

**Deer Park Community Development Corporation**

**Quarterly Report: July 1, 2021 – September 30, 2021**

**Meetings Conducted and Activities**

July 7 – City Staff Met with Cenikor Foundation to discuss the Spencer View Bridge and Property Options

July 7 – Staff attended a Meeting with Harris County PCT 2 on the Comprehensive Hike and Bike Project

July 14 – Staff worked on Hike and Bike Project Important Dates

July 15 – City Staff meets to recap Cenikor Meeting discussion on Spencer View Bridge

July 19 – DPCDC Project Discussion City Staff

July 19 – DPCDC Projects and CMAR RFP Discussion City Staff

July 20 – WebEx Meeting with BSW on Architectural/CMAR Contract Discussion City Staff

July 22 – Staff DPCDC Project Presentation Review

July 26 – DPCDC Quarterly Board of Directors' Meeting – DPCDC and City Staff

July 28 – Meeting Cenikor on Site for Spencer View Bridge Review – Cenikor Administration and City Staff

August 3 – City Staff Meeting with Jeff Chapman to discuss Architect and CMAR Contracts and RFP Processes

August 3 – City Council Acceptance of the DPCDC Quarterly Report from April – June 2021.

August 3 – City Council Consideration and Action on DPCDC recommendation on Construction and Improvement Projects.

August 4 – City Staff informs Deer Park Youth Leagues of Type B Projects

August 10 – City Staff discuss Type B Projects Time Lines and Schedule

August 16 – City Staff Spencer Bride Discussion on Logistics and Options on Land Purchase

August 17 - City Council Consideration of and action on a professional service agreement with AGR 21-032 Brinkley Sargent Wiginton Architects for architectural services in connection with the design of the new Community/Recreation Center and Pool House Project.

August 17 City Council Consideration of and action on an ordinance approving the Fiscal Year ORD 21-062 2021-2022 Deer Park Community Development Corporation Budget.

August 17, 2021 – City Council Consideration of and action on an ordinance amending the FY 2020-2021 BUD 21-010 Deer Park Community Development Corporation Budget for costs associated with topographical surveys for the new Soccer Complex and Girls Softball Fields at the Youth Sports Complex.

August 25 – City Staff discussion with Musco Lighting on Project Costs

September 7, 2021 City Council Consideration of and action on approving a revised Exhibit A to the AGR 21-037 professional service agreement with Brinkley Sargent Wiginton Architects for architectural services in connection with the design of the new Community/Recreation Center and Pool House Project.

September 8 – Advertise Hike and Bike Project

September 9 – City Manager Meeting on update for Spencer View Bridge Project

September 15 – Advertise Hike and Bike Project

September 16 – Kick-Off Meeting with BSW on the Community and Recreation Center Projects

September 20 – City Staff Musco Project Review Type B Lighting

September 21 - Discussion of issues relating to a Request for Qualifications (RFQ) for a AUT 21-039 Construction Manager-at-Risk (CMAR) for the new Community/Recreation Center and Pool House project (Type B funded). Recommended Action: Discussion only during workshop. An action item is on the September 21, 2021 Regular City Council Meeting agenda to authorize issuance of a Request for Qualifications (RFQ) for the Construction Manager-at-Risk (CMAR) on the new Community/Recreation Center and Pool House project. 09-29-2021 RFQ for CMAR - Final Draft 2021-01 DP Rec Study Final Report 2019-11 DP Program Comm Ctr 2019-11 DP Program Rec Ctr

September 21 - Discussion of issues relating to a Request for Qualifications (RFQ) for a AUT 21-039 Construction Manager-at-Risk (CMAR) for the new Community/Recreation Center and Pool House project (Type B funded). Recommended Action: Discussion only during workshop. An action item is on the September 21, 2021 Regular City Council Meeting agenda to authorize issuance of a Request for Qualifications (RFQ) for the Construction Manager-at-Risk (CMAR) on the new Community/Recreation Center and Pool House project. 09-29-2021 RFQ for CMAR.

