

CITY OF UNIVERSITY PARK, TEXAS
CAPITAL PROJECTS REVIEW COMMITTEE
MONDAY, AUGUST 19, 2013, AT 4:00 P.M.
UNIVERSITY PARK CITY HALL
SECOND FLOOR CITY COUNCIL OVERFLOW ROOM
M I N U T E S

Attending:

Brunz, Roy
Cooke, Steve
Houseman, Lon
Lane, Olin - Chair
Metzger, Steve
Peek, Harold
Strodel, Dan
Walker, Kelly

Absent:

Davis, Dick
DeLorenzo, Dave
Holmes, James
Ibarra, Raquel
Murzin, Chris

City staff:

Austin, Kent
Bradley, Gerry
Corder, Robbie
Criswell, Jim
Howell, Randy
Irvin, Ken
Ledat, Jodie
Livingston, Bob
Mace, Steve
Smallwood, Bud
Speer, Jacob
Whaling, Bob

1. Call to order.

Chairman Lane called the meeting to order at 4:02 pm.

2. Review and approve minutes from June 10, 2013 meeting.

Chairman Lane called for approval of the minutes of the February 25, 2013 meeting. Mr. Metzger indicated that though the minutes did not reflect his presence at the meeting, he was indeed in attendance. Kent Austin indicated the revised minutes will note Mr. Metzger's attendance of the June meeting. Dan Strodel moved to approve the minutes as amended. Harold Peek seconded, and the motion passed unanimously.

3. Review budget to actual report for FY2013 as of 7/31/2013.

Kent Austin noted there was a lot of information to cover at this meeting and directed the committee's attention to pages 3 and 4 of the agenda packet, which display YTD and LTD figures for all current projects and asked for questions and comments.

Steve Cooke asked how Project 14200 was completed at 39% of the budget. Ken Irvin answered that the project schedule needed to be moved up sooner than CIP budgeting allowed so some of the expenses were paid with the IT operating budget. Mr. Cooke also noted the Tollway Wall Landscape project really enhanced the area. Chairman Lane asked how the

Douglas project would affect the schools. Bud Smallwood noted the project was moving very quickly. Kelly Walker thanked Bud Smallwood and Steve Mace for communicating so well with the schools regarding construction projects.

4. *Review and make recommendation regarding proposed changes to FY2013 capital budget.* Austin noted the department directors would like to propose changes to the FY2013 budget as well as discuss their proposed FY2014 budgets. The proposed FY2013 changes appear below:

		FY2013 CAPITAL BUDGET	AMENDMENTS	FY2013 AMENDED BUDGET
	INFORMATION TECHNOLOGY			
13120	Enterprise GIS system upgrade	122,020	(47,000)	75,020
13400	Community Development software replacement	133,017	3,000	136,017
13500	City Web site enhancement/upgrade	110,000	(6,000)	104,000
13700	Time & Attendance system replacement	45,000	(45,000)	-
14000	Virtual desktop interface	150,000	(150,000)	-
14100	Laserfiche upgrade with e-forms	96,000	(96,000)	-
14200	Network backup storage replacement	60,000	(35,000)	25,000
14300	Peek Center dispatch equipment replacement	60,000		60,000
	INFORMATION TECHNOLOGY SUBTOTAL	776,037	(376,000)	400,037
	PARKS			
24200	Caruth Park pond improvements	20,000		20,000
25100	Barns-Dublin-Douglas medians	40,000		40,000
25200	McFarlin Median Upgrade	240,000		240,000
25500	Peek Service Center Landscape	5,000		5,000
25700	Caruth Park playground improvements	202,075		202,075
25800	Elena's Children's Park improvements	10,000		10,000
25900	Goar Park brook improvements	210,000		210,000
NEW	Tollway Wall landscape - north of Lovers Lane	40,000		40,000
	PARKS SUBTOTAL	767,075	-	767,075
	PUBLIC SAFETY			
33600	Public Safety software upgrade-OSSI/Firehouse	90,000	-	90,000
	PUBLIC SAFETY SUBTOTAL	90,000	-	90,000
	PUBLIC WORKS			
42732	Asphalt Overlay Program 2012-13	-		-
43741	Peek Center Emergency Operations Center (EOC)	200,000		200,000
44401	Hillcrest-Daniel intersection	53,000		53,000
45500	Old Peek Center Screening Wall	150,000		150,000
47017	MPY Tulane-Bryn Mawr north to Caruth	215,000		215,000
47030	MPY 4400 San Carlos/Potomac & Other Alleys	1,200,000		1,200,000
47230	MPY Douglas sewer main--Emerson to Lovers	570,000	150,000	720,000
47240	MPY Lomo Alto Sewer Main - Lovers to Greenbrier	150,000	(150,000)	-
49210	University-Boedeker pavement reconstruction	1,720,117	(1,120,117)	600,000
49230	Water Meter replacement	600,000	(596,000)	4,000
49250	Lovers-Baltimore traffic signal	122,100		122,100
49260	Paving-drainage misc. locations NEW	795,000	(45,000)	750,000
49270	HP-UP Shared Sanitary Sewer	150,000	(80,000)	70,000
	PUBLIC WORKS SUBTOTAL	5,925,217	(1,841,117)	4,084,100
	Projects contingency:			
	Unplanned projects	2,460,000	(2,460,000)	-
	Unplanned subtotal	2,460,000	(2,460,000)	-
	Total project expenditures	10,018,329	(4,677,117)	5,341,212

Jim Criswell addressed the committee first and began by reviewing projects undertaken by the IT department in FY2013 that were outside the scope of the capital budget. He then proposed the budget changes outlined on page 7 of the agenda packet.

