

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 15, 2020 BEGINNING AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON, JR.
SHERRY GARRISON
TJ HAIGHT
TOMMY GINN
BILL PATTERSON
RON MARTIN
RAE SINOR

MAYOR
COUNCILWOMAN
COUNCILMAN
COUNCILMAN
COUNCILMAN
COUNCILMAN
COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

JAMES 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 5:30 p.m.
2. COMMENTS FROM AUDIENCE – No comments received.
3. DISCUSSION OF ISSUES RELATING TO THE WATER AND WASTEWATER RATE STUDY UPDATE PERFORMED BY NEWGEN STRATEGIES AND SOLUTIONS – NewGen Strategies & Solutions Lead Analyst Megan Kirkland gave an overview of the financial resources needed for 2021 to include projected revenue requirements. Key issues including capital improvement projects, cash capital outlay, raw water, rate options and estimated sufficiency with current rates for 2021 were highlighted along with the billing determinants summary, the updated rate performance, community rate comparisons and the increase of the proposed water rates of 5%. (Exhibit A1-A6)

Mayor Mouton asked, “Is the cost of raw and waste water going to go up?”

City Manager James Stokes responded, “We anticipate that it will go up but, remember, we have been talking to the City of Houston for a long time and as of today, we don’t have a

contract.”

Councilman Patterson asked, “Are we still using the old rates?”

Mr. Stokes responded, “Correct.”

Mayor Mouton asked, “Are we building in any percentage of the increase on the raw water?”

Assistance City Manager Gary Jackson responded, “We are at 3.5%.”

Mr. Stokes commented, Water Plant Supervisor Nicholas Cook made a phone call to the City of Houston month or so. As always, we are told that a contract would be received in a couple of weeks. We have not gotten one yet.”

Councilwoman Garrison asked, “Why are they doing this?”

Mr. Stokes responded, “I believe they are trying to make it uniform for everybody.”

Councilman Patterson asked, “What is residential inside versus residential outside?”

Mr. Stokes responded, “We have a few customers that are outside the city limits.”

Mr. Stokes advised Council the current contract expires at the end of this year, but the water will not be shut off.

4. PRESENTATION OF CONCEPTUAL DESIGN FOR DEER PARK VISITOR CENTER & MUSEUM AND JIMMY BURKE ACTIVITY CENTER BY BROWN REYNOLDS WATFORD, INC. (BRW) AND CITY STAFF – Parks and Recreation Director Charlie Sandberg recognized City Manager James Stokes, Assistant City Manager Gary Jackson, Councilwoman Garrison, Assistant Parks and Recreation Director Jacob Zuniga, Public Works Director Bill Pedersen, Public Relations/Marketing Specialist Kristin Edwards, Information Technology Director James Lewis and Information Technology Operations Supervisor Daryl Denzer that made up the Advisory Committee. Mr. Sandberg introduced the Architects that developed the conceptual design from Brown Reynolds Watford Inc., as BRW Inc. Principal Architect Ray Holliday, Project Manager Katie Palumbo, Project Coordinator Colin Buckley and Luke Franks (not in attendance).

Mr. Holliday gave Council a background information of Brown Reynolds Watford Inc., and advised Council of the work and ideas that went into several meetings with the Advisory Committee and BRW Inc. Staff involved with this project.

Ms. Palumbo highlighted the process of developing the conceptual design to include listening listening to the needs and ideas for a new facility, creating a program of the space requirements needed, evaluating existing conditions, creating a site plan lay-out, floor plan elevation measurements and lastly, refining the design. Ms. Palumbo advised Council of the program list of spaces to include assessing the functionality of the particular spaces, the approximate sizing of the rooms and the options with emphasis of what would work best at each different site for the possible location of the facility. The best option proposed will be

for the facility to be located to the west, angled towards the Golf Course. The proposed site plan consists of 867 parking spaces and 150,840 square feet of green space with the floor plan including two major components, the Jimmy Burke Activity Center and the Deer Park Visitor Center and Museum. (Exhibit B1-B8)

Mr. Holliday gave an overview of the phasing process for the proposed project to include the first phase being the construction of the new Jimmy Burke Activity Center, front parking lot and sidewalks to the athletic complex. Lastly, the second phase would consist of demolishing the existing facility and adding more parking to complete the parking space count for the new facility. Mr. Holliday also highlighted the probable project cost estimate with a year and a half inflation prediction of an anticipated total cost between \$16.7 million to \$19.9 million dollars for the whole project. The schedule for the new facility construction would be more than a year from current date. The approximate time to complete the construction is estimated to be between 12-14 months.

5. DISCUSSION OF ISSUES RELATING TO A POTENTIAL MAY 2021 GENERAL OBLIGATION BOND ELECTION – City Manager James Stokes gave an overview of the history of the last General Obligation Bond Election held in May of 2000 and advised Council on giving citizens the choice of four different potential propositions authorizing as much as \$66 million dollars over a three (3) year period, to include funding for drainage projects, Fire Department facilities, streets, sidewalks and drainage, and the replacement of the current Jimmy Burke Activity Center and a Visitor Center/Museum.

City Engineer Adam Ballasteros gave a presentation of the drainage projects and the funds needed for those projects. Mr. Ballasteros advised Council of the historical references and the identification of flood mitigation projects from 2009, Hurricane Harvey from 2017, CobbFendley study locations from 2018 that showed areas developed from repetitive loss, a watershed map and the floodplain map. Mr. Ballasteros gave a summary of each potential project moving forward to include Heritage Addition, Deer Park Manor/Delo Elaine Bayou Bend Park, and also gave an approximate total cost of \$39.8 million for the construction of flood mitigation, road repair and replacement. (Exhibit C1-C9)

Mr. Stokes advised Council of the important aspects of the General Obligation debt issuance to include consequences of bond election failure and potential legislative changes which could impact the issuance of certificate of obligation debt. Mr. Stokes introduced John Robuck with BOK Financial Securities, Inc. to advise Council how the layering of the debt process will work.

