

STATE OF TEXAS

COUNTIES OF POTTER AND RANDALL

ON the 21st day of May, 2014, the Amarillo Traffic Commission met at 1:30 p.m. in regular session in the in the City Council Chambers on the third floor of City Hall at 509 S.E. 7<sup>th</sup> Avenue.

Traffic Commissioners present were D. J. Stubben, Dean Downey, Barbara Richardson, Craig Gualtiere, Walt Kelley, Mark Nair, and Steve Rogers. Charlie Graham and Frank Nelson were absent. Staff members present were Jerry Bird, Traffic Engineer, David Szmagalski, Traffic Operations Technician, Lt. Ken Albright, Amarillo Police Department, and Judy Alexander, Recording Secretary.

Commissioner Nair established a quorum and called the meeting to order at 1:30 p.m. The following items of business were conducted:

1. **Pledge:**  
Commissioner Nair began the meeting with the Pledge of Allegiance.
2. **Approval of the April 16, 2014, Minutes:**  
Commissioner Stubben made a motion to approve the minutes of the April 16, 2014, meeting. Commissioner Gualtiere seconded the motion, and motion carried unanimously.
3. **Consider Establishing a Work Session Prior to Traffic Commission Meetings:**  
Bob Cowell, Assistant City Manager, questioned if members would be in favor of scheduling a fifteen-minute work session before the regular Traffic Commission meetings to discuss agenda items and communicate with Traffic Staff. After discussion on the issue, Commissioner Richardson made a motion to schedule a work session before the meetings as needed. Commissioner Rogers seconded the motion, and motion carried unanimously.
4. **Consider a Process for Requesting Agenda Items for Future Meetings:**  
Mr. Cowell suggested members relate any suggestions for future agenda items to the Traffic Commission Chairman. The Chairman in turn would communicate with Traffic Staff, and the item would be presented to the Traffic Commission members for discussion at the regular Traffic Commission meeting.
5. **Consider the Development of a Traffic Commission Work Plan:**  
Mr. Cowell presented a concept to the Traffic Commission that they consider identifying one or two major projects to focus on. The Hike and Bike Plan and the crosswalk striping project were given as examples of possible long-range projects. If the Traffic Commission is comfortable with that, he said it could be discussed at the next meeting.

6. **Discussion of Updates on the Traffic Engineering Department's Activities:**

Mr. Cowell proposed that the Traffic Staff provide the Traffic Commission with a monthly update of the major initiatives that the department is working on. He stated the update could be in the form of a memo that would go out with the agenda and packet.

Jerry Bird, Traffic Engineer, reported that the department is in phase two of a three-phase project to update the signal communication system. The equipment has been ordered and should arrive shortly. He stated phase two of the project will facilitate improved communication with all the school flashers. Presently, communication is limited to only about half of the flashers.

Mr. Bird said a \$70,000 Capital Improvement Project has been requested. The final phase is to complete and maintain the signal communication system.

Mr. Bird stated major traffic signal problems were recently experienced on Western St. between Janet Dr. and Wolfen Ave. He said that a break in the electrical wiring resulted in the failure of two traffic controllers, but he reported the Traffic Field Operations department was able to repair them with spare controllers and parts on hand. He reported that much of the signal equipment is past its service life and parts are difficult to obtain.

7. **Discussion on the Hike and Bike Plan:**

Mr. Cowell referred to a handout from the Municipal Code of the official charge of the Traffic Commission outlining the powers and duties of the members. The Traffic Commission is charged with performing studies and recommendations concerning (1) School safety, including bicycle and pedestrian safety; (2) Education and publicity, including coordination of activities to promote traffic safety; (3) Traffic engineering, including speed studies, parking regulations, one-way or two-way streets, traffic-control devices and other studies; and (4) Recommendations to the Mayor and City Council for ways and means of improving traffic conditions. Upon request of the Traffic Engineer, they may be also called upon to conduct public hearings.

He stated that the Parks Department and Parks Commission are responsible for the coordination of the Hike and Bike Plan, but that the Traffic Department as well as the Planning Department, Engineering Department, and the City Council all have a role in the plan.

He gave an overview of the Hike and Bike Plan that was adopted in 2003. He asked the Traffic Commission for their feedback about the scope and direction of the plan for the future.

Commissioner Kelley stated he had issues with the Traffic Commission getting involved in the Hike and Bike Plan or any other project that is under the scope of another city department without being asked to do so. Commissioner Nair stated in his opinion the issue of pedestrian and bicycle mobility is under the scope of the Traffic Commission. Commissioner Rogers questioned if the Hike and Bike Plan was something the general public was invested in.

Mr. Cowell stated he had discussed the matter with Rod Tweet, the Parks and Recreation Director. Mr. Cowell suggested the members of Traffic Commission, Parks Commission, and the Planning and Zoning Commission review the adopted plan,

focusing on the pieces that relate to each of them. After their review, the members of all three commissions can meet to discuss how to best move forward.

8. **Public Forum:**

Commissioner Nair asked if anyone would care to speak on any traffic engineering issue. Commissioner Kelley stated although the invocation and pledge were on the agenda for the last two meetings, the invocation had been dropped. He asked if it had been an oversight or if it needed to be discussed. Commissioner Nair stated that it could be an agenda item for the next meeting.

The meeting was adjourned at 2:36 p.m.

A handwritten signature in blue ink, appearing to read "Mark Nair", written over a horizontal line.

Mark Nair