

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

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 MARCH 6, 2018, BEGINNING AT 6:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON	MAYOR
SHERRY GARRISON	COUNCILWOMAN
THANE HARRISON	COUNCILMAN
TOMMY GINN	COUNCILMAN
BILL PATTERSON	COUNCILMAN
RON MARTIN	COUNCILMAN
RAE SINOR	COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SHANNON BENNETT	CITY SECRETARY
JIM FOX	CITY ATTORNEY

1. MEETING CALLED TO ORDER – Mayor Mouton called the workshop to order at 6:30 p.m.
2. DISCUSSION OF ISSUES RELATED TO CONTRACT BETWEEN THE CITY OF DEER PARK AND PGAL FOR ARCHITECTURAL SERVICES FOR THE DESIGN OF THE DEER PARK EMS ANNEX – Emergency Services Director, Robert Hemminger introduced Paul Bonnette with PGAL, to give an overview of the pre-design and architectural services for the creation of the new EMS Annex. The work was done with Committee members and Staff on the needs of the EMS Department and what is needed to make the facility function efficiently. The new EMS Annex will sit adjacent to the existing fire station, and the existing paving and driveway will be utilized in order to save money. The facility will have several offices, public lobby, a conference room for meetings, a living area and dorm rooms for the EMS Department that will be serving. The creation of the construction documents for the project have begun. The desired plan is to have a three bay station. The plans shows two bays with an add alternate for a third bay and an alternate to add additional dorm rooms. (Exhibit A1-A2)

Councilman Harrison asked, “What is the square footage of the entire complex?”

Mr. Bonnette responded, “The ultimate build out with the three bays and two additional dorm rooms is over 9,000 square feet.”

Councilwoman Garrison asked, “Is there enough money in the Fire Board Contingency Fund to cover all the estimated costs?”

Mr. Hemminger responded, “The current Fire Control Board Budget allocation is right around 2.5 million, which is why we made some things bid alternates. We are hopeful we will be able to get that within the budget. However, if it looks like it may go over budget, we may come to Mayor and Council and seek some local funding in addition to the Fire Control Board Budget. We are going to try the best we can to keep it in the Fire Control Board Budget that was allocated.”

Councilwoman Garrison asked, “What is the balance of the Fire Control Board budget?”

Mr. Hemminger responded, “The overall balance is a little over 3 million. Just like the City, they try to maintain a reserve to allow us to have the bond ratings that we have. We try not to spend below the threshold.”

Councilwoman Garrison asked, “If worse came to worse, and Council and Mayor would not be benevolent, will there be enough money?”

Mr. Hemminger responded, “We probably would not get the bid alternates, but we would still build the building that is needed.”

Councilwoman Sinor asked, “You have enough money to pay for the estimate that is in color?”

Mr. Hemminger responded, “Correct. Again, that is an estimate. We won’t know for sure until we actually bid the project out. That is the architect’s estimate, the current budget be accommodated what is in color.”

Councilman Harrison asked, “Does that include all the fees?”

Mr. Hemminger responded, “Yes. Some of the things we know can wait, closer to the completion of the building, like furniture, fixtures and equipment. These may get pushed to the latter budgets in the Fire Control Board Budget. The actual construction cost is covered.”

Councilwoman Sinor asked, “When is it planned to start?”

Mr. Hemminger responded, “Anticipating that we will go out to bid somewhere in the beginning of the next fiscal year, it is likely we will be ready to award it by the holidays, somewhere in the December or January time frame.”

3. DISCUSSION OF ISSUES RELATING TO ESTABLISHING A COMMUNITY GARDEN IN DEER PARK – City Manager, Jay Stokes, introduced Zach Siler, a student at Deer Park High School. Mr. Siler gave an overview presentation on establishing a Community Garden in Deer Park. The process to sign up would be through an online registration. There are ten spots available, with two spots reserved for those helping with the project and eight spots offered to the public. The irrigation would be supplied from

the system at the Court building, the same as what the Wheelhouse uses. The garden will be set up by the help from other volunteer groups. There has been interest from the Deer Park Petal Pushers and the Floral Design Group at Deer Park High School. During growing seasons, the garden will be maintained twice a week by those who claimed the spot. This garden could potentially be a good community outreach program. After the discussion, the consensus was to move forward with the project proposed.
(Exhibits B1-B2)

Mayor Mouton commented, “Tell me a little about yourself and what motivated you to start this.”

