

CITY OF DEER PARK  
710 EAST SAN AUGUSTINE STREET  
DEER PARK, TEXAS 77536

79-07

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 JUNE 18, 2019, BEGINNING AT 6:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

|                   |              |
|-------------------|--------------|
| JERRY MOUTON, JR. | MAYOR        |
| SHERRY GARRISON   | COUNCILWOMAN |
| TJ HAIGHT         | 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. RECESSED – Mayor Mouton recessed the workshop meeting at 7:30 p.m.
3. RECONVENED – Mayor Mouton reconvened the workshop meeting at 7:30 p.m.
4. DISCUSSION OF ISSUES RELATING TO THE 2019 STRATEGIC PLAN FINAL REPORT AND THE PROCESS FOR RANKING OF STRATEGIES – Ron Cox, of Ron Cox Consulting gave an overview of the history of the first Strategic Plan in 2008 to the current recommended Strategic Plan with past scheduled events leading to the final report. Mr. Cox highlighted six areas of emphasis: Leadership/Governance, Quality of Life/Image, Comprehensive Planning, Economic Development, Public Safety and Organizational Excellence and stated issues and challenges and presented strategies for each area of emphasis. (Exhibit A)

Public Relations/Marketing Specialist Kristin Callahan gave an overview of the Prioritization Process utilizing Survey Monkey. The 2 step process will allow each Council and Staff member the ability to complete a survey prioritizing goals within each of the six areas of emphasis for the new Strategic Plan. When all Council members have completed the first survey, the strategies that fall within the top 40% based on average scores will advance to the second stage of the survey. During the second stage, Council

members will be asked to rank the highest-rated strategies from each area as part of a single pool, establishing over-arching priorities from all areas of emphasis. Council will be given two weeks to complete the survey.

5. PRESENTATION OF THE DEER PARK POLICE DEPARTMENT ANNUAL REPORT – Police Chief, Greg Grigg, gave an overview of the 2018 Annual Police Report. Chief Grigg dedicated the 2018 Annual Police Report to the Crime Control Prevention District Board and thanked Shelia Plovovich, Community Liaison for her hard work on the report.

6. DISCUSSION OF ISSUES RELATING TO THE GOLF COURSE GREENS AND REPLACEMENT OF IRRIGATION AND WATER FEATURE PUMP STATIONS AT THE BATTLEGROUND GOLF COURSE – Parks and Recreation Director Charlie Sandburg advised Council of several issues related to the health of the golf course greens. There has been investigations conducted in an effort to determine the issues related to the health of the greens and steps needed to improve the health. Other identified issues are related to the pumping station that feeds water to the irrigation system. Staff has identified these issues and have compiled several vendor options for the job to try and produce a permanent solution. Staff has been in on-going contact with vendors and Touchstone Staff concerning the scope of work that will be required for the replacement of the pumps. (Exhibit B1-B4)

City Engineer Adam Ballasteros gave an overview of the irrigation system configurations that are currently in place and the functions of the pumps.

Assistant Public Works Director Brent Costlow advised Council of issues at the pump station, particularly at Hole 17, that has given out. The wrong pump was installed many years ago, which has caused the malfunction of the pump. The solution proposed is to take care of the water feature in need of repair and to have an immediate resolution by moving the pump if needed, should the irrigation system fail.

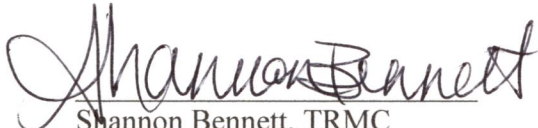
7. DISCUSSION OF ISSUES RELATING TO AUTHORIZING THE LIBRARY TO SUBMIT A GRANT APPLICATION FOR SHELL'S DEER PARK COMMUNITY GRANTS – Library Director Rebecca Pool advised Council of the \$30,000 grant offered by Shell for local communities in celebration of the company's 90th anniversary in Deer Park. The Deer Park Library will be utilizing the grant for a 3-D printer and stand. This printer would be used for several purposes including printing services to patrons.

