the incoming Treasurer.

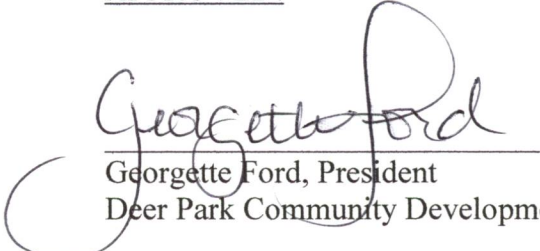
President Ford commented, "Thank you, we appreciate you and we will miss you."

10. ADJOURN – President Georgette Ford adjourned the meeting at 5:43 p.m.

ATTEST:


Deloris McKenzie
Interim Board Secretary

APPROVED:


Georgette Ford, President
Deer Park Community Development Corporation

Deer Park CDC Project Update

(2015 Type B Bond Projects)

October – December 2021

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 has been postponed and waiting to be rescheduled.
- City Staff with Attorney Mr. Jeff Chapman to discuss depositions with City Staff.
- Trial Dates have been moved back into 2022.

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.
- Project is 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.
- Project is completed.

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.
- Project is completed.

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 was scheduled of the City Council/Deer Park Community Development Corp. Parks and Recreation Commission to discuss items related to the Community Center renovations. The meeting was scheduled to take place on January 11, 2021.
- 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 was held on January 11, 2021. At the meeting, it was approved to go out for election to extend the Type B sales tax.
- City staff has created education material to share with the community related to the extension of the Type B proposition and General Obligation Bond elections.
- City staff has met with several community based organizations to provide educational information related to the extension of the Type B proposition and General Obligation Bond elections.
- [This project scope has changed with the passage of the 2021 Type B Bond election. Future updates on this project will be reflected on a different report as the new Community/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 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.
- Mandatory Pre-Bid Meeting for the Hike and Bike Trail held on March 3, 2021.
- Bid opening of the Hike and Bike Trail project on March 18, 2021
- Several bids were received on the Hike and Bike Trail project and reviewed by staff.
- Bid was awarded, but due to an inconsistency in the bid process, all bids were later rejected by City Council on May 4, 2021.
- City staff is working to create documents to solicit for competitive sealed proposals for the Type B Hike and Bike Trails.
- Project was advertised on September 8 & 15, 2021 to Contractors.
- Mandatory Proposal Meeting September 29, 2021.
- City Staff continuing to work with Burditt Architects on the Project.
- Project Proposals are due Tuesday, October 19, 2021 to City Secretary.
- A Committee of City Staff, Architect and PARC Members will review the Proposals to select the Contractor.
- Committee members consisting of City staff, PARC and Architect reviewed (3) proposals and selected Moran Construction LLC. For the Construction of the Trail.
- November 2, 2021 – City Council Awarding the “Request for competitive sealed proposals for the Phase 1 AUT 21-050 Hike and Bike Trail Project” from X Street to P Street to Moran Construction, LLC.
- December 2021 – Front End Documents completed from Moran Construction for the Project.

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.
- City staff has begun discussions with TCEQ on relocation of the air monitoring station located at the Spencerview Athletic Complex.
- City staff evaluated the possibility of acquiring an easement with Cenikor for bridge access across the drainage ditch. City Staff met with Cenikor representatives to discuss the Spencer View Bridge project and potential property easement.
- City staff continues to work with TCEQ to relocate monitoring station to the undeveloped park area.
- It was determined that ownership of the bridge access by the City was need in order to grant a maintenance access easement to HCFCD.
- City Staff evaluated options to either offering to purchase a small portion of the Mobile Home Park property to meet HCFCD guidelines on mowing access or to offer to purchase approximately 3,000 sq. ft. of property from Cenikor for the bridge access.

