



Capital Planning & Implementation Subcommittee

Joint City-Schools Facility Investment Task Force

Meeting #2

Monday, September 25, 2017 | 7:00 – 8:30 pm

Council Workroom | City Hall, 301 King Street

- 7:00 pm** **Welcome**
Elliott Branch, Subcommittee Chair
- 7:05 pm** **Community comments**
- 7:15 pm** **Review Meeting #1 Discussion Points**
Beth Penfield & Kayla Anthony, Brailsford & Dunlavey
- 7:30 pm** **Discussion of a Proposed Strategy for CIP Governance**
Facilitated by:
Elliott Branch, Subcommittee Chair
Beth Penfield & Kayla Anthony, Brailsford & Dunlavey
- 8:15 pm** **Future Meeting Topics**
Facilitated by:
Elliott Branch, Sub-Committee Chair
Beth Penfield & Kayla Anthony, Brailsford & Dunlavey
- 8:25 pm** **Wrap Up and Next Steps**
Elliott Branch, Subcommittee Chair

** All meetings of the Task Force are open to the public and recordings of each meeting will be posted on the website for community members who are unable to attend. In order to ensure sufficient time for the Task Force to complete its business, a public comment period of 10 minutes will be provided at the beginning of each meeting. Each speaker will be limited to two minutes, allotted on a first come first serve basis, and are asked to submit their comments or questions in writing. It should be noted that members of the community are invited to submit written comments at any time for distribution to the Task Force.*

Potential Future Meeting Topics (per meeting no. 1) – for discussion

1. Considerations related to current CIP decision making processes
 - a. Discussion point: observations of existing processes/plans (structure, content, level of recommendations, etc.)
 - b. Discussion point: tracking & communicating mechanisms
2. Executive & Legislative: roles, responsibilities, and capacity
 - a. Discussion point: in Project Planning
 - b. Discussion point: in Project Execution
 - c. Discussion point: City & Schools cross-collaboration and coordination
3. Planning into Implementation: stage gates and way points for departmental communication & decision making
 - a. Discussion point: project go/no go decision points
 - b. Discussion point: timelines and level of information by milestone
 - c. Discussion point: reporting & controls
4. Macro & Micro Level Stakeholders:
 - a. Discussion point: identification
 - b. Discussion point: engagement
 - c. Discussion point: expectation management
5. Summary – Recommendations to City Council