

**NATIONAL WESTERN CENTER  
EXECUTIVE OVERSIGHT COMMITTEE (“EOC”) June 23, 2016**

1:00 pm- 2:30 pm Wellington Webb Building, Room 4.F.6

**AGENDA**

- **1:00 pm Call meeting to order** (*Kelly Leid*)
- **1:00 – 1:05 pm Review/approval of May 2016 meeting notes** (*Kelly Leid*)
- **1:05 – 1:40 pm NWC Featured Presentations – Pending Procurements**  
A critical focus of the NWCO team has been the development of rounding out the initial project team and advancing key campus infrastructure planning/study components. The NWCO team will present updates on a range of NWCO procurements that are expected to be issued during Q3 2015.
  - Project Reporting (Gretchen Hollrah)
  - Project Management (Eric Shafran)
  - Brighton Blvd 44<sup>th</sup> – Race Court (Eric Shafran)
  - NWC Transportation & Parking Management (Emily Gloeckner)
  - Project Communications & Marketing (Kelly Leid)
  - Campus Placemaking Framework Plan (Kelly Leid)
- **1:40 – 2:00 pm NWC Project Components Status Updates**
  - Land Acquisition Report & H.C. Peck Escrow Agreement (*Jeff Steinberg*)
  - Rail Consolidation (*Eric Shafran*)
  - 2017 NWCO Budget Development (*Gretchen Hollrah*)
- **2:00 – 2:15 pm Equity Partner Updates**
  - WSSA/NWSS
  - CSU
  - CCD
- **2:15 – 2:30 pm EOC Member Announcements/Public Comments\***
  - Public comment (\*): the EOC shall take public comments from interested stakeholders who have signed up. Each speaker shall have up to 3 minutes to speak on a topic relevant to the NWC project.
- **2:30 pm Meeting Adjournment**

**(No July Meeting)**

**Next NWC-EOC meeting: August 25, 2016 @ 1:00 pm (4.F.6)**



<b>Date of Meeting:</b>	May 26, 2016	<b>Time:</b>	1:00 pm-2:30 p.m.
<b>Minutes Prepared By:</b>	Josh Roberts	<b>Location:</b>	Webb Building, Room 4.F.6
<b>1. Meeting Objective</b>			
<b>EOC XIII</b>			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Organization</b>		
Kelly Leid	NWCO		
Paul Andrews	National Western Stock Show	John Moore	Martin/Martin Inc.
Tykus Holloway (for Diane Barret)	Mayor's Office	Tricia Ortega	NWCO
Albus Brooks	City Council	Mike Peek	Triunity
Jen Welborn (for Cristal DeHerrera)	City Attorney's Office	Chris Perry	Brightview
Drew Dutcher	GES Neighborhood Representative	Laura Rinken	GE Johnson Construction
Gretchen Hollrah (for Brendan Hanlon)	Department of Finance	Josh Roberts	City Attorney's Office
Amy Parsons (for Tony Frank)	CSU	Marisela Sandoval	City Attorney's Office
Ron Williams (via phone)	Western Stock Show Association	Brandon Sanger	OZ Architecture
		Michael Sapp	NWCO
Eric Anderson	CH2M	Kyle Schildt	LT Environmental
Bill Anderson	AECOM	Matt Schlageter	Martin/Martin Inc.
Chris Brewer	AECOM		
Kyle Chism	Turner	Eric Shafran	NWCO
Matt Christensen	Kiewit	Lindsay Sousa	AECOM
Mindy Davine	Walker Parking	Katy Spritzer	NDCC
Anne Elizabeth (AE)	NWC CAC/EPAS	J. W. Stamison	GE Johnson Construction
Barb Frommell	NDCC	Jeff Steinberg	Department of Finance-Real Estate
Jocelyn Hittle	CSU	Alfonso Vargas	Shrewsberry
Pat Grant	NWSS	Mike Unger	WSP/PB
Steve Jeffords	Vivid	Maggie Veit	Spot on Sound
Nanci Kerr	Sky to Ground	Lindsay Weber	Denver Water
Benjamin Larence	HKS	Dan Weisser	CH2M
Lisa Larence	Swinerton	Brian Werle	Jacobs
Jacqueline Marquez	Sunstate Equipment	Landen Yasuda	Shrewsberry



