



**Capital Improvement Program
Citizen Advisory Committee
Commerce City Civic Center
7887 E. 60th Ave., Conference Rm 2108
Aug. 19, 2015 – 6 p.m.-7:30 p.m.**



In recognition of the role Commerce City citizens played in the passage of Issue 2K in November 2013 and the desire of Commerce City leadership to provide a framework for engaging the community in meaningful ways throughout the implementation of the voter-approved projects, the City Council of Commerce City established the Commerce City CIP Citizen Advisory Committee.

The mission of the committee shall be:

- To receive staff reports on the progress of each approved CIP project in relationship to established schedules, budget allocations, project goals, and quality management guidelines.
- To provide advice to the City Council on opportunities and issues related to the implementation of the five approved CIP projects, specifically relating to the three key program elements of:
 - Accountability – Demonstrating effective stewardship of taxpayer dollars
 - Engagement – Provide tangible opportunities for community members to engage
 - Potential – Leverage civic support and progress beyond the initial five projects
- To review and provide comment on public engagement and public information plans.
- To promote public awareness and understanding of the voter-approved CIP projects and the implementation of each.

Members: Derene Armelin, Colleen Becker, Susan Carabajal, Sandy Carruthers, DeLilah Collins, Brian Connor, Gordon Hamby, Maura O'Neal, Jonathan Popiel, Joby Rittenhouse

AGENDA

1. Call to Order (Gordon Hamby) (6 p.m.)
2. Co-chairs Report (Gordon Hamby) (6-6:05 p.m.)
3. Input: 2K Projects
 - a. 2K financial procedures (Brian McBroom/Roger Tinklenberg)(6:05:6:45 p.m.)
 - i. Committee comments and questions
 1. What would the cost be to do Option C?
 - a. Substantial. It involves staff tracking (time, supplies, fuel, etc.), staff increases - adding a finance accountant, etc.
 2. Will support services be funded by 2K?
 - a. It gets complex due to impacts on multiple departments, increases staffing needs, etc.

3. Have other departments reviewed the ratio exercise?
 - a. Yes. Several were concerned about Option C due to the complexities, inefficiencies and nuances.
4. How do you track staff now?
 - a. Their timesheet is coded as their division, by their budget source.
 - b. Hourly and salary employees differ. It's easier to account for part-time and seasonal because they are typically working on specific projects. Full-time staff is not broken down in the same manner.
5. How do you handle and track grants?
 - a. Staff time is still paid from general fund. Depending on the grant, sometimes it's a reimbursement – sometimes time is tracked on the particular activity.
6. Now that Paradise Island Pool is done and Fronterra Park is nearly complete, you'll have to deal with the operational costs soon.
7. Is there a defined percentage of expenditures for 2K to non-2K?
 - a. That's where the ratio would come into play. We can potentially review and adjust if necessary.
8. Overall, you'd like us to give our input on how to allocate the resources.
 - a. Yes. Balancing accuracy with ease of administration, we recommend Option B.
9. Will the decided option be made public?
 - a. Yes.
10. Can you give us a rundown of your take on the options?
 - a. Option A would be the least accurate but simplest to conduct, B would give accountability because it's based on a ratio but open for critique due to lack of precise documentation, C is most accurate but least efficient.

11. What is the timeline? Will this be looked at again in the future as the projects progress?
 - a. 2K ballot measure is ongoing – revenue goes forever unless it’s eliminated by council.
 - b. Financial policy will be in the budget document where council has opportunity to adjust on an annual basis.
12. Which option is most defensible in an audit?
 - a. B and C. Option A is not as detailed in most circumstances.
13. How do you currently estimate financial needs for current versus new projects?
 - a. We base it on what is used on existing parks, road and rec programs and estimating the cost of future projects. We look at past year expenditures to validate and adjust ratios.
 - b. Ratios are simpler to administer than exact numbers.
Example: Snow plowing on 2K street versus non-2K street; current rec center programs and upgraded 2K programs within the same rec center.
14. I work for the state and am used to tracking every penny. Does Commerce City want to function at the highest level and track every penny?
 - a. Efficiency is the main issue, particularly with the complexities and nuances of the projects.
 - i. The 2K ballot doesn’t have a clause stating you need to track at a high level. It is good to be proactive: You will be asked by someone at some point how much money was paid for specific projects. We need to be transparent. If the ratio can be an effective way to produce a number, then that is great. We should explore options to better track in the long run through this process.

15. Have you tried basing current items on the ratio system to analyze accuracy?

a. Yes, we did this with one of our parks. We used the ratio and adjusted with new numbers to create an accurate number.

i. How did Option B fare in your exercise?

1. It was within 2 percent.

16. Difference between Option A and B seems marginal.

a. Maintenance is marginal on new projects (minus items like snow plowing), but repairs and replacements can change things (depending on warranties).

b. We will evaluate and adjust ratio periodically.

c. We will address this issue with city council on Monday.

Please come if you're interested.

17. I have concern spending 2K funds during the building process. You need to be very careful on any expenditure of 2K funds on non-2K items. Changes need to be limited, justified and fairly direct to the project so we don't turn it into a slush fund. A couple of examples of this include the change order to Tower widening project in the design contract and the master planning for Second Creek park site. Part of our mission is to collectively be guardians and stewards of taxpayer funds.

a. As for Tower, we asked bond attorney if we could install utilities at the same time based on ballot language and we were told it was legal. City council later asked our city attorney, who said yes for design but didn't recommend it for construction. Council preferred the more conservative view of our attorney.

18. Once you take non-2K and use for 2K, other projects can be pushed back and it's a domino effect. Has council thought of this?

a. Council is aware and sensitive to this issue.



19. Wasn't the utility money for Tower Road budgeted in the original amount?

- a. It was not in the original 2K budget but could be absorbed within the 2K budget for Tower. We will use non-2K funds to ensure the projects are done. This does, however, temporarily take away from other things that could be done until additional funds are identified.
- b. As for the new rec center and 112th, we're only doing enough master planning to ensure we get the road network and infrastructure right. It's logical to install the signal with the improvements.

20. The committee overall expressed preference for Option B.

4. Informational: Program and Project Updates

- a. 8.10.15 CIP criteria review with council (James Hayes) (6:45-6:55 p.m.)
 - i. See presentation for details
- b. Recreation center program outreach (Scott Hergenrader/Carolyn Keith) (6:55-7:05 p.m.)
 - i. 84 people attended public meetings and focus group meetings
 - ii. 282 web surveys; 50 physical surveys
 - iii. Community Enterprise has committed to a goal of 250 surveys, with 80 already completed
 - iv. Survey will be open through end of August
- c. Tower Road lighting and aesthetics (Maria D'Andrea) (7:05-7:15 p.m.)
 - i. See presentation for details

5. Public Comments and Questions (Gordon Hamby) (7:15-7:25 p.m.)

- a. No members of the public in attendance

6. Next Steps and Calendar (Gordon Hamby) (7:25-7:30 p.m.)

- a. Fronterra Park opening celebration Aug. 25
- b. Next CIP CAC meeting Sept. 23

7. Adjourn (Gordon Hamby)

