

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 20, 2016, BEGINNING AT 4:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON
SHERRY GARRISON
TOMMY GINN
BILL PATTERSON
RON MARTIN
RAE A. SINOR

MAYOR
COUNCILWOMAN
COUNCILMAN
COUNCILMAN
COUNCILMAN
COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

JAY STOKES
GARY JACKSON
SHANNON BENNETT
JIM FOX

CITY MANAGER
ASSISTANT CITY MANAGER
ACTING CITY SECRETARY
CITY ATTORNEY

1. MEETING CALLED TO ORDER – Mayor Mouton called the workshop to order at 4:45 p.m.
2. TOUR OF THE DPISD'S EDUCATION SUPPORT CENTER LOCATED AT 2800 TEXAS AVENUE IN DEER PARK, TEXAS – Mayor Mouton recessed the workshop meeting at 4:45 to tour the DPISD Education Support Center located at 2800 Texas Avenue in Deer Park, Texas.
3. RECONVENE – Mayor Mouton reconvened the workshop meeting at 6:26 p.m.
4. DISCUSSION OF ISSUES RELATED TO PARKING AT THE CITY HALL COMPLEX DURING CONSTRUCTION OF THE NEW CITY HALL AND DOW PARK IMPROVEMENTS – City Manager Jay Stokes advised Council to think about the use of Dow Park, especially in the summer time and the Community Center expansion in the next two years, the new City Hall and the staging area for the new City Hall. It will be challenging to accommodate all the parking needs. One possible solution which was lightly discussed this summer, was to add parking to the south where our current parking lot is located, in addition to the parking lot that will come with the new City Hall. The downside to that, we would have to go into Dow Park.

George Watanabe of Cre8 Architects commented, "We are proposing to construct a new paving as the first phase rather than the City to use it. You utilize the pave area for the

contractor to locate his construction materials. We won't be encroaching on the existing parking lot. We will construct the New City Hall and move everyone into it. When we are finished, we complete the paving and demolish the current City Hall and turn that into green space or whatever development you want to use it for. That was a thought and we'll locate the construction trailer on the north side of the building for the contractor to set up their office and field office. I tell all of our clients that we are not going to be invisible while we are under construction. There is going to be some type of inconvenience. We will try and minimize that as much as we can. There are going to be times when concrete trucks arrive at the same time parents are bringing their kids to the swimming pool or water park. We just want to warn you now, there are going to be a few conflicts along the way."

Public Works Director Bill Pedersen commented, "We looked at the developments of the proposed areas. We have about three hundred homes in the Heritage and Enclave Subdivisions that need to be built. We looked at the number of people that were going to be into the park. With ten percent of that, we don't have enough parking now. In the summer time, you cannot find a place to park. We looked at taking City Staff vehicles and parking them at the Luella complex and bring their City vehicles during the day and go back. The problem with that is, we have one parking lot at the Luella complex and it's already full. We don't want to go past the fence in the back due to the equipment. There is a potential for liability there. We are proposing to put a parking lot down into Dow Park. We tried to design around the trees. After City Hall is built and the old building is demolished, we'll gain one hundred parking spots."

Councilwoman Garrison asked, "How far into Dow Park will you go?"

Mr. Pedersen answered, "It's about sixty to eighty feet into Dow Park. I am just proposing this. We are open for suggestions."

Councilwoman Sinor asked, "How close is this to the pavilion?"

Mr. Pedersen answered, "We'll have to check that."

Councilwoman Garrison asked, "Can we enlarge the other side of P Street?"

Mr. Pedersen answered, "I'll have to research it. There is not much over there."

Mr. Stokes commented, "There's another thing to think about, to address in the long term rather than short term. We are doing all we can to address the green space there, yet we are taking away green space from Dow Park. We could do less to preserve green space and put more parking, but it doesn't help the staging."

Mayor Mouton asked, "How much spacing will go into Dow Park?"

Mr. Pedersen answered, "About sixty. We need to take into consideration, the construction on the Pavilion is going to start around the same time of the New City Hall. You're going to have site grading, prep work and slab poured. In 2018, the Community Center renovations will start."

Mayor Mouton commented, "I don't like going into the green space like everyone else, but where are we going to go for parking. This is preliminary. The Staff can start working on getting numbers and design work."

Mr. Pedersen commented, "It's estimated to be about \$300,000 to build a parking lot."


