

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 SEPTEMBER 19, 2017, BEGINNING AT 6:00 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 A. 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 6:00 p.m.
2. EXECUTIVE SESSION – Mayor Mouton recessed the meeting at 6:00 p.m. for an Executive Session.
3. RECONVENED – Mayor Mouton reconvened the workshop meeting at 6:45 p.m.
4. PRESENTATION OF COTTONWOOD PARK – Parks & Recreation Director, Charlie Sandberg presented the Council the video of the construction of Cottonwood Park. Nikki Garvis, Marketing Technical Coordinator, distributed the new brochures of the Live and Play.
5. PRESENTATION AND DISCUSSION OF ISSUES RELATED TO A SCHEDULE OF EVENTS FOR THE SALE OF CERTIFICATES OF OBLIGATION – John Robuck, BOK Financial Inc., gave a presentation of the for the Certificates of Obligation, Series 2017, not exceeding 7 million dollars. The overview of the current bond market condition, summary of bids, final debt service requirements and scheduled events.

6. DISCUSSION OF ISSUES RELATED TO A CONTRACT BETWEEN THE CITY OF DEER PARK AND PGAL FOR ARCHITECTURAL SERVICES FOR THE RE-DESIGNING, PROGRAMMING AND PLANNING PHASES OF THE DEER PARK EMS ANNEX – Emergency Services Director, Robert Hemminger advised the Council of the Request for Qualifications that solicited qualifications for architectural services to design a new Fire Department/ EMS Annex. A committee consisting of the Assistant City Manager, Public Works Director, Emergency Services Director, Fire Chief, and two firefighters sat on the FCPEMSD Board and reviewed solicitation responses from 16 proposals. They were scored relatively to their qualifications. The top six firms were interviewed and again scored, resulting in a final ranking. The top-ranked firm being PGAL Inc.
7. DISCUSSION OF ISSUES RELATED TO A PROPOSED CONTRACT BETWEEN THE CITY OF DEER PARK AND THE UNIVERISTY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON FOR MEDICAL DIRECTOR SERVICES – Emergency Services Director, Robert Hemminger, advised the Council of the results from the Committee after interviewing four candidates for the Medical Director. Dr. Richard Bradley, as part of the University of Texas Health Science Center, was the top ranking candidate. Dr. Bradley is a professor of Emergency Medicine and currently serves as the Chief of Emergency Medical Services and Disaster Medicine at the University of Texas Health Science Center Medical School. He also currently serves as Medical Director for the City of Pearland in a similar agreement.
8. DISCUSSION OF ISSUES RELATING TO THE CITY OF DEER PARK EMERGENCY PREPAREDNESS GUIDE, A NEW PUBLICATION – Emergency Service Director, Robert Hemminger presented Council with the new Emergency Preparedness Guide. This new pocket guide was modeled after previous versions and updated through the combined efforts of Kristen Edwards, Public Relations/Marketing Specialist and Emergency Management office. This guidebook was funded through a combined effort of Hazard Mitigation Grant funds and the Local Emergency Planning Committee (LEPC). The guidebooks are available to citizens (free of charge) at various City buildings.
9. DISCUSSION OF ISSUES RELATING THE CITY’S INVESTMENT PROGRAM, INCLUDING THE ANNUAL REVIEW OF THE CITY’S INVESTMENT POLICY – Finance Director, Donna Todd, advised Council that in compliance with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the “Act”), the City has adopted an Investment Policy, which is Chapter 2, Administration, Article VII (Finance), Division 2 (Investment Policy), Section 2-274 Reporting, of the Code of Ordinances of the City of Deer Park. The Act also requires that the City Council, not less than annually, adopt a written instrument stating that it has reviewed the Investment Policy and Investment Strategies. The written instrument must record any changes made to the policy or strategies. The City received notice of the two year recertification that expires September 2020. All changes are to be incorporated in the final approved ordinance.