Deer Park CDC Project Update(2021 Type B Bond Projects)

April 2021 – June 2021

At the May 25, 2021 CDC Board meeting, the Board called a public hearing to be held on July 26, 2021 for the following group of Type B Projects:

- **New Community/Recreation Center Project.** Estimated cost is approximately \$42.6 million. Type B sales tax revenues are currently expected to be used to pay projects costs initially financed with the proceeds from sale of Certificates of Obligation of approximately \$40,225,000 and in addition, it is expected that Type B fund balance of approximately \$2,500,000 will be used for the project.
- **Additional Parking and/or Lighting at Spencerview (Durant Fields), Girls Softball Fields at the Youth Sports Complex, and new Soccer Complex at East Blvd).** Approximately \$6,000,000 in existing Type B fund balance is available for this additional parking and/or lighting.
- **Proposal to expend funds on maintenance and operating costs of the Community/Recreation Center project.** It is proposed that a portion of the proceeds for the Type B sales and use tax to be used for the maintenance and operating costs of the new Community/Recreation Center project as was authorized by the voters at the May 2021 Type B continuation election.

Staff has been working on a presentation to be presented at the July 26 public hearing on the above group of projects.

July 2021 – September 2021 Update

- City Staff presented to the DPCDC on July 26 the Proposed DPCDC Parking and Lighting Projects in a Slide Show format.
- City Council on August 3, 2021 approved the DPCDC recommended construction and improvements projects with parking and lighting.
- City Staff working with Musco lighting on specific details associated with the Lighting Projects.
- City Departments working on Parking Civil Design for Soccer and Girls Softball Complexes.

October 2021 – December 2021 Update

- **October 19, 2021 – Consideration and Action on the Purchase of Lights for Girls Softball, Soccer Complex and Spencer View facilities.**

- October 25, 2021 – Community Development Quarterly Meeting.
- City staff and Musco Lighting Meetings for Projects.
- City Engineers working on Design for Parking Lot expansion at Girls Softball and Soccer Complex.

Community Center – This project began as one of the original seven (7) approved projects in the 2015 Type B dedicated sales tax election. As authorized in the May 2021 Type B continuation election, this project's scope has changed. The project now will include a new Community/Recreation Center complex to include a new swimming pool bathhouse.

- City of Deer Park has been authorized to negotiate with Brinkley, Sargent, Wigington an architectural services contract for the design of the new Community/Recreation Center complex.
- City staff is currently working with Chapman Law Firm and Brinkley, Sargent, Wigington to come to terms on contract negotiations for architectural services. Staff is also working with the Chapman Law Firm on completing a Construction Manager at Risk Request for Proposals (RFP).
- City Staff met with BSW to discuss Architectural and CMAR Contract content and RFP
- City Staff met with Mr. Jeff Chapman our Attorney to discuss Architect and CMAR Contract and RFP Process and detailed content.
- City Council on August 17, 2021 approved the Professional Services Agreement with BSW for Architectural Services in connection with the design of the New Community/Recreation Center.
- City Council approved on September 7, 2021 a revised exhibit A to the Professional Services Agreement in connection with the New Community/Recreation Center Project.
- City Staff met with Mr. Stephen Springs with BSW to Kick-Off the Community/Recreation Center Projects.
- City staff discussed issues with City Council on September 21 relating to the RFQ for a Construction Manager At Risk on the New Community/Recreation Center and Pool House Project.
- City Council authorized the RFQ for the Construction Manager At Risk at the September 21 meeting.
- City staff Committee met along with BSW Architects and reviewed the RFQ proposal documents.
- Pre-Submittal Meeting for CMAR RFQ Process – City Staff
- October 25, 2021 – Community Development Quarterly Meeting.
- November 2, 2021 – City Council schedule Joint Meeting of PARC and City Council to review Schematics of Community/Recreation and Pool House Project.
- November 3, 2022 – City staff review CMAR RFQ and select (5) Companies.
- November 16, 2021 – Joint Meeting City Council and PARC on Schematic Design for Community/Recreation and Pool House Projects.
- On November 16, 2021, the Deer Park City Council ratified the committee's top five selection.

This completes Step 1 (RFQ) of the selection process for the CMAR.

- October/November/December - City staff and Architect bi-weekly meetings on Community/Recreation and Pool House Schematics.
- December 10, 2021 – Date RFP submitted for the CMAR Recreation/Community and Pool House Projects to (5) selected Companies for step 2 in the CMAR selection process. Deadline for receipt of proposals is January 19, 2022.