



MINUTES OF THE CITY COUNCIL WORKSHOP MEETING

A WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS HELD AT CITY HALL, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS ON DECEMBER 17, 2024 BEGINNING AT 6:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON	MAYOR
SHERRY GARRISON	COUNCILWOMAN
TJ HAIGHT	COUNCILMAN
TOMMY GINN	COUNCILMAN
JUSTIN LEAGUE	COUNCILMAN
RON MARTIN	COUNCILMAN
GEORGETTE FORD	COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

JAMES STOKES	CITY MANAGER
SARA COSTLOW	ASSISTANT CITY MANAGER
JIM FOX	CITY ATTORNEY
ANGELA SMITH	CITY SECRETARY

CALL TO ORDER – Mayor Mouton called the workshop to order at 6:15 p.m.

COMMENTS FROM AUDIENCE –

Greg Stephens, 1609 Cherokee, Deer Park, spoke on his concerns of a vacation rental by owner home (VRBO) being sold in his neighborhood. Mr. Stephens had questions on some verbiage of the City’s policy pertaining to VRBO/Airbnb.

1. DISCUSSION OF ISSUES RELATING TO THE ADOPTION OF A CITY ORDINANCE ADDING SHORT TERM RENTAL REGULATIONS – Police Chief Grigg spoke on the ordinance that was created to lay out the conditions such as permit application, insurance requirements, inspections and acceptable behavior within the neighborhood. Chief Grigg spoke of the parking restrictions for the short-term rental prohibiting any guest vehicle blocking the ingress and egress of adjacent and neighboring properties.

City Attorney Jim Fox explained that if the short-term rental property has been found to be in violation of the ordinance, the owners would still be able to operate and rent out the home during the appeal process.

City Manager James Stokes explained that the appeal process will involve having staff report the violation to the Director of Planning and Development Dilcia Jimenez that will lead more

in-depth investigation of the violation. During that time, the owner has the right to appeal to the City Manager.

Councilman Martin asked if City staff would be reminding the short-term home owners of when their permit would be expiring.

City Manager James Stokes replied that a notice would be sent the homeowners.

Councilwoman Garrison asked if there were inspections that will be done. Chief Grigg stated that there would be two annual inspections done, one done by the Chief Building Official Greg Melching and the other inspection would be done by the Fire Marshal.

2. DISCUSSION OF ISSUES RELATING TO THE SELECTION OF THE TOP FOUR RESPONDENTS FROM STEP ONE, THE REQUEST FOR QUALIFICATIONS (RFQ), AND ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR THE CONSTRUCTION MANAGER-AT-RISK (CMAR) FOR THE NEW COURTHOUSE – Finance Director Nicole Ganey spoke on Step One process of the Request for Qualifications (RFQ) and the issuance of the Request for Proposal (RFP) for the new courthouse. Details of Step Two pertaining to the selection five or fewer offerors to include the construction manager-at-risk's proposed fee and prices. The Qualifications Review Committee selected four (4) companies to participate in Step Two (the RFP) of the selection process for this project. The companies are Comex Corporation, Durotech, Horizon International Group and Rogers-O'Brien Construction. The proposals responses are due by 1:30 PM on January 3, 2025.

3. DISCUSSION OF ISSUES RELATING TO AN UPDATE ON THE CITY OF DEER PARK'S 2024-2028 STRATEGIC PLAN – Assistant City Manager Sara Costlow spoke of the five-year Strategic Plan that pertains to strategies within six areas of emphasis where key staff have been assigned to present goals to report to Council. Those six areas are Leadership and Governance, Quality of Life, Comprehensive Planning, Economic Development, Public Safety and Organizational Excellence. Council adopted the strategies back in April 2024. Ms. Costlow recognized Assistant to the City Managers Office Cristina Gossett for her hard work in coordinating the responses from staff and creating the presentation of the Strategic Plan updates for Council.
Team facilitators and other staff members presented the strategies for each area of emphasis along with the goals that outlined the plans that will help achieve the vision for the City's growth. (Exhibit A1-A20)
Area of Emphasis 1: Leadership and Governance – Facilitators: Angela Smith, City Secretary, James Stokes, City Manager, Nicole Ganey, Director of Finance
Area of Emphasis 2: Quality of Life - Facilitators: Kenny Walsh, Director of Parks and Recreation, David Van Riper, Director of Public Works,
Area of Emphasis 3: Comprehensive Planning - Facilitators: David Van Riper, Director of Public Works, Nicole Ganey, Director of Finance
Area of Emphasis 4: Economic Development - Facilitator: Sara Costlow, Assistant City Manager, James Stokes, City Manager, Kenny Walsh, Director of Parks & Recreation, Debbie Westbeld, Economic Development Administrator

Area of Emphasis 5: Public Safety - Facilitators: Greg Grigg, Chief of Police, Jamie Galloway, Director of Emergency Management
Area of Emphasis 6: Organizational Excellence - Facilitator: Angela Smith, City Secretary for Bill Philibert, Director of Human Resources (absent)

RECESSED/RECONVENE – Mayor Mouton recessed the meeting at 7:30 p.m. to open the Council meeting and then reconvened the workshop back at 7:30 p.m.

4. RECOGNITION OF SUPERVISOR OF THE THIRD QUARTER – City Manager James Stokes began by stating the wonderful job the Sanitation Department does for the community.

Public Works Director David Van Riper spoke on the outstanding service that is provided by the Sanitation Department and recognized Sanitation Supervisor Tim Alexander for receiving the Supervisor of the Quarter Award.

ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:42 p.m.

ATTEST:

APPROVED:

Angela Smith, TRMC, CMC
City Secretary

Jerry Mouton, Jr.
Mayor