

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 6, 2018, BEGINNING AT 6:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON
THANE HARRISON
TOMMY GINN
BILL PATTERSON
RON MARTIN
RAE SINOR

MAYOR
COUNCILMAN
COUNCILMAN
COUNCILMAN
COUNCILMAN
COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

JAY 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 6:30 p.m.
2. EXECUTIVE SESSION- CONSULTATION WITH CITY ATTORNEY – POTENTIAL LITIGATION – Mayor Mouton recessed the meeting at 6:30 p.m. for an Executive Session.
3. RECONVENED – Mayor Mouton reconvened the workshop meeting at 6:39 p.m.
4. PRESENTATION OF THE SUMMARY REPORT OF THE ANNUAL COMPARATIVE ANALYSIS FOR BIAS BASE/RACIAL PROFILING – Police Chief, Greg Grigg advised Council of the State law requirement that once a year, prior to March 1st, a report is filed with the State and an analysis is presented to the local governing body as an overview of the annual comparative analysis for bias/racial profiling highlighting the number of vehicle stops with the results of citations, arrests, and a combination of both; the race and ethnicity of individuals; the race and ethnicity of those with knowledge of prior offenses who were stopped; the number of vehicle searches and, of those, the number that were consent and non-consent. There were no complaints, investigations or dispositions pertaining to racial profiling in our City.

5. DISCUSSION OF ISSUES RELATING TO THE COMMUNICATIONS PLAN UPDATE AND THE NEW CALENDAR OF EVENTS – Public Relations Marketing Specialist, Kristin Edwards gave a presentation with an overview of the updated Communications Plan and highlighted minor and major changes along with calendar events. (Exhibits A1- A2)
6. DISCUSSION OF ISSUES RELATING TO THE PURCHASE OF FURNITURE (COUNCIL CHAMBERS AUDIENCE SEATING) FOR THE NEW CITY HALL FACILITY – Assistant City Manager, Gary Jackson, reminded Council of the authorization of the purchase of all the furniture for the new City Hall furniture with an exception of the audience chairs for the Council Chambers. Samples of furniture for the new City Hall Council Chambers were displayed for Councilmembers.

George Watanabe, Cre8 Architects, displayed samples of color schemes for the chairs and carpet. He advised Council of the order, which includes 52 chairs with arms and 13 chairs without arms.

Mr. Watanabe commented, "After much discussion and trying things out, we finally arrived with a chair that may satisfy most. If Council is okay with this, then we would like to move forward with placing the order."

After the discussion, the consensus of the Council is to proceed with the order of the audience seating.

7. DISCUSSION OF ISSUES RELATING TO THE MAXWELL ADULT CENTER CHANGE ORDERS AND CONTINGENCY MODIFICATIONS – Parks and Recreation Director, Charlie Sandberg discussed the 2 million dollars allotted for the Maxwell Adult Center project. During the demolition process further issues were identified by the general contractor and communicated to the architect, structural engineer and City staff. The issues included connecting electrical service from the building to Centerpoint pole, excessive mold that required additional demo services, waterproofing and applied services, which also included some structural work in the sheet rock and issues with an existing roof drain and a clogged sanitary line. Additionally, the interior concrete floor had dropped several inches and there was a gap in the southwest corner tilt wall, that also eluded to the discovery of a pier that was cracking. Finally, due to the pier structure additional architectural services were required. An unencumbered amount of \$144,000 was discovered available. Left over in the unencumbered amount is \$69,000. This project has a time frame of completion in the Fall of 2018.

Councilwoman Sinor asked, "Have all the surprises been uncovered?"

Mr. Sandberg, commented, "We get an update every two weeks. It has been brought to our attention of some roofing issues and also some duct work issues. We may be looking at some additional funding and having to go into the unencumbered funds. Like I stated before, there is about \$69,000 left in the unencumbered funds and \$39,000 in the contingency line item. We think there are more items that may come up."

Councilman Patterson asked, "Where did the unencumbered funds come from?"

Assistant City Manager, Gary Jackson, responded, "Budgeted funds, but not spent."

