



JACKSONVILLE CITY COUNCIL

**TRUE COMMISSION
CIP COMMITTEE MEETING MINUTES
July 31, 2013
4:00p.m.**

**City Council Conference Room B
Suite 425, City Hall
117 W. Duval Street**

Attendance: Committee Members Patti Anania (Chair), Marcella Lowe, Joe Andrews, Keith Johnson

Also: Jeff Clements – City Council Research Division

The meeting was called to order at 4:02 p.m. by Chairwoman Anania. The minutes of the committee meeting of July 24, 2013 were approved as distributed.

The committee discussed a draft final report prepared by Commissioner Anania and a list of additional suggestions distributed by Commissioner Lowe. The draft report contained 2 recommendations – to implement a project close-out document to formally approve the completion of each CIP project and to create a standardized project tracking spreadsheet that all departments would use to track the progress of their projects so that reports would be uniform from department to department. Commissioners Lowe and Andrews made several suggestions for the content and format of the project close-out document.

The committee discussed the fact that the position of City Comptroller is currently vacant and felt that having that position filled would add to the City's capacity to manage and track CIP projects. Filling the Comptroller position was one of the recommendations of Council Auditor's Office Audit #735 – Interim Audit Report on City Payroll Disaster Recovery Procedures issued on July 17, 2013. Council Member Boyer, City Treasurer Joey Greive and Assistant Council Auditor Janice Billy had all mentioned the vacancy in that position in previous meetings with the committee. On that basis the group decided to add a third recommendation that the City fill the Comptroller position.

The current project close-out procedure was discussed. A phone call was placed to Janice Billy to inquire about the process by which excess funds remaining in project accounts after close-out are handled. She said that the funds are swept back into their account of origin (i.e. bond proceeds, stormwater utility fee revenues, solid waste fee revenues) and are reported to the City Council for future re-appropriation.

The committee approved the draft report with the inclusion of the third recommendation regarding the Comptroller position, with the correction of several scrivener's errors, and requested staff to attach Commissioner Andrews' form listing close-out document criteria and the Autumn Bond program summary provided via e-mail by Marc Stickney

There being no further business, the meeting was adjourned at 4:49 p.m.

Jeff Clements, Chief
Council Research Division
630-1405

Posted 8.2.13
11:00 a.m.