

Capital Improvements Program Review and Advisory Committee (CIPRAC)

Paz Gomez – DCOO Infrastructure/Public Works, Chair

Minutes of Meeting

Thursday, December 15, 2016

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|--|--|---|--|
| <input checked="" type="checkbox"/> ADA Comp. & Assessment | <input checked="" type="checkbox"/> Economic Development | <input checked="" type="checkbox"/> Library | <input checked="" type="checkbox"/> Public Utilities |
| <input checked="" type="checkbox"/> Comptrollers | <input checked="" type="checkbox"/> Environmental Services | <input checked="" type="checkbox"/> Office of COO | <input checked="" type="checkbox"/> Transportation & Storm Water |
| <input checked="" type="checkbox"/> Debt Management | <input checked="" type="checkbox"/> EOC | <input checked="" type="checkbox"/> Park and Recreation | <input type="checkbox"/> Mayor's Office |
| <input checked="" type="checkbox"/> Development Services | <input checked="" type="checkbox"/> Financial Management | <input checked="" type="checkbox"/> Planning Department | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> IAM | <input checked="" type="checkbox"/> Fire-Rescue | <input checked="" type="checkbox"/> Police | <input checked="" type="checkbox"/> Real Estate Assets |

1. General Announcements/Discussion

- Paz Gomez, Deputy Chief Operating Officer called the meeting to order. Time: 1:05 p.m. Paz discussed CIP accomplishments in 2016.
 1. Ground breaking Ceremonies
 2. CIP Projects Awarded
 3. Community Planning
- Richard Leja, Deputy Director, Public Works Department suggested committee representatives explain Capital Improvement Programs.
- James Nagelvoort, Director, Public Works Department discussed the importance of having the ability to identify the difference between Purchasing Contracts and CIP Contracts.
- Scott Clark, Comptrollers Discussed FY2016 disclosures and information pertinent to Comptrollers Department.

2. Approve CIPRAC Meeting Minutes of November 01, 2016

Minutes approved

Abstention: Jack Clark, Deputy Director, Environmental Services

3. Discuss Draft Revised CIPRAC Governance:

Michael Clark, Budget Coordinator, Financial Management Department discussed implementing electronic voting. Via email Michael Clark suggested to remove item #5 of the CIPRAC Governance. The information was removed prior to CIPRAC Meeting.

Michael Clark motioned and approved the changes made to the CIPRAC Governance.

Lakshmi Kommi, Director, Debt Management seconded the motion.

Item Approved

4. I AM SD – Demo of Mobile Work Manager:

Erin Noel, Asset Management Project Director, IAM SD and Tim Martin, Project Manager, Deloitte, discussed and demonstrated Mobile, map-based capabilities being used out in the field.

Informational item only.

5. CIP Outreach:

Marnell Gibson, Assistant Director, Public Works Department discussed information being tagged during tracking on intake list, if CIP is known, and briefing the new councilmembers on the rules and regulations in regards to funding CIP Projects.

Richard Leja, Deputy Director, Public Works Department discussed developing a Project Initiation Committee. Each member was asked to think about who should represent their department on this committee, considering the authority that they would be vesting in them.

Informational item only.

6. Future Items:

1. AD HOC Budget Meeting with Mayoral Staff will held on February 2, 2017.

Meeting Adjourned 2:06 p.m.