Mr. Siler responded, “I really do have a big appreciation for Deer Park. I said this on Student Government Day and I really meant it. I love the pride that Deer Park has, I just want to make it as good of a city as I can. I believe with this project, it can bring the community closer together. That is my motivation.”

Mayor Mouton commented, “I am blown away and I am so impressed with you. I am amazed at your heart for wanting to do this for our Community. I am amazed at how you are just standing there, conducting yourself very well. You put on a great presentation. I am impressed that we have a Junior in Deer Park High School wanting to make a positive contribution encouraging people to participate and to save a percentage of what they grow to give it to people in need. I am so impressed with you. You deserve a pat on the back. I look forward to seeing this project get started and come to fruition.”

Mr. Siler responded, “Sir, I greatly appreciate you saying that.”

4. DISCUSSION OF ISSUES RELATING TO THE QUARTERLY FINANCIAL REPORT FOR THE FISCAL YEAR 2017-2018 FIRST QUARTER ENDING DECEMBER 31, 2017 – Director of Finance, Donna Todd, gave an overview of the budget funds for the quarter, highlighting the expenditures and revenues of each fund.
5. DISCUSSION OF ISSUES RELATING TO THE FISCAL YEAR 2018-2019 BUDGET CALENDAR YEAR – Assistant City Manager, Gary Jackson gave an overview of the projected calendar of meetings to establish and adopt the FY 2018-2019 budgets for the City of Deer Park; the Deer Park Crime Control & Prevention District; the Deer Park Fire Control, Prevention and Emergency Medical Services District; and the Deer Park Community Development Corporation.

Mr. Jackson commented, “The first meeting will be the June 25th Budget Workshop. We do have a second date if necessary. The July 17, 2018 meeting date will be the time for calling for the public hearing. The date for the City Manager to present the proposed budget will be August 7, 2018. The public hearing will be on August 21, 2018 along with a workshop for the Community Development Corporation Budget as well. There will also be hearings for the Fire and Crime Control Districts and adopting the Community Development Corporation Budget on August 21, 2018. Finally, the adoption of the City Budget on September 1, 2018.

6. DISCUSSION OF ISSUES RELATING TO CHANGES IN THE CITY OF DEER PARK PERSONNEL MANUAL AND THE EMPLOYEE HANDBOOK AND EMERGENCY INFORMATION GUIDE SPECIFICALLY TO DO WITH THE EMERGENCY PAY POLICY – Human Resources Director, Bill Philibert, highlighted some of the recommended changes to the Deer Park Employee Handbook and Emergency Information Guide. These changes brought forth as a result of lessons learned during Hurricane Harvey and January 2018 winter storm.

Mr. Philibert commented, “There have been several iterations of this policy. It is an important policy for us because it defines what we do in terms of compensation when individuals are working for us in an emergency period.”

7. DISCUSSION ON ISSUES RELATING TO A CONTRACT AMENDMENT BETWEEN THE CITY OF DEER PARK AND THE TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM (TESRS) – Emergency Services Director, Robert Hemminger gave an overview of a contract amendment between the City of Deer Park and the Texas Emergency Services Retirement System (TESRS). Mr. Hemminger advised the Council of the city’s participation in the TESRS for volunteer firefighters and EMS personnel. The retirement system is a defined benefit system in which the pension benefit is calculated based on a monthly contribution during the member’s active service. The current monthly contribution is \$100 per member, per month. This contract amendment will increase the monthly contribution to \$120 per member, per month. The current monthly contribution has not been increased since October, 2011. This amendment will increase the base monthly pension benefit for 15 years of qualified service to \$720.

8. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:10 p.m.

Shannon Bennett, TRMC
City Secretary

Jerry Mouton
Mayor