



## **Capital Improvement Projects Advisory Committee (CIPAC) February 22, 2021 Meeting Minutes**

### **CALL TO ORDER**

CIPAC Chair, Mike Rotolo, called the 2021 CIPAC meeting to order at 6:10 PM on February 22, 2021 in the City of El Segundo via zoom call.

### **ROLL CALL**

The following CIPAC Committee members were present:

- Mike Rotolo
- Jerome Scott
- Eric Kari

The following CIPAC Committee members were absent:

- Mike Van Kleeck
- William Whalen

The following staff members were present:

- Lifan Xu, City Engineer
- Elias Sassoon, Public Works Director

### **PUBLIC COMMUNICATIONS**

None.

### **NEW BUSINESS**

#### **Evaluation of Capital Projects under Consideration for infrastructure Funding.**

- Lifan informed the CIPAC committee that Public Works are preparing a five year capital improvement program this year and the program will be adjusted each year with new input and information. The Facility Conditions Assessment were completed and many of the projects to be evaluated are from the assessment reports. There is currently a request for proposal for Recreation Park Needs Assessment Master Plan, and subsequently, any projects related to the Recreation Park will be postponed to next year after the completion of the master plan.
- Lifan went over the CIPAC criteria that is used to rank all projects including Health and Safety (HS), System Conditions (SC), Return on Investment (RI), Joint Agreement/Legal Requirement (JL), Coordination Opportunity (CO), Community Interest (CI.)
- The committee members discussed and evaluated six projects, Lifan documented the scores and results can be seen in the attached table.  
The followings are additional discussions in regards to the projects.

- Lifan informed the committee that a safe route to school study was completed. Elias mentioned that the results of the study were presented to a joint City and School meeting and were well received. The plan is to finish the design and then apply to Safe Route to School Grant that there is a 20% matching requirement. Mike iterated that the CIPAC would be scoring this project on the assumption that 80% of the construction cost will be paid for by the Safe Route to School Grant.
- Lifan informed the committee that the Police Dept. consider the PD Women Locker Room remodel a top priority because the women showers need to be expanded to accommodate increasing number of female officers.
- CIPAC members questioned the security camera projects lack necessary details and explanation to score it properly. Lifan would ask IT and PD for more information before presented to the committee.
- CIPAC members recommends that the 500-600 Arena project to start as a study to exploring potential solutions and costs first before considering it as a CIP.
- The City Hall interior improvements project is mainly financed by a special fee in permit collected over the years. The project was being scored on the assumption that only a small portion of general fund might be needed in the case of a budget shortfall. Lifan was to check with Development Services on available fund for construction of the project.
- CIPAC members suggested that many of the facilities projects are regular maintenance in nature, and equipment/facility replacement fund should be set up instead of scoring them individually for ranking.

The meeting adjourned at 8:05 PM.

Minutes submitted by Lifan Xu