Gerry Bradley then reviewed the FY2013 Parks projects and discussed upcoming new and planned Parks projects. Discussion ensued.

Bud Smallwood noted proposed changes to the PW budget were on pages 7 and 8 of the agenda packet. He explained the circumstances preceding the changes and also provided the committee with an update on current projects. Discussion ensued.

Chairman Lane addressed the committee and called their attention to page 8 of the agenda packet. He noted the FY2013 budget started the year at \$10,018,329 and, if the changes are approved, will end the year at \$5,341,212. He noted that most years that actual expenditures are about \$5 million, because only so many projects can occur during a year. Consequently, he was not concerned with the proposed FY2014 budget of \$10,242,117, with the understanding that as the fiscal year draws to an end, monies budgeted in FY2014 will undoubtedly be shifted to FY2015 to complete projects.

Lane then addressed the Unplanned Projects line item in the budget. Chairman Lane indicated that most emergency projects have cost in the vicinity of \$1 million, and that there is currently \$2.96 million budgeted for FY2014, which he feels is more than necessary. Lane proposed reducing the FY2014 budget for Unplanned Projects to \$2 million and to discontinue the practice of budgeting an additional \$500,000 per year. He suggested any amount above the \$2 million budget should only be to recoup expended monies from the prior fiscal year.

Kent Austin distributed the FY2014 Capital Budget for review, noting that the budget will be taken to the City Council for adoption September 10, 2013:

FY2014 CAPITAL BUDGET			
9/10/2013			
Revenues			
		Transfers from General Fund (budgeted)	3,183,796
		Transfers from Utility Fund (budgeted)	2,305,191
		Investment income	5,000
		Other revenue	-
		Total Revenues	5,493,987
Expenditures			
		Personnel (Civil Engineer) & other expenses	105,818
Tot. Proj. Est.	Budgeted Projects:		
		INFORMATION TECHNOLOGY	
134,036	13120	Enterprise GIS system upgrade	47,000
250,000	13400	Community Development software replacement	32,000
220,000	13500	City Web site enhancement/upgrade	6,000
45,000	13700	Time & Attendance system replacement	45,000
200,000	14400	Telephone system upgrade	200,000
75,000	14500	Security camera I/P video conversion	75,000
100,000	14600	911/Radio recording system upgrade	100,000
96,000	14700	LaserFiche upgrade with eForms	96,000
100,000	14800	Citywide access control system upgrade	100,000
1,220,036		INFORMATION TECHNOLOGY SUBTOTAL	701,000
		PARKS	
300,000	25300	Burleson Park renovation	300,000
150,000	25400	Lovers Lane entry portal	150,000
100,000	27000	Curtis Park playground resurfacing	100,000
160,000	27100	Holmes Aquatic Center (HAC) sprayground repairs	160,000
170,000	27200	Williams Park playground improvements	170,000
880,000		PARKS SUBTOTAL	880,000
		PUBLIC SAFETY	
0	00000	No projects FY2014	-
0		PUBLIC SAFETY SUBTOTAL	-
		PUBLIC WORKS	
1,300,000	42733	Asphalt Overlay Program 2013-2014	1,300,000
2,875,000	47017	MPY Tulane-Bryn Mawr north to Caruth	150,000
1,461,000	47030	MPY 4400 San Carlos/Potomac & Other Alleys	1,000,000
3,890,000	47230	MPY Douglas sewer main: Emerson to Lovers	2,970,000
2,590,000	48910	Miracle Mile pavement and drainage	200,000
1,989,417	49210	University-Boedeker pavement reconstruction	1,120,117
3,000,000	49230	Water meter replacement	1,196,000
830,000	49260	Paving and drainage--miscellaneous locations	45,000
150,000	49270	HP-UP shared sewer	80,000
5,000,000	49500	Traffic signal replacement	500,000
1,200,000	49600	Pond dredging	100,000
24,285,417		PUBLIC WORKS SUBTOTAL	8,661,117
		Projects contingency:	
4,960,000		Unplanned projects	2,960,000
4,960,000		Unplanned subtotal	2,960,000
31,345,453		TOTAL PROJECT EXPENDITURES	13,202,117
		Total Fund expenditures	13,307,935

Chairman Lane called for a motion to approve the proposed changes to the FY2013 Capital Budget as well as to adopt the FY2014 Capital Budget as amended by reducing the Unplanned Projects budget to \$2 million. Steve Metzger moved to approve the motion. Lon Houseman seconded the motion, and all committee members present voted in favor.

5. *Review and make recommendation regarding proposed **FY2013–2018 Capital Improvements Program**.*

These recommendations were presented under agenda item 4. Please see above.

6. *Schedule next meeting date: October 14 or 21, 2013.*
The next meeting of the CPRC is set for October 14th, 2013 at 4pm.

7. *Adjourn*
Chairman Lane adjourned meeting at 5:42pm.

Olin Lane, Chair

Kent Austin, Director of Finance