5. DISCUSSION OF ISSUES RELATING TO THE CITY'S INVESTMENT PROGRAM, INCLUDING THE ANNUAL REVIEW OF THE CITY'S INVESTMENT POLICY – Finance Director Donna Todd advised Council of the City's Investment Policy which is in accordance with the Texas Public Funds Investment Act. The policy requires a review and an adoption of a written instrument with itemized changes to the policy. Valley View Consulting, LLC began working with the City to provide Investment Advisory Services. The firm has reviewed the City's Investment Policy and has suggested several changes to consolidate or improve policy language, remove duplicate references and reorganize sections. The City is in agreement with these changes and have been incorporated in the proposed policy. Another requirement of The Investment Policy includes a list of broker/dealers authorized to engage in investment transactions with the City. The current list includes the following: Coastal Securities, Inc., Duncan-Williams, Inc., Hilltop Securities (formerly First Southwest Company), and Wells Fargo Securities, LLC. The Finance Committee met on August 26, 2016 to review the proposed changes to the policy and to review the list of authorized broker/dealers. No changes to the list of authorized broker/dealers were recommended at this time.
6. DISCUSSION OF ISSUES RELATING TO PROPOSAL NUMBER TWO FROM CDM SMITH FOR EXTENDED ADDITIONAL SERVICES ON PHASE I OF THE WASTEWATER PLANT RENOVATIONS – Public Works Director Bill Pedersen commented, "If you recall, a month ago I came before you on change proposal number one. This is to extend those services. We have experienced weather delays during construction of improvements to the Wastewater Treatment Plant, necessitating an extension of services by project engineer CDM Smith. This proposal, which is not to exceed \$27,510.00, allows for additional time for construction material testing, the services of the resident project representative, and certain inspection services. This project will be funded out of Certificate of Obligation Bond Fund 48."
7. DISCUSSION OF ISSUES RELATING TO AN AGREEMENT WITH FIRST TEE OF GREATER HOUSTON, INC. FOR THE GOLF PROGRAMMING LOCATION USE AGREEMENT AT THE BATTLEGROUND GOLF COURSE - Mike Shoelen, Battleground Golf Course General Manager advised the Council of The First Tee of Houston Program, which is dedicated to impacting the lives of young people in the Greater Houston area, by providing learning facilities and educational programs that build character, instill life enhancing values, and promote healthy choices through the game of golf. The program is currently offered at 455 schools in 28 districts and by the year 2020, the program goal is to extend into every public school across Houston, impacting the lives of more than 500,000 youth. The Houston Golf Association holds the charter to the First Tee of Greater Houston. The goal is to start in mid-January. There is no cost to the City of Deer Park and a great opportunity to promote the Battleground Golf Course and the City of Deer Park.

8. DISCUSSION OF ISSUES RELATING TO AN AMENDMENT TO THE LEASE AGREEMENT RELATED TO THE BATTLEGROUND AT DEER PARK GOLF COURSE AND THE REPUBLIC GRILL WITH TOUCHSTONE GOLF, LLC – Steve Harker of Touchstone Golf, LLC presented a PowerPoint of the Battleground Golf Course and highlighted the vision, investment/improvements and proposed a new lease agreement which will consist of temporarily reducing the revenues paid to the City. This agreement reduces Touchstone's financial obligation to the City of Deer Park by setting the facility rental rate at \$1 per year (presently it is \$5,000/month), eliminating all percentage rent payments, and reducing required capital expenditures from 4% to 2% beginning in 2017. These reductions would occur until Touchstone has reimbursed fully a prescribed Capital Expenditure Investment Amount of \$520,854.97. Afterward, all reductions prescribed in the amendment are removed, facility rental returns to \$5000 per month, percentage rent payments begin again, and mandatory capital expenditures moves from 2% to 4%. All prescribed reductions are removed if Touchstone defaults on its lease with the City. Finally, the amendment allows Touchstone to sub-lease restaurant operations at The Republic Grill with the City's approval.
9. DISCUSSION OF ISSUES RELATING TO CONCERNING HIRING A COMPANY FOR THE SURFACE WATER TREATMENT PLANT EMERGENCY SLUDGE REMOVAL PROJECT – Public Works Director Bill Pedersen, commented, "The sludge ponds at the Surface Water Treatment Plant have reached a critical level. We are concerned about them over topping the bank. If we do, we are violating TCEQ regulations. We need to move forward in getting the two sludge ponds cleaned out."

Councilman Patterson asked, "Did we have them cleaned a couple of years ago?"

Mr. Pedersen answered, "A couple of years ago, we took the middle pond and pushed it into pond three. The problem has been, we get contractors to give us quotes for bids and they never come back. It has reached a critical point and this company has newer technology."
10. DISCUSSION OF ISSUES RELATING TO THE FISCAL YEAR 2016-2017 FINAL BUDGET – City Manager Jay Stokes, commented, "We are at the end of the budget process. I wanted to give Council the opportunity to ask any questions on the final budget. There were a few changes after it was presented in July. (Exhibit A1-A6)
11. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:07 p.m.


