

## Quarterly Report: April 1, 2018 – June 30, 2018

### Meetings Conducted and Activities

- April 2 – Dow Park Pavilion construction meeting – South Pools/Halff/ City Staff
- April 2 – Conference Call with City Attorney on South Pools discussion – City Staff
- April 3 – Maxwell Roof discussion – City Staff/ Frost/ BSW
- April 2 – City Council Meeting Executive Session discussion – Dow Park Pavilion and South Pools
- April 4 – Soccer construction discussion – Tandem Services/ City Staff
- April 5 – Halff Associates discussion – City Staff
- April 9 - Dow Park Pavilion construction meeting – South Pools/Halff/ City Staff
- April 11 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff
- April 11 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff
- April 16 - Dow Park Pavilion construction meeting – South Pools/Halff/ City Staff
- April 17 - City Council Meeting Executive Session discussion – Dow Park Pavilion and South Pools
- April 18 – Discussion with Halff on CDC projects – City Staff/Halff
- April 18 – Dow Park Pavilion cost issue – City Staff
- April 19 – Maxwell extended days discussion – Frost/ City Staff/ BSW
- April 23 - Dow Park Pavilion construction meeting – South Pools/Halff/ City Staff
- April 23 – DPCDC budget discussion for FY 18-19 – City Staff
- April 23 - DPCDC meeting – City Staff presented
- April 25 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff
- April 25 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff
- May 1 - City Council Meeting Executive Session discussion – Dow Park Pavilion and South Pools
- May 1 – Acceptance of DPCDC quarterly report for January through March 2018.
- May 1 – Amendment for additional from Halff Associates for Task Order. 16-004-D related to Maxwell.
- May 3 – Softball electrical issue meeting – City Staff/ Tandem Services/Halff
- May 9 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff
- May 9 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff
- May 15 - City Council Meeting Executive Session discussion – Dow Park Pavilion and South Pools

May 15 – New Business – City Council terminates contract with South Pools, Inc. for the Dow Park Pavilion project.

May 21 – Soccer Complex electrical discussion with adjacent land owner – City Staff/land owner

May 23– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

May 23 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

May 24 – Discussion with potential vendor Dow Park Pavilion – City Staff

June 4 – Dow Park Pavilion discussion – City Staff

June 5 – Maxwell Adult Center construction meeting – City Staff/Frost/Halff/BSW

June 5 – Consideration of and possible action on to approve a contract for the completion of the Dow Park Pavilion Project with Millis Development.

June 5 – Consideration and action on the purchase of bleachers for the Girls Softball project.

June 6– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

June 6 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

June 13 – Spencerview bridge discussion – City Staff

June 14 – Discussion with Halff about the Dow Park Pavilion Project – City Staff/Halff

June 18 – Meeting with City Staff to discuss items related to architect issues and the Dow Park Pavilion Project. – City Staff

June 19 – Maxwell Adult Center construction meeting – City Staff/Frost/Halff/BSW

June 20– Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

June 20 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

June 21 – Meeting with Schmitz to discuss Community Center observations report – City Staff/Schmitz

June 25 – Dow Park Pavilions Pre-Construction Meeting – City Staff/Millis Development

June 27 - Internal City Staff meeting to discuss Community Center Type B Project

June 27 – Discussion related to Maxwell extended days – City Staff/ Frost/ BSW

## **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
- 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 (12/31/17) = \$301,831.50  
2Q (03/31/18) = \$851,596.26  
3Q (06/30/18) = \$856,383.23  
*Total Fiscal YTD = \$2,009,810.99*
- Investment Revenue:  
1Q (12/31/17) = \$307.41  
2Q (03/31/18) = \$304.26  
3Q (06/30/18) = \$232.37  
*Total Fiscal YTD = \$844.04*
- ***Total Fiscal YTD Revenues as of 06/30/18: \$2,010,655.03 (preliminary and unaudited)***

#### **Expenditures:**

- Audit Fee:  
2Q (03/31/18) = \$2,000.00  
*Total Fiscal YTD = \$2,000.00*
- Operating Transfer – Debt Service:  
2Q (03/31/18) = \$1,954,492.75  
*Total Fiscal YTD = \$1,954,492.75*

