

Capital Improvements Plan Advisory Committee

June 16, 2021

6:31 p.m.

City Hall Room – Council Chambers

Minutes

A meeting of the Capital Improvements Plan Advisory Committee (CIPAC) was held on Wednesday, June 16th, 2021, at City Hall’s Council Chambers room.

Members Present:

Barbara McAninch

Chairperson

Neil Anson

Caryl Meeks

Greg Kramer

Jeffrey Wheeler

Karim Ali

Alternate (CIPAC)

Alejandro Arrieta

Traffic Advisory Committee

Sunil Sundaran

Planning and Zoning Commission

Suzanna Dooling

Parks and Recreation Board

Members Absent:

Rajab Ali

Daniel Law

Amber Lasseigne

Library Board

Others in Attendance:

Jonathan Wheat

Director of Engineering - Staff Liaison

Bob Scott

Assistant City Manager (ACM)/CFO

Claudia Gallegos

City Treasurer

Carmella Flemming

Administrative Support Specialist – Engineering

Elise Loftis

Senior Accountant

Jonathan Scheu

Library Director

Jody Byerly

Director of Public Works

Kevin Pike

Public Works Manager – Streets

Joshua Cohron

Public Works Manager – Water

Andrew Combs

CIP Manager/Engineering

1. The meeting of the Capital Improvements Plan Advisory Committee (CIPAC) was called to order by Chairperson Barbara McAninch at 6:31pm.

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2. Minutes of April 21, 2021, meeting was called for motion to approve by Greg Kramer and seconded by Susan Dooling. It was unanimously approved.
3. Jonathan Wheat, Director of Engineering, presented a primer for the next Bond Election. He gave a brief proposed schedule and summary on how the preparation for the election will unfold. The preparation for the election will start in August with monthly meetings until recommended projects are submitted to City Council in June 2022. The election date is in November 2022. The projects to be included in the next Bond Election will be reviewed in the following order during the monthly meetings: drainage, facilities, public safety, parks and recreation improvements, water and water infrastructure, and streets and traffic improvements. Jonathan explained that library projects will be reviewed under facilities and historical projects under parks and recreation improvements. The Committee will present the final project list to Council. The City Council will make the final selection of projects and call the bond election.
4. Bob Scott explained the importance of maintaining the City's debt service tax rate consistent through the years. He also provided a status of the City's authorized bonds and emphasized the importance of the November 2022 Bond Election. In addition, he in response to a Committee question he responded that the last City's proposition in bond election that was not approved by the voters occurred in the 1960s. Furthermore, he explained about estimating interest for the bond issuance and the access evaluation related to bonds issuance.
5. Jonathan Wheat presented a list of the projects included in the 2018 Bond Election. He provided a status of the projects in the areas of Streets (proposition A), Public Safety (proposition B), Parks & Recreation improvements (proposition C). The list also reported the amount of issued and unissued bonds for each proposition. Jonathan informed the Committee that most of the Street projects are within neighborhoods. Finally, he explained that N.O.T.I.C.E stands for Neighborhood Oriented Target Infrastructure and Code Enforcement.
6. Bob Scott mentioned that Marc Guy, Carrollton ACM, tracks the metrics on how the N.O.T.I.C.E program improves a neighborhood by comparing it with a nearby similar neighborhood that was not part of the program. The metrics look at diverse areas, such as: the owner occupy versus rental, crime rate, code enforcement actions and home value appreciation.
7. Andrew Combs provided an update on Capital Improvement Projects (CIP). He explained that his team is responsible for most of the infrastructure and facility projects within the bond funding. Also, he provided an overview of the major capital improvement projects and answered some questions related to the detention and jail construction.
8. Jonathan Wheat presented the FY2020-2024 Capital Improvement Plan (CIP), that is the 5-year working plan per the last bond cycle and he gave an overview on how this plan is structured. He also explained about the CIPAC recommendations and provided the Committee with a copy of the last (FY2021) CIPAC Recommendation. The Committee discussed the possible use of surplus funds in the next five years.
9. Barbara McAninch explained that the CIPAC committee normally stays with the similar wording for the written recommendation policy of the CIPAC recommendation. The Committee will decide on the funding recommendations areas and recommend a priority order for usage of surplus funds. After some discussion, the Committee decided to have 4 areas in

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the priority order list for the CIPAC recommendation FY 2022. The priority order was as follow:

1. Sidewalks
 2. Intersection Improvements
 3. Residential Street Lights
 4. Alleys
10. After extensive discussion, Barbara McAninch called for a motion to make the above priority order list as the CIPAC recommendation. Motion to approve the recommendation by Greg Kramer, Jeffrey Wheeler seconded it. The Motion was approved with one vote in opposition by Alejandro Arrieta. Jonathan was assigned to update the CIPAC Recommendation for FY2022. Barbara McAninch is to present the CIPAC recommendation to the City Council on August 3, 2021.
11. The next meeting was scheduled for Wednesday, August 18, 2021, which will discuss the bond election and review the project selection methodology.
12. Barbara McAninch adjourned the meeting at 8:16 p.m.

Respectfully Submitted,



Chairperson



Staff Liaison