



AGENDA

CITY OF EL SEGUNDO

CAPITAL IMPROVEMENT PROGRAM

ADVISORY COMMITTEE (CIPAC)

The CIPAC, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. The public can only comment on City-related business that is within the jurisdiction of the CIPAC and/or items listed on the Agenda during the **Public Communications** portion of the Meeting. Additionally, the Public can comment on any Public Hearing item on the Agenda during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person.

Before speaking to the CIPAC, please state:

Your name and residence and the organization you represent, if desired. Please respect the time limits.

Members of the Public may place items on the Agenda by submitting a **Written Request** to the City Engineer at least six (6) days prior to the CIPAC meeting. The request must include a brief general description of the business to be transacted or discussed at the meeting. Playing of videotapes or use of visual aids may be permitted during meetings if they are submitted to the City Engineer two (2) working days prior to the meeting and they do not exceed five (5) minutes in length.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Engineer, 310-524-2368. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

SPECIAL MEETING OF THE EL SEGUNDO CIPAC

Wednesday, January 25, 2023– 6:00 P.M.

City Hall, HR Conference Room

CALL TO ORDER

ROLL CALL

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total)

Individuals who have received value of \$50 or more to communicate to the CIPAC on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the CIPAC. Failure to do so is a misdemeanor. While all comments are welcome, the Brown Act does not allow the CIPAC taking action on any item not on the agenda. CIPAC members may respond to comments after Public Communications is closed.

NEW BUSINESS

1. Introduction of CIPAC members.
2. Selection of Chairperson and Vice Chairperson
3. Discussion of future meeting times and dates for this year
4. Approve of amended CIPAC bylaws

REPORTS

A. REPORTS – PUBLIC WORKS DIRECTOR, CITY ENGINEER

B. REPORTS- CIPAC MEMBERS

COMMITTEE MEMBER LEIF JOHNSON
COMMITTEE MEMBER ERIC KARI
COMMITTEE MEMBER CONNI PALLINI
COMMITTEE MEMBER MIKE ROTOLO
COMMITTEE MEMBER JEROME SCOTT

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ADJOURNMENT

Posted Date: 1-19-23

Time: 4 PM

Name: Lifan Xu



BYLAWS OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE

Amended December 19, 2022

ARTICLE I - NAME

The name of this organization shall be the Capital Improvement Program Advisory Committee otherwise known as CIPAC.

ARTICLE II – PURPOSE

The purpose of the Capital Improvement Program Advisory Committee (CIPAC) assists in the development of a five-year Capital Improvement Program. The committee reviews projects and makes recommendations to the City Council for funding. CIPAC also holds a yearly community workshop to garner feedback for project request and issues from the public.

ARTICLE III - QUALIFICATIONS

Members of the CIPAC shall be representatives of the community who live and/or work within the City of El Segundo.

ARTICLE IV - MEMBERSHIP

The CIPAC shall be composed of five (5) voting members, including three (3) residents and two (2) local business representatives. Candidates for the membership are reviewed and recommended by the chair and vice-chair of the CIPAC and then approved and appointed by the City Council.

Section I- Selection of Members

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the chair and vice-chair of the CIPAC shall review the applications and recommend candidates to the City Council for interview. The City Council may interview candidates and will make all appointments pursuant to Government Code § 40605. A candidate may not serve on the committee without City Council's final approval.

Section II- Interviews

The City of El Segundo City Council may hold interviews twice a year.

Section III- Term of Office

The term for CIPAC members is three (3) years without term limits.

Section IV - Compensation

CIPAC members are not compensated.

Section V - Removing a Member

Members of the CIPAC shall serve at the pleasure of the City Council and may be removed at

any time, without cause, by a majority vote of the City Council.

Section VI – Removing a Member Due to Absences

When any member has three (3) or more absences, within a 12-month period, the committee may recommend removal of the subject member and the member’s seat would be deemed vacant upon City Council member removal.

Section VII – Removing a Member Due to Conduct

Members of the CIPAC serve at the pleasure of the City Council, the CIPAC Chair and council liaison may make a recommendation to City Council to remove a member based on conduct, and that member can be removed by a majority vote of City Council.

Section VIII – El Segundo City Employee Eligibility

City Employees are not eligible for CIPAC membership.

