

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

Johnnie L. Perkins – DCOO Public Works & Utilities, Chair

**Minutes of Meeting
Thursday, August 15, 2019**

✓	ADA Comp & Accessibility	✓	Finance	✓	Public Utilities
✓	City Engineer	✓	Fire-Rescue	✓	Public Works
	DCOO Public Works & Utilities		Fleet Operations	✓	Real Estate Assets
	Debt Management	✓	Library	✓	Transportation & Storm Water
	Development Services		Mayor's Office	✓	Civic SD
	Economic Development	✓	Parks & Recreation	✓	IBA
	Environmental Services	✓	Planning		Office of Sustainability
✓	EOCP (Purchasing & Contracting)	✓	Police		

1. General Announcements/Discussions:

James Nagelvoort, City Engineer, called the meeting to order at 1:03p.m. and asked for general announcements/discussion items. James announced Johnny L. Perkins is unable to attend meeting and would be leading meeting in his absence.

Myrna Dayton, Assistant Director, Public Works made a motion to amend the agenda. Motion to move item # 6 to be item #4. Kris McFadden, Director, Transportation and Storm Water seconded the motion.

Motion was unanimously approved.

Informational item only.

2. Approve Minutes of the Last Meeting:

James Gaboury, Deputy Fire Chief, Fire-Rescue motioned to approve minutes from the last meeting held on June 6, 2019 and Myrna Dayton, Assistant Director, Public Works seconded motioned.

Minutes were unanimously approved.

3. City Herbicide/Pesticide Usage

James Nagelvoort, City Engineer and Casey Smith, Interim Assistant Director, Parks & Recreation, explained projected changes to the City's usage of Herbicide and Pesticide usage.

- No official alternative has been established
- Parks & Recreation to share list of alternative products
- At this time this is only a projected change and no official memo has been released, an open discussion took place regarding complications to CIP projects given the change. Concern was expressed regarding raising costs of projects, delays in projects and no clear alternative project.

Informational item only.

4. CIPRAC's/PCC Role In:

Mark Nassar, Deputy Director, Public Works provided updates regarding CIPRAC's/PCC Role in the following tasks:

1. Action Item – Reimbursable Agreements (RD) Projects: Does the creation of new standalone Developer Built Reimbursable (RD) Projects require PCC review or CIPRAC approval?

PCC Recommendation:

- If determined to not require PCC review and CIPRAC approval, then forward to PCC at time of WBS creation as informational for asset management tracking and coordination.

An open discussion was led regarding pros/cons of item within the different departments. There was emphasis on assuring the projected changes meet City Standards. Daniel Kay, Civic San Diego recommended that asset owners meet with DSD to go over specific changes taking place.

Myrna Dayton, Assistant Director, Public Works motioned to approve item #1, Rania, Director, Public Utilities seconded the motion.

Action Item #1 approved.

2. Action Item – Sublets to Approved Annual Budgets: Can the PCC “Approve” the creation of sublets under annual allocations within an approved annual budget (e.g. the current FY 20?)

PCC Recommendation:

1. Delegate approval of consent (*) sublets for approved Annuals to PCC with a follow up at CIPRAC as an informational item
2. For non-consent sublet items, PCC will present to CIPRAC for direction/approval.
3. AMD's to provide proposed budget sublet details ahead of budget approval

An open discussion was led regarding pros/cons of item within the different departments.

Rania Amen, Assistant Director, Public Utilities motion to approve bullet item (recommendations) 1 & 2. James Gaboury, Deputy Fire Chief, Fire-Rescue seconded the motion.

Recommendation items 1 & 2 approved.

Recommendation item # 3 to be postponed and developed further. Item to stay on agenda and presented at another meeting for vote.

5. FY21 CIP Budget Development Process:

Caryn McGriff, Financial Operations Manager, Department of Finance presented regarding the FY21 CIP Budget Development Process. She highlighted the memo to start budget season will go out in October 2019, budgets to be due by April, sent back to departments in May for revisions.

Informational Item only

6. 5 Year CIP (FY21-25) Outlook:

Alfred Bajet, Program Manager, Public Works, provided an overview of the 5 Year CIP Outlook, regarding key dates, lessons learned, Community Planning Group CIP Survey Input, and Point of Contacts.

Informational item only

7. Approval of PCC's Recommendation for new Project Creation

Mark Nassar, Deputy Director, Public Works and Nitsuh Aberra, Senior Civil Engineer, Public Works presented regarding creation of new projects already approved by PCC.

Open discussion held regarding clarification of what the PCC is asking to be approved and clarification on what has already been created and approved.

Caryn McGriff, Financial Operations Manager, Department of Finance motioned to approve the projects listed in item no's 1-19. James Gaboury, Deputy Fire Chief, Fire-Rescue, seconded the motion.

Item no's 1-19 unanimously approved.

Caryn McGriff motioned to deny item no's 20-29, Kris McFadden, Director, Transportation & Storm Water seconded the motion.

Item no's 20-29 unanimously denied.

Caryn McGriff motioned to approve Item no's 30-38, James Gaboury seconded the motion.

Item no's 30-38 unanimously approved.

2:45 p.m. James Nagelvoort, City Engineer, had to leave due to conflicting meeting, handed lead over to Myrna Dayton, Assistant Director, Public Works Department

8. State of the CIP Update:

Mark Nassar, Deputy Director, Public Works presented on the state of the CIP. Highlighted key dates, September 30, presented to CIPRAC, October 23rd to be presented to City Council. October 5 CMFE will be presenting to council their construction update highlighting 101 Ash Street.

Myrna Dayton, Assistant Director, Public Works asked that the departments please send Mark projects that they would like highlighted at council.

Informational item only.

Meeting adjourned at 2:59 p.m.