



**FULLERTON  
CITIZENS' INFRASTRUCTURE  
REVIEW COMMITTEE**

**MINUTES**

**WEDNESDAY, MARCH 13, 2013; 4:00 P.M.  
COUNCIL CONFERENCE ROOM  
1ST FLOOR - CITY HALL**

**COMMITTEE MEMBERS PRESENT:**

Patrick McNelly  
Lisa Hendrickson  
Jay Kremer  
Wesley Smith  
Peter Gambino  
Peter Beard  
Ryan Alcantara (arrived at 4:20 p.m. and left  
at 5:20 p.m.)

**COMMITTEE MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Don Hoppe, Director of Engineering  
Ron Bowers, Senior Civil Engineer  
Bob St. Paul, Bldg. & Facilities  
Superintendent  
Hugo Curiel, Director of Parks & Recreation

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The meeting was called to order by Director Hoppe at 4:05 p.m.

**INTRODUCTIONS**

Introductions by Members

**CONSENT – APPROVAL OF MINUTES**

MOTION made by Member McNelly, SECONDED by Member Kremer to APPROVE the minutes of the April 4, 2012 meeting as written and CARRIED unanimously.

**SELECTION OF CHAIR AND VICE-CHAIR**

MOTION made by Member Gambino, SECONDED by Member McNelly that Member Beard be named Chair; motion CARRIED unanimously.

MOTION made by Member Smith, SECONDED by Member Kremer, that Member Gambino be named Vice Chair; motion CARRIED unanimously.

## **REGULAR BUSINESS**

Director Don Hoppe said this is the first attempt at getting direction from this committee in terms of the Capital Improvement Plan (CIP). There are various types of Capital Improvement Projects and a number of different types of funding sources for these projects and most of them are not cross-over funding. In some cases, funding is restricted and those projects will be clearly identified. The General Fund is non-restrictive.

### Public Facilities Projects

Director Hoppe advised that these projects are prioritized based on a matrix that was developed through the Maintenance Department years ago. The matrix establishes the basic lifespan of the various types of improvements, lists of all of the projects and facilities, what the improvements are, and when they are scheduled to be repaired or replaced.

For every project that is listed there is a detailed description of what is included in the scope of that project and the funding source.

## **MAINTENANCE SERVICES**

### 1. Project #55006 – Replace Independence Park Gym HVAC System

Member Smith – referred to the General Fund and Facilities Capital Repair Fund. How does the money get into that fund? Are the allocations dictated by the City Manager or is there a formula adopted when this was initiated.

Director Hoppe explained that the two funds are the same, but allocated for this purpose and set up as a revolving fund that a certain dollar amount be allocated. The intent was to have enough money accrued over the first 15 years to go into a Placement Program that would be funded each year based on a matrix the Maintenance Department set up.

Member Gambino asked are the allocations dictated by the City Manager, or was there a formula adopted back when the matrix was initiated. Can the amount fluxuate depending on the project.

Director Hoppe said initially the City Manager asked the Maintenance Department to figure out how much it would cost in a given year to do the replacement cycle.

Member Kremer said this money does not include water mains or sewers. Director Hoppe replied that it is just for buildings.

Member Smith asked can it fluxuate depending on the budget, and the priorities of the City Manager.

Director Hoppe said in the budgeting process we establish what we think we need to fund the project. If there are enough general funds available to fund the project then that money will remain in the allocation -- if there isn't enough money then all of the departments will be asked to reduce expenditures or use some of this money to cover the deficit.

Member Kremer said the sewers and water mains are not listed is it because the fund is restricted. Director Hoppe said yes it is restricted.

Member Smith said there are separate sources of funding, can these funds be combined if you are working on one street. Director Hoppe said yes they can.

Member McNelly said this has been a discussion of this committee and others for years in order to encourage the City when possible to be smart. It is not a simple answer.

Member Gambino referred to the Capital Projects Planning Document, if there is not enough money the City uses this document to prioritize and sometimes items get dropped off.

Director Hoppe said with each passing year there are other items that may pop up with a higher priority. Every two years we should look at the document and make sure we have the highest priorities.

Member Gambino asked if the funding has been volatile over the last few years.

Director Hoppe said it is not that volatile the City starts out with a dollar amount of money for the project and assuming at the end of the budget process there is enough money to fund, the money stays in there; if the expenses are not matching the revenue that money is a safety valve. He referred to the planning document and the only projects that will be funded are the first two years.

Director Hoppe said getting into streets, OCTA requires a 7-year CIP and that is Measure M turn-back money.

Member McNelly asked if OCTA pays for the storm drain improvements. Director Hoppe said no, OCTA has money for catch basin improvements. If the City had to do a storm drain project who would pay for that? Senior Civil Engineer Bowers said if the storm drain work does not exceed 25% of the cost, OCTA would participate if the project is Measure M Regional funded. The rest would come from Sanitation fees.