Shannon Bennett, TRMC
Acting City Secretary


Jerry Mouton
Mayor

**CITY OF DEER PARK
PROPOSED REVISIONS TO THE FISCAL YEAR 2016-2017 PROPOSED
BUDGET REVENUE**

Fund 10 – General

10-000-3101 – Current Taxes

Added \$721,148, which is the increase between the ad valorem tax revenue budgeted at a rate of \$0.70/\$100 valuation and the proposed \$0.72/\$100 valuation

10-000-3641 – Prior Year Revenue

Added \$263,325 to offset the increased expenditures in the General Fund (itemized below)

10-000-3642 – Transfer from Hotel/Motel Tax Fund

Added \$4,500 to reimburse the anticipated increase in part-time salaries and related benefits due to additional work hours associated with marketing and promotional efforts

10-000-3642 – Transfer from Municipal Court Fund (Court Security)

Added \$10,671 to reimburse the increase in overtime and related benefits associated with an additional bailiff for improved security when court is in session

Fund 11 – Special Revenue: Hotel/Motel Taxes

11-000-3123 – Hotel/Motel Taxes

Reduced \$23,000 as a more conservative estimate based on the most recent analysis of revenue trends

11-000-3640 – Prior Year Revenue – Hotel/Motel

Added \$27,500 to offset the \$23,000 decrease in projected revenue and to offset the \$4,500 anticipated increase in personnel costs associated with marketing and promotional efforts

Fund 19 – Special Revenue: Municipal Court

19-000-3640 – Prior Year Revenue – Municipal Court (Court Security)

Added \$10,671 to offset the anticipated increase in personnel costs associated with overtime for an additional bailiff when court is in session

Fund 25 – Storm Water

25-000-3640 – Prior Year Revenue

Reduced \$23,812 as the Catch Basin at the Golf Course Maintenance Barn Fueling Station project was moved to the Capital Improvements Fund

**CITY OF DEER PARK
PROPOSED REVISIONS TO THE FISCAL YEAR 2016-2017 PROPOSED
BUDGET REVENUE**

Fund 40 – Water & Sewer

40-000-3641 – Fund Reserves

Added \$1,291,110 to offset the increased expenditures in the Water & Sewer Fund (itemized below)

Fund 90 – Capital Improvements

90-000-3640 – Transfer from Other Funds

Added \$721,148, reflecting the increase in current taxes, as a transfer from the General Fund for street projects

**CITY OF DEER PARK
PROPOSED REVISIONS TO THE FISCAL YEAR 2016-2017 PROPOSED
BUDGET EXPENDITURES**

Fund 10 – General

10-102-4102 – Salaries – Part-Time (City Manager)

Added \$350 to more accurately reflect the anticipated work hours of part-time staff due to additional work hours associated with marketing and promotional efforts

Funding Source: Operating Transfer from Hotel/Motel Fund

10-102-4106 – Social Security/Medicare (City Manager)

10-102-4107 – TMRS (City Manager)

Added \$4,150 (\$75 and \$4,075, respectively) for related benefits associated with the increase in part-time salaries, specifically the addition of TMRS as the part-time hours are expected to exceed the 1000 hour threshold for contributions to TMRS

Funding Source: Operating Transfer from Hotel/Motel Fund

10-105-4232 – Building Rental (General Government)

Added \$4,200 for rental of office space at the Economic Alliance (at \$350/month) for a health clinic to serve employees and dependents on the City's health plan (new TML pilot program to reduce health care costs)

Funding Source: Prior Year Revenue

10-105-4530 – Operating Transfer Out (General Government)

Added \$721,148, reflecting the increase in current taxes, as a transfer to the Capital Improvements Fund for street projects

Funding Source: Current Taxes

10-107-4250 – Training & Travel (Personnel)

Added \$3,000 for staff training and development to further succession planning efforts

Funding Source: Prior Year Revenue

10-200-4904 – Machinery & Equipment (IT Services)

Added \$56,125 for completion of IT related work on the following: \$14,500 for the City Hall network tower requirements to withstand a wind speed of 140 mph (increased from 120 mph; \$41,625 for the firing range tower and radios to provide service and/or to increase band width to the Firing Range, Fire Drill Field, Wastewater Treatment Plant, and Visitors Center (work has not yet started and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

10-300-4104 – Overtime (Police)

Added \$8,700 for additional overtime associated with an additional bailiff to improve security when court is in session

Funding Source: Operating Transfer from Municipal Court Fund (Court Security)

**CITY OF DEER PARK
PROPOSED REVISIONS TO THE FISCAL YEAR 2016-2017 PROPOSED
BUDGET EXPENDITURES**

10-300-4106 – Social Security/Medicare (Police)

