

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

Minutes of Meeting

Thursday, January 16, 2014

<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 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*

1. General Announcements/Discussion

- a. Tom Tomlinson informed CIPRAC that the CDBG \$78million bond has been denied and do not rely on the funding.
- b. Guann Hwang informed CIPRAC that Ann Sasaki has taken on a full-time project and will not be attending CIPRAC any longer; Stan Griffith will be taking her place.
- c. Andy Fields request that CIPRAC meet on the fourth Thursday of every month instead of the third Thursday due to scheduling conflict. The exception would be the months of Nov. & Dec. when the meeting would revert back to the 3rd Thursday of the month due to the Christmas holiday. This was approved by CIPRAC.
- d. James Nagelvoort indicated that the date of Feb. 6th for the upcoming Budget Meeting will remain the same.
- e. At the end of the meeting Tony Heinrichs announced that:
 - i. The day before, City council approved Debt Management's \$120 million Capital Bond over the next two years, \$67 million in 2014.
 - ii. In the Mayor's State of the union address, he mentioned for the first time the start of a Mega Bond in 2016.
 - iii. PlanetBids is now up and running for vendor registrations only, after it was held up by ADA requirements for 1 year due to it being designed to be user friendly by the disabled.

2. **Approved CIPRAC Meeting Minutes of December 19, 21013**

Minutes of the meeting were approved.

3. **Contracting Protocol Agreement-2012.**

Rimah Khouri provided CIPRAC an in-depth presentation on the agreement between the City's Labor Organizations concerning what contract amounts can be awarded to private contractors and what needs to get Labor Relations approval has changed. Rimah stated that the objectives of the protocols are to reinforce requirements for the HR department's approval before contracting out any work which the City has agreed to. Clarify the approval process for contracting out work, and ensure the City's compliance with meet and confer obligations under Meyers-Milias-Brown Act (MMBA) which govern the process.

Rimah provided CIPRAC background on the Protocols which states City is obligated under the MMBA to meet and confer on wages, hours, and terms and conditions of employment. Departments were directed in 2011 to follow contracting protocols consistent with the terms the City agreed to in the Public Employee Relations Board (PERB) grievance settlement, to have better internal controls. City entered into revised agreement in 2013, and the City is to re-open agreement in 2014, which negotiations were re-opened January 15, 2014. A letter was sent to union 127 to reopen negotiations.

Rimah Informed CIPRAC that the scope of approval protocols is if HR determines that work to be contracted out is a request to transfer bargaining unit work, the purchase requisition will be held until meet and confer obligations have been met. The MMBA is very specific that this is a decisional bargaining.

Rimah Informed CIPRAC that HR Dept. must approve use of contractor for Public Works/Tenant Improvement on all projects less than \$250k, threshold may not be reached by bundling or combining unrelated tasks and HR dept determines if exceptions apply.

Rimah informed CIPRAC that no function covered in a Managed Competition may be contracted out unless the department providing the function declines in writing to do the work by the appointing authority. For example, if the print shop gets a job that they used to do, before Managed Comp., but now is unable to do, the Appointing Authority has the leeway to decline the job. Also, HR Dept. engages in meet and confers process with impacted employee organization before requesting or awarding the contract.

Rimah informed CIPRAC that renewals of contracts that have been previously reviewed and approved do not require additional review, unless; the scope of work is modified, the contract is consolidated with other contracts or the service is included as part of a managed competition.

A questions was asked, do we have to go through the review process again if we are just adding to the inventory? For example: an additional generator? Rimah responded yes.

In conclusion, Rimah informed CIPRAC that departments must complete a request for Human Resources Approval for Purchase Requisition form before issuing a PO or RFP/B/I, and Purchasing & Contracting and Public Works Contracting will not process requisitions or approve RFPs without written approval from Human Resources. The Human Resources is working with the IT department to have an online system for submissions of this document.

4. Multi Year CIP Sub-Committee

Marnell Gibson Informed CIPRAC of the need for service level discussions where needs are clearly defined.

This would assist in identifying areas in need of improvement. Marnell indicated that Mohsen Maali is working on a database where data would be collected, the information compiled, put on a spreadsheet, and a draft report created. Marnell stated that Tony, James, and she meet with the Regional Construction Procurement Committee in a recent regional symposium and discussed succession planning, condition assessment, 5-year multi-year, CIP, public outreach and education, and cooperation among agencies.

James Nagelvoort indicated that service level discussions would identify areas that we do and don't have, in addition to what exists and what doesn't. He said that open data is coming.

5. Project Naming Convention

Mohsen informed CIPRAC that at the last meeting, December 19, 2013 he presented the draft of the Project Naming Conventions for review and comments. Mohsen stated that he received comments and have incorporated the changes and put it into a CIPRAC form. Mohsen asked CIPRAC for approval of the CIP Project Naming Conventions Guidelines and Policies. There were minor edits to the document. Tom Tomlinson motioned to approve the document with the minor changes.

The Document was approved by CIPRAC.

Future Agenda Items

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