

Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting Held On
Thursday, June 20, 2013

Members Present: *Nelson Hernandez (Chair), Kip Sturdevan, Mario Sierra, James Nagelvoort, Ann Sasaki, Caryn Mcgriff, Kenneth Barnes, Tony Heinrichs, Lakshmi Kommi, Gene Matter, Mary Wolford for Susan Madison, Benjamin Battaglia for Julio Canizal*

Members Absent: *Stacy LoMedico, Henry Foster, Kelly Broughton, Susan Bowman, Deborah Barrow, Ron Villa, Tom Tomlinson*

Guests: *Max Affarano, Catherine Dungca, Murtaza Baxamusa, Jim Winter, Linda Marabian, Wendy Morrow*

Support: *Rex Narvaez, Reshannon Harrell, Tina Clifford, Zhanna Morozova for Mohsen Maali*

1. General Announcements/Discussion

- a. Andy Field the new Assistant Director, Park and Recreation Department will be attending CIPRAC starting the next meeting.

I. Approved CIPRAC Meeting Minutes of May 16, 2013

Minutes of May 16, 2013 approved with one minor typo correction.

II. Usage and approval of CIP Emergency Annual Allocated Funds

Benjamin Battaglia informed CIPRAC of the background for the Emergency Annual Allocated funds. General fund money of \$1 million dollars was allocated to the emergency fund. The use of the fund was intended for emergency project. Departments would request funds through CIPRAC and the requesting department would replenish the fund within three months by another funding source. Nelson Hernandez asked how departments would replenish the emergency funds if the dept cannot find other funding sources. Benjamin Battaglia did not have the information. Current balance of the CIP Emergency Reserve is \$800K. ECP will be returning \$150,000 to fund from the Crystal Pier project, due to monies requested will not be needed.

III. Mayor's CIP Prioritization Policy

Catherine Dungca gave PowerPoint presentation on this item. Handout was distributed. Catherine Dungca will be choosing 12 projects to test the Scoring Weights process. Nelson Hernandez would like the committee to send comments on the presentation to Catherine Dungca within the next ten days.

IV. FY 15 CIP Budget/Multi-yr CIP, CPC Involvement

James Nagelvoort informed CIPRAC that for FY 15 City will invite Community Planning Committees (CPC) to attend training on the CIP Budget Process. City offered one day training to CPC on the subject of the CIP Budget Process to be conducted at MOC, but CPC would like the City to conduct training for each of the Council members in each of their perspective districts. The City will be

forming three to four teams and conducting two-three training sections with each of the Community Planning Groups. City recommends that the Community Planning groups for multi-year CIP pick projects already in the “Hopper”. James expects to data gather, form teams and finish discussion with staff by August 2013. City will work with CPC and collect the recommendations during November 2013 – January 2014.

V. **EAM Steering Committee update-Action items for infrastructure committee**

Gene Matter informed CIPRAC that EAM committee created two Process Narratives to present to the Infrastructure Committee:

1. *City-Wide Enterprise Asset Management Guideline*
2. *How to prepare an Asset Management Plan.*

These process narratives were routed through a 1472 process to go before infrastructure committee. Tony Heinrich informed CIPRAC that the 1472 is in route and additional information and some word smithing will be needed before presenting it before the infrastructure committee, and it may have to go before council and Mayor. This 1472 is informational only and hope to key it up in July before the Infrastructure Committee.

VI. **Future Agenda Items**

- a. *Standardized City-Wide “Needs Assessment”*- James informed CIPRAC that this is a duplicate of “EAM Steering Committee update-Action”.
- b. *CIP Audit-Documenting CIPRAC Policies*-James informed CIPRAC that there was a management meeting that discussed if all items on the CIP Audit were completed. James will be making sure all items are complete.