

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

Paz Gomez - DCOO Infrastructure/Public Works, Chair

**Minutes of Meeting**

**Wednesday, June 27, 2018**

	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 1:31 pm and opened the floor for General Announcements and introductions.

Paz Gomez announced her upcoming departure from the City of San Diego and introduced Johnnie Perkins, Deputy Director of Environmental Services, who will serve as the new Infrastructure/Public Works Deputy Chief Operating Officer beginning on Aug. 4.

**2. Approve Minutes of March 29, 2018:**

Minutes approved.

**3. Update on Strategic Asset Management Plan (SAMP); discussion on proposed Asset Management Advisory Committee (AMAC):**

Erin Noel, Infrastructure Asset Management Program Manager, discussed in detail the I AM San Diego Project's background, case studies, processes and policy. Erin also briefly explained the creation of Asset Management Advisory Committee (AMAC). CIPRAC could potentially expand its responsibilities and membership to cover Asset Management, which would include both maintenance and CIP, changing its title to AMAC or Asset Management Program Review and Advisory Committee (AMPRAC).

James Nagelvoort motioned to approve; Rania Amen seconded

Item Approved.

**4. Demo of AMP System:**

Mark Burt, Assistant Engineer, Public Utilities Department, and Jeff Lyons, Associate Engineer, Public Utilities Department, demonstrated GIS demo and Ariba tool. Nitsuh Aberra, Senior Civil Engineer, Public Works Department, and Mark Nassar, Deputy Director, Public Works Department, discussed in detail developing process procedures for AMP.

Informational item only.

**5. CIPRAC Sub-Committee (for AMP projects review/approval to full committee):**

Mark Nassar, Deputy Director, Public Works Department, discussed the Capital Asset Management Planning project (AMP). Mark explained the roles, membership, work packages and by-laws of the proposed Project Control Committee (PCC). Daniel Kay, Civic San Diego, requested to be a non-voting member of this Sub-Committee.

James Nagelvoort motioned to approve; Kris McFadden seconded

Item Approved.

**6. Draft Capitalization Policy:**

Terri Smith, Principal Accountant, Finance Department, explained the procedures for Capitalization Policy & Procedures Manual.

Informational item only.

**7. Senate Bill 96:**

James Nagelvoort, Director, Public Works Department, and Myrna Dayton, Assistant Director, Public Works Department explain the new contractor processes for Senate Bill 96.

Informational item only.

Meeting adjourned at 3:07 p.m.