10. DISCUSSION OF ISSUES RELATING TO THE CITY WEBSITE RE-DESIGN AND USABILITY STUDY – Information Technology Director, James Lewis, advised Council of the Website Committee’s updates. strategies for making the most effective use of the City’s website focusing on the latest innovation and user satisfaction. The committee has staff members representing all departments across the City. The role of the Committee is to examine strategies for making the most effective use of the City’s website focusing on the latest innovation and user satisfaction. Paul Kurtz, IT Business Analyst, gave an overview on the layout of the new proposed website and advised Council of the tentative go live date of December 14, 2017. Kristen Edwards, Public Relations/Marketing Specialist, gave an overview of the usability study and highlighted the new and updated content that will be integrated onto the new website. Ms. Edwards also advised Council of the award received from the Texas Association of Municipal Information Officers for this website assessment.
  
11. DISCUSSION OF ISSUES RELATING TO POTENTIAL ZONING ORDINANCE AMENDMENT TO ALLOW HELIPORTS/HELISTOPS IN THE HIGHWAY DISTRICT ZONING DISTRICT – Randy Stockwell advised Council of his interest in opening a short-term Emergency Care Clinic on property he owns in Deer Park located near the northeast corner of East Boulevard and 13th Street. This property is zoned Highway District (HD). Officials with the Clinic indicated they would like the property to have a heliport also referenced in Code as a helistop. They have even offered to allow the City of Deer Park and Deer Park Volunteer Fire Department to utilize this heliport for emergency medical airlifts when necessary. A hospital is allowed in HD Zoning, but a heliport or helistop which serves as an accessory use to the hospital presently is not allowed. If Council desires to seek this Zoning Ordinance change, the formal process begins by having the matter referred to the Planning & Zoning Commission for their recommendation.
  
12. DISCUSSION OF ISSUES RELATING TO AN EVALUATION OF THE GOLF COURSE BRIDGE – City Manager, James Stokes, advised Council of the historic bridge at The Battleground Golf Course, located between the #18 green and the #1 tee boxes, is structurally sound due to its rehabilitation in 2012, but it’s superstructure (the top section) is in very poor shape. That portion of the bridge was built over a century ago. Its aesthetical value remains, but the ironwork is full of rust and decay. The Golf Course Committee recently heard a presentation from RPS Engineers (formerly Klotz Associates) related to the bridge. RPS officials recommended conducting a study of the bridge to evaluate its options, which could include repairing the existing superstructure; removing and rebuilding the superstructure; or removing and not replacing the superstructure. They propose analyzing these options from an engineering perspective, as well as conducting historic research on the bridge to ensure it is properly preserved. The fee for these services is \$10,590.00, and may be funded through Hotel Occupancy Tax proceeds. The Golf Course Committee has recommended Council approve this action. “Mr. Jonathan Griffin with RPS is in attendance to address any questions you may have regarding this matter.”

Mr. Griffin commented, “We had a meeting at the Battleground Golf Course to discuss the historic relevance of the bridge, possible repair or removing the bridge. As part of our discussion, it was decided to do the historic research first and then determine what the options were. There are several things that could happen with this bridge due to it being on the historic inventory. We decided to put together a proposal to present all the legal documentation and a letter to report along with a visit to discuss potential options. This is

what we hope to be part one of two parts service to the City. We would like to continue to prepare any kind of design and to do the research work for the City.

Councilwoman Sinor asked, "If we approve this tonight, will there be thirty days before it gets approved?"

Mr. Griffin responded, "Yes. It would be thirty days from when we sign the contract."

Councilwoman Garrison asked, "You are going to give us three options, one being to tear it down completely?"

Councilwoman Sinor commented, "Just the top part, the bottom is solid."

Mr. Griffin answered, "The bottom is brand new with a solid structure. We do not know exactly what we can do yet. That is part of why we are proposing to investigate the options. We understand there are three potential options."

