

## **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*