

## IBA Recommendations for the CIP Streamlining Measures With Status Update as of March 2012

### Increase of City Council Approval Thresholds

Public Works Projects	Status	
1	<p>The B&amp;FC confirm with the City Attorney's office that during Budget Hearings the Council has the authority to pull projects of interest from the summarized project list and have staff return to Council at a later date for final approval prior to awarding the contract. This should also be clarified for Consultant contracts.</p>	<p>This authority has been included in the amended Municipal Code for both Public Works Projects in Section 22.3102 and for Public Works Consultant Contracts in Section 22.3207.</p>
2	<p>When the streamlining proposal goes to the full Council an example of the summarized list of projects that is proposed to be included in the Annual CIP document be provided for Council review.</p>	<p>An example of what will be provided to the City Council either as part of the Proposed Budget or provided by the Public Works Department in conjunction with the release of the Proposed Budget (by April 15th of each fiscal year) has been included in the backup material presented to Council as part of the CIP Streamlining proposal (Attachment 7).</p>
3	<p>Clarify how information related to certain projects such as street resurfacing and operating budget impacts will be shared with Council prior to the approval of these types of projects via the budget document.</p>	<p>This information is included in the new Capital Improvement Program Transparency Council Policy (000-31) under Section B - CIP Budget Document and Hearings.</p>
4	<p>Sufficient operating budget impacts will be included in the annual CIP document.</p>	<p>This information was provided for some projects in past CIP documents and the Financial Management Department is working to refine the information provided in future CIP Budget documents to more accurately capture operating budget impacts.</p>
5	<p>An implementation timeline for the CIP Transparency measures is included as part of the backup material when the streamlining proposal moves forward to Council.</p>	<p>An implementation timeline for the new CIP Website has been included in the backup material presented to Council as part of the CIP Streamlining proposal (Attachment 8).</p>
6	<p>Consideration be given to the development of a Council Policy that would include what information will be provided to the Council and public related to the CIP program and how and where that information will be provided.</p>	<p>A new Council Policy, Capital Improvement Program Transparency (000-31), has been developed that provides specific details on how CIP related information will be made available to the City Council and the public. The new policy has been included as part of the backup material presented to the Council as part of the CIP Streamlining proposal (Attachment 6).</p>
<b>CIP Consultant Contracts</b>		
7	<p>Define in the Municipal Code what specific types of consultant contracts would fall under "Consultant Agreements for Public Works Contracts".</p>	<p>This has been included in the amended Municipal Code in Section 22.3207.</p>
8	<p>Define how and the type of information for Consultant agreements for Public Works Projects will be presented in the annual budget documents. This information should be included in a Council policy.</p>	<p>This information is included in the new Capital Improvement Program Transparency Council Policy (000-31) under Section C - CIP Related Consultant Contracts.</p>
<b>Change Order Limits and Job Order Contracting Tasks</b>		
9	<p>The B&amp;FC clarify how Council will be notified of Change Orders and the awarding of Job Order Tasks. This information should be included in a Council Policy.</p>	<p>This information is included in the new Capital Improvement Program Transparency Council Policy (000-31) under Section G - Council Notification of Change Orders and Awarding of JOC Task Orders.</p>

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**Equal Opportunity Contracting**

10	The B&FC discuss with EOC staff how the EOCP will operate under the streamlining proposals and that the type of information and reporting frequency to the CEOC be included in a Council Policy.	This information is included in the new Capital Improvement Program Transparency Council Policy (000-31) in multiple locations including Sections C, E, F, H, and I.
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**Other Streamlining Measures Proposed by Staff**

**Easement/Land Acquisitions**

11	Clarify if staff is requesting an increase in the thresholds for easements/Land Acquisitions.	Staff is not. The City Attorney's Office has determined that Council approval is unnecessary to acquire property interest for a project if the acquisition does not exceed the amount allocated in the approved budget.
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