

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 JANUARY 08, 2019, BEGINNING AT 6:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON, JR.  
SHERRY GARRISON  
THANE HARRISON  
TOMMY GINN  
BILL PATTERSON  
RON MARTIN  
RAE SINOR

MAYOR  
COUNCILWOMAN  
COUNCILMAN  
COUNCILMAN  
COUNCILMAN  
COUNCILMAN  
COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

JAY STOKES  
GARY JACKSON  
SHANNON BENNETT  
JIM FOX

CITY MANAGER  
ASSISTANT CITY MANAGER  
CITY SECRETARY  
CITY ATTORNEY

1. MEETING CALLED TO ORDER – Mayor Mouton called the workshop to order at 6:15 p.m.
2. EXECUTIVE SESSION- CONSULTATION WITH CITY ATTORNEY – PENDING/ CONTEMPLATING LITIGATION – Mayor Mouton recessed the workshop meeting at 6:15 p.m. for an Executive Session.
3. RECONVENED – Mayor Mouton reconvened the workshop meeting at 6:48 p.m.
4. DISCUSSION OF ISSUES RELATING TO THE SEEKING OF FISCAL YEAR 2020 STEP COMPREHENSIVE TRAFFIC ENFORCEMENT GRANT– Police Chief, Gregg Grigg gave an overview of the Police Department seeking STEP Comprehensive Traffic Enforcement funding from the Texas Department of Transportation. For 2020, the Department is requesting a grant of \$40,949.74. The City of Deer Park will contribute a total of \$18,989.04 toward in-kind match, which equals 31.68% toward the grant. The combination of these funds will be used to pay the overtime salary cost of having Police Officers increase traffic patrol in areas of Deer Park known for a history of excessive speeding. (Exhibit A1)

5. DISCUSSION OF ISSUES RELATING TO THE SEEKING OF FISCAL YEAR 2020 STEP COMMERCIAL VEHICLE TRAFFIC ENFORCEMENT GRANT – Police Chief, Gregg Grigg gave an overview of the Police Department seeking a STEP Commercial Vehicle Traffic Enforcement funding from the Texas Department of Transportation. For 2020, the Department is requesting a grant of \$11,948.20. The City of Deer Park will contribute a total of \$3,200.40 towards in-kind match. The combination of these funds will be used to pay the overtime salary cost of having Police Officers increase commercial vehicle traffic enforcement in areas of Deer Park due to the lack of enforcement from the construction of Beltway 8 Bridge. (Exhibit B1)

Mayor Mouton asked, “Is there talk about creating a specific task force just for that or in conjunction with everything else?”

Chief Grigg responded, “We have looked at creating this enforcement capacity for at least 6-7 years. We had found out there would need to be two officers to go to training and would need to be fully dedicated to it. In the past, Pasadena has been right here by us and we didn’t have the issues we have today. I didn’t want to tie up officers full time in a specialty unit and make the expenditures. With all the increased traffic and the lack of enforcement there now, we are looking at it again to see if it is feasible to set up, if there are enough violations in that area, if we can we staff it and if so, how much will it cost?”

Councilwoman Sinor asked, “What kind of issues have increased?”

Chief Grigg responded, “I know 13<sup>th</sup> Street has had some repairs on at least two occasions where heavy trucks come in. That street is not made for commercial trucks, but they have that tile company there, so the trucks come in and bust our streets. It is expensive to repair. There really isn’t a good way to get them in there, which is a bit of a problem too.”

City Manager, Jay Stokes commented, “Texas Department of Transportation just fixed the Battleground area on their side of it. That is four repairs that I can think of.”

6. DISCUSSION OF ISSUES RELATING TO GENERAL CONDITIONS, EXTENDED DAYS, PROJECT COST AND AN EXTENDED CANOPY FOR THE MAXWELL ADULT CENTER – Parks and Recreation Director, Charlie Sandberg gave a brief summary of the changes to the project that includes requesting funds to be used from the unencumbered balance for the Maxwell Adult Center Project to be used to pay for the extended days and a canopy extension. The utilization from the Contingency Funds in the amount of \$11,186.27 and the utilization of unencumbered funds in the amount of \$26,813.73 will be used to cover the cost for the extended days needed. The additional item is due to the concerns of the awning on the exterior of the building not covering the areas where the sidewalk is cut for wheelchairs and/or walkers. This may cause patrons to get wet if and when it rains. A request for a budget amendment in the amount of \$33,800.00 to cover the cost of that project.

Mr. Sandberg commented, “This was something the Seniors requested for us to look into and we felt that request had some substance to it.”

Councilwoman Garrison asked, "How far will the canopy be extended and will it be even with the actual concrete before it meets the driveway?"

Mr. Sandberg responded, "Yes, it will cover it all the way to the curb."

Councilman Patterson asked, "That will cost \$33,000?"

Mr. Sandberg responded, "Yes."

