



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Growth Management Department

300 Sixth Street

Marcia Elkins, Director
Growth Management Department
city web: www.rcgov.org

Phone: 605-394-4120
Fax: 605-394-6636
e-mail: marcia.elkins@rcgov.org

MEMORANDUM

TO: Rapid City Legal and Finance Committee

FROM: Marcia Elkins, Growth Management Director

DATE: February 5, 2004

RE: Request to Release Funds from the Moratorium

Staff is requesting that funds totaling \$24,083.92 currently subject to the moratorium be released. The funds will be utilized to purchase the new cubicles required to accommodate the relocation of the Growth Management staff to a centralized location on the second floor. A summary of the costs along with drawings of the new pods are attached for your reference.

Your assistance in releasing these funds to allow staff to move forward with the reorganization is greatly appreciated. If you have any questions or concerns, please contact me.



EQUAL OPPORTUNITY EMPLOYER

Request to expend moratorium funding for the purchase of office equipment from FY 2004 budgets as follows: Budget #705 - \$8,000; Budget #204 - \$8,000; and Budget #207 - \$8,083.92 (Budget #207 funding to be supplemented from Budget #108)

Growth Management Work Areas

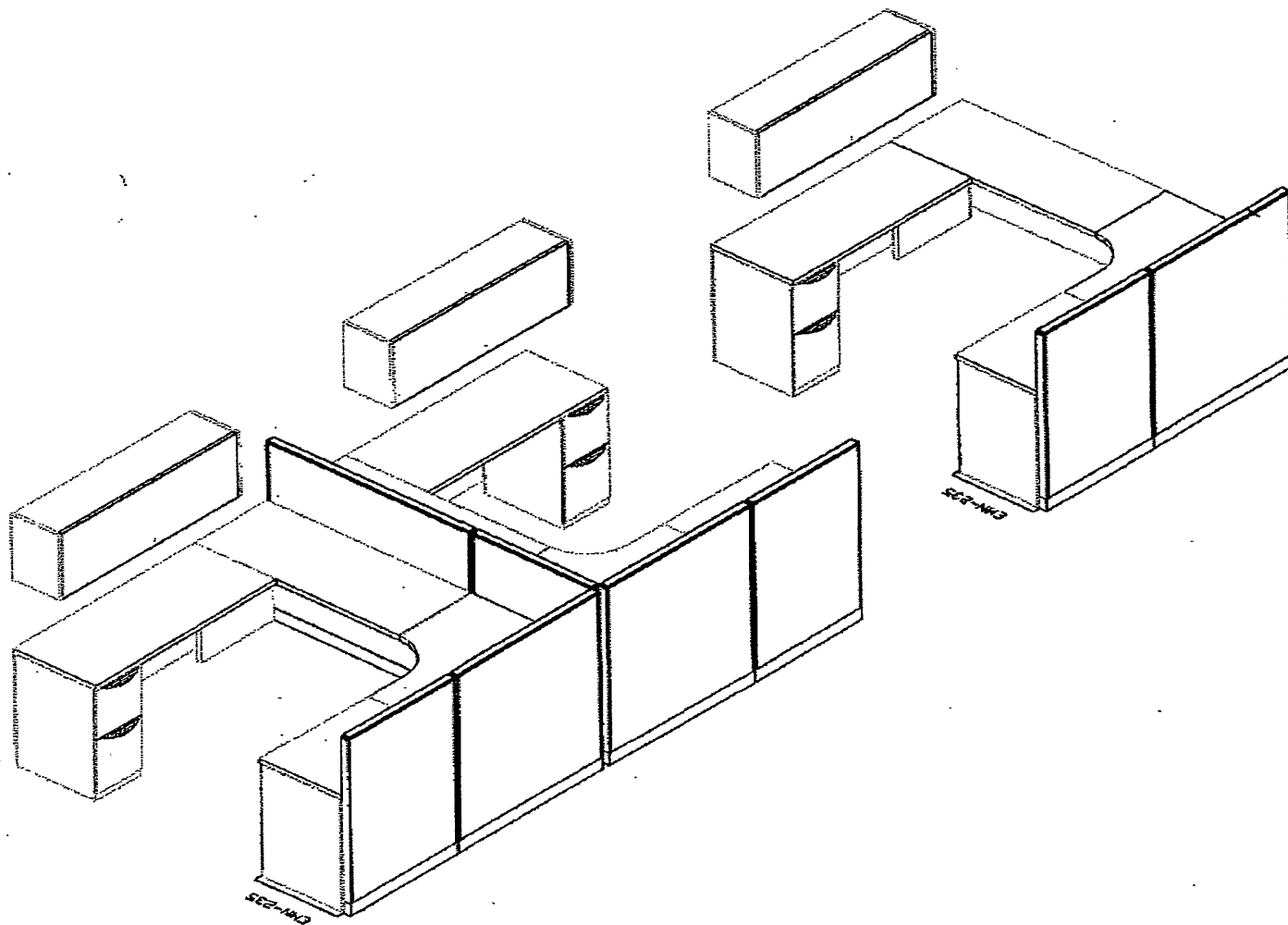
Funded
\$9,391.78

Funded from Dept 705 FY 2003 budget
Development Review Team Secretarial Support (Engineering)
Staff: Bauer, Radomski, Schmaltz

<u>Proposed</u>	<u>Optional</u>	<u>Total</u>	Growth Management Work Areas Breakdown
\$6,658.46			Growth Management Director Secretarial Support (Public Works) Staff: Mitchell, Ficken
\$6,381.86			Building Permit Review Team Secretarial Support (Building Inspections) Staff: Vespested, Borscheid (includes new desks and dividers)
\$14,477.16			Building Permit Review Team Professional/Inspector Support (Building Inspector Area) Staff: Hall, Baumberger, Larus, Tucker, CD Secretary (Requires use of R. Grosz's office by Air Quality)
\$4,895.40			Building Permit Review Team Inspectors Support (Code Enforcement Area) Staff: Brodrick, Charles, Pulkrabek
	\$943.84		Development Review Team Secretarial Support (Engineering) Staff: Bauer, Radomski, Schmaltz Additional Overhead Storage
			Development Review Team Professional Support (Rm 219) Staff: Land Use Planner, Planner I Room Dividers
	<u>\$712.08</u>		
\$32,412.88			Total Proposed
	\$1,655.92		Total Optional
		\$34,068.80	Total Proposed and Optional

