

CAPITAL PROJECTS ADVISORY COMMITTEE (CPAC) MINUTES
WORK SESSION MARCH 18, 2017 AT 6:00 PM
COMMUNITY ROOM AT CITY HALL
206 NORTH MURPHY ROAD
MURPHY, TEXAS 75094

1. CALL TO ORDER

Chairman John Wideman called the meeting on March 18, 2017 to order at 8:34 am.

Guests present: Mayor Pro Tem Scott Bradley, Councilmember Don Reilly, Maria Reilly, Bob Mortonson, and Celso Martinez.

Staff members present were: City Manager Mike Castro, City Secretary Susie Quinn, and Public Services Director Tim Rogers.

2. ROLL CALL & CERTIFICATION OF A QUORUM

The following CPAC members present were: Chair John Wideman, Vice Chair Greg Matocha, Committee Member Chris Holloway, Committee Member Kevin McGillis, and Committee Member Frederick Olson.

Absent was: Committee Member Wilson Pierce.

3. PUBLIC COMMENTS

No public comments were presented.

4. DISCUSSION AND ACTION ITEMS

- A. Review and discuss possible action regarding CPAC Presentations made so far and develop a list of any follow up questions or feedback from the committee. *John Wideman, Chair*

An observation from CPAC Committee regarding the Police Department's presentation, the two biggest ticket items have the lowest confidence level. It was asked if there is a possibility to increase the confidence level. The confidence level for carpet and paint could increase as the department would have to solicit bids to have a much more firm estimate on this item. As far as decommissioning the jail, this would involve the hiring of an architect to provide a master plan for the project. There is not enough time to accomplish or evaluate the task. Staff's goal is to move the item to a medium category.

The Committee discussed in detail the grouping of the projects presented so far. Public Safety is Police and Fire with maintenance being a big portion of their needs. The Parks are ranked by location not by the park needs, with North Hill Park referenced in the discussion. The Committee needs to refocus on approving the bond contents not the costs. Money is starting to be a distraction, the priority level is supposed to be more of a consideration than the price estimates. Council will have final say so in what projects will be in the bond packaging. Language on the ballot is crucial, so it is important to have the latest changes.

Life cycle management of the city's current facilities have not been considered in the past but new staff is bringing items forward to hopefully encourage proactive long term maintenance. If bonds are not approved, then the funding issue will still have to be addressed by Council. Capital program

is limited especially without tax increases. The goal of the Committee is to review all of the information and provide a recommendation to Council as they have the final approval.

Questions from the Committee on how often and how to obtain copies of the Cost Estimates document were asked. Staff will either provide copies at each meeting or the documents will be emailed to all whenever they are updated.

Question from the Committee regarding an update to the 2008 Master Park Plan. Staff and Parks Board is currently working on updating the Master Park Plan with a public input meeting to be scheduled. The 2017 update to the Park Master Plan is categorized as an incremental update to the 2008 Master Park Plan.

Discussion only

- B. Discuss and enter various projects using the "Project Overview" system. *John Wideman, CPAC Chair*

The "Project Overview" system was developed in-house by the City's IT Department using the evaluation sheet developed and approved by CPAC at the February 23, 2017 meeting. As each project is entered and ranked, a spreadsheet is developed to identify the importance of the various projects.

The Committee discussed the "Project Overview" system and an example was provided to them of the spreadsheet project overview form.

- C. Discuss a website resident bond input form. *John Wideman, CPAC Chair*

The Committee discussed that the website input form should have a topic and text box with a comment section available for input from concerned citizens.

Discussion only

The Committee recessed for a short break.

The Committee reconvene at 9:36am.

- D. Review, discuss the previously discussed dates for a Town Hall Meeting to include the meeting content and advertising with Celso Martinez, Municipal Voice. *John Wideman, Chair*

This item was discussed at the March 9, 2017 meeting and some possible dates were discussed. Celso Martinez is to attend to offer and receive more guidance on the content and advertising for the Town Hall Meeting.

Celso Martinez recommended a Saturday morning meeting and to also consider an evening meeting during the week for individuals who are unable to attend a Saturday meeting. The Committee agreed to hold the Townhall meetings on the morning of Saturday, April 22 at 9:30 – 11:00am and evening of Tuesday, April 25 at 6:30 – 8:00pm. Both meetings will present the same information format. Location was discussed among the group with a consensus reached to utilize the Council Chambers to be able to record the meeting. A few guiding principles to follow in regards to the Townhalls:

- (1) apolitical no infusion of political stances;
- (2) neutrality, be informative but not biased;
- (3) open and honest;
- (4) factual when sharing information;
- (5) clarity not ambiguous.

Municipal Voice will market the Townhall meetings utilizing traditional and social media.

The Committee discussed the intended outcome and why is the Townhalls are being held. The outcome is to spark interest, provide and gather information. The Committee discussed the structure format of the Townhalls whether to be formal or informal. The Committee discussed the Storyboard format in further detail and reached a consensus that the layout of the Townhall would begin with five (5) storyboards to be displayed outside Council Chambers. A Committee Member along with Staff would be at each Storyboard to help guide with input from residents. The Storyboard should reflect conceptual imagery with three or five word description, the template should be consistent. A blank sheet near each Storyboard on a table for a resident to provide their written input. An notice will be posted for both Townhall meetings as a quorum from more than one Board and/or Council is expected. The format for the meetings is to have a greeter at the door to welcome residents as they enter, hand them a card with the Bond 2017 Initiative website address for additional information. Each person will be asked to please visit each station and told that a form is displayed for input. The General Session is to begin promptly at 10:00am for Saturday, 4/22 and 7:00pm for Tuesday, 4/25. The Committee is to explain the process and answer any questions. Following the meetings, staff will consolidate the comments from the input sheets and website comments to provide a report to CPAC.

Staff is to provide water and peanut butter crackers at Townhall meetings.

5. ANNOUNCEMENTS AND REQUESTS

- A. Members of the CPAC Committee may request topics for future agenda meetings. No member of the CPAC Committee may discuss any of the requested subjects until such matter has been properly placed on the agenda.

The Committee discussed and asked the question: What deliverable will be presented to Council at the March 21st City Council meeting? The expectation of the Chair is to provide them with an update, walk through the process, and answer questions. Staff was requested to display the Project Form on the screen for reference during the meeting.

6. ADJOURNMENT


Chair Wideman requested a motion to adjourn.

Committee Action on Item 6

Committee Member McGillis made a motion to adjourn. It was seconded by Committee Member Olison. The motion was approved unanimously, 6-0 (Vice Chair Matocha and Committee Member Wilson was absent).


With no further business, the Committee meeting adjourned at 11:25 am.

APPROVED BY:



John Wideman, Chair

ATTEST:



Susie Quinn, City Secretary