City Manager, Jay Stokes commented, "The roof could be more trouble."

Councilwoman Sinor asked, "How could we not know of the issues with the roof?"

Mr. Stokes responded, "Until you start taking things apart and seeing what is actually there, it is not simply the roof itself, it is the whole structure. If it needs to be changed, they would have to come in to put a whole new roof, which would slow down the current contractor. That could be a very bad situation."

Mr. Sandberg commented, "We have been asked to take a look at different options."

Councilman Harrison commented, "We hired a company that was going to check all the City's roofs for us and give us updates."

Mr. Stokes commented, "It is more complicated than that."

Public Works Director, Bill Pedersen, commented, "We have a water proofing contract, with a company that comes out and makes sure roofs are not leaking and that they are water tight. This is under the roof, actually the original structure of the building. It is called tectum, a material like a foam. They can't screw into it and withstand the current wind loads. They will only guarantee a 55 mile an hour wind load if they are attached to it. We need 140 mile an hour."

Mr. Jackson commented, "That is from the original construction from years ago."

Mr. Pedersen commented, "In order to bring it up to par and meet the wind code, we will have to take all the deck up and replace it with a new deck."

Councilwoman Sinor asked, "Over the entire building?"

Mr. Pedersen responded, "Except for the one piece that gets a complete replacement."

Councilman Patterson asked, "Would they have found this problem even after they inspected it?"

Mr. Pedersen responded, "No, because it was occupied at that time. All they do is look for the water proofing."

Councilwoman Sinor commented, "We should have been thinking that this would be a part of the expenses all along in redoing the building. A building that old would have roof problems."

Mr. Pedersen commented, "Not necessarily. It just depends on what was used to construct the building at the time."

Councilwoman Sinor asked, "You didn't know?"

Mr. Pedersen responded, "No, it was occupied at the time. It was operational and it was not known until they started tearing everything apart."

Mr. Stokes commented, "We went into the project hoping to be able to retain as much of what was already there as possible. As they tear it out, since it is not occupied, they are finding more things that don't need to be retained, but rather replaced. Had we bid it that way upfront, it would have cost more. We went into this hoping for a bid for a best case scenario, but it is not a best case scenario. We do not know if it is going to need a new roof, but it is still a possibility."

Mr. Sandberg commented, "It is still being vetted."

Councilwoman Sinor asked, "When will we know?"

Mr. Sandberg responded, "They are working on that right now. Internally, we are going to discuss the roof and move forward from there."

Councilman Patterson asked, "Will we know by the next Council meeting?"

Mr. Stokes responded, "Once we find out from the contractors that are going to give us the options, if it is a worse case scenario, we will have to come to Council to get more funding and to amend the budget to fix all this. That will have to happen fast, because the contractor will lose time and will have to charge us mobilization and that could delay the project. As soon as we know something and if it requires anything that will need Council action, we will immediately bring it to you in the next Council meeting or even set a special meeting if we have to."

Mr. Sandberg commented, "It is part of the critical path. You have to take care of the exterior walls in the roof to take care of everything else on the inside. It is really important that we move on it."

8. DISCUSSION OF ISSUES RELATING TO AN UPDATE ON THE NEW CITY HALL CONSTRUCTION AND THE DATE FOR THE MOVE TO THE NEW CITY HALL – City Manager, Jay Stokes commented, "On July 29th, 2000, my oldest son was born. He is about to graduate high school. Two months before he was born, it was said we were going to do something with City Hall. It has been 18 years, and we are very close to finally having this done. As far as what is about to happen with the move from here to there, if things as we are hoping, there is Spring Break coming up and also Easter holiday, so the best weekend to do the move would be the first full weekend of April. If we stay on schedule, the weekend starting Friday, the 6th of April, through the following Monday. We may have to close City Hall and not open on either Friday or Monday or even both. We do not know yet. Again, if we stay on target, the move from here to there, will be that weekend. All of us are keeping our calendars open in preparation for that weekend. The plan for the furniture and the items that are not going to transition from here to there, will be tagged to make it known to other departments outside of City Hall, to have first choice of taking it if they could use it for their building. Whatever is left, will go to auction. That is part of what you are approving tonight, is to allow us to go out to

auction. We will coordinate that with Pete Adame at the warehouse and with Tracy Peterson and also with our usual auctioneer to do that as smart of way as possible."