Councilwoman Garrison commented, "It has no historic value to the City, except it was built in 1892, the same year Deer Park was founded. This was brought here to Deer Park on a whim and has cost us thousands of dollars. If you come back and tell us it will cost half a million dollars to fix this bridge, I will be very much against it. I cannot see spending any more money on this bridge."

Mr. Griffin, "That is what we are trying to present to you, the options that can be done. We can work out potential options in a face to face meeting."

Councilwoman Garrison commented, "If I remember correctly, it cost us \$300,000 to do what we did before. I can't imagine what it would cost now. Just for the record, this does not make me happy."

Mr. Griffin commented, "We want to make you happy and figure out what we can do with this bridge. It is an eyesore. That's what this proposal is all about."

Mayor Mouton commented, "We will not know until we approve it."

Councilwoman Garrison, "I understand and I think it will be an interesting investigation."

Mr. Stokes, commented, "It has almost rusted through. The day is going to come sooner than later where something may happen. We can pay money to remove the top part and not build it back, but either way, it is going to cost us money."

Councilwoman Sinor asked, "The real question is what will keep us from continuing to spend money on this bridge?"

Mr. Stokes responds, "I think this is a good starting point."

Councilman Harrison, "Are there going to be options, but not a dollar amount attached to these options?"

Mr. Griffin responds. "Correct. Not yet."

Mayor Mouton, "Are you going to come up with an estimate?"

Mr. Griffin responds, "We can come up with an estimate for each option."

Councilwoman Garrison asked, "Is that going to be included in the same price of \$10,500?"

Mr. Griffin replied, "Yes it is."

Councilman Harrison commented, "You want us to make a decision without us having a clue as to what the dollar amount is going to be. We will then have to write a spec and put this out to bid which will cost additional money. We will have to make our minds up way down the road of which option we want."

Councilwoman Sinor commented, "I understood from the Golf Committee meeting, that we would have real options, knowing what we were dealing with. Not just what we could do, but what those options are and how much it would cost."

Mr. Griffin responded, "The original proposal was expanded to include a repair versus replace option. In the meeting, we decided to scale it back and make it about the historic research. We can then come back and add on to it later. We already have an idea about what the design costs would be to repair it, replace it or remove it."

Mayor Mouton asked, "Until we hire you and vote to do that, all this is just hypothetical discussion?"

Mr. Griffin, "Yes, with this proposal you will have the legal documentation to pursue whatever course of action you want."

Mayor Mouton commented, "We are not agreeing to anything yet, we are just agreeing to have the research done to give us the options."

Councilman Patterson commented, "Will part of this tell us what we are allowed to do?"

Councilwoman Garrison asked, "I am still confused about this. Are you going to give us prices and estimates of costs?"

Mr. Griffin replied, "Yes."

Councilman Patterson commented, "If they come back and say we can tear it down, then we could just tear it down."

Councilwoman Sinor commented, "Just the top half, not the whole bridge."

Mr. Griffin commented, "What we propose is to have a face to face meeting to discuss all the options which will allow us to present a new scope of work or design."

Councilwoman Sinor asked, "Is that presented back to our Committee?"

Mr.Griffin answered, "Yes."

Councilman Harrison asked, "When we made the decision to put the pilings underneath that bridge and permanently secure it, we had estimates to repair the above structure of the bridge. I am sure we still have those proposals somewhere. That was many years ago, it has deteriorated since then, If I remember correctly, the estimates were not cheap."

Mr. Griffin responded, "You have to think about the material costs and the amount of steel that is involved."

Councilman Harrison asked, "Is the bridge a safety factor the way it is right now?"

Mr. Griffin responded, "The bridge itself may not be, but the trusses could be. That is what we were asked to look at."

Mr. Stokes commented, "In regards to Councilman Harrison's question, the bridge was evaluated in regards to restoring what was already there, not the removing of the bridge and building it back."

Councilman Harrison commented, "We are talking about restoring the upper part of the bridge, if it's not too far gone."