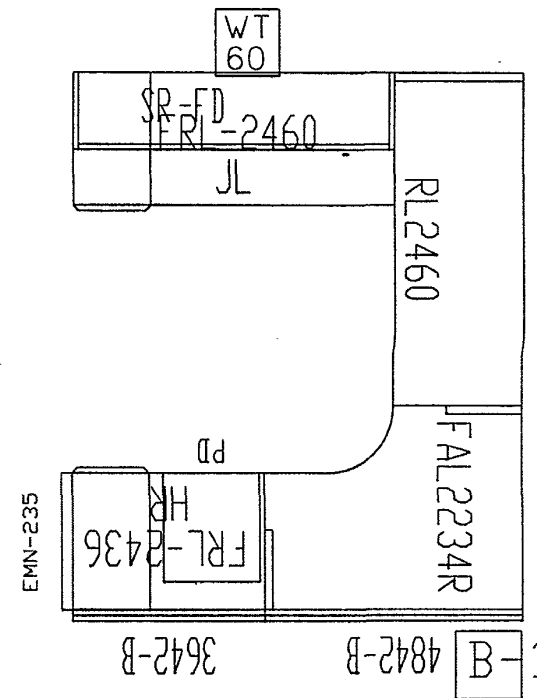
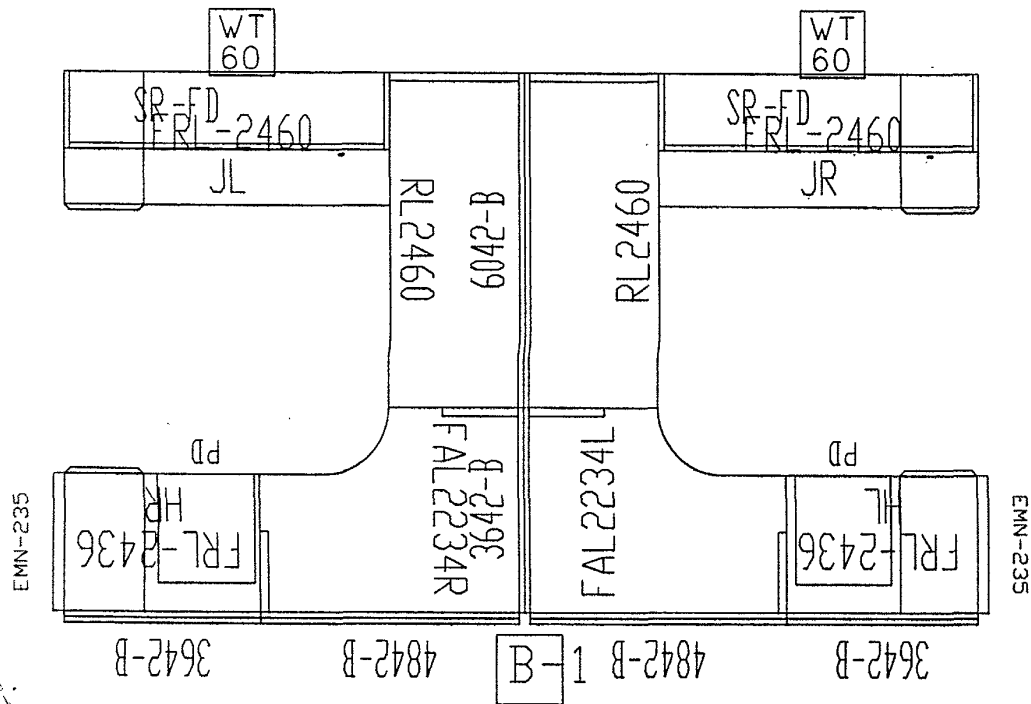
Items not addressed by the above Work Area Breakdowns: 1) modifications to front counters for the Building Permit Review Team and Development Review Team areas; 2) changes/upgrades to the existing telephone system; 3) additional network connections