Mr. Stokes discussed the options of the furniture items being sold individually or in lots. Mr. Stokes also advised Council of the last City Council meeting to be held in the

original City Hall, will be the second meeting in March, and the first regular Council meeting of April, may have to be held in a special location. Mr. Stokes also discussed some challenges of posting public hearings and having the hearings in a different location. Mr. Stokes made reference to the original City Hall being demolished once everything has transitioned to the new building and having a series of open houses to give the public multiple opportunities to see the new City Hall.

George Watanabe, Cre8 Construction, gave an overview of the furniture schedule to include dates of delivery to be March 12 for the second floor furniture and March 19 for the first floor furniture. Mr. Watanabe highlighted the major step of having power to the building and the air conditioner up and running. Mr. Watanabe presented a slideshow of the public entrances to the new City Hall building, the Council Chambers, the security window and lobby, the first and second floor corridors, conference room, and restrooms. Mr. Watanabe advised Council that weekly meetings are held to get the most current status report.

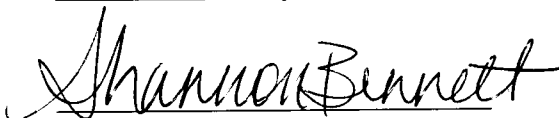
Councilman Patterson asked, "Have you worked with this contractor before?"


Mr. Watanabe responded, "A long time ago. We have worked with him quite a bit in the past. We do mostly education projects, and he decided to get out of that line of work, which is why we hadn't worked with him in a long time. This is the first time in a long time and it has turned out to be good. I have enjoyed working with him."

Councilman Harrison asked, "When will you be pouring the concrete for the parking lots and the sodding?"

Mr. Watanabe responded, "That will not occur until after we move out of this building and into the new one. There is a portion south of us that we are going to extend the parking over, but this building will have to be gone first. We are excited. It's starting to shape up now and we are able to start seeing what the building looks like."

9. ADJOURN – Mayor Mouton adjourned the workshop meeting at 7:20 p.m.


Shannon Bennett, TRMC
City Secretary


Jerry Mouton
Mayor

Communications Plan Calendar of Events

FY 2017-18 Communications documents
Kristin Edwards, PR/Marketing Specialist

COMMUNICATIONS PLAN 2017-18 COMPLETE: GOAL 2, OBJECTIVE 1, ACTION 5

- ▶ "DISTRIBUTE ANNUAL CALENDAR OF CITY EVENTS TO GIVE CITIZENS AND MEDIA A LONG-RANGE OVERVIEW OF UPCOMING EVENTS"
- ▶ This goal is achieved through the Calendar of Events in front of you.
- ▶ With the calendar, both citizens and staff will be able to plan ahead for major holiday events or staff promotions like Public Works Week, and the current format will allow for easy printing and updating.

COMMUNICATIONS PLAN 2017-18 RE-CONFIRMED MISSION STATEMENT

The staff-based Communications Committee re-affirmed the mission statement below during our December 2017 meeting.

The City of Deer Park serves the community in the area of communication by providing consistent, factual and timely messages concerning ongoing projects, current events and City initiatives - while enabling two-way communication - in order to help residents, businesses and visitors stay informed.

COMMUNICATIONS PLAN 2017-18 MAJOR CHANGES

Social Media Policy changes:

- ▶ Employee responsibility for both full-time and part-time employees - Sections 5.2 and 5.4

5.2 All employees (both full-time and part-time) bear full responsibility for the material they post on social media sites. Inappropriate usage of social media can be grounds for disciplinary action, up to and including termination.

5.4 Any part-time employee who is tasked with generating content for a social media channel must submit all content to their supervisor for prior approval before that content is made public.