- Pay-As-You-Go – Dow Park:  
 2Q (03/31/18) = \$315,465.92  
 3Q (06/30/18) = \$109,687.45  
*Total Fiscal YTD = \$425,153.37*
- **Total Fiscal YTD Expenditures as of 06/30/18: \$2,381,646.12 (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*):  
 2Q (03/31/18) = \$315,465.92  
 3Q (06/30/18) = \$109,687.45  
*Total Fiscal YTD = \$425,153.37*
- Investment Revenue:  
 1Q (12/31/17) = \$23,765.36  
 2Q (03/31/18) = \$29,399.71  
 3Q (06/30/18) = \$33,879.18  
*Total Fiscal YTD = \$87,044.25*
- **Total Fiscal YTD Revenues as of 06/30/18: \$512,197.62 (preliminary and unaudited)**

**Expenditures:**

- Small Tools & Minor Equipment  
 3Q (06/30/18) = \$9,496.00  
*Total Fiscal YTD = \$9,496.00*
- Buildings:  
 1Q (12/31/17) = \$239,592.23
  - Dow Park = \$153,289.60
  - Maxwell Center = \$86,302.63
 2Q (03/31/18) = \$503,054.47
  - Maxwell Center = \$357,652.24

- Girls Softball = \$90,894.23
- Soccer Fields = \$54,508.00

3Q (06/30/18) = \$2,555,722.98

- Dow Park = \$115,903.25
- Maxwell Center = \$513,042.13
- Girls Softball = \$1,067,087.32
- Soccer Fields = \$859,690.28

*Total Fiscal YTD = \$3,298,369.68*

- Improvements Other Than Buildings:

2Q (03/31/18) = \$148,316.55

- Girls Softball = \$100,316.55
- Soccer Fields = \$48,000.00

3Q (06/30/18) = \$525,860.84

- Dow Park = \$31,779.84
- Girls Softball = \$492,581.00
- Soccer Fields = \$1,500.00

*Total Fiscal YTD = \$674,177.39*

- Consulting Architect Fee

1Q (12/31/17) = \$36,091.74

- Maxwell Center = \$5,057.78
- Girls Softball = \$14,827.59
- Soccer Fields = \$16,206.37

2Q (03/31/18) = \$15,423.22

- Maxwell Center = \$11,504.63
- Girls Softball = \$3,918.59

3Q (06/30/18) = \$62,796.50

- Dow Park = \$2,729.25
- Maxwell Center = \$18,431.60
- Girls Softball = \$27,918.19
- DP Baseball = \$3,500.00
- Soccer Fields = \$10,217.46

*Total Fiscal YTD = \$114,311.46*

- **Total Fiscal YTD Expenditures as of 06/30/18: \$4,096,354.53 (preliminary and unaudited)**

**Deer Park Community Development Corporation**

**Quarterly Report: January 1, 2018 – March 31, 2018**

**Meetings Conducted and Activities**

January 2 – City staff discussion on the Dow Park Pavilion project.

January 2 – City Council Workshop – Executive Session – Discussion of potential litigation

January 2 – Regular City Council meeting – Consideration of and action of the purchase of field lighting and installation from Musco sports lighting via the Buyboard for Soccer and Girls Softball Type - B projects.

January 2 – Regular City Council meeting – Consideration of and action of the purchase of shade structures and installation from USA shade and fabric structures via the Buyboard for Soccer and Girls Softball Type - B projects.

January 2 – Regular City Council meeting – Consideration of and action on change orders 2 & 3 to the contract with South Pools for the Dow Park Pavilion project.

January 2 – Regular City Council meeting – Consideration of and action authorization to purchase from Playworks and the Playwell Group via the Buyboard for the materials and installation of items to complete the Dow Park Pavilion and improvement projects.

January 5 – Discussion of change order language for the Dow Park Pavilion project – City Staff.

January 22 – Maxwell Change Order update meeting – City Staff.

January 22 – Deer Park Community Development Corporation board meeting.

January 24 – Conference call for items related to the Dow Park Pavilion Project – City Staff/City Attorney

February 5 – Deer Park Community Development Corporation board meeting

February 6 – Dow Park Pavilion Project preparation meeting – City Staff

February 6 – City Council Workshop - Executive Session – Discussion of potential litigation

February 6 – City Council Workshop – Discussion of issues related to Maxwell Adult Center change orders and contingency modifications.