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Topic		Owner	Time
<b>Call to order</b> Quorum Present: Minutes of April 28, 2016 Meeting Approved		Kelly Leid	1:10 p.m.
<b>3. New Business</b>			
<b>Update on Economic Study Findings</b> An initial report of the findings of the economic study was presented focusing on the sectors of interest to the campus and how to create an environment that fosters “collisions” between people to foster innovation. The final report is anticipated at the end of June. Next steps include identifying opportunities and potential partners, refining our data, and determining how it should impact design of the NWC.		Gretchen Hollrah Chris Brewer	1:11 p.m.
<b>Water Resources Center Program Plan</b> The Water Center is a work in progress that has grown from the initial vision of the master plan. The goal is to fill gaps in existing resources through a new opportunity and create a one-of-a-kind space. This will likely be the first programmed new building for the site and needs to pull people from the community into its spaces which may include Denver Water’s quality lab, innovation and incubation space, educational space, research and teaching labs, and community space such as an auditorium, classrooms, a restaurant, and interactive outdoor space.		Jocelyn Hittle	1:51
<b>4. Project Updates</b>			
<b>Project Reporting RFP</b> We are currently working on a draft scope which we will provide to all EOC members. We hope to have our team on the ground by November with a report out by the end of the year.		Gretchen Hollrah	2:04 p.m.
<b>Land Acquisition Update:</b> We have selected relocations specialists and sent out our letters of intent. We are currently negotiating or closing on 10 properties comprising over 25% of the land we need to acquire. We hope to have control of a large percentage of the land by the end of 2016 and are currently on budget.		Jeff Steinberg	2:08 p.m.
<b>Rail Update</b> Our team is on board and analyzing regulatory requirements and schedule. We are valuing rail assets and working closely with customers to ensure they have access to rail-including customers moving from the site.		Eric Shafran	2:18 p.m.

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<b>Project and Program Management and Campus Placemaking RFP's</b>		Kelly Leid	2:21 p.m.
<p>Project and Program management will be to partners with draft scope in a few weeks and partners will then have a few weeks to review it. We anticipate presenting more at this meeting in June or July.</p> <p>Campus Placemaking will be done in 3 parts and we will give partners adequate time to review. We hope to present in July. We are a few weeks from a draft RFP and hope to have it on the street by the end of the year. The study will occur in 2017 and could take 9 or 10 months.</p>			
<b>Partners Report</b>		Paul Andrews Ron Williams Amy Parsons Kelly Leid	2:22 p.m.
<p>WSSA is finished with its organizational plan and unanimously voted to approve 2 major governance changes. 1. Ron Williams is the Chair of the Capital Campaign to ensure effective ramp up of capital costs and coordination with volunteers in detail; 2. Pat Grant will be the Chairman of the Board and sit on the EOC. We have formed our task teams and have Naming Rights RFP's out with responses expected in June.</p> <p>CSU has moved forward with its Water Center work and will be reaching out to faculty and students from all of our campuses regarding involvement in the NWC and the water center.</p> <p>CCD-Anna Jones is the new CEO of NDCC. Kelly and Barb went to D.C. and met with Senate and House members about NWC and with USDA "science division" about food inspections and safety. Our takeaway is that these people are very engaged and interested in what we are doing at the NWC and there may be more opportunities to partner with the federal government.</p>			
<b>Public Comments</b>		Mindy Davine	2:30 p.m.
One member of the public spoke and asked a question about the parking study.			
<b>Next Meeting Agenda Preparation</b>		Kelly Leid/All	
<ul style="list-style-type: none"> <li>• Project Updates</li> <li>• Ongoing RFPs Progress Report</li> <li>• Fundamental to this group to talk openly and honest with team               <ul style="list-style-type: none"> <li>○ We are partners, need to be fully aligned to be successful</li> <li>○ Create lists of events for all partners to attend and share a uniform message</li> </ul> </li> </ul>			
<b>5. Action Items (ongoing)</b>			
<b>Action</b>	<b>Owner</b>	<b>Due Date</b>	
Agri-business/Science Forum Actively recruit Ag industry leaders to site and get input about what they would like to see in Denver.	All	N/A	



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<p style="color: red;">Read CSU The Emergence of an Innovation Cluster in the Agricultural Value Chain along Colorado’s Front Range.”</p>		All	N/A		
<b>6. Adjournment</b>					
<b>Action</b>		<b>Owner</b>		<b>Time</b>	
Kelly Leid adjourned the meeting.		Kelly Leid/All		2:28 p.m.	
<b>7. Next Meeting:</b>					
<b>Date</b>	6/23/2016	<b>Time:</b>	1:00-2:30pm	<b>Location:</b>	Webb Building, Room 4.F.6
<b>Objective:</b>	Executive Oversight Committee XIV				

# NWC/NDCC PROJECT REPORTING RFP AND CITY COUNCIL SCHEDULE (2016)

<b>WEDS, MAY 11</b>	Design, Construction, Professional Services Informational Session
<b>THURS, MAY 12</b>	Final PAC scope review
<b>FRIDAY, MAY 13</b>	Final scope comments from NWSS and CSU (NWSS call 5/10)
<b>FRIDAY, MAY 20</b>	Final scope draft to Kelly and team
<b>THURS, MAY 26</b>	Overview scope and NWC EOC approval
	Overview scope at CAC
<b>MAY 31-JUNE 22</b>	Develop RFP package with GS (review final draft Tuesday, June 21 <sup>st</sup> )
<b>FRIDAY, JUNE 24</b>	RFP issued
	Share 1-pager with City Council (follow-up briefings if requested)
<b>WEDS, JULY 6</b>	Pre-Proposal conference
<b>FRIDAY, JULY 8</b>	Deadline to submit additional questions
<b>WEDS, JULY 13</b>	Response to written questions
<b>MONDAY, JULY 25</b>	Proposal due date
<b>JULY 26-AUGUST 5</b>	Selection Committee reviews proposals
<b>WEEK OF AUGUST 1</b>	Meet with Selection Committee to discuss scoring and candidates for interview
<b>FRIDAY, AUGUST 5</b>	Notification of selection for interviews
<b>WEEK OF AUGUST 15</b>	Interviews held (live webcast or in person) and Committee follow-up meeting
<b>WEEK OF AUGUST 22</b>	Review selection with Mayor's Office and NWC partners
<b>FRIDAY, AUGUST 26</b>	Final selection notification
<b>SEPTEMBER</b>	Contract preparation and negotiation
<b>OCTOBER</b>	Notice to Proceed
<b>NOVEMBER</b>	Kick-off meeting with NWC EOC
	Reporting Management Plan and report formats established
<b>DECEMBER</b>	Initial report(s) issued

