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.