

# Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting Held On  
Thursday, April 18, 2013

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**Members Present:** *Nelson Hernandez (Chair), Mary Wolford for Susan Madison, Kip Sturdevan, Deborah Barrow, Matt Cleary for Mario Sierra, Ron Villa, Kenneth Barnes for Dianne Modelo, Tony Heinrichs, James Nagelvoort, Caryn McGriff, Julio Canizal, Lakshmi Kommi, Tom Tomlinson, Susan Bowman*

**Members Absent:** *Stacy LoMedico, Ann Sasaki, Henry Foster, Kelly Broughton*

**Guests:** *Mark Nassar, Wendy Morrow, Max Affarano, Jim Winter*

**Support:** *Matthew Araiza, Ben Battaglia, Rex Narvaez, Darren Greenhalgh*

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

None

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

Minutes of March 21, 2013 were distributed and approved.

## **III. FY13 CIP Accomplishments / State of the CIP Presentation to B&F Committee May 1<sup>st</sup>**

James Nagelvoort informed CIPRAC that the State of the CIP report, based on the first six months of the FY13 Capital Improvement Program (CIP), was nearly finished and would be presented by Tony Heinrichs and himself to the Budget and Finance Committee on May 1, 2013.

This agenda item was for information only; no CIPRAC actions were required.

## **IV. FY14 CIP Budget Presentation to B&F Committee on May 1<sup>st</sup>**

### **a. Service Levels**

Julio Canizal informed CIPRAC of the procedure for the FY14 CIP Budget Presentation on May 1, 2013 and discussed some of the issues that the committee would be making a point to address, such as service levels and how they relate to the CIP.

This agenda item was for information only; no CIPRAC actions were required.

## **V. Mayor's Direction/Expectations Concerning Storm Water Permit Compliance**

Kip Sturdevan informed CIPRAC of the current state of the Storm Water program and its efforts to comply with regulations. There was discussion of making storm water requirements part of community plans as well who would be responsible for storm drain

maintenance in the future in some cases, possibly creating SLA's with the asset owning department. It was also mentioned that the new storm water permit was scheduled to be adopted by the Regional Water Quality Control Board on May 8, 2013.

This agenda item was for information only; no CIPRAC actions were required.

#### **VI. Park & Rec Discussion Items:**

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

This item was tabled and will be revisited at the May 16, 2013 CIPRAC meeting.

- b. Del Mar Mesa Neighborhood Park – Creation of a new FY13 CIP and allocation of \$1.4M of Del Mar Mesa FBA. This project will be added to the FY13 CIP**

The Park and Recreation Department proposed the allocation of \$1.4 million dollars in available cash to the Del Mar Mesa Neighborhood Park project, which has a total project cost of approximately \$2.1 million. The project has already had some design work done, and CIPRAC discussed what \$1.4 million would get and Public Works said they needed to refresh the plans and do a new project estimate. Tom Tomlinson indicated they anticipate additional FBA funding to come in this next year so the project can get up to the \$2.1 million identified in the PFFP. Public Works believes the total project cost will be closer to \$2.5 million.

CIPRAC approved the allocation of the \$1.4 million with the additional \$700,000 of the total project to be displayed as anticipated in the FY 2014 Adopted Budget.

- c. Montgomery Academy Joint Use Improvements, S00973 – Allocation of \$396K of Developer Contribution Funds (No.200636) to satisfy population-based park requirements for Pacific Ridge Apartment Homes. This allocation of funds is proposed to be added to the May Revise of the CIP Budget.**

The design on this project is nearly complete and the project was approved by the City Council as part of a developer agreement.

CIPRAC approved the allocation of \$396,000 to the Montgomery Academy Joint Use Improvements project.

#### **VII. Abandoned Projects to Close Discussion**

Ben Battaglia presented 19 projects to CIPRAC that city departments have identified as projects that have been cancelled or abandoned and require City Council approval to be closed, along with background information on the projects. There were some concerns as

to whether or not bonds or grant funding may have been used for any of these projects and if any assets were created with any funds that have been spent on these projects, if anything.

CIPRAC conditionally approved the list contingent upon providing additional information regarding the concerns listed above.

### **VIII. Implementation of the Street Preservation Ordinance**

Kip Sturdevan and Hasan Yousef presented the Street Preservation Ordinance (SPO) that went into effect February 1, 2013. The goals of the SPO are to reduce excessive excavation and promote the coordination of projects. Some of the provisions of the ordinance include raising the moratorium on slurry seal from one year to three years and on asphalt overlay from three years to five years. Other requirements include mandatory insurance of \$1 million, notification to the City and permit obtained within 14 days, and work must begin within 90 days of obtaining the permit and be done within a year. The fees adopted by the City Council are aiming for partial cost recovery initially with full cost recovery to be revisited later.

This agenda item was for information only; no CIPRAC actions were required.

### **IX. EAM Steering Committee – Update on action items for Infrastructure Committee**

Susan Bowman discussed the on-going effort to document policies and procedures that are being put in place regarding the CIP Program. Several types of documents were considered such as an administrative regulation, a mayoral directive, or a process narrative. A process narrative garnered the support of CIPRAC but no action was taken.

This agenda item was for information only; no CIPRAC actions were required.

### **X. Future Agenda Items**

- a. Standardized City-wide “Needs Assessments”**
- b. CIP Audit – Documenting CIPRAC Policies**
- c. CIP Prioritization Process**