

Capital Improvements Program Review and Advisory Committee (CIPRAC)

Johnnie L. Perkins – DCOO Infrastructure/Public Works, Chair

Minutes of Meeting

Thursday, September 6th, 2018

	ADA Comp & Accessibility	✓	Finance	✓	Public Utilities
✓	City Engineer	✓	Fire-Rescue	✓	Public Works
✓	DCOO Infra/Public Works		Fleet Operations		Real Estate Assets
✓	Debt Management	✓	Library	✓	Transportation & Storm Water
	Development Services		Mayor's Office	✓	Civic SD
	Economic Development	✓	Parks & Recreation	✓	IBA
	Environmental Services	✓	Planning		Office of Sustainability
✓	EOCP (Purchasing & Contracting)	✓	Police		

1. General Announcements/Discussions:

Johnnie L. Perkins, Deputy Chief Operating Officer, called the meeting to order at 1:06 pm.

- Johnnie L. Perkins initiated introductions around the room.
- Sheryl Cyprian, Senior Management Analyst, Public Works Department, briefly announced the upcoming 2018 Design & Construction Networking Expo on October 17, 2018.

2. Approve Minutes of the Last Meeting:

Minutes Approved.

James Nagelvoort, Director, Public Works Department, motioned and Kris McFadden, Deputy Director, Transportation & Storm Water Department, seconded.

3. Minor “Repair” Construction Process:

Mark Nassar, Deputy Director, Public Works Department, explained in detail the minor repair construction contracts process overview, qualifiers and the point of contact for project initiation.

Informational item only.

4. PCC Update:

Mark Nassar, Deputy Director, Public Works Department, provided an update on the Project Control Committee (PCC) and discussed in detail developing process procedures.

Informational item only.

5. Initiation of the FY20-24 CIP Outlook:

Mark Nassar, Deputy Director, Public Works Department, discussed the 5 year Capital Infrastructure significant dates and outline.

Informational item only.

6. FY20 CIP Budget Development:

Caryn McGriff, Financial Operations Manager, Department of Finance, briefly outlined the proposed FY20 Budget Memo and mentioned implementing future CIP training.

Informational item only.

7. CIP Streamlining/Process Improvements:

Akram Bassyouni, Deputy Director, Public Works Department, discussed highlights of previous CIP streamlining measures and proposed new measures.

Informational item only.

8. Fiscal Year 2018 State of the CIP Year-End Report:

Michael Frattali, Supervising Management Analyst, Public Works Department, provided an update on the State of Capital Improvement Program (CIP) Mid-Year Report and will be supplying an update for the State Benchmarking in the future.

Informational item only.

Meeting adjourned at 2:29 p.m.