

Citizens' Capital Improvement Plan Committee (CCIPC)

Major Steps in the Process

Draft: November 10, 2014

Step 1: Creating Operating Protocols (Complete: October 2)

- Group discussion of protocol concepts and options
- Preliminary agreement at first meeting
- Finalizing protocols at subsequent meeting

Step 2: Tour of the Project Area (Complete: October 9)

- Tour path proposed by staff
- Additional proposed tour stops from Committee members
- Completion of tour

Step 3: Group Learning (Underway: October 9 – December 18)

- Staff presentations on key issues including budget, Council priorities, Comp Plan, and citizen survey
- More detailed staff presentations on major capital areas like transportation, parks, Arvada Center, facilities, and police/fire
- Additional topics as needed by agreement and request of the Committee

Step 4: Brainstorming Additional Projects (Likely time commitment: 2 meetings)

- Open Committee discussion about gaps or needs in Arvada not addressed (or insufficiently addressed) by current capital improvement project list
- Committee member proposals for new specific projects
- Staff response to Committee questions about project proposals
- Group discussion about proposed project proposals

Step 5: Developing Criteria (Likely time commitment: 1 meeting)

- Group discussion and brainstorming of possible evaluation criteria
- Group agreement on list of potential evaluation criteria
- Group discussion on whether and how to weight proposed criteria
- Group agreement on weighting strategy
- Group agreement on methodology for application of criteria to proposed projects

Step 6: Prioritizing the Projects (Likely time commitment: 2 meetings)

- Application of evaluation criteria to proposed projects (existing capital project proposals and new projects proposed by Committee members)
- Group discussion of results of criteria application; option to revise resulting project prioritization based on group assessment of whether the results are likely to yield satisfactory outcomes in the community
- Group agreement on prioritized list of projects

Step 7: Developing Funding Strategies (Likely time commitment: 2 meetings)

- Brainstorming possible funding strategies
- Staff response to Committee questions about proposed funding strategies
- Group discussion about funding strategy options
- Group agreement on funding strategies to recommend to Council; possible pairing of specific funding strategies with specific capital projects

Step 8: Presenting the Recommendations (Likely time commitment: 1 meeting)

- Committee discussion on content and approach to presentation of recommendations to Council
- Subset of Committee presents agreements to Council on behalf of the rest of the group