

Subject: Capital Improvement Program Citizen Advisory Committee Meeting

Date: January 7, 2015

Call to Order (6 p.m.)

A regular meeting of the CIP CAC was called to order by committee co-chair Gordon Hamby.

Present – Committee members Sandy Carruthers, DeLilah Collins, Maura O'Neal, Brian Connor, Joby Rittenhouse, Jonathan Popiel, Gordon Hamby, Colleen Becker; Commerce City staff: Sheryl Carstens, Carolyn Keith, Maria D'Andrea, Scott Hergenrader, Angela Shelbourn

Group Photo

2014 CIP Accomplishments

CIP Communications Coordinator Angela Shelbourn presented capital improvement program accomplishments of 2014

No questions/comments from committee

CIP Budget Report

Interim Director of Finance Sheryl Carstens presented the CIP budget report and status

Questions/comments from committee:

1. Committee co-chair Hamby: Please review the contingency piece.

Program Director Hergenrader: In any large capital program, nothing goes exactly as planned. There are macro issues like overall project costs and micro issues like site conditions. There is a formula to carve out contingencies for these possibilities. We have allocated three tiers of contingency for this program: design/construction, project and program. The market can have many ups and downs within a five year period and there needs to be enough funding to ensure each project is completed.

Interim Finance Director Carstens: In the event that the contingency is not used, council can recommend what should be done with the funds.

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2. Committee co-chair Collins: 2k-fund balance – will the contingency fund go into this line item?

Interim Finance Director Carstens: It would either increase or decrease depending on the contingency.

3. Committee co-chair Collins: Would it be the recommendation of this committee to decide where this year's funds go? Where does our jurisdiction lie?

Program Director Hergenrader: This has not been defined just yet. We know you will be a part of this process.

4. Committee co-chair Collins: Once the five years are done we would like to be sure that council goes back to the list of next projects.

Program Director Hergenrader: That will definitely be a component of this.

5. Committee co-chair Collins: On the balance sheet for the projects that are still in progress – is this money for new additions to the rec center – it is for lockers etc.?

Interim Finance Director Carstens: Correct.

6. Committee member Popiel: The 137 expenditures – how much of this do we anticipate to spend by the end of 2015?

Interim Finance Director Carstens: That is difficult. It is early and the market, bidding, weather and many other factors can change this. Based on the estimation on the projects that have started this should get us into 2015, into a portion of 2016 and that is when we will issue the new bond. We are monitoring this 24/7. There is a methodology employed – we have cost-loaded the schedule so we know how each thing will go, we re-adjust based on how things go each month on a curve – based upon the variables and the forecast. We have a rolling forecast and we can look on the curve and tell you at any time where we are.



MINUTES CONTINUED

7. Committee member Connor: Is this something you could find on the city's website?

Interim Finance Director Carstens: Each and every month we post the current budget – the commitments, any contracts that have been signed in the city. What you are seeing is the financial snap shot. There can be a lag time when processes get paid based on separate contracts.

8. Committee member Carruthers: We only have one chance to do this up right. My hope is that we can live for decades with these five projects. I hope we are not cutting corners. I would like an explanation of the O&M of the 1% in the projects.

Interim Finance Director Carstens: We will not have O&M costs or expenditures until the pool is open or the parks are in use. Those costs will increase as more projects are completed. We budget and plan each year so we are not doing the same thing each year over a five year period. The O&M costs will increase with the projects as the years come. Each year we do an estimate of the O&M for these projects as a recommendation from the staff who manage these projects to help them plan what these costs might look like. For example, parks and rec has not had an outdoor pool but they were able to estimate their revenue based on these O&M estimates. This will be tiered up based on the retailates of these O&M's. Some of the factors we discussed earlier can also change O&M pricing.

9. Committee member Carruthers: I hope we are not giving any of the 1% to other projects.

Interim Finance Director Carstens: I can tell you that we are not. Finance tracks this information very specifically on a monthly basis. It will be pulled out and put into separate accounts.

10. Committee member Carruthers: I hope when the city developed financial incentive packages for new economic development that we were not giving away the 1% sales and use tax increase as voted on.

Interim Finance Director Carstens: We are definitely prohibited from doing this based on the ballot language.

11. Committee member Carruthers: We have several Adams County open grants, recently one for the outdoor pool and one for Fronterra park. Are these add-ons to the 2k budget?



MINUTES CONTINUED

Program Director Hergenrader: Any project that can benefit from OPM, other people's money. If we can create an opportunity to do these projects once and to do them right, then that's what we want to do. This funding is additive to these features to the community involvement process. It was prudent to the extent that the funding allows paying for some of the features. We hope that any of these funds with anything left over will be a part of the contingency.

2015 Program Look Ahead

Program Director Scott Hergenrader presented upcoming CIP schedules and milestones for 2015.

No questions/comments from committee.

Parks and Pool Project Updates

Parks and Recreation Director Carolyn Keith presented updates on park and pool projects.

Questions/comments from committee:

1. Committee member O'Neal: Is there a plan to notify the public about the upcoming Joplin Street closure? Do you remind them as to why we are doing this?

