

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 FEBRUARY 21, 2017, 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 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 6:30 p.m.
2. PRESENTATION OF CHECK FROM THE SOUTHEAST TEXAS HOUSING FINANCE CORPORATION TO THE CITY OF DEER PARK FOR THE PURCHASE OF WELLNESS EQUIPMENT IN MCHENRY PARK AT THE E.M. MAXWELL ADULT CENTER – Ron Williams Executive Director of Southeast Texas Housing Finance Corporation (SETH) commented, “We are a twenty-member Board of Directors with twenty jurisdictions and the great City of Deer Park is one of our long time jurisdictions. Our board likes to give back to the communities they serve. We had a very good year last year. They took one million dollars and gave each of the twenty jurisdictions \$50,000 to do afforded housing or related services.

Mr. Williams introduced Troy Cothran, the representative for Deer Park to present a check of \$50,000 to the Maxwell Center.
3. DISCUSSION OF ISSUES RELATING TO POSSIBLE CHANGES IN THE CAPITAL IMPROVEMENTS AND EQUIPMENT REQUESTED BY TOUCHTONE GOLF, LLC – Parks and Recreation Director Scott Swigert commented, “On June 6, 2016, during a Golf Course Committee meeting, Touchstone requested assistance from the City for additional capital improvements and equipment that were needed at the course. They have received quotes for the project of the funds that are available and they want to reappropriate those funds. At the same meeting, they also presented repairs needed to the cannon in the entryway of the Golf Course.”

Mike Shoelen commented, “We would like to keep one item the same and revise one item on the capital request from 2016. The item that will stay the same is the lake bed erosion on hole number nine, five, six, and seven. It’s about 250 linear square feet. The adjustment we would like to make will be on the cart path drainage on the golf course. We have areas that are low. When it rains it

leave puddles out there. We feel like we can do those in house from time to time. The dollars will be better spent on the driving range. On the cannon, we want to order some wheels from South Dakota. The total estimated cost is \$5,500 - \$6,000.”

4. DISCUSSION OF ISSUES RELATING TO AUTHORIZING THE LIBRARY TO SUBMIT A GRANT APPLICATION FOR 2018 IMPACT GRANT THROUGH THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION – Library Director Rebecca Pool advised the Council the grant would provide funds for the Library to purchase National Center for Construction Education and Research (NCCER) trainee guides to enhance the program offerings for patrons seeking to work in the industrial fields. In addition to purchasing these materials, the Library will collaborate with experts to inform patrons on subjects relevant to industrial work. New classes, branded as “The Industrial Intelligence Series,” will be taught in the Library’s technology lab along with our other career and technology classes. The addition of the trainee guides will allow us to target these patrons and make a significant contribution to workforce development in the community. The library will seek up to \$10,000 to purchase these materials, which cost considerably more than an average best seller. The Library plans to partner with organizations in the area such as San Jacinto College, SCORE and Workforce Solutions to hold industrial career classes in the tech lab. Subjects will include how to get a job in the petrochemical industry, preparing for the NCCER assessments, knowing what areas are in demand and what it is like to work at the plants. If the Impact Grant is awarded, the City will be reimbursed for the expenses incurred in this purchase.
5. DISCUSSION OF ISSUES RELATING TO AN AMENDMENT TO THE FY 2016-2017 DEER PARK POLICE DEPARTMENT FORFEITURE ACCOUNT BUDGET FOR THE PURCHASES OF RAPID DEPLOYMENT ARMOR PACKAGES FOR POLICE OFFICERS – Chief Greg Grigg advised the Council after recent ambush attacks on police officers using high-powered rifles, particularly the attack in Dallas that killed five police officers, many police departments are providing officers with body armor specifically designed to stop these types of rounds. Because the need for this type of protective body armor became evident only after completion of the budget process, funding for Rapid Deployment Armor packages was not included in the Fiscal Year 2016-2017 Budget. The City is requesting a budget amendment to the Police Department Forfeiture Fund (Special Revenue Fund) in the amount of \$17,229 to purchase 27 Rapid Deployment Armor packages to equip first responding officers. Each deployment rifle plate package costs \$627 and includes two plates, a carrier, and police identification patches. The total amount of \$17,229 includes a shipping charge of approximately \$300. The Deer Park Citizens Police Academy Alumni Association is donating \$2,508 to purchase four packages, which will equip the School Resource Officers. The remaining \$14,721 will be funded by the prior year revenues of the Police Department Forfeiture Fund, which are available for this purpose.
6. REPORT – UPDATE ON ACTIVITIES OF THE SOUTHEAST TEXAS HOUSING FINANCE CORPORATION AND THE DEER PARK HOUSING MARKET FROM TROY COTHRAN - Troy Cothran and Ron Williams of SouthEast Texas Housing Finance Corporation (SETH) gave an overview of the housing market in Deer Park and highlighted the SETH 5 Star Texas Advantage Program and the Mortgage Credit Certificate Program. (Exhibit A1-A3) Mr. Williams stated, “These programs have been very successful in Deer Park and we are proud.”
7. DISCUSSION OF ISSUES RELATING TO THE WEBSITE RE-DESIGN – I.T. Director James Lewis advised the Council the current website was created through CIVICPLUS in January 2013, with a total cost of \$49,774. After forty-eight (48) consecutive months under the terms of our contract and associated pricing, we are now fully eligible for a basic redesign at no cost. The original site and now the re-design, is steered by the Website Committee. The committee has seventeen (17) 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, Business Analyst who will be overseeing the website design commented, "The re-design will cover the overall look and feel website. We will look at navigation, menus, banners and color palettes. We held the website re-design kickoff meeting today and are in the beginning process of the project. There is no specific timeline yet, but we are estimating it will take 24 weeks. We are bringing the Fire Department on to have the same look and feel as our website."

Kristin Edwards, Public Relations/Marketing Specialist, gave an overview of the Website Usability Assessment. Ms. Edwards stated, "We conducted about 15 assessments from December 2016 – February 2017. Each took between 30 minutes to one hour, allowing volunteers to complete the ten tasks and share their impressions. The Assessments looked for process simplification, cross-linking potential, possible nomenclature changes, and other areas of consideration."

8. DISCUSSION OF ISSUES RELATING TO THE FISCAL YEAR 2017-2018 - Assistant City Manager Gary Jackson commented, "We are going to kick off the process on March 27, 2017. We are asking the Council availability for the evenings of June 26th & 27th for budget workshop meetings. The budget schedule incorporates the Fire Control and Crime Control Districts and the Community Development Corporation. Each of the boards have their own statutory dates to meet. So everything has to fit to go along with the Charter requirements. We tried to utilize existing Council meeting days. The only special meetings will be in June and July. If you can check your schedules and let Mr. Stokes know so we can proceed." (Exhibit B)
9. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:00 p.m.

Shannon Bennett, TRMC
Acting City Secretary

Jerry Mouton
Mayor