**Selection Committee:**

CCD NDCC/NWCO: Kelly Leid, Gretchen Hollrah, Chris Pacheco, Nicole Holmlund; Eric Shafran, Barbara Frommell non-voting

CCD General Services: Jeff Wylde

CSU: Jocelyn Hittle

NWSS/WSSA: Paul Andrews (or Lotte Dula as designee)

DURA: Tracy Huggins

# The Budget Calendar and Process

The annual budget process is designed to meet the requirements of the Charter of the City and County of Denver, Subtitle B, Article VII, Part 1, Sections 7.1.2 to 7.1.6. The City and County fiscal year is the same as the calendar year, and thus, the annual budget developed per the timeline and processes below is implemented January 1<sup>st</sup> of the following year. Many of the key tasks are facilitated by the Department of Finance on behalf of the Mayor.

## On or before May 1

- The Mayor must prepare a budget calendar and procedures for the preparation of the budget.

## April – June

- City departments and agencies prepare operating proposals and long range capital programs guided by the Citywide Strategic Framework, Mayoral and Council priorities, internal strategic plans and work programs, and capital improvement priorities. These are due to the Budget and Management Office between the third week of May and first week of June, along with the estimates of expenses and revenues described below.

## On or before July 1

- All agencies, offices, departments, boards, commissions, and other spending agencies must prepare and submit estimates of their revenues and expenditures to the Mayor and City Council for the ensuing fiscal year.
  - The estimates of **expenses** must be based upon specific work programs and classified by funds, character and object of expenditures.
  - The estimates of **revenues** must be classified by funds and sources of income.
- Changes in ordinances establishing taxes, fees, charges, and other types of revenues may be proposed.
- The Manager of Finance must certify to the Mayor and City Council the amount of money to be raised by taxation to pay the interest on general obligation bonded indebtedness and to provide for the debt service fund.

## July – August

- The Budget and Management Office reviews the operating and capital improvements budget proposals with each agency and makes recommendations to the Mayor. The Mayor reviews and approves the budget.

## On or before September 15

## The Budget Calendar and Process

- The Mayor must brief the City Council on the tentative revenue and expenditure plans for the ensuing year and any major program changes.

### **On or before the third Monday in October**

- After receiving and considering City Council's recommendations, the Mayor must submit to the City Council a proposed budget that must include, but need not be limited to:
  - A general statement describing the important features of the budget.
  - Statements by funds showing estimates of expenditures, receipts and opening and closing balances compared with the last completed fiscal year and the current year.
  - Statements of expenditures and work programs of the various agencies, offices, departments, boards, commissions, and other spending agencies.
  - The amount to be raised by taxation to pay interest on general obligation bonded indebtedness and to provide for the debt service fund.
  - The amounts to be expended during the ensuing year for capital improvement projects and the sources of revenue for financing such projects.
- Revenue estimates must be based on already enacted ordinances, excluding the ordinance to establish the mill levy.
- Expenditures must not exceed the estimated opening balances and anticipated income

## The Budget Calendar and Process

- In the General Fund, the budget estimates must include an amount as a year-end closing balance that cannot be expended except for emergencies. Those expenditures must be approved by a two-thirds vote of the Council.
- In the General Fund, the budget estimates must include an amount not less than two percent of the total estimated expenditures for the payment of any unforeseen contingency.

### **On or before the fourth Monday in October**

- City Council must publish a notice showing that the proposed budget is available for inspection.
- The Council must hold a public hearing on the proposed budget.

### **On or before the first regular Council meeting in November**

- City Council may revise, alter, increase, or decrease any items in the Mayor's proposed budget, by majority vote of the members of Council.

### **On or before noon on the Friday immediately following the first regular Council meeting held in November**

- The Mayor must submit to Council a list of the amendments and the items revised, altered, increased, or decreased, stating which of the amendments he accepts or rejects.

### **On or before the second regular Council meeting in November**

- Council may override the Mayor's rejection of any of its proposed amendments by a vote of at least two-thirds of its members.
- Council may adopt the budget. If the City Council fails to adopt the budget by the required date, the Mayor's proposed budget, with any amendments enacted by a two-thirds vote of the Council members, becomes the official budget.

### **On or before the fourth Monday in November**

- City Council must enact an ordinance making appropriations for the ensuing fiscal year.