

**Capital Improvements Program Review and Advisory Committee (CIPRAC)**

Paz Gomez - DCOO Infrastructure/Public Works, Chair

**Minutes of Meeting**

**Thursday, March 30, 2017**

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> ADA Comp. & Accessibility | <input type="checkbox"/> Economic Development                       | <input checked="" type="checkbox"/> Library                          | <input checked="" type="checkbox"/> Public Utilities             |
| <input checked="" type="checkbox"/> Comptrollers              | <input type="checkbox"/> Environmental Services                     | <input checked="" type="checkbox"/> DCOO Infrastructure/Public Works | <input checked="" type="checkbox"/> Transportation & Storm Water |
| <input checked="" type="checkbox"/> Debt Management           | <input checked="" type="checkbox"/> EOCP (Purchasing & Contracting) | <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 type="checkbox"/> IAM (non-voting)                     | <input checked="" type="checkbox"/> Fire-Rescue                     | <input checked="" type="checkbox"/> Police                           | <input checked="" type="checkbox"/> Real Estate Assets           |
| <input checked="" type="checkbox"/> City Engineer             | <input type="checkbox"/> Fleet Operations                           | <input type="checkbox"/> Sustainability Program (non-voting)         | <input checked="" type="checkbox"/> Civic San Diego (non-voting) |
| <input checked="" type="checkbox"/> IBA (non-voting)          |   |  |  |

**1. General Announcements/Discussion:**

- Paz Gomez, Deputy Chief Operating Officer, called the meeting to order. Time: 1:03 p.m. Staff introductions and welcome to Jillian Kisse of IBA.
- James Nagelvoort, Director, Public Works Department, conveyed that Environmental Services Department was unable to attend per Darren Greenhalgh. James also referenced revised Citygate report on Fire-Rescue Department, and stated that Chief Kevin Ester was going to present information regarding it; however, he wasn't present at the meeting.
- Paz Gomez, Deputy Chief Operating Officer, discussed quarterly meeting reminders.

**2. Facilities Asset Management Plan (AMP) Framework:**

Richard Leja, Deputy Director, Public Works Department, and Nevien Antoun, Senior Civil Engineer, Public Works Department, gave an overview of Facilities AMP Framework discussing specifics about rankings, existing and new facilities.

Informational item only.

**3. CIP Year-End Budget Monitoring Report:**

Michael Clark, Budget Coordinator, Financial Management Department, stated the CIP Year-End report was used to free up funds and was well received by Council.

Memoranda will be released on April 3.

Informational item only.

**4. Community Outreach Effort Update:**

Marnell Gibson, Assistant Director, Public Works Department, discussed meeting with the current chair OF Community Planning Chair (CPC); training sessions with FM, projects identified and distribution lists. Status update to CPC in April and back in May; the idea is to get the list back in September. Park and Recreation, Transportation and Storm Water projects were top items and may need assistance moving forward. Would like a process in place and will receive assistance from IAM. The idea of an app similar to Get It Done was discussed as they're looking to modify survey for better intake form.

Informational item only.

**5. O&M & Minor CIP Projects:**

Richard Leja, Deputy Director, Public Works Department, and Kris Shackelford, Program Manager, Public Works Department, discussed guidance and clarification of contracting for minor construction, repair and maintenance projects. They discussed in detail how projects have to be triaged correctly and must fit into the municipal code as emergency based on City guidelines.

Informational item only.

**6. DIF Notice of Funding Availability:**

Tom Tomlinson, Assistant Director, Planning Department, discussed Development Impact Fee (DIF) and Notice of Funding Availability (NOFA). Tom stated funds are continuing to be collected for FY18 budget. He motioned to approve \$800,000.00 to Park and Recreation for Rancho Mission Park, Michael Clark, Budget Coordinator, Financial Management Department, seconded. Motion approved unanimously.

Paz Gomez, Deputy Chief Operating Officer, motioned for \$710,000.00 into San Ysidro Library and to address Mary Wolford's request at future CIPRAC meeting. Michael Clark, Budget Coordinator, Financial Management Department, seconded. Motion approved unanimously.

Lakshmi Kommi, Director of Debt Management Department, motioned for Rivera Del Sol fully funded at \$6.35 million; James Nagelvoort, Director, Public Works Department, seconded. Motion approved unanimously.

Meeting adjourned at 2:45 p.m.

## **Email Correspondence & Voting**

### **1. Infrastructure Priorities Request**

Alejandra Gavaldon of the Mayor's office requested the names of priority projects for potential Federal infrastructure funding.

Paz Gomez distributed via email on February 10, 2017 with a request to provide input by noon, Friday February 10, 2017. Staff input was provided to Alejandra.

### **2. Proposed FY18 and Reprogrammed CDBG Funding for City CIP**

Economic Development Department requested consideration and approval for four proposed capital improvement projects for FY18 and Reprogrammed Community Development Block Grant (CDBG) funding.

Distributed for online vote via email on February 24, 2017 with a deadline of Wednesday, March 1, 2017.

Item Approved

### **3. FY 2018 May Revise DIF**

DIF funding available for allocations as part of the FY2018 May Revise was distributed via email on Wednesday, April 5, 2017. Per Tom Tomlinson, each CIPRAC member should submit requests to Vicki Burgess **by COB April 14, 2017**. Once all requests are received and compiled a separate email will be sent requesting votes for the projects.

Facilities Financing received 26 requests for DIF funding consideration as part of the FY18 CIP May Revise. Staff determined that 21 of the existing CIP projects were eligible for DIF funding and were identified for consideration and vote. List of projects was distributed to CIPRAC voting members via email on April 21, 2017. Each member was asked to record a "yes" or "no" in the designated "CIPRAC Vote" column to Vicki Burgess **by COB Monday, April 24, 2017**.

Item Approved

**Note:** TSW prioritized funding project T5A with available funds. Therefore the \$137,700 for project T-30 in Midway/PH was removed from consideration.

### **4. State of the CIP FY 2017 Mid-Year Update:**

Distributed via email on April 10, 2017.