

MINUTES

**City of San Diego Boards and Commissions
San Diego Parks and Recreation Department
MISSION BAY PARK IMPROVEMENT FUND OVERSIGHT COMMITTEE
November 4, 2025**

Meeting Location:

Santa Clara Recreation Center
1008 Santa Clara Place
San Diego, CA 92109

Mailing Address:

Balboa Park
Administration Building
2125 Park Boulevard
San Diego, CA 92101

ATTENDANCE:

Members Present

Cindy Adams
Bernadette Butkiewicz
Chuck Dunning
Jim Gross
Jeff Johnson
Cathie Jolley
Ryan Karlsgodt
Judith Munoz
Steve Pinard

Members Absent

Giovanni Ingolia
Julie Roland

City Staff Present

Mike Rodrigues
Patrick Hadley
Andy Field
Cambria Head
Manny Reyes
Parita Ammerlahn
Rania Amen
Caryn McGriff

CALL TO ORDER – Chairperson, Jeff Johnson called the meeting to order at 6:52 p.m.

APPROVAL OF THE MINUTES – October 7, 2025

MOTION: MOVED/SECONDED

A motion was made by Cathie Jolley and seconded by Cynthia Adams to approve the October 7, 2025 meeting minutes as written. The motion carried 6-0 with 3 abstentions (Ryan Karlsgodt, Jim Gross, and Bernadette Butkiewicz)

REQUEST FOR CONTINUANCE – none

NON-AGENDA PUBLIC COMMENT / COMMUNICATIONS – none

CHAIRPERSONS REPORT – none

CITY STAFF REPORT – none

ACTION ITEMS:

Consent (These items are adopted without discussion; they can be moved to adoption by any committee member)

101. none

Adoption (Each adoption item requires individual action; they can be moved to consent by action of the committee)

201. Review draft letter requesting legal opinion to earmark Mission Bay Park Improvement Funds for future environmental park improvement projects – Jeff Johnson and Judith Munoz

Draft letter to City presented by Jeff Johnson to Committee for consideration and edits.

Judith Munoz suggested to allocate funding to projects that improve water quality, including the causeway at Fiesta Island, whenever possible. Suggestions were made to determine how to allocate funding for future environmental projects and if it was even possible.

Motion: Moved/Seconded

A motion was made by Judith Munoz and seconded by Ryan Karlsgodt to approve the draft letter with the edits discussed at Committee. The motion carried 9-0.

INFORMATION ITEMS

301. Overview of the CIP delivery process and dashboards for active park projects – Parita Ammerlahn, Asst Deputy Director, Engineering & Capital Projects

Parita Ammerlahn presented on the overall capital improvement project process describing the various phases of work that include, but aren't limited to, community input, financing, land acquisition, design, procurement, and construction. The high level hard and soft costs were also discussed providing examples of each with soft costs including project planning, permitting, and design with hard costs mainly including construction.

An exhibit from the California Multi-Agency CIP Benchmarking Study was shared showing the City of San Diego's average project delivery costs by project type. The table presented showed the City's project delivery costs as a percentage of the Total Construction Costs. The City displayed 30% for design and 23% for construction management for a total of 53% in Total Project Delivery Costs. An example of a project with construction cost of \$1M was presented. Based on the project delivery percentage, project delivery would cost \$530,000 (53% of

construction) for a total project cost of \$1.53M. Additional graphics displayed the different phases of work and estimated costs with each.

A dashboard displaying the current Mission Bay Park projects was also presented which displayed the scope, costs, and general timeline with each project. Ryan Karlsgodt and Bernadette Butkiewicz both made comment on the overall budget process. Funding needs are identified in the 5-year Outlook with capital improvement projects receiving design funding initially with remaining funding needs projected in outer years.

Jeff Johnson inquired about the high costs of park projects. An example of a pre-fabricated comfort station was provided. The total project cost being \$2.5M, but the comfort station itself only cost \$700,000 to build. Encouraged City staff to continue to streamline and find efficiencies wherever possible. One option provided was the thought of buying direct from a manufacturer to avoid mark-ups imposed by the general contractor a project is awarded to.

Rania Amen commented that the City is committed to streamlining processes and provided examples of efforts in the past, including the pre-fabricated comfort station model. She also commented that the overhead costs are the cost of doing business in San Diego and many aspects are outside of Engineering & Capital Projects ability such as Prevailing Wage and other State and Federal requirements.

Rania Amen made commitment to return to Committee on a more regular basis with capital improvement project updates and efforts to streamline processes. In addition, a more detailed breakdown of a project would be presented to the Committee for better understanding of the cost breakdown.

WORKSHOP ITEMS

401. none

ADJOURNMENT – Chairperson Johnson adjourned the meeting at 8:06 p.m.
Next regular meeting is scheduled for December 2, 2025 @ Santa Clara Recreation Center

Respectfully Submitted,

Patrick Hadley
Deputy Director, Mission Bay & Shoreline