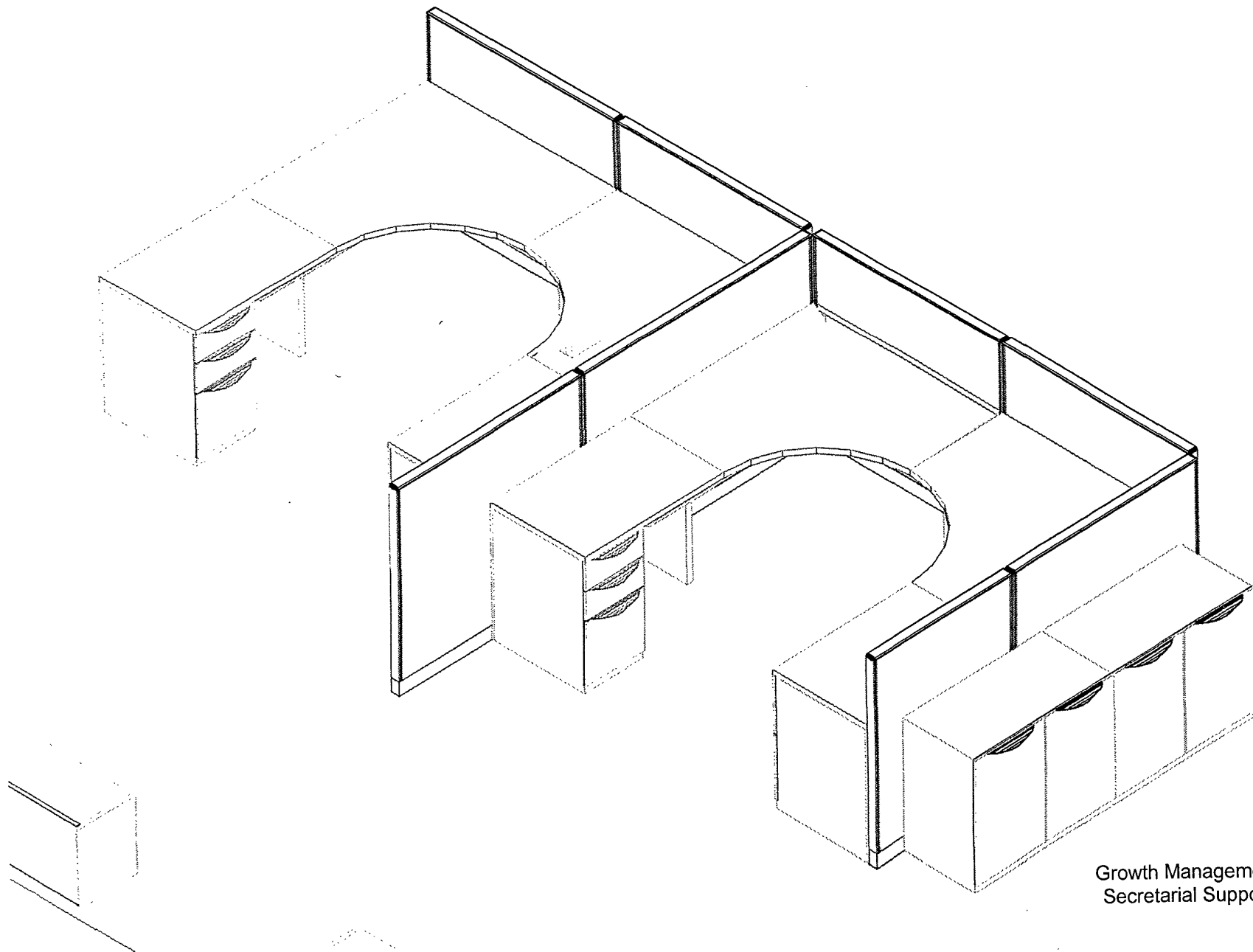
<u>Unencumbered</u>	<u>Placed on Moratorium</u>	<u>Total</u>	Funding Sources Breakdown
	\$8,000.00		705 Planning - Furniture
\$8,000.00	\$8,000.00		204 Building Inspections - Furniture
\$1,931.00			207 Construction Services Center - Furniture
<u>\$2,280.08</u>	<u>\$8,083.92</u>		207 Construction Services Center - Machinery
\$12,211.08			Total Unencumbered
	\$24,083.92		Total Moratorium
		\$36,295.00	Total Unencumbered & Moratorium Funding
		-\$2,226.20	Total Funding Overage



