

Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting Held On
Thursday, January 17, 2013

Members Present: *Mary Wolford for Susan Madison, Kip Sturdevan, Deborah Barrow, Mario Sierra, Ro Villa, Kenneth Barnes for Dianne Modelo, Ann Sasaki, Tony Heinrichs, James Nagelvoort, Caryn McGriff, Julio Canizal, Kelly Broughton, Susan Bowman*

Members Absent: *Stacy LoMedico, Lakshmi Kommi, Tom Tomlinson*

Guests: *Linda Marabian, Stephanie Gilbert, Wendy Morrow*

Support: *Pablo Lutes, Matthew Araiza, Ben Battaglia, Myrna Dayton, Rex Narvaez, Darren Greenhalgh*

I. General Announcements / Discussions

Julio Canizal talked about the two separate CIPRAC meeting for February and their purpose of presenting and approving the Fiscal Year 2014 Capital Improvement Program Budget. James Nagelvoort informed the committee of a Public Information Request for previous minutes and talked about how minutes will be posted to the CIPRAC website going forward.

II. Approve Meeting Minutes for the CIPRAC Meeting of December 20, 2012

Minutes of December 20, 2012 were distributed and approved.

III. Establishing Project Baselines, Process for Adjusting Project Baselines and Project Charters

Darren Greenhalgh gave a presentation on Project Baselines and the Project Charters. He went over the existing process and it's deficiencies and presented the new process which includes a cover page that must be signed by all parties in agreement with the baseline change. This new process will be applied to some but not all existing projects and new projects going forward.

This agenda item was for information only; no CIPRAC action was required.

IV. Fire Station Projects

Kenneth Barnes requested CIPRAC approval to transfer budget funded by the deferred maintenance bond to other projects higher in priority for the Fire Department. He requested the transfer of \$525,000 from Fire Department Training Tower, \$131,000 from Life Guard Stations-Garage Northern, \$94,000 from Block House-Blockhouse – Point Loma, and \$1,184,000 from Fire Stations-Fire Station #26 to fund Helicopter Air Base and Site Plan (\$650,000), Mission Beach Lifeguard Tower (\$300,000), Fire Station 3 Roof and HVAC (\$300,000), Fire Station 14 Roof and HVAC (\$300,000), Fire Station 19 Roof and HVAC (\$300,000).

CIPRAC approved an amended request, agreeing to transfer \$525,000 from Fire Department Training Tower, \$131,000 from Life Guard Stations-Garage Northern, \$94,000 from Block House-Blockhouse – Point Loma, and \$450,000 from Fire Stations-Fire Station #26 to fund Mission Beach Lifeguard Tower (\$300,000), Fire Station 3 Roof and HVAC (\$300,000), Fire Station 14 Roof and HVAC (\$300,000), Fire Station 19 Roof and HVAC (\$300,000) contingent upon City Council approval.

V. Multi-Year CIP Program

James Nagelvoort discussed the recommendation that the City of San Diego begin to budget their Capital Improvement Program on a multi-year basis starting in Fiscal Year 2015. The idea is to adopt a multi-year plan and approve a budget every year.

This agenda item was for information only; no CIPRAC action was required.

VI. Future Agenda Items

- a. Standardized City-wide “Needs Assessment”**
- b. CIP Audit – Documenting CIPRAC Policies**

Future items were briefly discussed with key points made about a new prioritization model as well as getting on the same page city-wide in terms of needs assessments, possibly leveraging the Public Utilities Enterprise Asset Management Program.

VII. Additional Items

James Nagelvoort informed the committee about the electronic bidding software package being implemented by the city and its timelines.

There was also discussion regarding public participation in the Capital Improvement Program and the best forum for that input.