Councilwoman Sinor commented, "We keep talking about this being a historical bridge, but by the time we replace everything on it, the bridge will not be historical anymore."

Mr. Griffin commented, "It actually has been somewhat rehabilitated. I believe on the north side of the bridge, there were two verticle members that were replaced."

13. DISCUSSION OF ISSUES RELATING TO MONUMENT SIGNS WITHIN THE WAY FINDING PROGRAM – Parks & Recreation Director, Charlie Sandberg advised Council of the vandalism and damage done to some signs in the parks. The Way Finding Committee is seeking guidance from the Council on several options of new monuments signs for the parks. Assistant Parks & Recreation Director, Jacob Zuniga commented, "The first option is the vinyl option. It would be a retrofit to the existing four signs."

Councilwoman Sinor commented, "They are peeling the vinyl."

Mr. Sandberg replied, "Correct. To repair the four with the vinyl, it will cost \$2700. This is just the first option."

Mr. Steve Startzell of NSP, commented, "The vinyl will still be the same and can easily be replaced."

Mr. Sandberg commented, "The second option is a high pressure laminate. It is the same structure but it will have a sub straight that will be attached to which will go against the stone. This is a very secure product, but it is an additional \$4,000. We are looking at \$16,000 to replace all four."

Mr. Startzell commented, "This sub straight will have to be built. The laminate comes in two pieces and the arch is actually laminate as well. It will not have vinyl. The added expense lies in the building of the sub straight which will have to be done out of aluminum. The laminate itself is vandalism proof. It is a very hardened laminate and even if it was spray painted, it could be washed off. It is very durable and very popular for parks in general. The positives is that it would keep the same look."

Mr. Sandberg commented, "On the first option, it is aluminum on the casing. This second option is made of steel, a tougher product. This third option is a new concept for all the monuments. This a new design made of the same high pressure laminate but is recessed into the stone."

Assistant City Manager Gary Jackson, "Will that be done for the same cost?"

Mr. Sandberg, "Yes, for the same cost."

Mayor Mouton asked, "For the new signs?"

Mr. Sandberg responded, "Correct."

Mayor Mouton asked, "Are they basically indestructible?"

Mr. Sandberg answered, "Correct."

Councilman Patterson asked, "We are talking about the new four signs here, but will the old signs still have to be repaired?"

Mr. Sandberg responded, "That is correct."

Councilman Patterson asked, "They can't tear these signs up?"

Mr. Sandberg responded, "Correct. It would be the choice we recommend."

14. DISCUSSION OF ISSUES RELATING TO THE FISCAL YEAR 2017-18 FINAL BUDGET – Finance Director, Donna Todd, advised Council of the Final Budget to include a few minor changes. Basically, in the General Fund, the total increase of \$46,470 is to be funded by prior year revenue, \$5,469 for additional personnel costs related to recent reclassifications, \$20,856 to cover TMRS for part-time staff expected to exceed the 1,000 hour threshold, and \$20,145 of capital outlay for budgeted projects that will not be completed in the current fiscal year. Special Revenue Funds have a total increase of \$189,150 to be funded by the prior year revenue of the Hotel/Motel Tax Fund, \$169,150 for budgeted wayfinding signs that will not be completed in the current fiscal year, \$5,000 for host fees for the Texas Non-Profit Theater Festival, and \$15,000 for consulting services related to the Golf Course Bridge. The Water and Sewer Fund total increase of \$50,000 is to be funded by fund reserves, there is an addition to the contingency in contemplation of possible effects from Hurricane Harvey that are unknown at this time.

Capital Improvements have a total increase of \$100,000 to be funded by fund reserves, representing expenditures for budgeted sidewalks that will not be completed in the current fiscal year. Also, there is an \$1800 transfer from the Water Sewer to the General Funds, it was a salary based transfer. This will move the monies into the transfer and reduce the amount of prior year revenue.

15. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:29 p.m.

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Shannon Bennett, TRMC  
City Secretary

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Jerry Mouton  
Mayor