



DOUGLAS T. SLOAN
City Attorney

May 22, 2015

MEMORANDUM

TO: Councilmember Brand

RE: Capital Projects Oversight Board

You have asked us to outline the process for establishing the Oversight Board to review projects pursuant to the Enterprise Accountability and Oversight Act and the Construction Management Act. The procedure for establishing the Capital Projects Oversight Board is as follows:

1. Each Councilmember and Mayor should select their representative member, and forward the name of their appointee to Noemi Schwartz in the City Attorney's Office, by June 30, 2015. Members should have the following qualifications:
 - Private sector experience in building and managing large construction projects including general contractors, engineers, architects, and related fields.
 - Not a current City employee.
 - Any member with a financial interest, direct or indirect, in a Capital Project before the Board must recuse him/herself as to that item.
2. Each board member shall serve a term of two years. The Board will meet twice a year, or as needed. The Board's duties shall include, but not be limited to:
 - Reviewing all change orders and reporting on their legitimacy to the Council before said change orders are approved.
 - Critiquing all individual requests for funding authorization and providing commentary to the Council.
 - Critiquing all semi-annual progress reports provided pursuant to Article X and providing commentary to the Council.
3. Our office will prepare a resolution that will serve as the enabling legislation for the Board. The resolution will identify the members appointed by Council and Mayor.
4. We will forward the resolution to your office for placement on a future council agenda.

Please let us know if you have questions.

Respectfully submitted,


DOUGLAS T. SLOAN
City Attorney