8. DISCUSSION OF ISSUES RELATING TO AN ORDINANCE AMENDING THE FEESCHEDULES FOR BUILDING PERMITS, EMERGENCY MEDICAL SERVICES, AND THE FIRE DRILL FIELD – City Manager James Stokes advised Council of the recently approved House Bill 852 by State Legislature that took effect immediately on May 21, 2019. This Bill amends how municipalities are permitted to calculate residential building permit fees and it specifically prohibits tying the building permit fee to the value of the improvements. Calculations of residential building permit fees now have to be based on the square footage of the residential improvement or be a flat fee. Due to this change, the City of Deer Park must now amend the residential

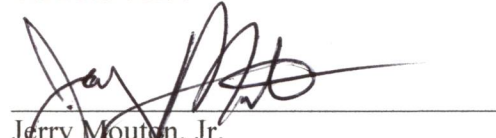
building permit fees to both comply with House Bill 852 and incorporate the planned 35% increase that was suggested at the 2018-2019 budget presentation. The EMS billing contractor, Emergicon, recently reviewed the fee structure and made recommendations for certain increases to stay in line with industry standards. The fees associated with outside rental of the Fire Drill Field also are recommended to increase. (Exhibit C1-C4)

9. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:45 p.m.

ATTEST:

  
Shannon Bennett, TRMC  
City Secretary

APPROVED:

  
Jerry Mouton, Jr.  
Mayor



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# 2019 Strategic Planning – City Council Survey Process

Assistant City Manager Gary Jackson  
PR/Marketing Administrator Kristin Callahan

June 18, 2019

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## 2019 Strategic Planning – Recap

- On February 21, Ron Cox (Ron Cox consulting) conducted a pre-retreat conference with the City Manager and his key staff to review past accomplishments and challenges/opportunities for City Council to consider during their March 7 session.
- On March 7, Mr. Cox conducted a session with the Mayor, Council and City Manager focusing on a review of the Council's governance model including the development of a Leadership Model and Guiding Principles, Vision and Mission.
- Immediately following, Mr. Cox, Council, Administration and the City's Directors began working to develop a new, five-year strategic plan.

## 2019 Strategic Planning – Recap

- During this session, the group brainstormed new goals for the next five-year period, organizing them under existing areas of emphasis and ultimately creating a new area of emphasis.
  - On May 17, 2019, Administration and the Directors gathered to review the goals, finalize policy statements for each section and update the plan's quality policy statements to reflect current philosophies on leadership, communications, core values and expectations.
  - The finalized 2019 Strategic Plan is presented tonight for your consideration.
-

# 2019 Strategic Plan – Six areas of emphasis

- Leadership/Governance
- Quality of Life/Image
- Comprehensive Planning
- Economic Development
- Public Safety
- *NEW!* Organizational Excellence



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## 2019 Strategic Plan – Council prioritization

- At this point in the process, City Council will be asked to complete a two-part survey process assessing the 2019 Strategic Plan. This process will provide insight into their priorities within each of six areas of focus as well as the plan as a whole.
- Phase 1 - each Council member will complete a survey prioritizing goals within each of the six areas of emphasis, comparing “apples to apples.”

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## How will we do this?

- Using Survey Monkey, each Council member will review each of the six areas of emphasis in the Strategic Plan and prioritize the goals included in each area.
  - When all seven Council members have completed Phase 1, staff will apply a point system to each response. Top priorities will receive the highest number of points possible, lower priorities will receive the lowest number.
  - The strategies that fall within the top 40% based on average scores will advance to the second stage of the survey.
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# What you'll see on Survey Monkey

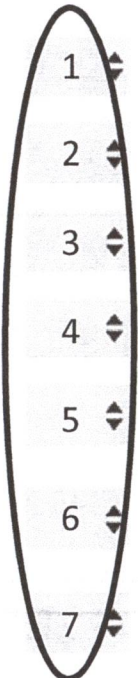
1. Area of Emphasis 1: Leadership and Governance. Please rank the following strategies from most important (top) to least important (bottom)

- ☰ ☐ Develop format to address specific issues.
- ☰ ☐ Establish a proactive process to fill positions to volunteer or be on a Board/Commission.
- ☰ ☐ Update Communication Plan to address continuing mis-information in social media.
- ☰ ☐ Develop strategies to address declining volunteerism.
- ☰ ☐ Establish a proactive legislative platform.
- ☰ ☐ Establish strategies for intergovernmental relations (Area Mayors, Harris County Precinct 2, DPISD and other entities).
- ☰ ☐ Establish a system for regular review of the City Charter.