COMMUNICATIONS PLAN 2017-18 MINOR CHANGES

- ▶ Updated Communication Assets to include all current channels including the new "Deer in the Spotlight" digital newsletter
- ▶ Updated our City Representatives Guide to provide current spokespersons and subject matter experts for the City of Deer Park as well as up-to-date contact information for all
- ▶ Updated goals and objectives removing actions taken since first plan

COMMUNICATIONS PLAN 2017-18 MAJOR CHANGES

Social Media Policy changes:

- ▶ Inclusion of Archive Social under technical oversight - Section 6.2.3

WHY THIS IS IMPORTANT:

Allows City to meet retention requirements set by Texas State Library and Archives Commission, regardless of human error or deletion of comments

COMMUNICATIONS PLAN 2017-18 MAJOR CHANGES

Social Media Policy changes:

- Clarification regarding comments pertaining to non-affiliated entities - Section 7.3

7.3 Departments are responsible for responding to public commentary, inquiries or complaints - pertaining to the City or partnering entities - which pertains to the message and intention of the original post. Additional responses may be made at the Department's discretion.

Responses must be approved by the Department Head, Division Manager or his/her designee.

- Any inquiries or complaints regarding unaffiliated entities (not part of the City of Deer Park) should be directed to the PR/Marketing Specialist.

COMMUNICATIONS PLAN SECTION 7.5

- The City of Deer Park reserves the right to hide and/or delete any comment or posting that is deemed inappropriate, pornographic, malicious, offensive, threatening, profane, insulting or grossly inaccurate. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, disability, national origin or sexual orientation will not be permitted.
- In the event that an individual repeatedly posts egregiously abusive or threatening comments/images as outlined above, the City of Deer Park reserves the right to block the user from posting commentary to City social media sites/pages. The same will apply to commercial posting conducted by a spam account.
- For this purpose, users may be blocked after the third time a comment is deemed inappropriate and must be removed.
- Certain single egregious violations may result in immediate blocking of the user.
- Any user who is blocked from a social media platform may still utilize City contact points including the City website, email, phone or printed publications to gain access to current information.

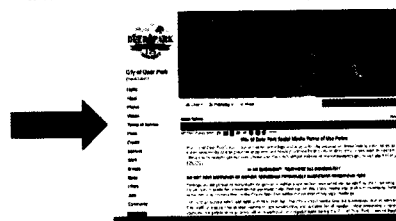
COMMUNICATIONS PLAN 2017-18 MAJOR CHANGES

Social Media Policy changes:

- Immediate response policy for law enforcement - Section 8.1
- Reservations/program sign-ups for recreational programs - Section 8.1
- Further, comments on a social media site should not be utilized as a method of contacting the City in case of an emergency. Requests for City services or aid should be directed through channels which are monitored 24 hours a day, such as dispatch telephone lines.
- Finally, comments on social media sites such as the Parks and Recreation or Deer Park Public Library Facebook pages concerning reservations for one-time or ongoing programs are not considered acceptable alternatives to in-person or over-the-phone reservations or registration completed through online platforms such as ActiveNet.

WHERE CAN CITIZENS FIND THE POLICY?

- Following this update, amended language detailing this policy will be added to the "Terms of Service" section on each of the City's Facebook pages.



COMMUNICATIONS PLAN 2017-18 MAJOR CHANGES

- Social Media Policy changes: BIGGEST CHANGE
- Blocking/deleting users and updated policy - Section 7.5
- New language developed per advice from Kristi Dalton, Founder of Government Social Media Organization

Essentially: Establish policy, be very specific, and be 100% consistent with every user, and ensure your policy is available for page users.

This approach was also confirmed in a recent TML webinar with the takeaways being: Adopt a Social Media Policy, follow it CONSISTENTLY, and revise/revisit OFTEN.



YOU HAVE NOT SEEN THE LAST OF THE COMMUNICATIONS PLAN!

- Goal 2, Objective 3, Action 8 calls for an evaluation of the Communications Plan to be conducted every two years
- Especially where social media policy/procedure is concerned, we will be keeping an eye on current municipal and legal trends and updating as necessary.

THANK YOU!