

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
SHERRY GARRISON
THANE HARRISON
TOMMY GINN
BILL PATTERSON
RON MARTIN
RAE A. SINOR

MAYOR
COUNCILWOMAN
COUNCILMAN
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 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



SETH 5 Star Texas Advantage Program: February 15, 2017

Program Usage in Deer Park:

- Total Households Assisted: 87

2012: 1

2013: 15

2014: 21

2015: 21

2016: 27

2017: 2

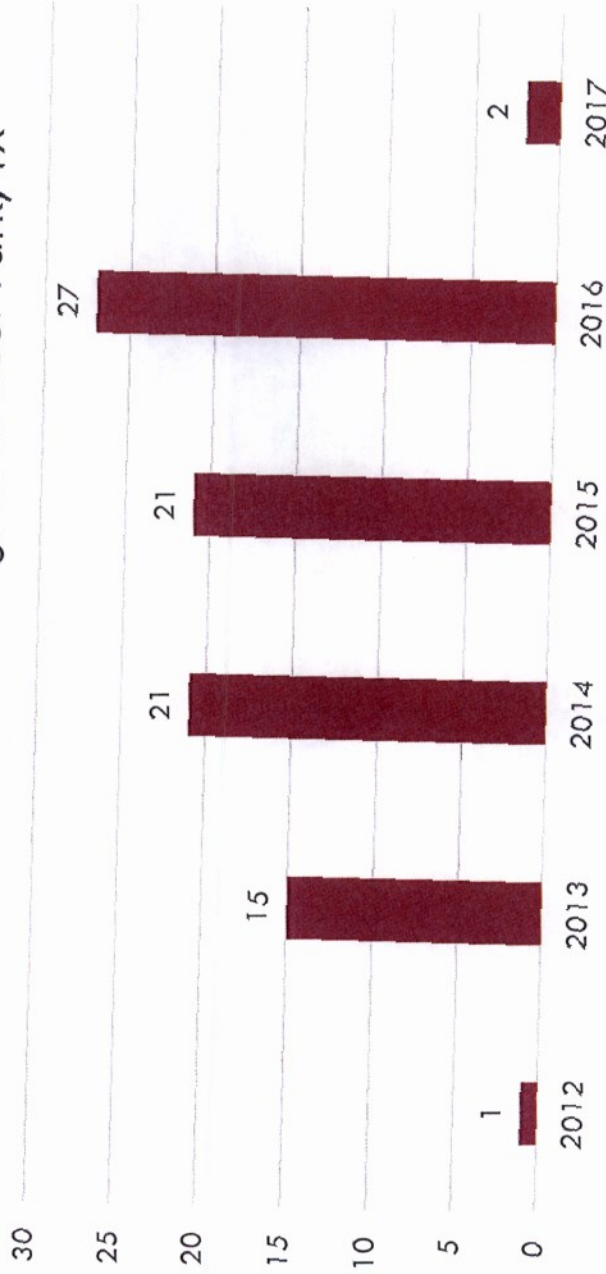
- Total Down Payment Grants Provided by SETH 5 Star: \$604,600
- Total Mortgage Loans Provided: \$11,976,800
- Average Grant for Family: \$6,949
- Average Sales Price: \$140,520
- Program Sales Price Range: \$80,000- \$230,000
- Average Annual Income: \$55,000

SETH 5 STAR TEXAS ADVANTAGE PROGRAM:

DEER PARK, TX

10/15/12-2/15/17

87 Units Purchased with Program in Deer Park, TX



2012: 1 Residence	Total Loan Amount: \$86,963	Grants Provided: \$4,354
2013: 15 Residences	Total Loan Amount: \$1,792,197	Grants Provided: \$87,403
2014: 21 Residences	Total Loan Amount: \$2,633,861	Grants Provided: \$127,693
2015: 21 Residences	Total Loan Amount: \$3,135,734	Grants Provided: \$157,524
2016: 27 Residences	Total Loan Amount: \$4,010,425	Grants Provided: \$212,356
2017: 2 Residences	Total Loan Amount: \$317,639	Grants Provided: \$15,268

SETH MORTGAGE CREDIT CERTIFICATE PROGRAM



THE SETH MCC is only available to first time homebuyers purchasing a home within the SETH jurisdictions. The SETH MCC may be combined with the SETH 5 Star Program. For this MCC Program SETH lowered the cost to the borrower from 1% of the loan amount to a flat fee of only \$500, regardless of loan amount.