# What you'll do for each area of emphasis

1. Area of Emphasis 1: Leadership and Governance. Please rank the following strategies from most important (top) to least important (bottom)

- 
- ≡ 1 ⇅ Develop format to address specific issues.
  - ≡ 2 ⇅ Establish a proactive process to fill positions to volunteer or be on a Board/Commission.
  - ≡ 3 ⇅ Update Communication Plan to address continuing mis-information in social media.
  - ≡ 4 ⇅ Develop strategies to address declining volunteerism.
  - ≡ 5 ⇅ Establish a proactive legislative platform.
  - ≡ 6 ⇅ Establish strategies for intergovernmental relations (Area Mayors, Harris County Precinct 2, DPISD and other entities).
  - ≡ 7 ⇅ Establish a system for regular review of the City Charter.

## What we'll do for each area of emphasis



1. Area of Emphasis 1: Leadership and Governance. Please rank the following strategies from most important (top) to least important (bottom)

- |   |   |   |   |   |
|---|---|---|---|---|
| 7 | ≡ | 1 | ↕ | Develop format to address specific issues.  |
| 6 | ≡ | 2 | ↕ | Establish a proactive process to fill positions to volunteer or be on a Board/Commission.                               |
| 5 | ≡ | 3 | ↕ | Update Communication Plan to address continuing mis-information in social media.  |
| 4 | ≡ | 4 | ↕ | Develop strategies to address declining volunteerism.   |
| 3 | ≡ | 5 | ↕ | Establish a proactive legislative platform.   |
| 2 | ≡ | 6 | ↕ | Establish strategies for intergovernmental relations (Area Mayors, Harris County Precinct 2, DPISD and other entities). |
| 1 | ≡ | 7 | ↕ | Establish a system for regular review of the City Charter.  |

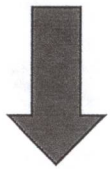
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## What we'll do for each area of emphasis, continued








- With all seven sets of Council responses, we will create average ratings for each of the goals in each area of emphasis.
  - The goals that receive a value equivalent to Council majority (4 out of 7 (57.1%) or higher will move on to Phase 2.
  - To demonstrate using the “apples to apples” analogy, the green apples will move on to Phase 2.
-



# What we'll do for each area of emphasis



1. Area of Emphasis 1: Leadership and Governance. Please rank the following strategies from most important (top) to least important (bottom)

|   |   |   |   |   |  |
|---|---|---|---|---|--|
|    | 7 | ≡ | 1 | ↕ | Develop format to address specific issues.   |
|    | 6 | ≡ | 2 | ↕ | Establish a proactive process to fill positions to volunteer or be on a Board/Commission.                    |
|    | 5 | ≡ | 3 | ↕ | Update Communication Plan to address continuing mis-information in social media.                             |
|    | 4 | ≡ | 4 | ↕ | Develop strategies to address declining volunteerism.  |
|  | 3 | ≡ | 5 | ↕ | Establish a proactive legislative platform.  |
|  | 2 | ≡ | 6 | ↕ | Establish strategies for intergovernmental relations (Area Mayors, Harris County Precinct 2 other entities). |
|  | 1 | ≡ | 7 | ↕ | Establish a system for regular review of the City Charter.   |

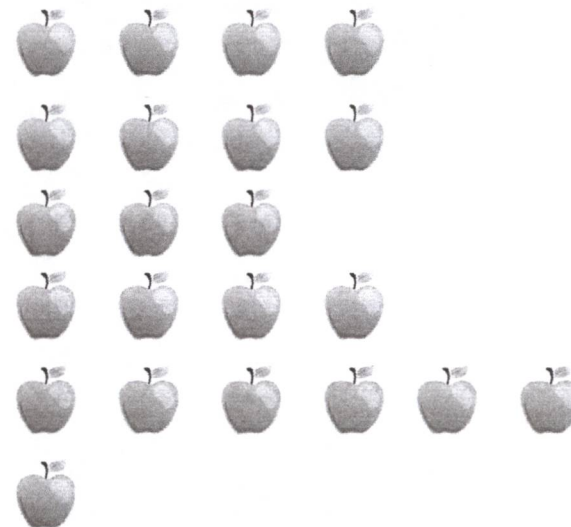
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## Phase 2 – Over-arching priorities

- During the second stage, Council members will be asked to rank the highest-rated strategies from each area as part of a single pool, establishing over-arching priorities from all areas of emphasis.
  - The strategies for consideration in this phase will be a single group of the highest-rated goals from each area of emphasis, or all of the “green apples.”
-

## Phase 2 – Over-arching priorities

- Leadership/Governance
- Quality of Life/Image
- Comprehensive Planning
- Economic Development
- Public Safety
- *NEW!* Organizational Excellence



(Exact number to be determined by averaging Council scores)



## End result

- Phase 1 will give staff an understanding of priorities within each area of emphasis.
- Phase 2 will provide an over-arching picture of Council's priorities for the next five years.
- Upon approval of the process, staff will develop a survey schedule.

