

# Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting  
Thursday, December 19, 2013

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<input checked="" type="checkbox"/> Fire-Rescue	<input checked="" type="checkbox"/> ADA Compliance and Assessment	<input checked="" type="checkbox"/> Public Works
<input type="checkbox"/> Library	<input checked="" type="checkbox"/> Comptrollers	<input checked="" type="checkbox"/> Police
<input type="checkbox"/> Office of COO	<input checked="" type="checkbox"/> Environmental Services	<input checked="" type="checkbox"/> Transportation & Storm Water
<input checked="" type="checkbox"/> Park and Recreation	<input checked="" type="checkbox"/> Public Utilities	<input type="checkbox"/> EOC
<input checked="" type="checkbox"/> Debt Management	<input checked="" type="checkbox"/> Development Services	<input checked="" type="checkbox"/> EAM
<input checked="" type="checkbox"/> Facilities Financing	<input type="checkbox"/> Financial Management	<input type="checkbox"/>

Guests: *Marnell Gibson-Deputy Director, Rania Amen-Senior Engineer, Nitsuh Aberra-Associate Engineer, Gene Matter-Senior Engineer, Kristy Reeser-Supervising Management Analyst, Michele Yamamoto*

Support: *Mohsen Maali, Angela Colton, Cynthia Chu, Nadia Perez, Reshannon Harrell, Elmer Dulay*

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## 1. General Announcements/Discussion

Tony thanked Mohsen Maali and Reshannon Harrell for their work on setting up the CIPRAC meeting and logistics. Tony also gave Reshannon Harrell a special thank you for keeping with the spirit of the holidays and providing hot tea to committee members.

## 2. Approved CIPRAC Meeting Minutes of May 16, 2013

Minutes of the meeting were approved.

## 3. PW-ECP Request for Internal Service Fund.

Angela Colton and Michele Yamamoto gave an update on the PW-ECP request for Internal Service Fund. In Fiscal Year 2015, the Engineering & Capital Projects Department (E&CP) will be restructured to an internal service fund. As a result, a new budgeting process for General Fund work performed by E&CP is currently being developed by the Financial Management Department (FM) in conjunction with E&CP for Fiscal Year 2015.

General Fund work, which is not billable or chargeable to projects, has historically been unpredicted and unplanned. The main principles behind this new budgeting process are to ensure that General Fund departments are planning ahead for work they anticipate from E&CP, to budget appropriately for these needs, and ensure that the General Fund work is completed by E&CP without delay.

For Fiscal Year 2015, the General Fund work performed by E&CP will be budgeted as a lump sum in the Citywide Department (Citywide) as determined by FM. Of this total, half of the budget will be allocated for General Fund Departments in predetermined amounts for unplanned projects; E&CP will advise FM as to what these predetermined

amounts will be based upon the department submissions provided to E&CP. The other half of the budget in Citywide will be budgeted in an 'emergency reserve' to be allocated by CIPRAC. CIPRAC will approve any allocations from this 'reserve' as departments present requests to CIPRAC to spend from the reserve.

Throughout the fiscal year, E&CP will monitor the departmental expenditures in the Citywide budget and work with the departments as necessary to ensure that the budgets are not exceeded.

A joint memo will be issued by FM and E&CP to explain how the General Fund work will be budgeted, and provide E&CP's process on how General Fund departments will request and receive work from E&CP. In addition, the memo will request that departments provide their needs for Fiscal Year 2015 to E&CP.

James' recommendation is to split the funds up evenly between departments. Andy Fields stated that we should revisit the meaning of emergency. Andy stated that Park and Rec. is underfunded and begging for money to finish projects and ask EC&P to help to get projects finished. Andy stated he needs more clarification of how the funds will be allocated. It was stated that the fund account will be monitored and if necessary can be brought to CIPRAC and CIPRAC will see if one department is not spending the money and another department running out then CIPRAC can allocate the money to that department. Tony suggests that we come up with examples of requests and uses as a guide of the types of request are asked of EC&P.