September 23 – On site logistics meeting with Jim Fox on Spencer View Bridge

September 29 - Mandatory Meeting – 11:00AM Hike and Bike Contractors

## **Financial**

### **Debt Issued To-Date**

- 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
  
- On May 9, 2015, the voters approved a dedicated 0.50% sales and use tax for the following projects, the costs of which were enumerated in the Proposition in an amount not exceed \$20,000,000 for the construction, renovation, acquisition, equipment and improvement of the projects, exclusive of the costs of financing. The funding for the \$18,000,000 of debt and \$2,000,000 of pay-as-you-go financing was approved for the following: Dow Park Pavilion, Hike and Bike Trail Development, Maxwell Center Expansion and Parking Lot, Girls Softball Renovations at Youth Sports Complex, Deer Park Baseball Development and Renovation, Soccer Field Development, and Community Center and Gym Renovation and Expansion.
  - \$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
  - \$5,850,000 authorized for the Community Center Expansion/Renovation will not be issued as the scope and cost of the necessary construction projects exceeds this amount.
  
- On May 1, 2021 the voters approved continuation of the dedicated 0.50% sales and use tax for the additional purchase of land, buildings, equipment, facilities, and improvements (including the operating and maintenance costs thereof) for the purpose of amateur sports, children's sports, athletic, entertainment and public park purposes and events, as well as any related infrastructure and improvements that enhance the same.
  - \$21,925,000 Certificates of Obligation, Series 2021 issued September 14, 2021 via a negotiated sale to provide the initial (partial) funding for the Community and Recreation Centers' construction projects, including the outdoor swimming pool bath-house replacement

### **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 (12/31/20) = \$273,179.61

2Q (03/31/21) = \$804,641.28

3Q (06/30/21) = \$951,440.50

4Q (09/30/21) = \$1,186,281.13

*Total Fiscal YTD = \$3,215,542.52 (represents 11-months to-date)*

- Investment Revenue:

1Q (12/31/20) = \$816.73

2Q (03/31/21) = \$799.30

3Q (06/30/21) = \$808.50

4Q (09/30/21) = \$817.70

*Total Fiscal YTD = \$3,242.23*

- **Total Fiscal YTD Revenues as of 09/30/21: \$3,218,784.75 (preliminary and unaudited)**

### Expenditures:

- Audit Fee:

2Q (03/31/21) = \$2,000.00

*Total Fiscal YTD = \$2,000.00*

- Operating Transfer – Debt Service:

3Q (06/30/21) = \$1,176,187.50

4Q (09/30/21) = \$41,591.25

*Total Fiscal YTD = \$1,217,778.75*

- **Total Fiscal YTD Expenditures as of 09/30/21: \$1,219,778.75 (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 (12/31/20) = \$80.37

2Q (03/31/21) = \$32.05

3Q (06/30/21) = \$8.58

4Q (09/30/21) = \$15.93

*Total Fiscal YTD = \$136.93*

- ***Total Fiscal YTD Revenues as of 09/30/21: \$136.93 (preliminary and unaudited)***

**Expenditures:**

- Consulting Architect Fee

1Q (12/31/20) = \$6,131.25

○ Hike & Bike = \$1,181.25 \*

○ DP Baseball = \$4,950.00

2Q (03/31/21) = \$11,483.74

○ Hike & Bike = \$11,483.74 \*

3Q (06/30/21) = \$1,575.00

○ Hike & Bike = \$1,575.00 \*

4Q (09/30/21) = \$900.00

○ Hike & Bike = \$900.00 \*

*Total Fiscal YTD = \$20,089.99*

- Other Bond Related Fees

3Q (06/30/21) = \$6,504.81

○ Yield Restriction Payment = \$3,854.81

○ Arbitrage Fees = \$2,650.00

*Total Fiscal YTD = \$6,504.81*

- ***Total Fiscal YTD Expenditures as of 09/30/21: \$26,594.80 (preliminary and unaudited)***

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

### **Bond Fund – Certificates of Obligation (Fund 308)**

*This fund records the bond proceeds of the \$21,925,000 Certificates of Obligation, Series 2021 and all related capital project expenditures.*

#### **Revenues:**

- Investment Revenue:  
4Q (09/30/21) = \$364.31  
  
*Total Fiscal YTD = \$364.31*
  
- ***Total Fiscal YTD Revenues as of 09/30/21: \$364.31 (preliminary and unaudited)***

#### **Expenditures:**

- Other Bond Related Fees (issuance of Series 2021)  
4Q (09/30/21) = \$258,929.09  
  