Mr. Robuck presented a capacity analysis, which indicates that approximately \$66 million could be sold in General Obligation debt over a 3-year period without requiring an ad valorem tax increase to support the debt. (Exhibit D1)

Assistant City Manager Gary Jackson summarized the three different annual debt sales and advised Council that inflation will be a factor. Projects will have to be split within the three year period, and may cost more going towards the third year due to inflation.

6. DISCUSSION OF ISSUES RELATING TO THE CITY'S INVESTMENT PROGRAM, INCLUDING THE ANNUAL REVIEW OF THE CITY'S INVESTMENT POLICY – Finance Director Donna Todd gave an overview of the Annual Investment Policy Review for 2020. This review incorporated one minor change into the policy relating to a name change for one of the broker/dealers. First Horizon National Corporation (FHN) unified it's family of companies under a single set of brand names, FTN Financial has become FHN Financial. The Finance Committee reviewed the current list of broker/dealers and made no changes. (Exhibit E1)
7. DISCUSSION OF ISSUES RELATING TO STRATEGIC PLAN STRATEGIES – Assistant City Manager Gary Jackson advised Council that the top two strategies, upgrading City facilities and upgrading the drainage had been discussed in a prior agenda item, but Staff is still seeking guidance from Council for other listed strategies, to confirm the intent or direction to proceed. (Exhibit F1-F3)

Parks and Recreation Charlie Sandberg advised Council in the area of emphasis for the Quality of Life/Image and the course of direction of redeveloping of the parks within the City and to incorporate the Beautification Plan in a potential overall Master Plan budgeted in the next fiscal year. Renaming the Master Plan as The City of Deer Park Comprehensive Parks and Recreation Facility and Beautification Master Plan would also be considered.

Assistant Public Works Director Brent Costlow advised Council on the area of emphasis of the Comprehensive Planning entailed establishing a master plan for City facilities for maintenance/ and or replacement of all city facilities. The centralization and consolidation of the City assets is also a potential part of the plan that will enable Staff to maintain a collective database to keep track of maintenance needed and included details summarized by Information Technology Projects/Applications Supervisor Nathan Bell. Mr. Bell asked for clarification from Council on how in depth in detail this database would need to be for their approval. (Exhibit G1-G2)

Mayor Mouton commented, "We have to manage our labor in regards to asking ourselves if we are benefiting from adding that much "depth" and investing that much time from Staff."

Councilwoman Sinor commented, "I don't think any one of us here want to micromanage any of you."

Councilwoman Garrison commented, "We look to you all to let us know what the priorities are and you certainly have the expertise to do that."

Mr. Jackson commented, "There was one final point that I wanted to point out. The last section of the last sentence "with an eye towards consolidation and centralization", we wanted to verify that it was Council's intent to have one person keeping all this information, with a contribution through a software of multiple departments and multiple people under a system keeping it updated. It will be consolidated and centralized, but not by one individual."

Councilman Patterson commented, "I just want to make sure that we are alerted to major issues dealing with these facilities and not get surprised."

Mr. Jackson advised Council the area of emphasis for Economic Development entails establishing a Citywide redevelopment plan and advised Council that this project could be a massive undertaking. Staff has interpreted this as encouragement and as an incentive to the redeveloping of some of the older areas of the City.

Mayor Mouton commented, "The way you articulated this, it's a good starting point."

Human Resource Director Bill Philibert advised Council in the area of emphasis for Organizational Excellence pertaining to establishing a Workforce Master Plan. Mr. Philibert gave an overview of components involved in the plan to include compensation, performance reviews, coaching/mentoring, annual budget and succession planning. This structure would be utilized at different times of the year to focus on a positive future. (Exhibit H1-H5)

Councilwoman Sinor asked, "Will you be leading the Directors to do this within their Department?"

Mr. Philibert responded, "We would have the Directors do the mentoring processes and also the performance reviews. We would have a model that would then tell us what we need in terms of Staff and what changes are in the future."

8. DISCUSSION OF ISSUES RELATING TO THE FISCAL YEAR 2020-2021 FINAL BUDGET – Director of Finance Donna Todd gave an overview of the proposed 2020-2021 budget to include the timeline in developing the budget, and the 25 changes to budget which is allowed by the Charter. Ms. Todd advised Council the changes to the budget resulted in a net increase of expenditures for all funds totaling \$733,270.00 bringing the total for the final budget to \$71,745,482.00. In addition to the amount for the final budget, the City's budget for "component units", reflect total expenditures for the Crime Control and Prevention District as \$5,601,509.00 Fire Control, Prevention, and EMS District as \$1,568,172.00 and the Deer Park Community Development Corporation as \$1,909,430.00 (Exhibit I1-I3)

Councilwoman Garrison asked, "Did we enter into a maintenance agreement with anyone for the bridge? Is this the price we agreed on?"

Parks and Recreation Director Charlie Sandberg responded, "No, we have not. That was just a cost estimate that we budgeted for the maintenance."

Councilwoman Sinor asked, "The bridge will need to be inspected for the work that was done a few years ago?"

Assistant City Manager Gary Jackson responded, "This would be to inspect the bridge to ensure that it is maintaining the integrity and that it is not rusting or having problems like we have seen in the past that incurred huge expenditures."

City Manager James Stokes commented, “I believe the company that made the repairs to the bridge recommended we follow this type of schedule of having the bridge inspected every couple of years.”

9. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:23 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
City Secretary

Jerry Mouton, Jr.
Mayor