Member Hendrickson asked if past projects were ever reviewed. Director Hoppe advised that it is always the future projects that are reviewed.

Member Kremer said there are seven projects to be done this year. Who sets the priorities for them? Director Hoppe said Engineering suggests the projects as to the immediate need, together with Tim Campbell and Bob St. Paul. This year City Council requested a more detail review.

## 2. Project #55012 – Replace Independence Park Roofing

Member Smith asked when you are replacing a roof what type of a roof would you put on. Director Hoppe said a roof with a 20-year guarantee similar to City Hall and the Library.

Member Gambino asked about the \$19,000 allocated for a Design Consultant. Director Hoppe said the City chooses the type of roof and the roofing consultant puts together the details, specs, quantities and estimates. Member Gambino also questioned the wording “fringe benefits” is that the correct word. Director Hoppe said that is the way it is listed in the budget document.

3. Project #55005 – Upgrade Security (FOB) Access System

Director Hoppe stated that the City is trying to get a more sophisticated and secure system, one that works for the Library, the PD, and the Community Center.

McNelly asked what the life cycle is on the FOB System. Director Hoppe said City Hall is 12 years old and the PD is 15 years old. With the system we have in two more years we will not be able to get any parts for it.

Member Alcantara asked was there an analysis done by having one system that will serve everyone. Building & Facilities Superintendent St. Paul said we going through that analysis right now. Member Gambino wondered if the present system is still well functioning. Director Hoppe said the system is breaking down and will not open. Building & Facilities Superintendent St. Paul said we do not have a support system for the present system and when it breaks down we have to use a key. We have been talking to our Information Technology people, Police and vendors. All are in favor of a new system. Member Kremer inquired whether the system keeps a record of who uses the cards and at what location. Building & Facilities Superintendent St. Paul answered the system keep track and if someone loses a key it is expensive to replace. Member Smith said is the control over who is going in and out needed. Member Beard said from an administrator's standpoint a card is necessary to verify the time a person enters the building/department. Director Hoppe said the biggest challenge is the level of security the Police need. Member Gambino commented that the change is likely needed. Member Smith asked if the Police Department could be done first. Superintendent St. Paul said that City Hall is having issues that need to be addressed first. Member Kremer wondered why it does not have a higher priority than 3.

4. Project #55011 – Replace Police Department HVAC

Director Hoppe stated that the HVAC at the Highland building was replaced once since 1976.

No committee comments.

5. Project #55014 – Replace Fire Station #1 HVAC

Director Hoppe said there are a number of Fire HVAC's that have to be replaced. Look at the matrix for others.

No committee comments.

6. Project #55019 – Replace Tactile Safety Tiles at Amtrak Platform

Director Hoppe explained that these tiles need to be replaced this year. The tiles are breaking and falling down into the railroad right-of-way. Member Smith asked if they will be replaced with the same thing. Director Hoppe said they will be replaced with something more durable.

7. Project #55022 - Unanticipated Maintenance Cost

Director Hoppe said there is a holding dollar amount of \$50,000 for this project. If it is not spent it rolls back into the fund balance to be re-allocated the following year. Member Smith asked would you use this money for an underfunded project. Director Hoppe said not without going to Council. Member McNelly asked if the City Manager would sign off for a minimum cost for an

emergency project. Director Hoppe said if it is emergency yes he can, but we would still have to go back to council as an advisory.

#### 8. Project #55020 – Replace Flooring at Various Facilities

Director Hoppe said the carpet or flooring would be replaced where needed. Member Gambino asked if Airport funds could be used only if the need was specific to the airport. Director Hoppe said yes they will be used. Director Hoppe Member Smith mentioned the Airport Funding is not indicated on the Project Sheet and would that affect the numbers. Director Hoppe said the dollar amount should be reflected on the sheet. You will see an adjustment or the same number next year. Member Gambino said the money allocated for flooring is a lot. Member McNelly mentioned that flooring could be a safety issue for the people working in those areas. Member Kremer said any thought of using tile. Director Hoppe said there is an issue with asbestos.

#### 9. Project #55021 – Exterior Painting at Various Facilities

Member McNelly asked if there was a more durable paint than the regular that could be used. Director Hoppe commented the amount of money reflects exterior paint, if we wanted something different the numbers would have to be adjusted. Member Kramer said what about paint that is graffiti resistant. Director Hoppe said it is not feasible at this time.

#### Administrative Service

##### 1. Project #56780 – Business Registration Software

Director Hoppe said this is replacing the current software with a more user friendly system.

No committee comments.