7. DISCUSSION OF ISSUES RELATING TO POTENTIAL CHARTER AMENDMENTS  
– City Manager, Jay Stokes opened the discussion and commented, "If you remember this is part of the Strategic Plan that we worked on 5 years ago. Back in the late Summer and Fall, Staff spent a considerable amount of time looking at the Charter. We looked at different aspects of it that we thought would need to be worth bringing forth to Council to consider having the voters amend them. We kicked some ideas around over a course of a handful of special Directors' meetings just on this topic. In the end, we came up with 7. These were presented to Council at the meeting on November 6, 2018. We asked at that time, if there were any questions about anything, or if there is anything Staff did not recommend to change that any individual Councilmember wanted to consider for amending also, to let us know. In the time that has passed since then, I haven't had anyone approach me with anything new or questions about the changes that are proposed. Whatever we choose, the path forward, if it's going to be on the ballot for a Special Election in May 2019, during the same time as the City's General Election for Mayor, and Positions 1, 2, 3, you will need to take action by mid-February. Specifically, unless there is a special meeting, you can take action by the next Council meeting on February 5, 2019. What we are looking for are your thoughts about having these 7 items on the ballot and then we can decide what to do on February 5, 2019."

City Secretary, Shannon Bennett, gave a overview on the procedure when amending the Charter and also presented Council with Staff's recommended amendments to the Charter that includes proposed Proposition A (amend the Purchase Procedure), proposed Proposition B (remove the Arbitration Committee), proposed Proposition C (ability to remove an officer or employee other than as prescribed in this charter for the City Manager, Municipal Judge, Alternate Judges and City Attorney), proposed Proposition D (to give signatory rights or powers to the Assistant City Manager and Mayor Pro-Tem), proposed Proposition E (amend language related to the Police Department) proposed Proposition F (amend language related to the development of property not limited to water/sewer but to broaden any public infrastructure) and proposed Proposition G (eliminate the requirement of three readings of ordinances).

Councilwoman Garrison asked, "When it comes to the Personnel Manual amendment, how will that be written and by whom will it be written? Will Council be able to see that?"

Mr. Stokes responded, "Staff will write that and bring it to Council."

Mayor Mouton asked, "Council would vote to get that in the manual?"

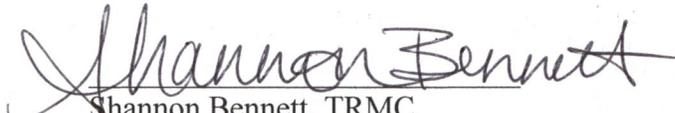
Assistant City Manager, Gary Jackson commented, "Yes. It would be a resolution that would amend the existing personnel manual approved by Council."

Councilwoman Garrison commented, "I know you all worked very hard on this. This is something we need to do, no doubt about it."

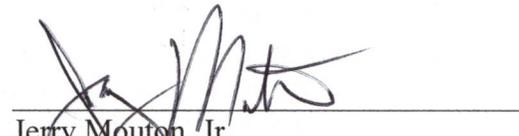
Mr. Stokes commented, "We will prepare this for the February 5, 2019 agenda for Council to take action and also prepare literature for voters to know what the amendments are for."

8. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:06 p.m.

ATTEST:

  
Shannon Bennett, TRMC  
City Secretary

APPROVED:

  
Jerry Mouton, Jr.  
Mayor

STEP – Comprehensive2020  
City of Deer Park  
Budget Narrative

**(100) Expenditures for overtime are calculated as follows:**

Officer Enforcement (TXDOT Salaries):	\$40,949.74
Sergeant Enforcement (Match Salaries):	\$12,019.28
Sergeant Supervision (Match Salaries):	\$6,969.76

**Total Grant Funds: \$59,938.78**

**(200) Fringe Benefits:** N/A

**(300) Travel and Per Diem:** N/A

**(400) Equipment:** N/A

**(500) Supplies:** N/A

**(600) Contractual Services:** N/A

**(700) Other Miscellaneous:** N/A

**(800) Indirect Cost Rate:** N/A

All PI&E materials will be provided by TXDOT at no cost to the City of Deer Park. Materials will be distributed to the public at local Deer Park events, schools, and activities as well as from an information kiosk in the lobby of the Deer Park Police Department.

All officer enforcement overtime (\$40,949.74) will be reimbursed by TXDOT, and equals 68.32% of the grant.

The City of Deer Park will contribute a total of \$18,989.04 toward in-kind match, which equals 31.68% toward the grant.

All total in-kind matching funds (\$18,989.04) will be derived from the below items:

- \$12,019.28 is salary match for Sergeant enforcement.
- \$6,969.76 is salary match for Sergeant/ Supervisory overtime.

**• The grand total of this Grant Proposal/  
Project is \$59,938.78**

STEP – CMV 2020  
City of Deer Park  
Budget Narrative

**(100) Expenditures for overtime are calculated as follows:**

Officer Enforcement (TXDOT Salaries):	\$11,948.20
Sergeant Enforcement (Match Salaries):	\$3,200.40

**Total Grant Funds: \$15,148.60**

**(200) Fringe Benefits:** N/A

**(300) Travel and Per Diem:** N/A

**(400) Equipment:** N/A

**(500) Supplies:** N/A

**(600) Contractual Services:** N/A

**(700) Other Miscellaneous:** N/A

**(800) Indirect Cost Rate:** N/A

All PI&E materials will be provided by TXDOT at no cost to the City of Deer Park. Materials will be distributed to the public at local Deer Park events, schools, and activities as well as from an information kiosk in the lobby of the Deer Park Police Department.

All officer enforcement overtime (\$11,948.20) will be reimbursed by TXDOT, and equals 78.87% of the grant.

The City of Deer Park will contribute a total of \$3,200.40 toward in-kind match, which equals 21.13% toward the grant.

All total in-kind matching funds (\$3,200.40) will be derived from the below items:

- \$3,200.40 is salary match for Sergeant enforcement.

- **The grand total of this Grant Proposal/  
Project is \$15,148.60**