

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

**Final**

**Minutes of Meeting**

**Thursday, February 20, 2014**

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<input checked="" type="checkbox"/> Fire-Rescue	<input checked="" type="checkbox"/> ADA Compliance and Assessment	<input checked="" type="checkbox"/> Public Works
<input type="checkbox"/> Library	<input checked="" type="checkbox"/> Comptrollers	<input checked="" type="checkbox"/> Police
<input checked="" type="checkbox"/> Office of COO	<input checked="" type="checkbox"/> Environmental Services	<input checked="" type="checkbox"/> Transportation & Storm Water
<input checked="" type="checkbox"/> Park and Recreation	<input checked="" type="checkbox"/> Public Utilities	<input checked="" type="checkbox"/> EOC
<input checked="" type="checkbox"/> Debt Management	<input checked="" type="checkbox"/> Development Services	<input checked="" type="checkbox"/> EAM
<input checked="" type="checkbox"/> Facilities Financing	<input checked="" type="checkbox"/> Financial Management	<input type="checkbox"/>

**Guests:**      *Marnell Gibson-Deputy Director, Rania Amen-Senior Engineer, Nitsuh Aberra-Associate Engineer, Gene Matter-Senior Engineer, Rimah Khouri, Deputy Director-Human Resources,*

**Support:**      *Mohsen Maali, Angela Colton, Cynthia Chu, Nadia Perez, Reshannon Harrell, Elmer Dulay*

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**1. General Announcements/Discussion**

Tony Heinrichs called the meeting to order and introduced James Barwick, Director of Real Estate Assets, as a new member of CIPRAC and announced that Kathleen Eisenhower after 41 years will be retiring from Park & Recreation.

**2. Approved CIPRAC Meeting Minutes of February 6, 2014.**

Minutes of the meeting on February 6, 2014 were approved.

**3. S. Chollas Landfill Improvements.**

Mario Sierra gave a brief presentation on the South Chollas Landfill Improvements. He stated that everything at Chollas is built over the landfill except the buildings. Mario stated that Environmental Services was doing patch work on the landfill but in November 2010 according to an abatement order by the Regional Water Control Board, they were no longer able to do patching. Environmental Services issued a correction action plan. By 2012 the corrections were insufficient and Environmental Services were not making progress and needed to elevate the correction plan. Environmental Services met with the tenant's of Chollas Department Directors (Fleets, Streets, Storm Water and Water Department) regarding the sharing of cost associated with the project. The allocation of funds that Environmental Services is requesting CIPRAC to approve is as follows.

By Department

a. Environmental Services:	\$1,348,433
b. Fleet Services:	\$1,654,168
c. Streets:	\$4,503,052
d. Storm Water:	\$1,190,948
e. Water:	\$2,774,782

Allocation by Fund

a. General Fund:	\$5,694,000
b. Water Enterprise Fund:	\$2,774,782
c. Refuse Disposal Enterprise Fund:	\$1,348,433
d. Fleet Internal Service Fund:	\$1,654,168

This project will be broken into two task orders and construction will begin in the Fall and completed in 2015. Tony Heinrichs asked how the general fund monies listed are allocated. Ben Battaglia stated it will be new money that will be coming into CIP.

Tom Tomlinson motioned for approval for recommended funding as listed, James Nagelvoort seconded the motion. Motion was approved.

**4. Continue Discussion of the FY15 Budget/Final CIPRAC FY 15 proposed CIP Budget Recommendation.**

Benjamin Battaglia from Financial Management stated that CIPRAC reviewed the FY15 Proposed CIP Budget and approved most funding requests at the special CIPRAC meeting of February 6, 2014. At that time, additional information was requested on the QUALCOMM Stadium requested projects and the General Fund requested projects were also trailed. The committee approved \$750,000 in QUALCOMM Stadium funding for one project for FY15, after the specific projects were detailed. Additionally, CIPRAC prioritized the General Fund project list (attached) after asset-owning departments described each project request. This list will be provided to the Executive Team to assist in the budget process. CIPRAC requested that all projects not approved for FY15 General Fund funding will be added to the FY15 Waterfall List.

**5. Waterfall Projects**

Benjamin Battaglia from Financial Management reviewed the FY14 Waterfall List that was recommended by CIPRAC and approved by the City Council. The review included an updated unfunded need amount by project. Many projects on the list received funding in FY14 or are anticipated to receive funding in FY14 or FY15. CIPRAC recommended that the FY15 Waterfall List should sort the projects by unfunded amount in increasing order by phase; Construction first, then Design. Additionally, all General Fund requested projects not funded in FY15 are to be added to the existing list of Waterfall projects. The draft

FY15 Waterfall List will be compiled according to these rules and emailed to CIPRAC members in March for a formal vote.

**6. List of Projects To Be Awarded For Construction in FY 15**

Mohsen gave CIPRAC a list of the FY 15 Award list and asked that they review it and send their comment/ edits to him by Wednesday of next week.

**7. Multi-Year CIP Statues Update**

Marnell informed CIPRAC that she had an outreach with the Planning Commission. Marnell stated that they are collecting and analyzing the data.

**8. Service Level Standards**

Marnell informed CIPRAC that they have developed a presentation to present to the Infrastructure Committee at their second meeting in March. Marnell will send out the presentation to CIPRAC members before the Infrastructure meeting.

**9. MRTP Equestrian Center and Multi-Use Staging Area Admin Bldg/Shade Structure**

Jeff Harkness gave CIPRAC a presentation on the Mission Trails Regional Park Equestrians and Multi-Use Staging area Administration Building and Shade Structure Capital Improvement Project. He is requesting that CIPRAC approve the \$500,000 for the project.

**10. Outline/Draft of the State of the CIP Report**

Angela Colton gave CIPRAC an outline of the State of the CIP. She stated that if CIPRAC has any revisions/updates to send them to Emily Perrone, due to Angela being on vacations next week.

**11. FY 2015 PW-ECP Restructure to Internal Service Fund.**

James Nagelvoort informed CIPRAC that there is a \$100,000 set aside per department for work requested of Public Works-ECP from each department. James also stated that the department does not have to use the Public Works Department to do work for them.

**Future Agenda Items**

- a. Documenting CIPRAC Policies
- b. Standardized City-wide "Needs Assessment"