## Tentative schedule

- Following tonight's meeting, the Phase 1 survey will be provided to the Directors to test and provide feedback, all to be completed by July 1.
- City Council will receive a link to the Phase 1 survey on Monday, July 8. Council will have two weeks (July 8-July 19) to complete Phase 1.
- During the week of July 22-27, staff will complete internal calculations and determine which goals will be considered in the Phase 2 survey.
- The Phase 2 survey will be provided to Council on July 29, and they will have through August 9 to complete it.

## Battleground Golf Course Greens and Pump Stations Presentation



Charlie Sandberg  
Director of Parks and Recreation

### Items to be discussed

- Overview
- Greens health
- Irrigation pumps
- Water feature pump (backup irrigation)
- Potential solutions and next steps
- Questions

### Overview

- The following is a brief summary of issues related to the Battleground Golf Course
- Greens health
  - In late February and early March, the City began receiving complaints on the health and playability of the greens.
  - It was determined by Touchstone and City Staff that the greens were in experiencing significant issues.
  - Steps have been taken by Touchstone to resolve those issues.

### Greens health

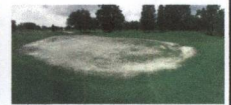
- Hole 3



April 25, 2019



May 2, 2019



May 9, 2019

### Greens health

- Hole 3



May 15, 2019



May 24, 2019



May 29, 2019

### Greens health

- Hole 3



June 6, 2019



June 13, 2019





## Greens health

- Hole 18



April 29, 2019



May 2, 2019



May 9, 2019

## Greens health

- Hole 18



May 15, 2019



May 24, 2019



May 29, 2019

## Greens health

- Hole 18



June 6, 2019



June 13, 2019

## Overview

- The following is a brief summary of issues related to the Battleground Golf Course
  - Irrigation and water feature pumps status
    - It was brought to the attention of City Staff that there are concerns over the reliability of the pump station for the irrigation system and water features.
    - It has been determined that the irrigation pump station is nearing the end of its life expectancy and that a replacement solution must be considered.

## Irrigation Pump Station and Water Feature Status

- Irrigation Pump Station
  - One of two pumps is currently functioning, but not to their full potential
  - Showing significant wear on multiple components
  - Pumps seals are leaking and causing them to cycle irregularly
  - City Staff recommendation is replacement
- Water feature pumps
  - Currently not working
  - Pump station is in the process of being removed by City Staff
  - City Staff recommendation is replacement

## Irrigation Pump Station

- Aerial image of pump locations  
(Red – Irrigation Pump Station; Blue – Water Feature Pump)



## Irrigation Pump Station



## Water feature pumps



## Water Feature Pump (backup irrigation)

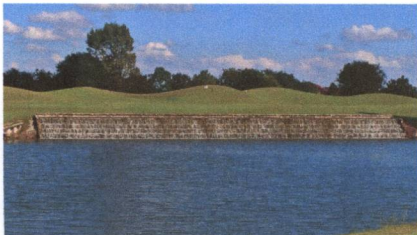
- City Staff has evaluated and developed a solution for the aging pumps and a contingency in the event the irrigation pump system fails.
- City Staff is recommending the purchase of a pump system that will resolve the current issues at the water feature and/or act as a backup system in case the irrigation pump system fails prior to replacement.



## Proposed Solutions

- Replace irrigation pump station
  - Currently evaluating pump systems and associated costs.
  - Approximately - \$250,000 - \$300,000
- Replace water feature pump station
  - Water feature pump station has the ability to act as a backup for irrigation system.

Thank you for your time.



