

Quarterly Report: January 1, 2019 – March 30, 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