ARTICLE V – MEETINGS

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I - Regular Meetings

The fixed meeting dates and times are to be made known before members join the CIPAC, and with specific details on dates and times to be finalized and brought back to a future City Council meeting. Regular CIPAC meetings meet at 6:00 p.m., monthly in January, February, March, April, and May at City Hall, 350 Main Street with the goal of finalizing its recommendation to the City Council in June.

Section II - Special Meetings

Special meetings of the committee may be held at any time upon the call of the chair or a majority of the voting members. The chair or a majority of the CIPAC shall determine the time and place of the special meeting. Special meetings must be noticed 24 hours in advance of the meeting.

Section III – General Meeting

At its regular meeting in January of each year, CIPAC members will elect a chair and vice-chair as well as discuss any other long-term initiatives for the year.

Section IV- Joint Meeting with City Council

The CIPAC will participate in an annual joint meeting with the City Council and representatives from each of the City’s commissions, committees, and boards.

Section V- Workplan Update at a City Council Meeting

A member of the CIPAC will present an update at a City Council Meeting on the committee’s work plan and progress.

Section VI – Quorum

A majority of the CIPAC (three members) shall constitute a quorum. A quorum is necessary for action by the CIPAC.

Section VI - Voting

Each member shall have one vote.

Section VII - Meeting Procedures

Except as otherwise provided by these bylaws or City Council Resolutions the CIPAC will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

ARTICLE VI - OFFICERS

Officers of the CIPAC shall be a chair and a vice-chair. Term of the chair and vice-chair shall be for one (1) year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order or similar rules of parliamentary procedure, e.g. Rosenberg's Rules of Order. These bylaws' terms will supersede any conflicting parliamentary procedural rule. Failure to strictly follow parliamentary guidelines will not itself invalidate any commission action.

Section I - Chair

The chairperson shall preside over the meetings of the CIPAC.

Section II - Vice Chair

During the absence, disability or disqualification of the chair, the vice-chair shall perform all of the duties and be subject to all of the responsibilities of the chair. The vice-chair shall succeed the chair if he/she vacates the office before the term expires. A new vice-chair shall be elected at the next regular meeting.

Section III - Duties of the CIPAC

It is intended that the CIPAC shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

ARTICLE VII - OFFICIAL DOCUMENTS

Section I- Minutes

Minutes of all meetings shall be prepared and maintained with the CIPAC records. Copies shall be distributed to each CIPAC member, City Council Member and City Clerk.

Section II- Distribution of Documents

Preparation and distribution of CIPAC documents to the City Council, City Clerk, the CIPAC members and via email to members of the public who requested to receive CIPAC meeting notifications shall be the responsibility of the designated employee as identified by the Public Works Director.

ARTICLE VIII – CONDUCT OF MEMBERS

Section I- Representing the CIPAC

CIPAC members shall make no personal commitment to speak on behalf of the CIPAC, nor make any statements or take actions representing the CIPAC, without majority approval.

Section II- Conflict of Interest

Members of the CIPAC shall abstain from participating in any matter to come before the CIPAC in

which he or she has any direct or indirect economic interest. Should conflict of interest exist, the CIPAC member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement Form (700) shall be filed with the City Clerk.

Section III – Conduct at Meetings

Meetings will be conducted based upon the latest edition of Robert’s Rules of Order (or similar rules of parliamentary procedure, e.g., Rosenberg’s Rules of Order). Where there is a conflict between the parliamentary guidelines and these bylaws, the bylaws should have precedence. Failure to strictly follow parliamentary guidelines shall not invalidate an action of the commission.

ARTICLE IX – ASSISTANCE OF STAFF

The Public Works Director shall provide the CIPAC with such information and staff assistance as the CIPAC may reasonably request from time to time; subject to the limitations imposed by City Council. The staff member designated by the Public Works Director shall confer with the director to determine if a request for research by the commission requires extra dedication and staff time that may not be available.

ARTICLE X – BYLAW AMENDMENTS

These Bylaws may be amended by simple majority of those voting at any legal meeting of the CIPAC. Such amendments must be approved by the City Council.

ARTICLE XI – CIPAC RECESS

The CIPAC may be placed on a short or extended recess by a majority vote of the City Council. City Council may determine if a recess is necessary based on the CIPAC’s workload and progress towards accomplishing assigned City Council objectives.

ARTICLE XII – DISSOLUTION

The CIPAC may be dissolved by a majority vote of the City Council.