## EXHIBIT "A"

### Schedule of Fees, Appendix B – Building Permit Fees Section 18-53(b) changes

#### Chapter 18 – Commercial Building Fees

|                              |   |
|------------------------------|---|
| \$100.00 and less            | No fee  |
| \$101.00 to \$2,000.00       | \$15.02 per thousand or fraction thereof  |
| \$2,001.00 to \$15,000.00    | \$30.00 for the first \$2,001.00 plus \$6.60 for each additional thousand or fraction thereof, to and including \$15,000.00     |
| \$15,001.00 to \$50,000.00   | \$115.80 for the first \$15,001.00 plus \$6.90 for each additional thousand or fraction thereof, to and including \$50,000.00   |
| \$50,001.00 to \$100,000.00  | \$356.45 for the first \$50,001.00 plus \$6.60 for each additional thousand or fraction thereof, to and including \$100,000.00  |
| \$100,001.00 to \$500,000.00 | \$697.45 for the first \$100,001.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000.00 |
| \$500,001.00 and up          | \$2,303.45 for the first \$500,001.00 plus \$3.00 for each additional thousand or fraction thereof                              |

A plan review fee of 50% of the building permit fee will be required on all commercial permits.

#### Chapter 18 – Residential Building Fees

|   |   |
|---|---|
| New Residential Structures & Additions                          | \$ 0.50 per square foot   |
| Interior Remodels, Demolitions and other misc                   | \$ 0.35 per square foot   |
| Accessory Structures (storage buildings, detached garages, etc) | \$ 0.35 per square foot   |
| Driveways, sidewalks, carports, patios, patio covers and siding | \$ 0.10 per square foot   |
| Roofs Replacements  | \$ 60.00 flat fee   |
| Foundation Repairs  | \$ 4.25 per pier  |
| Windows Replacement   | \$ 13.00 per window   |
| Swimming Pools  | \$450.00 flat fee   |
| Fences  | \$ 20.00 first 60 linear feet<br>\$ 10.00 each additional 50 feet |



**EXHIBIT "B"**

Page "1"

**Schedule of Fees, Appendix B**  
**Chapter 34, Section 34-25, Fees for Emergency Medical Services**

|  |                   |
|--|-------------------|
| <b>(1) Treatment/Assistance only (no transport to medical facility; includes lift assist</b> | <b>\$150.00</b>   |
| <b>(2) Transport to medical facility of a resident of the city:</b>                          |                   |
| Basic life support (BLS), plus supplies, services, medication                                | <b>\$900.00</b>   |
| Advanced life support level 1 (ALS1), plus supplies, services, medication                    | <b>\$1,000.00</b> |
| Advanced life support level 2 (ALS2), plus supplies, services, medication                    | <b>\$1,200.00</b> |
| <b>(3) Transport to medical facility of a nonresident of the city</b>                        |                   |
| BLS, plus supplies, services, medication   | <b>\$1,200.00</b> |
| ALS1, plus supplies, services, medication  | <b>\$1,300.00</b> |
| ALS2, plus supplies, services, medication  | <b>\$1,500.00</b> |
| <b>(4) Mileage charge per loaded mile for all transports</b>                                 | <b>\$21.00</b>    |
| <b>(5) Industrial response, plus nonresident rate, supplies, services, medication</b>        | <b>\$2,000.00</b> |
| <b>(6) Life flight, plus resident or nonresident rate, supplies, services, medication</b>    | <b>\$1,000.00</b> |
| <b>(7) Fees for supplies and services:</b>   |                   |
| Oxygen administration  | <b>\$175.00</b>   |
| ALS Disposables/Supplies   | <b>\$445.00</b>   |
| BLS Disposables/Supplies   | <b>\$275.00</b>   |
| Additional Supplies – Airway Management  | <b>\$115.00</b>   |
| Additional Supplies – IV Therapy   | <b>\$310.00</b>   |
| Additional Supplies – EKG Interpretation   | <b>\$315.00</b>   |
| Emergency Rate   | <b>\$115.00</b>   |
| Pulse Oximeter   | <b>\$115.00</b>   |
| <b>(8) Fees for medications:</b>   |                   |
| Adenosine 6 mg   | <b>\$150.00</b>   |
| Adenosine 12 mg  | <b>\$195.00</b>   |
| Albuterol 2.15 mg  | <b>\$25.00</b>    |
| Amiodarone   | <b>\$165.00</b>   |
| Atropine Sulphate  | <b>\$25.00</b>    |
| Benadryl 50mg/1 ml   | <b>\$25.00</b>    |
| Dextrose 50%   | <b>\$25.00</b>    |
| Dextrose 25%   | <b>\$25.00</b>    |
| Dopamine   | <b>\$30.00</b>    |
| Epinephrine 1:1,000  | <b>\$35.00</b>    |
| Epinephrine 1:10,000   | <b>\$35.00</b>    |
| Etomidate  | <b>\$65.00</b>    |
| Glucagon   | <b>\$230.00</b>   |
| Ipratropium/Atrovent   | <b>\$15.00</b>    |
| Lidocaine 100 mg   | <b>\$25.00</b>    |
| Lidocaine IV Drip  | <b>\$60.00</b>    |
| Midazolam  | <b>\$25.00</b>    |
| Magnesium Sulphate   | <b>\$30.00</b>    |
| Morphine Sulphate  | <b>\$30.00</b>    |
| Naloxone HCL   | <b>\$90.00</b>    |
| Promethazine   | <b>\$25.00</b>    |

