

# Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting Held On  
Thursday, March 21, 2013

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**Members Present:** *Mary Wolford for Susan Madison, Deborah Barrow, Mario Sierra, Dianne Modelo, Ann Sasaki, Nelson Hernandez (Chair), Tony Heinrichs, James Nagelvoort, Caryn McGriff, Julio Canizal, Kelly Broughton, Lakshmi Kommi, Tom Tomlinson*

**Members Absent:** *Stacy LoMedico, Sturdevan, Kip, Ron Villa, Henry Foster*

**Guests:** *Linda Marabian, Gene Matter, Mark Nassar, Michelle Abella-Shon*

**Support:** *Mark Gonzalez, Ben Battaglia, Myrna Dayton, Rex Narvaez, Angela Colton*

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## **I. General Announcements / Discussions**

None

## **II. Approve CIPRAC Meeting Minutes of February 21, 2013**

Minutes of February 21, 2013 were distributed and approved.

## **III. FY2014 Project List**

### **a. Cascade (Waterfall) Project List**

The waterfall list was updated from what was presented at the CIPRAC meeting on February 21, 2013 and distributed to CIPRAC for review. The updated waterfall list contained two versions; the first version ranked projects by priority score, from highest to lowest; the second version ranked projects by unidentified funding, from lowest to highest. The two versions of the waterfall list were discussed and CIPRAC decided the best method for ranking projects on the waterfall list would be as follows: rank by phase (Construction, then Design), then by unidentified funding (lowest to highest). Any ties would be decided by the highest Priority Score.

During the review of the waterfall list, Mario Sierra, Assistant Director of Environmental Services, clarified that the unidentified funding for Annual Allocation AFA00003 – Environmental Services Operations Yard Improvement should be changed from \$225,000 to \$275,000. He further explained the \$275,000 would completely fund two sublet projects: Miramar Roof Replacement (sublet not yet created) for \$135,000 and B13188-Miramar Employee Drainage for \$140,000 that belong to the annual allocation. CIPRAC requested that the two sublets be reflected in the waterfall list.

### **b. Anticipated Construction Projects Contract Award List**

Angela Colton distributed and discussed the FY13 and FY14 Construction Projects

Contract Award Lists and changes that have occurred since October 2012 between the two contract award lists. Tom Tomlinson stated that the University Village Park Tot Lot project is on the contract award list and on the waterfall list. James Nagelvoort responded that projects on the contract award list do not necessarily mean the project is fully funded. The project could be awaiting anticipating funding. After much discussion, CIPRAC decided that projects that are not fully funded should be removed from the contract award list because it gives a false impression that these projects will be awarded. In addition, CIPRAC requested the following:

- Add subtotals and total.
- Remove projects that are provided by the developer.
- Add a note to the list that projects can be awarded throughout the year and do not need City Council authority.
- Engineering & Capital Projects Department (E&CP) to verify all projects that were removed from the FY13 Contract Award List are moved to the FY14 Contract Award List.

#### **IV. Additional FY2014 Proposed CIP Budget Requests**

Park & Recreation requested approval from CIPRAC to add \$156,000 from Park Service District funds to San Ysidro Athletic Area & Larsen Field Lighting / S11013 project. CIPRAC approved the request.

Transportation & Storm Water requested approval from CIPRAC to revise their original FY14 budget request. CIPRAC approved the request.

The details of the two approved requests are attached (see Attachment A).

#### **V. EAM Steering Committee – Infrastructure Committee Action Items from February 25, 2013**

Gene Matter of the EAM Steering Committee presented to CIPRAC the actions items resulting from the Infrastructure Committee meeting from February 25, 2013. The action items the Infrastructure Committee tasked the EAM Steering Committee with are as follows:

- Develop an asset management policy.
- Compare other technologies with SAP EAM and discuss the advantages and disadvantages.
- Develop an Asset Management Framework. The EAM Steering Committee will develop the framework using the City's process narrative format as a guide and present the Asset Management Framework to CIPRAC on April 18, 2013.

Additionally, CIPRAC discussed if the Asset Management Policy was going to eventually turn into a City Council Policy. Tom Tomlinson suggested that there be a City Council Policy that can be reviewed every two years. James Nagelvoort inquired if City

Council asked the IBA to write a policy; if not, he suggested that CIPRAC may want to draft it. Gene Matter said he will look into it and report back to CIPRAC.

**VI. Repayment to Emergency Fund from P&R funds such as RPIF, EGF, DC, Open Space, and etc. for Rancho Mission Slope Repairs**

Park & Recreation staff was absent and did not present on this topic. This has been trailed to the next CIPRAC meeting.

**VII. Abandoned Projects to Close Discussion**

Financial Management informed CIPRAC that they will be including abandoned/cancelled projects in the Fiscal Year 2013 Year-End Budget Monitoring Report for City Council approval to close. Financial Management requested that CIPRAC review these projects at the next CIPRAC meeting on April 18, 2013 and vote to approve or deny the requests to include in the report.

**VIII. State of the CIP**

Angela Colton requested CIPRAC send her any updates to be added to the State of the CIP Report. The Report, along with the Fiscal Year 2014 Proposed CIP Budget, will be presented on May 1, 2013 at a Special Meeting of the Budget Review Committee.

**IX. Future Agenda Items**

The future agenda items were not discussed.

**Other Topic discussions**

Nelson Hernandez discussed revisiting the Priority Score process. The current priority score process favors Transportation & Storm Water projects. Another system is needed to score all other projects more accurately.

James Nagelvoort informed CIPRAC that the amount of the Fiscal Year 2013 CIP bonds was increased to \$35 million, with the additional \$5 million allocated to AID00006 - Concrete Streets. Additionally, James mentioned that he will be sending a memo to City Council requesting a list of projects to apply the funds from the DC3 bonds. Operations & Maintenance costs associated with the projects will also need to be identified.