February 6 – City Council Meeting – Acceptance of the Deer Park Community Development Corporation's quarterly report for the period of October 1, 2017 – December 31, 2017.

February 6 – City Council Meeting – Consideration of and action on of the change orders of the Maxwell Adult Center.

February 6 – City Council Meeting – Consideration of and action on accepting the amendment for additional professional services from Halff associates utilizing the sub-contractor Brinkley, Sargent, Wiggington Architects.

February 6 – City Council Meeting – Consideration of and action on of the purchase of bleachers from GT Grandstands via Buyboard for Girls Softball Renovations Type – B project.

February 7 – Maxwell Construction Project update – City Staff/Frost/Halff/BSW

February 8 – Spencerview bridge discussion – City Staff

February 8 – Dow Park Pavilion Project coordination meeting – City Staff/South Pools/Playwell/Halff

February 14 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

February 14 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

February 15 – Discussion of issues related to Type B projects, Halff - City Staff

February 19 – Discussion of issues related to Deer Park Soccer Complex – City Staff

February 22 – Meeting to discuss fire alarm items related to the Maxwell Adult Center renovations – City Staff

February 22 – Discussion of Soccer Construction Project – Electrical Discussion with Mayor

March 5 – Discussed DPCDC projects with Parks and Recreation Commission.

March 12 – ICON shelters inspection of the Dow Park Pavilions – Icon/City Staff

March 13 – Discussion of task orders related to the Maxwell Adult Center – City Staff/Halff

March 14 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

March 14 – Deer Park Girls Softball construction meeting – City Staff/Tandem Services/Halff

March 19 – Dow Park Pavilion Meeting – City Staff/Halff/South Pool

March 20 – Maxwell Adult Center commissioning meeting – City Staff/Frost/Halff/BSW/Stanton Engineering

March 20 – Maxwell Adult Center construction meeting – City Staff/Frost/Halff/BSW

March 20 - City Council Workshop - Executive Session – Discussion of potential litigation

March 21 – Discussion of Electrical at Soccer Complex with Randy Stockwell – City Staff

March 26 – Dow Park Pavilion Meeting – City Staff/South Pool/Halff

March 28 – Deer Park Soccer Complex construction meeting – City Staff/Tandem Services/Halff

March 28 – Deer Park Girls Softball construction meeting – 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
- 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 (12/31/17) = \$301,831.50  
2Q (03/31/18) = \$851,596.26  
*Total Fiscal YTD = \$1,153,427.76*
- Investment Revenue:  
1Q (12/31/17) = \$307.41  
2Q (03/31/18) = \$304.26  
*Total Fiscal YTD = \$611.67*
- ***Total Fiscal YTD Revenues as of 03/31/18: \$1,154,039.43 (preliminary and unaudited)***

### **Expenditures:**



- Audit Fee:

2Q (03/31/18) = \$2,000.00

*Total Fiscal YTD = \$2,000.00*

- Pay-As-You-Go – Dow Park:

1Q (12/31/17) = \$0.00

2Q (03/31/18) = \$315,465.92

*Total Fiscal YTD = \$315,465.92*

- **Total Fiscal YTD Expenditures as of 03/31/18: \$317,465.92 (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 (12/31/17) = \$0.00

2Q (03/31/18) = \$315,465.92

*Total Fiscal YTD = \$315,465.92*

- Investment Revenue:

1Q (12/31/17) = \$23,765.36

2Q (03/31/18) = \$29,399.71

*Total Fiscal YTD = \$53,165.07*

- **Total Fiscal YTD Revenues as of 03/31/18: \$368,630.99 (preliminary and unaudited)**

### **Expenditures:**

- Buildings:

1Q (12/31/17) = \$239,592.23

○ Dow Park = \$153,289.60

○ Maxwell Center = \$86,302.63

2Q (03/31/18) = \$503,054.47

○ Maxwell Center = \$357,652.24

○ Girls Softball = \$90,894.23

- Soccer Fields = \$54,508.00

*Total Fiscal YTD = \$742,646.70*

- Improvements Other Than Buildings:

1Q (12/31/17) = \$0.00

2Q (03/31/18) = \$148,316.55

- Girls Softball = \$100,316.55
- Soccer Fields = \$48,000.00

*Total Fiscal YTD = \$148,316.55*

- Consulting Architect Fee

1Q (12/31/17) = \$36,091.74

- Maxwell Center = \$5,057.78
- Girls Softball = \$14,827.59
- Soccer Fields = \$16,206.37

