

CIP MEETING
 CSAC/Third Floor West Conference Room
 December 19, 2003

Finance Officer Jim Preston called the meeting to order at 10:00 a.m. with the following members present: Ron Kroeger, Martha Rodriguez, Bill Waugh, Ray Hadley, Alan Hanks, Ethan Schmidt, Jeff Hoffman, Tom Murphy, Jeff Partridge and Marcia Elkins.

Also present were Asst. City Attorney Jason Green, Engineering Division Manager Dan Coon, Project Manager Rod Johnson, Project Manager Randy Nelson, Administrative Assistant Jeri Lynn and Mayor Jim Shaw.

Motion was made by Waugh, seconded by Schmidt and carried to **approve the minutes** of October 17, 2003.

The Committee went through the financial reports and no changes were made.

Funding Reallocation for Parks & Rec Subcommittee

Rod Johnson went through the projects and explained each. The Metzger/Andrews funding is a donation that should be allocated to the Canyon Lake Park Chimney Project. Rodriguez asked about a funding source for the security light being requested at the Denver Street Soccer field. Johnson explained that he was directed to move forward and gather information for this project, but he is not aware that any funding has been allocated at this time. Motion was made by Kroeger, seconded by Hoffman and carried to recommend approval of the following re-allocation of Parks & Rec dollars:

	<u>Year 2003 Projects</u>	<u>Project Reallocation</u>	<u>Proposed Year 2003 Projects/Funding</u>
<u>2002 Carry Over Projects</u>			
Canyon Lake Park Chimney Project	\$195,725	+\$31,091	\$226,816
<u>2003 Projects</u>			
DCA Charges @ 13.85%	\$69,184	\$0	\$69,184
Park Land Acquisition	\$0	\$0	\$0
Canyon Lake Improvements	\$285,000	-\$2,538	\$282,462
Playground Improvements	\$0	\$0	\$0
Bleachers	\$0	\$0	\$0
BH Polo & Soccer Field-Parking	\$120,341	+\$7,807	\$128,148
<i>Messinger/Andrews Donation</i>	\$39,010	-\$39,010	\$0
Contingency	<u>\$0</u>	<u>+\$2,650</u>	<u>\$2,650</u>
Totals	\$709,260	\$0	\$709,260

It was noted under the current ordinance, action to revise the CIP Plan requires ten days notice. Therefore, this recommendation will reported at the next Legal & Finance Committee meeting and submitted to the City Council for action on January 5, 2004. Preston added that once the ordinance amending the CIP practices and procedures takes effect, the ten day notice will no longer be required. Also, the membership of the committee will change to include all ten council members, chairman and vice chairman of the Planning Commission, the Finance Officer, Growth Management Director, Public Works Director and Parks & Recreation Director.

Review of Funding Source Spreadsheet

Preston submitted the **Project Funding Source Spreadsheet** for review by the Committee. The spreadsheet shows all projects for Streets & Drainage, Parks & Recreation and Government Buildings that are included on the five year plans. He also explained that the five year plan for the CIP Committee is presented to the Planning Commission in July or August and to the Council during the budget process. When changes are proposed to the five year plan, they must be approved by the City Council. The current spreadsheet balances with the base documents which were submitted to the City Council for approval on July 18, 2003. Preston stated that a new set of Base Documents will be submitted to the Council for approval when the new Five Year Plans are prepared in 2004.

Engineering Division Manager Dan Coon submitted a handout entitled Revision 1 to 7-18-03 Base Document and went through the changes with the committee. He explained that the changes were the result of the final project costs, projects which have been eliminated or the scope changed, projects added by the City Council, or projects that have been rescheduled. Partridge asked if the projects in the later years of the plan have future values. Elkins stated that the direction to staff to include future value of these projects was to begin with the next group of five years plans that will be submitted. He noted that if a project is removed from the plan, the funding goes into the balance and use for other projects. He added that he would like additional time before the Committee approves these numbers to make sure they are the same as the final payments being requested through the Finance Office.

Coon also submitted a document entitled Proposed Revision 2 to 7-18-03 Base Document. This spreadsheet also shows projects that have been rescheduled or the funding allocation has changed. The areas shown in gray all relate to the Elm Street project which is being driven by the drainage portion of the project. The scope of this project needs to be reviewed and defined. Additional study is being done to try to determine the funding needed for the drainage portion of the project. Coon said staff is also looking at the best way to get this project going. Also, decisions will need to be made on the Fifth Street project. It was noted that these issues will be discussed again at the next meeting.

Other

Hadley asked about the Minneluzahan Senior Center parking lot. Coon explained that this project has been designed and is ready. He noted that funding needs to be carried forward to 2004.

The next meeting of the CIP Committee will be held on January 16, 2004 at 10:00 A.M. Preston noted that he will be out of town and Elkins will chair the meeting.

As there was no further business, the meeting adjourned at 11:30 A.M.