

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

Paz Gomez – DCOO Infrastructure/Public Works, Chair

**Minutes of Meeting**

**Thursday, September 21, 2017**

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|---|--|---|--|
| <input checked="" type="checkbox"/> ADA Comp. & Accessibility | <input checked="" type="checkbox"/> Environmental Services | <input checked="" type="checkbox"/> IBA (NV)            | <input checked="" type="checkbox"/> Police                       |
| <input checked="" type="checkbox"/> Civic SD (NV)             | <input checked="" type="checkbox"/> EOC                    | <input checked="" type="checkbox"/> Library             | <input checked="" type="checkbox"/> Public Utilities             |
| <input type="checkbox"/> Comptrollers                         | <input checked="" type="checkbox"/> Financial Management   | <input type="checkbox"/> Mayor's Office                 | <input checked="" type="checkbox"/> Public Works                 |
| <input checked="" type="checkbox"/> Debt Management           | <input checked="" type="checkbox"/> Fire-Rescue            | <input checked="" type="checkbox"/> Office of COO       | <input checked="" type="checkbox"/> Real Estate Assets           |
| <input checked="" type="checkbox"/> Development Services      | <input type="checkbox"/> Fleet Operations                  | <input checked="" type="checkbox"/> Park and Recreation | <input type="checkbox"/> Sustainability Program (NV)             |
| <input type="checkbox"/> Economic Development                 | <input type="checkbox"/> I AM (NV)                         | <input type="checkbox"/> Planning Department            | <input checked="" type="checkbox"/> Transportation & Storm Water |

**1. General Announcements/Discussion:**

Paz Gomez, Deputy Chief Operating Officer, opened the floor for General Announcements without quorum. Time: 1:02 p.m.

Michael Clark, Budget Coordinator, Financial Management, will be leaving for the City of San Francisco. He also stated the Call memo for budget will go before Council the week of September 25, 2017.

Paz Gomez, Deputy Chief Operating Officer provided updates for the following employees:

- a. Mary Lewis, Chief Financial Officer, last day is October 6, 2017. Rolando Charvel will be the new Chief Financial Officer.
- b. Halla Razak, Director, Public Utilities, last day is October 13, 2017. Vic BIANES will be Interim.
- c. Darren Greenhalgh, Assistant Director, ESD, last day was September 22, 2017.

Paz Gomez, Deputy Chief Operating Officer, stated Mark Nassar is currently Interim Assistant Director of Public Works.

James Nagelvoort, Director, Public Works Department, stated Stacey LoMedico is currently busy with the Hepatitis A issue.

Paz Gomez, Deputy Chief Operating Officer, stated there was quorum and proceeded to next agenda item.

**2. Approve Minutes of August 29, 2017 Special Meeting:**

James Nagelvoort, Director, Public Works Department motioned to approve minutes of August 29, 2017 Special CIPRAC Meeting. Rania Amen, Assistant Director, Public Utilities Department, seconded. Jack Clark, Deputy Director, Environmental Services Department abstained. Minutes approved.

**3. Standard Modular Design for Fire Stations, Comfort Stations and Shade Structures:**

Mark Nassar, Interim Assistant Director, Public Works Department, introduced staff handling the Standard Modular Design for Fire Stations, Comfort Stations and Shade Structures. CIPRAC discussed in detail the objectives, specifics and fire station design standards.

Informational item only.

**4. Community Planners Committee (CPC) List:**

Carrie Purcell, Interim Deputy Director, Public Works Department, outlined the purpose, goal, roles, schedule, survey and lessons learned regarding CPC. Item was discussed in detail.

Informational item only.

**5. Five Year CIP Outlook:**

Carrie Purcell, Interim Deputy Director, Public Works Department, discussed in detail the objective, report methodology, 2017 Assumptions and calendar for the Fiscal year 2019-2023 five year CIP Outlook.

Informational item only.

**6. Citizen's guide to CIP Report:**

Jillian Kisse, Fiscal/Policy Analyst, Independent Budget Analyst, briefly highlighted the CIP report.

Informational item only.

**7. Voting Results for Commercial Paper Application:**

Caryn McGriff, Deputy Director, Public Works Department, provided a brief overview of the voting results for Commercial Paper Application.

Informational item only.

**8. FY19 Council CIP Priorities Survey (Survey Monkey):**

Caryn McGriff, Deputy Director, Public Works Department, discussed a survey monkey developed which will be submitted to Council to gather information on the Council District's FY19 priority projects.

Informational item only.

Meeting adjourned at 2:32p.m.