

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

Paz Gomez - DCOO Infrastructure/Public Works, Chair

**Minutes of Meeting**

**Thursday, December 14, 2017**

✓	ADA Comp & Accessibility	✓	Fire-Rescue	✓	Public Utilities
✓	Comptrollers		Fleet Operations	✓	Public Works
✓	Debt Management	✓	Library	✓	Real Estate Assets
✓	Development Services	✓	Mayor's Office	✓	Transportation & Storm Water
	Economic Development	✓	Office of the COO	✓	Civic SD
✓	Environmental Services	✓	Park & Recreation	✓	I AM
✓	EOC	✓	Planning	✓	IBA
✓	Financial Management	✓	Police		Sustainability Program

**1. General Announcements/Discussion:**

Paz Gomez, Deputy Chief Operating Officer called the meeting to order at 2:06 pm.

Paz Gomez, Deputy Chief Operating Officer opened the floor for General Announcements and introductions. Rolando Charvel, Chief Financial Officer, was also in attendance.

**2. Approve Minutes of September 21, 2017:**

Minutes approved.

**3. FY18 Citywide Expenditures and Project Count:**

Caryn McGriff, Deputy Director, Public Works Department, Business Operations Support Division discussed in detail the CIP Count and Expenditures spreadsheet.

Informational item only.

**4. Council Survey Results – CIP Priorities:**

Caryn McGriff, Deputy Director, Public Works Department, discussed Council survey results. Caryn stated 169 responses were received from the online survey monkey from almost all council districts. Carrie Purcell, Assistant Deputy Director, Public Works Department, Project Implementation Division, stated that feedback was available.

Informational item only.

**5. FY19 CIP Budget Development Process:**

Adam Jones, Senior Budget Development Analyst, Financial Management Department, covered important CIP Budget dates. Adam specified that April 13, 2018 is the date for the FY19 Proposed Budget (all volumes).

Informational item only.

**6. Strategic Asset Management Plan (SAMP):**

Erin Noel, Infrastructure Asset Management Program Manager, stated IAM SD went live successfully on December 4, 2017 for Release 1 (Public Works Department Facilities Division and Department of Information Technology Wireless Division) and is receiving good feedback with a lot of lessons learned. Erin introduced consultant staff: Ashley Boots, Corinne Stewart and Kelly Wong to discuss in detail the Strategic Asset Management Plan.

Informational item only.

**7. Prevailing Wage & Legislative Changes Impacting the City:**

Claudia Abarca, Program Manager, Equal Opportunity Contracting Program, discussed in detail Prevailing Wage and City Attorney Report.

Informational item only.

**Closed Session Began – Voting Members Only**

**8. Five-Year CIP Outlook Update:**

Carrie Purcell, Assistant Deputy Director, Public Works Department, provided handouts and discussed the Five-Year CIP Outlook update in detail with voting members. Carrie stated if there is more information to be provided please follow up with her by Monday, December 18, 2017.

Informational item only.

Meeting adjourned at 3:59 p.m.