##### 2. Project #53003 – SIRE Agenda Management Overarching

Director Hoppe said this software will streamline agenda management. Members wondered whether it would have a 10-year life span. How long before it had to be replaced. Member McNelly said the Orange County Sanitation District had this program and he spoke in favor of the software. What about privacy. Director Hoppe said it is not a privacy issue.

#### Fire

##### 1. Project #50003 – Fire Station 5 Kitchen Repair

Director Hoppe advised that most of the fire stations are converted dwelling units houses and do not have long-term durable material. Member Gambino asked why this project is in the General Fund and not in the Capital Improvement Plan. Director Hoppe said there has been a grey area over the years of what the Fire Department maintains and what Maintenance maintains. The Fire Dept. received an allocation around \$50,000-\$60,000 for on-going maintenance to pay for material and they would perform the labor themselves. They cannot keep up with the demand and now need more money. Member Kremer said it looks like the damage is caused by roofing leaks. Director Hoppe said the roof was fixed but some of the damage was done by leaking piping.

## 2. Project #50000 – Mixed Gender Accommodations

Upgrading existing fire station facilities to provide hygiene gender separation. Member Kremer recommended changing the wording from Mixed Gender to Separate Gender.

Senior Civil Engineer Bowers mentioned that Fire Stations 1-5 requested \$25,000 from General Fund for painting and asphalt repair.

### Planning

#### 1. Project #42000 – Downtown Specific Plan

Director Hoppe advised that the original contact ran short of money. Part of the project costs were funded through Redevelopment and now we have to use General Funds to replace that loss. The project must be scaled back. Member Kremer asked if the City has any goal to bring families back to the downtown. Director Hoppe said that the specific plan will streamline and quicken the review process to encourage businesses that are compatible to come into the downtown.

Member Kremer mentioned at one time the vision was to have eight and ten story buildings in the downtown. Is that still being considered? Director Hoppe said Amerige Court was planning a six or seven story building but then the economy went bad.

Member Gambino asked if Engineering would participate in the fee structure process. Director Hoppe said he would participate in the process.

### Parks & Recreation

#### 1. Project #54500 – Hillcrest Park Rehabilitation

Director Hoppe said this is money that is being set aside to try and do some of the remaining portions of the master plan.

Parks Director Hugo Curiel advised the park has a lot of historical buildings and in addition a lot of potential that residents felt could be rehabilitated. The master plan was developed, but as a result of an economic downturn the phasing and the funding changed. We will look at the front lawn and the North Slope to create some stairways and vista points. The parking lot by Lyons Field may serve events that happen at Hillcrest Park. The park needs more traffic and exposure.

Member Kremer said what is the Park Dwelling Fund? Parks Director Curiel said it is the money that is received from the developers. We are also looking at alternate funding sources, grants or anything that we could pair up with such as street/sidewalk improvements to tie into the front lawn improvements.

Member Beard asked if Harbor Blvd. is going to be widened. Director Hoppe replied if we can get neighborhood consensus and money from OCTA we would add an additional turning movement and fill in the arroyo to create a flat lawn for more usable park space.

Parks Director Curiel said the Parks and Recreation Commission approved the project and it will be reviewed by the Hillcrest Park Master Plan Committee.

2. Project #54013 – Downtown Plaza Fencing

Parks Director Curiel said they will create a tasteful fence that can be opened and closed to control the types of users depending on the kind of event.

No committee comments

3. Project #54014 – Golf Course Netting

Director Hoppe said the golf balls are starting to come over from the golf course and this is the reason for the proposal. This project might need to be expedited.

No committee comments

4 Project #54490 – Park Facilities Replacement

Director Hoppe said this is to repair and replace amenities in the parks and trails. If repair is not possible a list is prepared of equipment that needs to be replaced. Purchase and install.

Member Smith said he has seen a man every morning at the Fullerton Dam who turns on the lights, who is this person. It is someone from the Army Corps of Engineers.

5. Project #54011 – Playground Improvements & Safety Surfacing.

Director Hoppe said this project is similar to the Park Facilities Replacement Project. Repair or replace playground equipment and surfacing.

No committee comments

6. Project #54015 – Rolling Hills Park Parking Lot

Director Hoppe said this is an attempt to provide additional on-site parking for Rolling Hills Park. This will provide a safer environment for loading and unloading passengers.

Member Smith asked about adding a restroom at that park. Parks Director Curiel advised that a restroom was going to be placed in the parking area on the residential side. The residents said this is a neighborhood park and were not in favor of putting in a restroom. Parks Director Curiel said he will revisit the neighborhood.

Senior Civil Engineer Bowers mentioned that when Bastanchury Road is widened and striped for three lanes; parking may be lost in front of the park.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

There being no further business, the Citizens' Infrastructure Review Committee adjourned at 6:30 p.m. until the next meeting March 27, 2013 at 4:00 p.m. to continue review of the Capital Improvement Program.

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Beverly Norton, Clerical III