

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 06, 2016, BEGINNING AT 6:15 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	ACTING CITY SECRETARY
JIM FOX	CITY ATTORNEY

1. MEETING CALLED TO ORDER – Mayor Mouton called the workshop to order at 6:15 p.m.
2. PRESENTATION AND DISCUSSION OF ISSUES RELATING TO A SCHEDULE OF EVENTS FOR THE SALE OF CERTIFICATES OF OBLIGATION – John Robuck of BOK Financial Securities, Inc. gave a presentation of the \$7,100,000 Certificate of Obligation, Series 2016A and highlighted the schedule of events to include the current market condition, estimated debt service requirements and a schedule of events. (Exhibit A1-A4)
3. PRESENTATION OF AMBULANCES PURCHASED AND UPGRADED DURING THE CURRENT FISCAL YEAR - Fire Chief Greg Bridges advised Council of the ambulances purchased and upgraded during the current fiscal year with Fire District funds. “One ambulance is refurbished and one is brand new. I’ll let you all figure out the difference and show you the capabilities of the units.”
4. RECESS/RECONVENE – Mayor Mouton recessed the workshop meeting at 6:20 p.m. for the Council to view the new ambulances and reconvened the meeting at 6:32 p.m.

5. DISCUSSION OF ISSUES RELATING TO AN AGREEMENT AMENDING THE CONTRACT BETWEEN THE CITY OF DEER PARK AND EMERGICON LLC (CON 16-001) – Emergency Medical Services Director Robert Hemminger advised Council of an agreement amending the contract between the City of Deer Park and Emergicon LLC. Earlier this year, the City began contracting emergency services billings to Emergicon LLC. To date, Emergicon has performed beyond our expectations and we are very pleased with this relationship. Emergicon officials recently let us know the City has the capability of obtaining additional revenue through the Ambulance Supplemental Payment Program (ASPP) administered by the Texas Health & Human Services Commission. Emergicon sub-contracts with the firm, Public Consulting Group, Inc. for these collections. The City of Deer Park can access these funds via Emergicon by simply amending our contract to include a scope of work to cover all aspects of the ASPP program. Their fee for services is 12%. However, even after paying this commission to Emergicon, it is anticipated participation in ASPP will lead the City to derive additional annual income of approximately \$150,000.
6. DISCUSSION OF ISSUES RELATING TO AN ORDINANCE AMENDING SECTION 66-180 SCHEDULE I, OF THE CODE OF ORDINANCES CONCERNING CHANGING THE TIMES FOR PARKING ON SAN AUGUSTINE BETWEEN LUELLA AND DUNN COURT – Chief Greg Grigg advised the Council this is a continued discussion from the City Council Workshop held on August 16, 2016. Based upon Council’s pervious discussion, it is recommended no parking be allowed on the south side of San Augustine Street (eastbound) from Luella Avenue to Dunn Court between the hours of 6:30 a.m. to 6:30 p.m.
7. REPORT UPDATE ON THE CHINESE ELM TREES IN DOW PARK - Parks & Recreation Director Scott Swigert and Parks Operation Supervisor Jacob Zuniga updated Council on the Chinese Elm Trees in Dow Park. “We were asked to get additional opinions on the conditions of the trees. It was recommended that C.N. Koehl of Urban Forestry, Inc. be contacted. Mr. Craig Koehl conducted a site visit to Dow Park and assessed several trees, and drafted a report with recommendations for specific trees in question. He examined 17 trees in Dow Park, and recommends removal of six (6) of them. Of this number, one tree (#12) is recommended to be removed as quickly as possible. In conjunction of that, we have been working on a citywide tree inventory to identify the trees as well as the condition and location. Also, we are creating a Preventive Maintenance Plan Program to continue to maintain the proper care for the trees. We have practices in place on the pruning. Eventually, we would like to become a Tree City USA. We have to develop a policy that will adopt the Preventive Maintenance Plan to meet the standards to become a Tree City USA.” (Exhibit B1-B8)

Councilwomen Garrison asked the location of tree #12 to which Mr. Swigert advised the tree was located between the pavilion and the rose gardens.

Councilwoman Garrison asked, “Is the Arborist going to be able to follow the recommendations of the pruning of the trees to restore some health for the rest of the trees.”

Mr. Swigert answered, “Those are some of the practice we have been doing.”

Councilwoman Garrison asked if the Council could receive quarterly or annual reports of the trees to which Mr. Swigert said yes.

8. DISCUSSION OF ISSUES RELATING TO CITY'S FINANCIAL MANAGEMENT POLICY – Finance Director Donna Todd advised Council the City's Financial Management Policy was last reviewed and updated on September 15, 2015. As a result of this year's annual review of the policy, the section relative to monitoring of capital assets has been revised as mandated by the Department of Justice in response to an audit related to grant funding. Section VII - Capital Expenditures and Improvements, Revised Item E, Monitoring, to add that the City will complete a physical inventory of capital assets at least every two years. The Finance Department shall reconcile the inventory of capital assets to the capital asset listing. The policy was also revised to clarify that the capital asset records will be retained by the Finance Department in accordance with the City's records retention schedule. This section of the policy now reads as follows: *In order to track the existence, condition, and retirement or disposal of capital assets, the Finance Department shall utilize various methods to monitor the City's capital assets. A capital asset listing shall be sent to each department head for review near the end of each fiscal year in order to determine if the asset is still in service, impaired or obsolete. The Finance Department shall perform a periodic review of capital assets to verify the asset is still functional and in use. At least every two years, the City shall complete a physical inventory of capital assets and a reconciliation to the capital asset listing. Capital asset records shall be retained by the Finance Department in accordance with the City's records retention schedule.*
9. UPDATE ON DIGITAL MEDIA COMMUNICATIONS ACTIVITIES - Assistant City Manager Gary Jackson introduced Richard Tew, who works as the Digital Media Specialist under the direction of Public Relations/Marketing Specialist Kristin Edwards. Ms. Edwards identified roles and projects and highlighted long term goals for Mr. Tew. Mr. Tew then gave an overview of the new equipment purchased to help him improve on capturing news and events around Deer Park.
10. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:10 p.m.

Shannon Bennett, TRMC
Acting City Secretary

Jerry Mouton
Mayor