*Total Fiscal YTD = \$258,929.09*
  
- ***Total Fiscal YTD Expenditures as of 09/30/21: \$258,929.09 (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
- 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, 2021 – June 30, 2021**

**Quarterly Report: April 1, 2021 – June 30, 2021**

**Meetings Conducted and Activities (Related to Projects Approved in May 2021 Election)**

May 1 – Special Election for Type B Economic Development Sales and Use Tax Proposition – May 1, 2021

May 4 – Election Results Approved Type B – City Council

May 12 – Type B Fund Balance Meeting - City Staff

May 13 – Meeting with BSW Architects on the Community Center Project – City Staff/BSW

May 25 – DPCDC Budget Discussion – City Staff

May 25 – Special DPCDC Meeting on Election and Projects – City Staff/DPCDC

June 28 – CMAR & Architectural Services Contract Discussion – City Staff/Chapman Law Firm

**Meetings Conducted and Activities (Related to Projects Approved in May 2015 Election)**

April 6 - Meeting DPCDC Projects Update – City Staff

April 7 – Update Hike and Bike Trail meeting – City Staff/Burditt

April 13 – Preliminary Discussion on DPCDC Budget and Alternate Budgets – City Staff

April 19 – Discussion with TCEQ on Logistics from Bridge Project – City Staff/TCEQ

April 20 – DPCDC Budget Meeting - City Staff

April 26 – DPCDC Quarterly Meeting – City Staff

May 4 – Rescind Bids for Hike and Bike Trail – City Staff/City Council

May 17 – TCEQ Meeting for Bridge and Logistics – City Staff/TCEQ

May 17 – Meeting to Discuss Bridge Project Boundaries – City Staff/Cenikor

May 25 – DPCDC Budget Discussions – City Staff

May 25 – Special DPCDC Meeting – City Staff/DPCDC

June 2 – Halff Reimbursement Discussion Staff – City Staff

**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 (12/31/20) = \$273,179.61  
2Q (03/31/21) = \$804,641.28  
3Q (06/30/21) = \$951,440.49  
  
*Total Fiscal YTD = \$2,029,261.38*
- Investment Revenue:  
1Q (12/31/20) = \$816.73  
2Q (03/31/21) = \$799.30  
3Q (06/30/21) = \$808.50  
  
*Total Fiscal YTD = \$2,424.53*
- **Total Fiscal YTD Revenues as of 06/30/21: \$2,031,685.91 (preliminary and unaudited)**

**Expenditures:**

- Audit Fee:

2Q (03/31/21) = \$2,000.00

*Total Fiscal YTD = \$2,000.00*

- **Total Fiscal YTD Expenditures as of 06/30/21: \$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 (12/31/20) = \$80.37

2Q (03/31/21) = \$32.05

3Q (06/30/21) = \$8.58

*Total Fiscal YTD = \$121.00*

- **Total Fiscal YTD Revenues as of 06/30/21: \$121.00 (preliminary and unaudited)**

### **Expenditures:**

- Consulting Architect Fee

1Q (12/31/20) = \$6,131.25

○ Hike & Bike = \$1,181.25 \*

○ DP Baseball = \$4,950.00

2Q (03/31/21) = \$11,483.74

○ Hike & Bike = \$11,483.74 \*

3Q (06/30/21) = \$1,575.00

○ Hike & Bike = \$1,575.00 \*

*Total Fiscal YTD = \$19,189.99*

- Other Bond Related Fees

3Q (06/30/21) = \$6,504.81

○ Yield Restriction Payment = \$3,854.81

○ Arbitrage Fees = \$2,650.00

Total Fiscal YTD = \$6,504.81

- **Total Fiscal YTD Expenditures as of 06/30/21: \$25,694.80 (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: January 1, 2021 – March 31, 2021**

**Meetings Conducted and Activities**

January 5 – Internal meeting related to the potential Type B election – City staff

January 6 – Internal meeting related to the Community Center project – City staff

January 11 – Internal Discussion on Alternative Methods of Bidding and Construction

January 11– 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

January 12 – Internal meeting related to education materials for Type B election – City staff

January 21 – Discussion of issues related to the language in education materials for Type B election – City Staff

January 21 – Internal discussions on Half reimbursement to City of Deer Park.