Communications Coordinator Shelbourn: Absolutely. In this case, the construction is in a neighborhood and located between two schools. We will notify the HOAs and schools via email and flyers, and we ask encourage the HOAs and schools to post the information on their websites, social media pages and in their buildings. We will flyer the immediate area to alert residents. A VMS board will be posted four days ahead of time to alert commuters and residents. We will also send a press release and post on the city website and social media pages. All communication will include the detour routes and a detour map, along with a message about the project and its benefits. I'd like any advice for further outreach from the committee. The more people we can notify ahead time the better.

2. Committee member O'Neal: Make sure it is not just who you are telling but how- they will be upset but remind them why - they voted for it.



MINUTES CONTINUED

3. Committee member O'Neal: Will there be reciprocity for if I bought a pass for the existing rec center or the new one in the summer or the spring?

Parks and Recreation Director Keith: It is a seasonal pass, not an annual pass. We have not worked it out yet. We have information we will be taking a look at with several committees and some public meetings. These details are to come in the future.

4. Committee member Carruthers: I know how important it is to have usage fees. I am very happy to see there are some modifications being made to the previous fees. I want this to be affordable and accessible to the low income youth. A faculty pass at the rec is \$375.00, so if you add this to the \$230.00 you are getting up there where it is fairly expensive. If the youth already has a \$5.00 ID card do they need to purchase another one?

Parks and Recreation Director Keith: No, it is in accordance with the resident ID card so they will not have to purchase a pass for the pool.

5. Committee member Carruthers: I am sure that you will be doing very tight tracking on the resident and non-residents that come to use the pool. It will be interesting to see how that all shakes out.

Parks and Recreation Director Keith: Our admissions and our POS are all computerized on activenet.com and we have the availability of active statistics.

6. Committee member Carruthers: Who won the pool naming contest?

Parks and Recreation Director Keith: We ended up with three people who had a spin on the word paradise. We are going to work on the signage to make sure the theme is obvious and it is not a typo. The winners will receive an opening season pass and be invited to the unveiling. The elementary school that was a theme winner, Rose Hill, will be provided with a soft opening.

7. Committee member Carruthers: Will there be any chance for the new outdoor pool to have certain features or space to be dedicated to pioneers?

Parks and Recreation Director Keith: No. All will be related to the game theme.



MINUTES CONTINUED

8. Committee co-chair Collins: In regards to the Joplin Street closure – do we know when that is going to happen?

Communication coordinator Shelbourn: Not just yet. The estimate is Tuesday the 13th. We will have the date confirmed by the 8th. The closure could last up to one week. Work will occur during the daytime as much as possible from approximately 7 a.m. to 5 p.m.

9. Committee co-chair Collins: A recommendation for the detours – have calls made home. There are a number of kids who walk to school along the street and by the construction. Ask for the construction company to direct the students/provide flaggers – make sure they do not get caught up on anything out there. Make calls to parents and make sure the school is doing a diligent job of letting the parents and students know what is going on.

10. Committee member O’Neal: Look into Denver’s program to get kids active by allowing them into certain places for free. Then you get an adult paying along with the free child.

Parks and Recreation Director Keith: We are aware of these programs being used in Denver and it is a grant-funded program. We can certainly consider that.

11. Committee member Rittenhouse: How are the fees evaluated at the end of the year? Is it relative to use?

Parks and Recreation Director Keith: We have a service sustainability model. We do not look at the idea of market competitiveness. We look at what is a fair and appropriate fee. We have a responsibility and need to uphold the operations and maintenance. This will be discussed throughout advisory committees and city council. There is no hard and fast formula. In the event that some of the cost analysis is done and a recommendation can be made to increase or decrease that fee, we would take this to the council and they would ultimately make that decision.

12. Committee member Becker: When do you expect the design phases to be finished?

Parks and Recreation Director Keith: We will not have the public input until February/March. We are just getting these underway.



MINUTES CONTINUED

Road Project Updates

Public Works Director Maria D'Andrea presented updates on road projects.

Questions/comments from committee:

1. Committee member Rittenhouse: When would the video come out?

Public Works Director D'Andrea: In the first quarter of 2015, hopefully by early March.

2. Committee member Connor: With the FFA discussions regarding DIA and Tower/Pena, does that have anything to do with the overuse on Peña?

Yes. When Peña Boulevard was constructed using federal aviation money, it was not anticipated that much non-airport traffic would be out there. However, with the development of airport cities this has not been the case. This is non-airport traffic using an airport facility and they want some contributions that are from non-FFA funds.

Committee Comments and Questions

Co-chair Gordon Hamby asked the committee if they had additional comments and/or questions.

1. Committee member O'Neal: What is the scope of our charge – what advice are you seeking from us? What is the sphere of influence the committee should have?

Communication coordinator Shelbourn: City council appointed this committee to represent the community and advise on matters relating to the implementation of the 2K ballot issue. The primary focus should be the first five projects, but down the road it will include projects beyond the initial five. The committee outline provided in your binders lays out the responsibilities of the committee and city staff in this process. In a nutshell, your mission is to review and provide comment on reports, outreach plans, etc., as well as to promote public awareness of the projects.

2. Committee member Carruthers: I really appreciated the budget presentations – this will help us hone in on the five 2k projects.

Public Comments and Questions

No members of the public in attendance.



MINUTES CONTINUED

Next Steps

Co-chair Gordon Hamby presented the next steps to the committee.

Adjourn

Co-chair Gordon Hamby adjourned the meeting.