10-300-4107 – TMRS (Police)

10-300-4109 – Worker's Comp (Police)

Added \$1,971 (\$665, \$1,218, and \$88, respectively) for related benefits associated with the increase in overtime for an additional bailiff when court is in session

Funding Source: Operating Transfer from Municipal Court Fund (Court Security)

10-404-4909 – Parking Lots (Fleet Maintenance)

Added \$200,000 for completion of pavement improvements ("Ring Road") at the Maintenance Facility (work has not yet started and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

Fund 11 – Special Revenue: Hotel/Motel Taxes

11-602-4530 – Operating Transfers (City Promotion)

Added \$4,500 for a transfer to the General Fund as reimbursement for the anticipated increase in part-time salaries and related benefits due to additional work hours associated with marketing and promotional efforts

Funding Source: Prior Year Revenue

Fund 19 – Special Revenue: Municipal Court

19-104-4530 – Operating Transfers

Added \$10,671 for a transfer to the General Fund as reimbursement for the anticipated increase in personnel costs associated with overtime for an additional bailiff when court is in session

Funding Source: Prior Year Revenue

Fund 25 – Storm Water

25-406-4510 – Contingency

Added \$31,188 for unanticipated storm drainage projects, which reflects the balance remaining due to the Catch Basin at Golf Course Maintenance Barn Fueling Station project being moved to the Capital Improvements Fund

25-406-4914 – Storm Drainage

Moved \$55,000 Catch Basin at Golf Course Maintenance Barn Fueling Station project to the Capital Improvements Fund

**CITY OF DEER PARK
PROPOSED REVISIONS TO THE FISCAL YEAR 2016-2017 PROPOSED
BUDGET EXPENDITURES**

Fund 40 – Water & Sewer

40-501-4410 – Sanitary Sewers & Lift Station Maintenance

Added \$48,500 for completion of the sewer line extension to the Humane Shelter (work has not yet started because the architectural design for the new Humane Shelter has not yet been finalized and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

40-501-4241 – Consulting Engineer Fee

Added \$15,500 for completion of the engineering/design of the header replacement at the South Plant Lift Station (project is still in the design phase and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

40-501-4410 – Sanitary Sewers & Lift Station Maintenance

Added \$100,000 for completion of the header replacement at the South Plant Lift Station (project is still in the design phase and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

40-501-4410 – Sanitary Sewers & Lift Station Maintenance

Added \$110,000 for completion of the rehabilitation of the 13th Street Lift Station (work has not yet started and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

40-501-4904 – Machinery & Equipment

Added \$109,110 for completion of work on the Green Valley Lift Station budgeted in the current fiscal year (backup jockey pumps will not be delivered until after October 1, 2016)

Funding Source: Prior Year Revenue

40-505-4904 – Machinery & Equipment

Added \$115,000 for completion of installation of replacement pumps due to pump failures at the South Plant and 13th Street Lift Stations (work has not yet started and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

40-506-4411 – Lagoon

Added \$520,000 for completion of sludge removal from the lagoon budgeted in the current fiscal year (work has not yet started and will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

40-506-4904 – Machinery & Equipment

Added \$150,000 for cost share with Harris County for GLO Generator Project (additional amount in excess of grant funding received by Harris County)

Funding Source: Prior Year Revenue

**CITY OF DEER PARK
PROPOSED REVISIONS TO THE FISCAL YEAR 2016-2017 PROPOSED
BUDGET EXPENDITURES**

40-506-4904 – Machinery & Equipment

Added \$123,000 for completion of valve replacement at the Water Treatment Plant budgeted in the current fiscal year (work will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue

Fund 90 – Capital Improvements

90-401-4914 – Storm Drainage (Planning & Development)

Moved \$85,000 to Storm Water for the Moss Street Drainage Project

Funding Source: N/A (reclassification to Storm Water)

90-403-4406 – Street Repairs & Maintenance (Street Maintenance)

Added \$721,148 for street projects with funding provided by a transfer from the General Fund due to increased tax revenue

Funding Source: Operating Transfer from General Fund

90-406-4914 – Storm Drainage (Storm Water)

Added \$85,000 from Planning & Development for the Moss Street Drainage Project

Funding Source: N/A (reclassification)

90-406-4914 – Storm Drainage (Storm Water)

Added \$55,000 for the Catch Basin at the Golf Course Maintenance Barn Fueling Station (moved from Fund 25)

Funding Source: Prior Year Revenue

90-406-4914 – Storm Drainage (Storm Water)

Added \$75,000 for the Destiny Subdivision Detention Pond rehabilitation budgeted in the current fiscal year (work will not be completed until after October 1, 2016)

Funding Source: Prior Year Revenue