#### **4. Contracting Protocol Agreement-2012**

The agreement between the City's Labor Organizations concerning what contract amounts can be awarded to private contractors and what needs to get Labor Relations approval has changed. Tony stated that Rimah was not present and he spoke on the Contracting Protocol Agreement to bring the Asset Owning Departments up-to-speed on this issue. Tony stated that Rimah Khouri met with Tony and James about the Agreement between the City and the American Federation of State, County and Municipal Employees Local 127 (local 127) regarding amendments to the contracting protocols project list. The 2012 interpretation supersedes the agreement and this is what the City Attorneys follows. It is stated in the agreement that any project under \$250K has to go to Labor Relations to be screened to see if it can be done by City Forces. We are working to revamp that decision. The most recent side letter agreement with supersedes the side letter agreement from April 2011. Tony stated that they will reopen negotiations on January 15, 2014 and that we will work together on any suggested revisions starting 1/15/2014.

#### **5. Multi Year CP Sub-Committee**

Marnell updated CIPRAC on the status of the Multi Year CP sub-committee. Marnell stated that the Task Force Committee had their First meeting and the perspective of how they were going to move forward. Marnell stated that they made headway and each sub-task force committee now has a chair. Marnell and James met with each of the Chairs yesterday. They spoke to the Community Budget Alliance and the Community Budget Alliance stated that they wanted to be more involved on many levels, such as Transparency and level of service. The Community members are aware of the real time data on the SharePoint site. Marnell stated that if anyone is having difficulty with the SharePoint site, such as downloading documents please contact Nitsuh. Marnell also stated that Mohsen has started drafting the report. Marnell stated that she was concerned about how we are going to collect the data and that Service Levels can be hot discussions. Marnell stated that Gary Chui has started developing some information on Service Levels. Andy Field had concerns about the open data, he stated that Park and Recreation data is not up to date and they would need resources to update their data.

## 6. Naming Conventions

Mohsen informed CIPRAC that there is a City wide issue with projects having multiple names. We want to have a policy for naming projects. The handout Mohsen gave CIPRAC is a guideline for naming projects. James stated that they are going to make it a CIPRAC Policy. This will be CIPRAC's first policy. Mohsen stated that he wanted feedback from CIPRAC then he will develop the documents into a CIPRAC policy. Mario questioned the level of specify in naming projects. James stated that for standalone projects, they would have to go back to council if you were to change the name of the project due to the scope change. Guann Hwang asked, is this good for O&M projects and studies? Mohsen stated this is generic enough to be used for O&M projects, as well. James stated there is some value in standardizing naming conventions. Caryn suggested adding, no fiscal years and no addresses to the list. Mohsen will structure the document into a policy and bring it back to CIPRAC.

## 7. Field Engineering Operational Excellence.

James Nagelvoort informed CIPRAC that Field Division is embarking on a process to examine its key services, business processes, and resources to improve the organization's operational and financial stability and to prepare the organization for future growth. James stated that Field Division is currently following an old business model and that Todd Gloria will assist us in looking at Field Division dealing with staffing, and building issues. James stated that we were going to look internally to staff first to see what type of changes need to be made. In January we will be reaching out to customers and contractors to get their input. James stated we will be looking at

- a. The way we operate
- b. Business model
- c. Where we need to improve

James informed CIPRAC that we never made an investment on how we manage projects. Andy fields asked, does this count as the 5% of the allocation? James stated yes.

## 8. AM City Policy Updated and next Steps.

Susan Bowman informed CIPRAC on the AM City Policy Update and Next Steps. Susan stated that she went before the Infrastructure Committee on December 9<sup>th</sup> and gave SAP/EAM project full cost disclosure and they were very supportive. Susan stated the SAP/EAM project is ready to proceed and this is a 3 year project. Liz Muller will be returning provisional to assist with the project. IBA will incorporate a position of Project Asset Coordinator in the budget.

## Future Agenda Items

- a. Documenting CIPRAC Policies
- b. Standardized City-wide "Needs Assessment"