Development Review Team
Secretarial Support

Development Review Team
Secretarial Support





Growth Management
Secretarial Support

9C2-S1

9C2-S1

4842-B

3642-B

B-1

4842-B

FPL-2448

4842-B

FPL-2448

6042-B

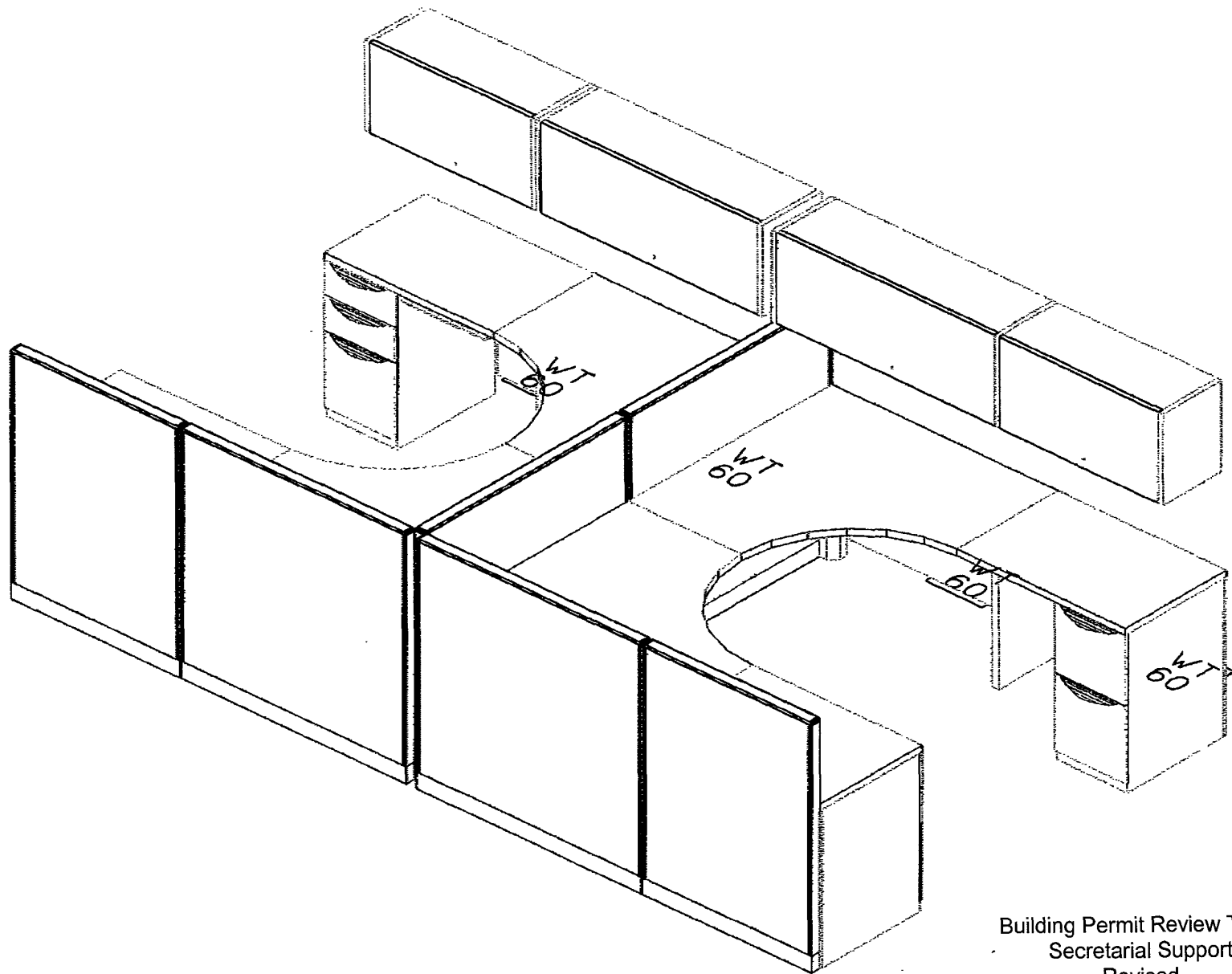
4842-B

FPL-2448

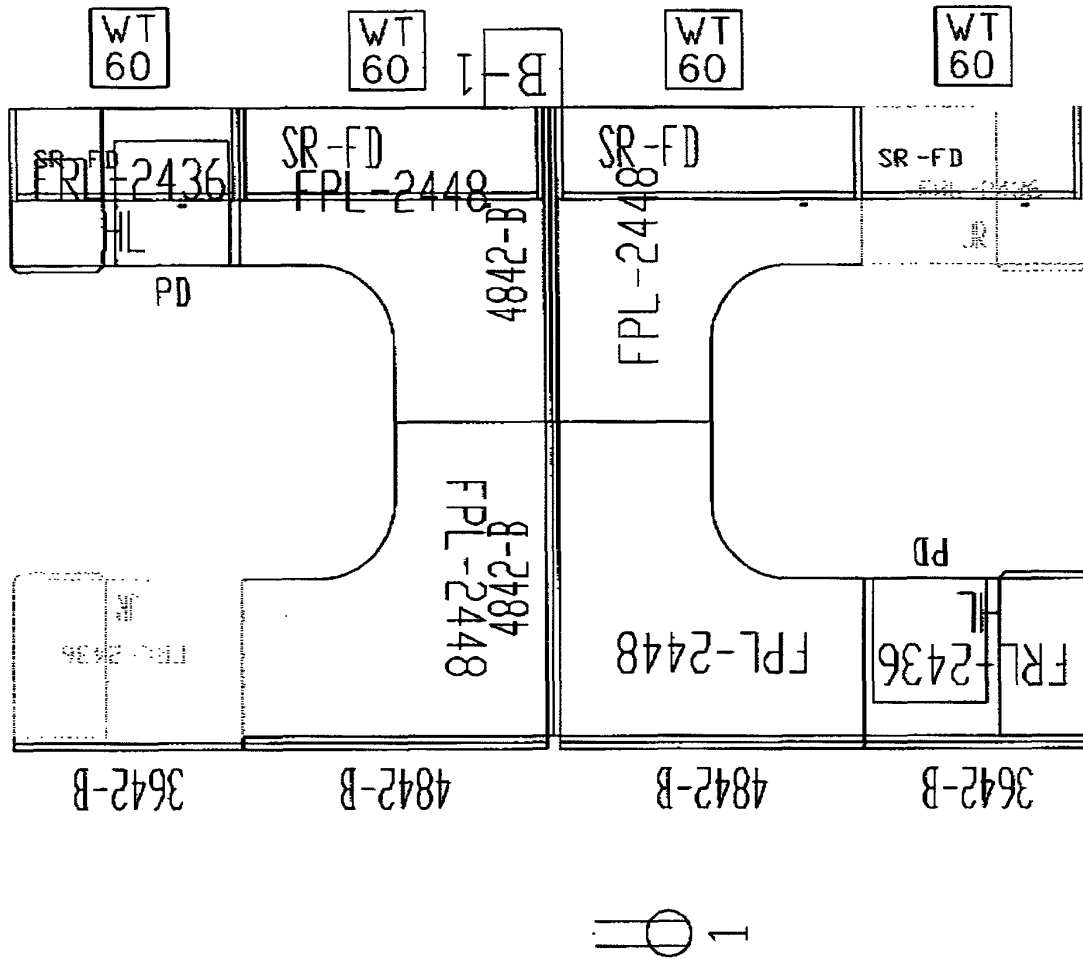