**EXHIBIT "B"**  
**Page "2"**

**Schedule of Fees, Appendix B**  
**Chapter 34, Section 34-25, Fees for Emergency Medical Services**

|                              |                      |
|------------------------------|----------------------|
| Sodium Bicarbonate           | <b>\$25.00</b>       |
| Sodium Nitrate               | <b>\$45.00</b>       |
| Sodium Thiosulphate          | <b>\$55.00</b>       |
| Solu-Medrol 125 mg           | <b>\$80.00</b>       |
| Solu-Medrol 1 g              | <b>\$125.0</b>       |
| Thiamine                     | <b>\$35.00</b>       |
| Valium                       | <b>\$30.00</b>       |
| Vasopressin                  | <b>\$25.00</b>       |
| Vecuronium                   | <b>\$25.00</b>       |
| Other medications not listed | <b>Cost plus 50%</b> |

**Notes:**

1. BLS: Basic life support (BLS) is transportation by ground ambulance vehicle and the provision of medically necessary supplies and services, including BLS ambulance services as defined by the state.
2. ALS1: Advanced life support level 1 (ALS1) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including the provision of an ALS assessment or at least one ALS intervention.
3. ALS2: Advance life support level 2 (ALS2) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including either the administration of three or more different medications by intravenous push/bolus or by continuous infusion or the provision of at least one of the following ALS procedures: manual defibrillation/cardioversion; endotracheal intubation; central venous line; cardiac pacing; chest decompression; surgical airway; or intraosseous line.
4. ALS Assessment: An advanced life support (ALS) assessment is an assessment performed by an ALS crew as part of an emergency response that was necessary because the patient's reported condition at the time of dispatch was such that only an ALS crew was qualified to perform the assessment.



**EXHIBIT "C"**

**Schedule of Fees, Appendix B  
Fire Training Facility**

| <b>Industrial</b>                          | <b>Full Day</b> | <b>Half Day</b> |
|--|-----------------|-----------------|
|  |                 |                 |
| Multi-Story Burn Building                  | \$900.00        | \$500.00        |
| Multi-Story Rescue Tower (No Burning)      | \$450.00        | \$275.00        |
| LPG Projects                               | \$550.00        | \$325.00        |
| Training Center (Classroom)                | \$325.00        | \$175.00        |
| Water Practice (Hydrants with no projects) | \$325.00        | \$175.00        |
| Drill Field Use Only (No Props)            | \$300.00        | \$175.00        |
| Per Student Daily Fee                      | \$28.00         | \$18.00         |

| <b>Municipal</b>                           | <b>Full Day</b> | <b>Half Day</b> |
|--|-----------------|-----------------|
|  |                 |                 |
| Multi-Story Burn Building                  | \$450.00        | \$250.00        |
| Multi-Story Rescue Tower (No Burning)      | \$275.00        | \$175.00        |
| LPG Projects                               | \$350.00        | \$200.00        |
| Training Center (Classroom)                | \$250.00        | \$150.00        |
| Water Practice (Hydrants with no projects) | \$175.00        | \$125.00        |
| Drill Field Use Only (No Props)            | \$175.00        | \$125.00        |
| Per Student Daily Fee                      | \$8.00          | \$6.00          |

|                                   | <b>Full Day</b> | <b>Half Day</b> |
|-----------------------------------|-----------------|-----------------|
|                                   |                 |                 |
| Field Maintenance Fee (All Users) | \$125.00        | \$125.00        |