Effective January 1, 2016 the MCC Benefit was increased from 40% of the interest paid annually to a 50% benefit. Max tax credit each year: \$2,000

Example of 1 year tax credit benefit with the SETH MCC Program:

Loan Amount:**\$120,000**
Interest Rate:4.5% The buyer pays \$5,625 of interest that first year
Tax Credit provided by the MCC Program.....50% \$5,625 x 50%= \$2,812
MCC Benefit for the homeowner.....**\$2,000**

Actual annual benefit determined by the amount of interest paid each year for your mortgage loan. Eligible homeowners may receive the tax credit each year while they are living in the home and making their mortgage payment.

MCCs Provided to Homebuyers in Deer Park: 1/6/15 - 2/15/17

- Total Households: 7
- Average Household Income: \$44,410
- Average Loan Amount: \$134,780
- Average Purchase Price: \$137,900

Date	Time	Meeting Description
March 27	1:30 PM	Staff Meeting with Department Heads to discuss FY 2017-2018 budget process and distribute budget materials.
April 24	5:30 PM	DPCDC Board of Directors reviews preliminary FY 2017-2018 DPCDC Budget
May 1 - 25	TBD	City Manager/Assistant City Manager/Finance Director Meetings with Department Heads to discuss FY 2016-2017 budget estimates and FY 2017-2018 budget requests.
May 15	5:15 PM	CCPD Meeting – PD presents proposed CCPD budget to board. Board schedules public hearing on proposed budget (<i>Note: a P&Z Meeting is scheduled this evening.</i>)
May 15	5:45 PM	FCPEMSD Meeting – FD presents proposed FCPEMSD budget to board. Board schedules a public hearing on budget (<i>Note: a P&Z Meeting is scheduled this evening.</i>)
May 24		Notice for FCPEMSD public hearing on proposed FCPEMSD budget runs in newspaper.
May 24		Notice for CCPD public hearing on proposed CCPD budget runs in newspaper.
June 12	5:15 PM	CCPD public hearing on CCPD budget.
June 12	5:45 PM	FCPEMSD public hearing on FCPEMSD budget.
June 12	After P.H.	FCPEMSD budget workshop – (follows Public Hearing)
June 23	TBD	Distribute FY 2017-2018 Budget Workbooks to Council.
June 26	5:30 PM	City Council Budget Workshop.
June 27	5:30 PM	City Council Budget Workshop.
July 10	5:15 PM	CCPD Meeting to adopt CCPD budget. (<i>Board submits budget to Council</i>)
July 10	5:45 PM	FCPEMSD meeting to adopt FCPEMSD budget. (<i>Board submits budget to Council</i>)
July 18	7:30 PM	City Council calls for public hearing on proposed CCPD and FCPEMSD budgets.
July 24	5:30 PM	DPCDC adopts FY 2017-2018 Budget and submits to Council.
July 26		Notice for Council public hearing on CCPD budget runs in newspaper.
July 26		Notice for Council public hearing on FCPEMSD budget runs in newspaper.
July 31	5:30 PM	City Manager presents proposed budget to City Council. Council calls public hearing on proposed City budget. (<i>Special Meeting</i>)
August 9		Notice for Council public hearing on City budget runs in newspaper.
August 15	7:30 PM	Public Hearing on proposed City budget.
August 15	7:30 PM	Council workshop on FY 2017-2018 DPCDC Budget
August 15	7:30 PM	City Council public hearing on proposed CCPD budget. City Council approves or rejects the CCPD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 15	7:30 PM	City Council public hearing on proposed FCPEMSD budget. City Council approves or rejects the FCPEMSD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 15	7:30 PM	City Council adopts FY 2017-2018 DPCDC Budget
Sept. 19	7:30 PM	City Council adopts FY 2017-2018 Budget.
Oct. 1		FY 2017-2018 begins.