



## **Capital Improvement Projects Advisory Committee (CIPAC) May 17, 2018 Meeting Minutes**

### **CALL TO ORDER**

CIPAC Chair, Mike Rotolo, called the 2018 CIPAC meeting to order at 6:07 PM on May 17, 2018 in the City of El Segundo, HR conference room, 350 Main St., El Segundo, California 90245.

### **ROLL CALL**

The following CIPAC Committee members were present:

- Mike Rotolo
- Jerome Scott
- Mike Van Kleeck
- Eric Kari

The following staff members were present:

- Lifan Xu, City Engineer
- Ken Berkman, Public Works Director
- Orlando Rodriguez, Senior Civil Engineer

### **PUBLIC COMMUNICATIONS**

None.

### **NEW BUSINESS**

#### **1. Evaluation of Capital Projects under Consideration for Infrastructure Funding**

- Ken spoke with Joe Lillio (Finance Director) about the possibility of preparing a multi-year capital improvement program (CIP) moving forward that will assist with coordination with other departments. This discussions are preliminary with more information to come.
- Ken informed other departments and CIPAC members to withhold any consideration for facility improvement projects until the following year. The Public Works Department is in the process of conducting a Facility Conditions Assessment (FCA) that will grade the City's building infrastructure on structural integrity, repair condition, etc. The consultant to perform the FCA has been selected.
- Lifan informed the CIPAC members about the possibility of holding a CIPAC special meeting following the FCA to discuss the findings of the FCA and rank any of those projects.
- Lifan discussed the CIPAC's projects score sheet from last year's CIPAC sessions and its impact on the budget proposal for the 2017-2018 fiscal year. The majority of the CIPAC's top ranked projects were funded with many of them completed or will be complete during the 2017-2018 fiscal year.

- Lifan informed the CIPAC that Recreation & Parks Department commented that their projects are typically at the bottom of the CIPAC's project scoring sheet. City Council has decided to allocate \$200,000 specifically for Recreation & Parks projects. City Council has asked the Recreation & Parks Commission to rank specific Recreation & Parks projects. There is a possibility that moving forward the CIPAC will not rank any Recreation & Parks projects or the CIPAC ranks Recreation & Parks project in addition to the Recreation & Parks Commission's rankings. Mike recommended to have a member of the Recreation & Parks Commission to give a brief overview of their projects with the CIPAC. More discussions to come.
- Ken brought forth the possibility of storing funds for facility projects that are sure to come as a result of the FCA project. These preliminary discussions to be held with the CIPAC prior to presenting the proposal to City Council for consideration.
- Public Works plans to have a draft projects list for the CIPAC to review and discuss by the next CIPAC meeting. The following CIPAC meetings are tentatively scheduled for June 13 and June 28. Lifan to send a meeting invite once the meeting dates are finalized.

## **REPORTS**

None.

The meeting adjourned at 7:19 PM.

Minutes submitted by Orlando Rodriguez