January 25 - Quarterly meeting of the Deer Park Community Development Corporation – City staff/CDC

February 4 - Planning meeting related to providing education materials for Type B election – City Staff

February 4 – Discussion on issues related to distribution of education materials for homebound citizens – City Staff

February 10 – Discussion of issues related to the Spencer view Bridge Project – City staff

March 2 – Discussion of issues related to the Spencer view Bridge Project – City staff

March 2 – Internal discussion on finalization of educational materials related to the Type B election – City staff

March 3 - Internal discussion on finalization of educational boards related to the Type B election – City staff

March 3 – Mandatory Pre-Bid meeting for the Type B Hike and Bike Trail project – City staff/Burditt/Potential bidders

March 9 – Presentation of election educational material to the Deer Park Chamber of Commerce at the Wheelhouse – City Staff

March 18 – Bid opening for the Type B Hike and Bike Trail project – City staff/potential bidders

March 24 - Presentation of election educational material to the Deer Park Girls Softball Organization – City Staff

March 29 - Internal meeting related to the educational material for Type B election – City staff

March 30 - Presentation of election educational material to the Deer Park Soccer FC – City Staff

March 30 – internal discussion with Architect on Alternative Methods on Bidding and Construction Projects.

## **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 (12/31/20) = \$273,179.62

2Q (03/31/21) = \$804,641.27

*Total Fiscal YTD = \$1,077,820.89*

- Investment Revenue:

1Q (12/31/20) = \$816.73

2Q (03/31/21) = \$799.30

*Total Fiscal YTD = \$1,616.03*

- **Total Fiscal YTD Revenues as of 03/31/21: \$1,079,436.92 (preliminary and unaudited)**

**Expenditures:**

- Audit Fee:  
2Q (03/31/21) = \$2,000.00  
  
Total Fiscal YTD = \$2,000.00

- **Total Fiscal YTD Expenditures as of 03/31/21: \$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 (12/31/20) = \$80.37  
2Q (03/31/21) = \$32.05  
  
Total Fiscal YTD = \$112.42

- **Total Fiscal YTD Revenues as of 03/31/21: \$112.42 (preliminary and unaudited)**

**Expenditures:**

- Consulting Architect Fee  
1Q (12/31/20) = \$6,131.25
  - Hike & Bike = \$1,181.25 \*
  - DP Baseball = \$4,950.00
 2Q (03/31/21) = \$11,483.74
  - Hike & Bike = \$11,483.74 \*

Total Fiscal YTD = \$17,614.99

- **Total Fiscal YTD Expenditures as of 03/31/21: \$17,614.99 (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: October 1, 2020 – December 31, 2020

#### Meetings Conducted and Activities

October 26 – Quarterly meeting of the Deer Park Community Development Corporation – City staff/CDC

November 11 – Internal meeting related to the Community Center project – City staff

December 8 – Internal meeting related to the Spencerview Bridge project – City staff

December 14-18, 2020 – HCFCDC reviewed Spencer View Bridge Documents.

January 2021 – Engineering Department City of Deer Park to review required updates

January 11, 2021 – Joint Meeting City Council, DPCDC and PARC, Staff and BRW to meet and give update on Community Center Project.

#### 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
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- 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 (12/31/20) = \$273,179.62

Total Fiscal YTD = \$273,179.62

- Investment Revenue:

1Q (12/31/20) = \$816.73

Total Fiscal YTD = \$816.73

- **Total Fiscal YTD Revenues as of 12/31/20: \$273,996.35 (preliminary and unaudited)**

**Expenditures:**

- **Total Fiscal YTD Expenditures as of 12/31/20: \$0.00 (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 (12/31/20) = \$80.37

Total Fiscal YTD = \$80.37

- **Total Fiscal YTD Revenues as of 12/31/20: \$80.37 (preliminary and unaudited)**

**Expenditures:**

- Consulting Architect Fee

1Q (12/31/20) = \$6,131.25

- Hike & Bike = \$1,181.25 \*
- DP Baseball = \$4,950.00

Total Fiscal YTD = \$6,131.25

- **Total Fiscal YTD Expenditures as of 12/31/20: \$6,131.25 (preliminary and unaudited)**

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

### **Additional Funding**

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- 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*