



Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting

Thursday, January 22, 2014

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| <input checked="" type="checkbox"/> ADA Comp. & Assessment | <input checked="" type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Library | <input checked="" type="checkbox"/> Public Utilities |
| <input checked="" type="checkbox"/> Comptrollers | <input checked="" type="checkbox"/> Environmental Services | <input checked="" type="checkbox"/> Office of COO | <input checked="" type="checkbox"/> Transportation & Storm Water |
| <input checked="" type="checkbox"/> Debt Management | <input type="checkbox"/> EOC | <input checked="" type="checkbox"/> Park and Recreation | <input checked="" type="checkbox"/> Mayor's Office |
| <input checked="" type="checkbox"/> Development Services | <input checked="" type="checkbox"/> Financial Management | <input checked="" type="checkbox"/> Planning Department | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> EAM | <input checked="" type="checkbox"/> Fire-Rescue | <input checked="" type="checkbox"/> Police | <input checked="" type="checkbox"/> Real Estate Assets |

Guests: Leigh Ann Sutton, Scott Clark, Ali Darvishi, Jack Kubota, George Freiha

Support: Mohsen Maali, Nadia Perez, Cynthia Chu, Elmer Dulay, Gabriel Dibello

1. General Announcements/Discussion

- Tony Heinrichs brought the meeting to order.
- James Nagelvoort announced that Tony Heinrichs will be retiring with his last day of work being 2/14/15. Tony thanked the CIPRAC Meeting attendees for all of their hard work and support and expressed that it was great working with them over the years.

2. Approve CIPRAC meeting minutes on December 18th, 2014

The CIPRAC Meeting minutes of December 18, 2014 were approved with the minor correction of # 3. The Park & Rec CIP Fund Allocations total for both FY15 and FY16 should have been \$2,500,000 per Ben Battaglia.

3. Reinvestment Options for General Fund Facilities FY16 to FY20 Multi-Year - 01/06/2015 Voting Results

James addressed the reinvestment options for the General Fund Facilities for FY16 to FY20 Multi-Year and shared the options and the voting results. He also mentioned that this will be taken to the Council in March. Below are the highlights:

- Option A – 101540 Partial Level 1 Reinvestment (Public FCI 10, Semi-Public FCI 15, City Office FCI 40)
= Avg FCI 26 (0 Votes)
- Option B – 202030 Partial Level 1 Reinvestment (Public FCI 20, Semi-Public FCI 20, City Office FCI 30)
= Avg FCI 24 (1 Vote)
- Option C – 151529 Level 1 Reinvestment (Public FCI 15, Semi-Public FCI 15, City Office FCI 29)
= Avg FCI 22 (12 Votes)
- Option D – 101020 Level 2 Reinvestment (Public FCI 15, Semi-Public FCI 15, City Office FCI 29)
= Avg FCI 15 (1 Vote)

There were 6 "No Votes."

4. Crystal Pier Repair

Ali Darvishi requested a total of \$250,000 from CIPRAC for construction repairs on the leased and City owned & operated areas of the Crystal Pier. Construction just began on the land portion of the pier in mid January and the extended damage will not be known until further construction. However, one of the repairs that was discovered and needing to be addressed is the hollowing out of piles of rotting wood up to 6-feet in height. The breakdown for the requested funds is as follows:

- \$150,000 – for work identified
- \$100,000 – set aside for additional unanticipated repairs

There was also discussion on the funding source for these repairs. Andrew Field indicated that Park & Rec was out of any money. James motioned for the funding to come from Deferred Capital Bond Funds (or alternate fund), and if not then the General Fund. Andrew Field seconded the motion.

The motion was approved.

5. Multi-Year Capital Plan

Marnell gave an update on the Multi-Year Capital Plan and said that the January 21st at the Infrastructure Committee Meeting was an enormous milestone for them. She indicated that they have a fantastic starting point now and will go back to the Infrastructure Meeting in March with a more detailed analysis such as:

- Financing Strategy
- Facilities Condition Assessments
- Implementation Plan

The focus was on the Rehab \$1.7 billion dollar gap and the greatest achievement was the \$2.2 billion dollars in revenue.

Many thanks were given to Marnell and her team from the Mayor's Office and Tony Heinrichs for an outstanding job done. Marnell also thanked CIPRAC, stating that it had been a long year and a half and it wouldn't have happened without them.

Information only.

6. Capacity to Execute CIP

James indicated that we need a better business plan. He stated that we need to put out larger construction contracts which will be a cost and time saver but with potential issues such as concern for SLBE program, new and larger contractors. He also spoke of the need to coordinate better and more efficiently with the increased number of projects. He stated that a meeting would take place in a week or so to talk about these.

James indicated that the first people to get hit with the increased work load are the ones at the beginning of the cycle e.g. those who create and enter the projects into SAP and P6.

Information only.

7. CIP Prioritization

Mark Nassar gave a presentation on CIP Prioritization CP 800-14 including the history. He stated that the policy was amended in November 2013 and established 8 factors. The intention was to identify groups and meet with the community and create a policy for staff to implement.

Staff promised Infrastructure Committee that they would return in 1-yr. to see how things were proceeding and to propose changes & recommendations. They are targeting March 11, 2015 and need to determine:

- Point of Contact
- Internal Need to Evaluate Using Tool
- External Review
- Mayor's Office (meet with Katherine Johnston)
- Actual Factor
- Risk Factor

This policy doesn't address how needs are scored, but addressed them after. Scoring is done to determine funding decisions. Sublets or stand-alone projects are submitted for scoring. TSW stated that they use the system for prioritizing needs, as well.

Each asset department scores their own projects and sends them to Ryan Greek to crunch the data. There is the need to centralize this process and provide detailed scoring sheets as new projects are added.

James stated that he thinks that CIPRAC needs to hear more details.

Information only.

8. Annual Allocations with Budget and Projects with Zero Expenditures

Ben Battaglia presented a report that showed a number of CIP projects that have current budget with zero expenditures in FY15 and Annual Allocations with current budget. He stated that as of January 21, 2015, \$187.2 million dollars in Annual Allocations are not specifically assigned to a subproject. Ben asked all CIPRAC members to work with their staff to review the projects and Annual Allocations on the list to see if any projects can be closed, transferring budget to other projects, and allocate budgets in Annual Allocations to subprojects. This report will be presented to CIPRAC monthly. James requested for the report to be sorted by system status..

FM is developing a couple of reports to help with the analysis of current projects.

Information only.

9. Future Items

Ben Battaglia indicated that there will be a special CIPRAC meeting next month where he will present and explain the FY16 Budget. He will present all projects by funding source.

Meeting Adjourned.