2Q (03/31/18) = \$15,423.22

- Maxwell Center = \$11,504.63
- Girls Softball = \$3,918.59

*Total Fiscal YTD = \$51,514.96*

- ***Total Fiscal YTD Expenditures as of 03/31/18: \$942,478.21 (preliminary and unaudited)***

## Deer Park Community Development Corporation

### Quarterly Report: October 1, 2017 – December 31, 2017

#### Meetings Conducted and Activities

- October 2 Staff meeting to discuss Pavilion electrical issue P&R/PW/City Administration
- October 3 City Council appointed 4 members of the Deer Park Community Development Cooperation
- October 18 Staff meeting to discuss Pavilion electrical issue P&R/PW/ City Administration
- October 23 DPCDC quarterly board meeting at City Hall
- October 23 Discussion of the Deer Park CDC projects; Discussion of Soccer Complex bids; Recommendation to award bid for Girls Softball renovation project; Consider scheduling a special meeting to recommend award of bid for construction of Soccer Complex.
- October 25 Staff discussion with City Attorney to discuss architect issues P&R/PW/ City Administration/City Attorney
- November 6 Special DPCDC board meeting of consideration and action upon recommending award of bid for construction of Soccer Complex to Tandem Services.
- November 7 City Council accepted DPCDC Quarterly Report for July 1, 2017 – September 30, 2017
- November 7 City Council approved ordinance to amend the FY17-18 Capital improvement fund budget for cost related to the construction of the Girls Softball Complex renovation and new Soccer Complex
- November 15 Maxwell Center Pre-construction meeting P&R/PW/ City Administration/Halff/Frost Construction/Brinkley Sargent Wigington
- December 5 Meeting with outside legal services to discuss Pavilion issues P&R/PW/ City Administration/City Attorney
- December 5 Special DPCDC board of directors meeting concerning Pavilion electrical
- December 5 Council executive session discussions related to potential litigation.
- December 5 City Council tabled actions related to the Dow Park Pavilion project
- December 7 Pre-construction meeting Soccer project P&R/PW/ City Administration/Halff/Tandem Services
- December 7 Pre-construction meeting Softball project P&R/PW/ City Administration/Halff/Tandem Services
- December 11 Maxwell construction meeting P&R/PW/ City Administration/Halff/BSW/Frost

- December 14 Discuss Dow Park Pavilion change order P&R/PW/ City Administration
- December 22 Discuss Dow Park Pavilion change order P&R/PW/ City Administration
- December 22 Sent revisions to Halff for Dow Park Pavilion change order
- December 28 Issued public notice article informing public of Girls Softball demolition

**Financial**

**Debt Issued To-Date**

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**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 (12/31/17) = \$301,831.50  
*Total Fiscal YTD = \$301,831.50*
- Investment Revenue:  
 1Q (12/31/17) = \$307.41  
*Total Fiscal YTD = \$307.41*
- **Total Fiscal YTD Revenues as of 12/31/17: \$302,138.91 (preliminary and unaudited)**

**Expenditures:**

- Pay-As-You-Go – Dow Park:  
 1Q (12/31/17) = \$0.00  
*Total Fiscal YTD = \$0.00*

- **Total Fiscal YTD Expenditures as of 12/31/17: \$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 (12/31/17) = \$0.00  
 Total Fiscal YTD = \$0.00
- Investment Revenue:  
 1Q (12/31/17) = \$23,765.36  
 Total Fiscal YTD = \$23,765.36
- **Total Fiscal YTD Revenues as of 12/31/17: \$23,765.36 (preliminary and unaudited)**

**Expenditures:**

- Buildings:  
 1Q (12/31/17) = \$239,592.23
  - Dow Park = \$153,289.60
  - Maxwell Center = \$86,302.63
 Total Fiscal YTD = \$239,592.23
- Consulting Architect Fee  
 1Q (12/31/17) = \$36,091.74
  - Maxwell Center = \$5,057.78
  - Girls Softball = \$14,827.59
  - Soccer Fields = \$16,206.37
 Total Fiscal YTD = \$36,091.74
- **Total Fiscal YTD Expenditures as of 12/31/17: \$275,683.97 (preliminary and unaudited)**