Transportation and Public Works Commission
Special Meeting Approved Minutes
7:00 p.m. – Monday – October 21, 2013
City Council Chambers
809 Center Street

Call to Order 7:00pm

Roll Call: Chair: Noroyan, Vice-Chair: Roland, Commissioners: Searle, Crumpton, and Hendsbee

Absent with Notification: Commissioners Marshall and Becker

Statements of Disqualification: None.

Staff: Mark Dettle, Andrew Bullington, Robert Solick, Shizue Shikuma

Oral Communications: None.

Announcements: Bicycle Plan Update Process will be scheduled for the November agenda.

Presentation:

Facilities Condition, Capital Replacement and Maintenance Needs Assessment Results

Andrew Bullington, Public Works Operations Manager, introduced Jeff Grabarek, Aircon Energy, and Patrick Daniels, Alpha Facilities Solutions. Mr. Grabarek said Aircon Energy is an energy service company, operating only in the state of California. The company's purpose is to identify, develop and construct turnkey energy and water conservation projects. Patrick Daniels, Alpha Facilities Solutions, said his company assessed about 25 City facilities. Alpha has assessed many facilities nationally.

Background Information

- Mr. Bullington spoke about what preceded the selection of the facilities assessment team. In November, 2012 a report was submitted to the TPWC regarding 24 general fund supported facilities. That report indicated existing conditions as well as future capital replacement and maintenance needs. Additionally, whichever consultant was to be hired would be tasked to identify energy efficiency projects with the potential for short-term return on investments through rebates and savings. Staff developed a Request for Proposal (RFP) outlining the scope of work. Alpha Solutions and Aircon were selected.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free.

Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at 420-5030 at least five days in advance so that we can arrange for such special assistance, or email CityClerk@cityofsantacruz.com. The Cal-Relay system number: 1-800-735-2922.

- Mark Dettle, Public Works Director, noted that oversight of the City's facilities organization has been moved around over the past ten years. The Facilities division has been considerably downsized and was moved from Parks and Recreation to Public Works. During financial crises, facilities maintenance fell behind schedule. The purpose for doing this assessment is to review the current condition of facilities and to determine an appropriate budget estimate in order to develop a baseline for maintenance. One part of the presentation is concerned with upgrades of the energy components of the facilities as they wear out.

- Mr. Bullington noted that this evening's presentation is an executive summary of the larger report.

The consultant team gave a presentation on the methodology of the data collection, current conditions of facilities, and an executive summary of the recommended improvements. They also discussed a multilevel financial scenario illustrating the funding required for maintaining existing facilities, as well as information on energy saving opportunities that could reduce some costs to offset deferred maintenance items.

Mr. Bullington summarized the presentation: Aircon and Alpha completed the preliminary assessment. Climate Action Plan concerns were also a part of their assessments. He and the team defined the requirements, assimilated the technical and financial information, conducted site evaluations, determined operating system and equipment costs, developed preliminary proposals, produced a cost versus benefit analysis, and a scope of work. Next steps include establishing funding for replacement of outdated equipment; development of creative financing mechanisms, and putting together a Request for Proposal to select an energy provider to assist in dealing with turnkey projects and bundling. This presentation will be refined and provided to the City Council.

Approval of Minutes

1. *Transportation and Public Works Commission Minutes of the September 16, 2013 Regular Meeting**
   Recommendation: Motion to approve as submitted.

ACTION: Commissioner Crumpton moved and Vice-Chair Roland seconded the motion to approve the minutes with requested amendments:

Commissioner Searle asked for amendments to Items 6 and 7 as listed below:

- Amend Item 6 to include that members of the public in attendance stated their preference for a permit parking program.
- Amend Item 7 to include that members of the public in attendance stated their preference for a crosswalk.

Approved with amendments 5/0.
The amendments will be added to the minutes for the September 16, 2013 meeting.

Consent: None.

General Business

2. *Facilities Condition, Capital Replacement and Maintenance Needs Assessment Results* Attachment*
   Recommendation: The Transportation and Public Works Commission recommends that the City Council authorize staff to develop funding strategies for urgent repair work and energy efficiency projects identified as high priorities in the facilities assessment report. It is further recommended that staff incorporate projects identified in the report into the FY15-17 Capital Improvement Plan.

ACTION: Commissioner Searle moved and Vice-Chair Roland seconded the motion that the Transportation and Public Works Commission recommends that the City Council authorize staff to develop funding strategies for urgent repair work and energy efficiency projects identified as high priorities in the facilities assessment report. It is further recommended that staff incorporate projects identified in the report into the FY15-17 Capital Improvement Plan.
Approved 5/0.

Information Items [no action may be taken]: None.

**Written materials provided.*

Subcommittee/Advisory Body Oral Reports: None.

Items Initiated by Members for Future Agendas

- How the Agenda is Set

Adjournment: The meeting adjourned at 8:03 p.m.
The Transportation and Public Works Commission will adjourn from the 10/21/2013 special meeting to the next scheduled meeting on November 18, 2013 at 7:00 p.m. at the City Council Chambers.

State of California)
ss.
County of Santa Cruz)
I declare under penalty of perjury that I am employed by the City of Santa Cruz, in the Public Works Department; and that I posted the 10/21/2013 Public Works Commission Agenda on the City Council Chambers Advisory Committee Bulletin Board on 10/14/2103 at 4:17 p.m.

_____ *10/14/2013*
Administrative Assistant II Date