4842-B

FPL-2448

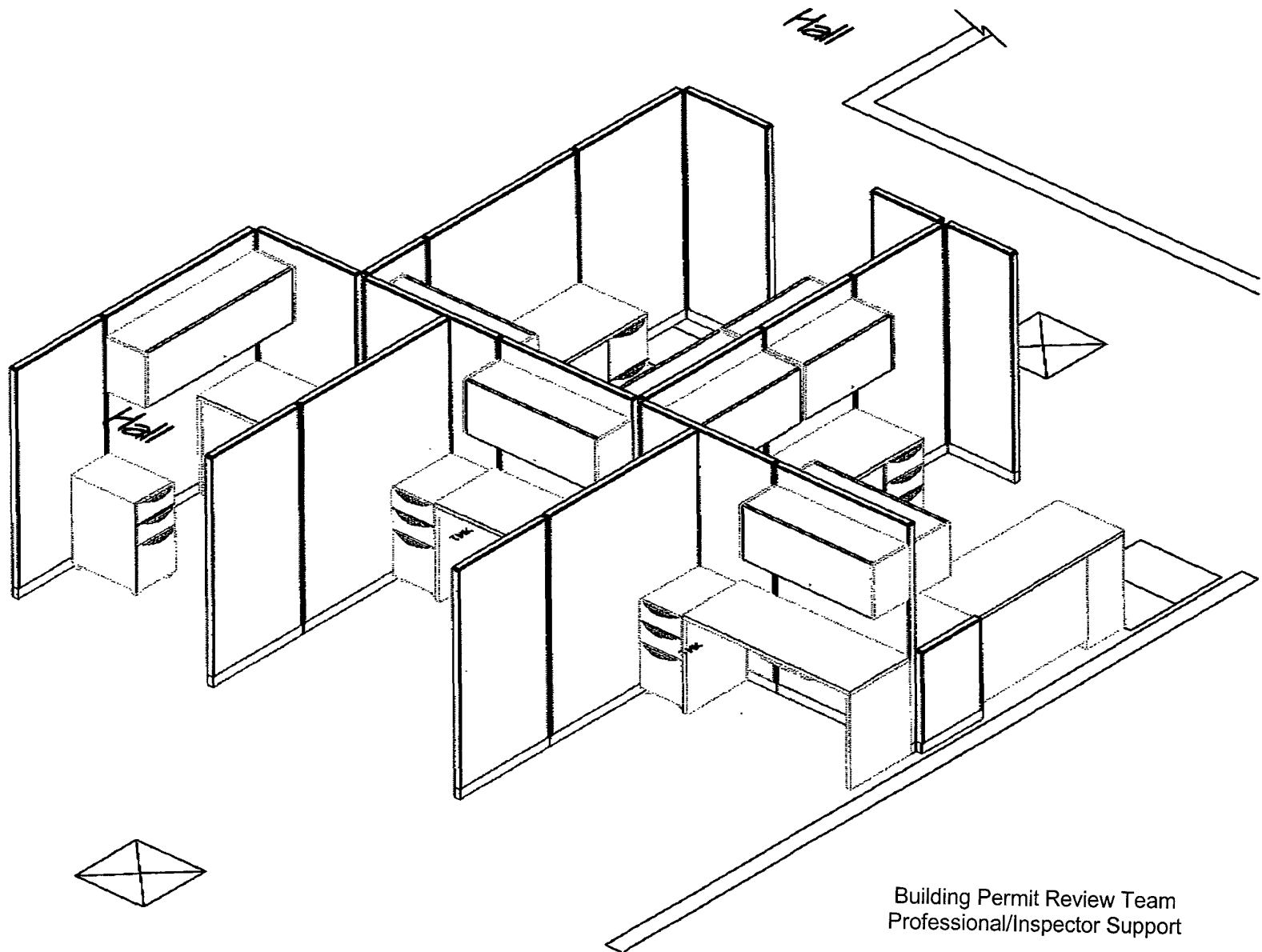
Growth Management
Secretarial Support



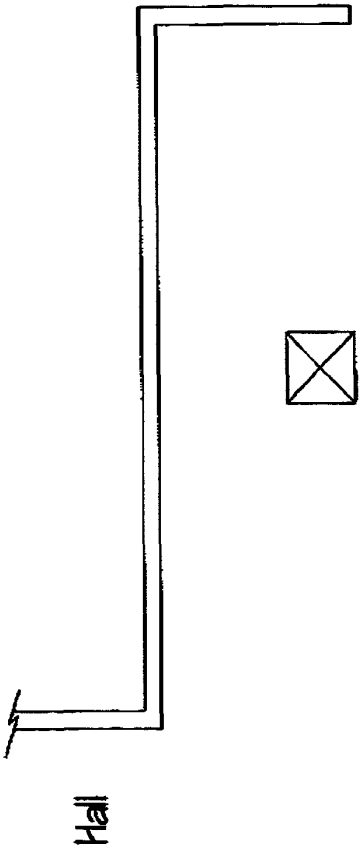
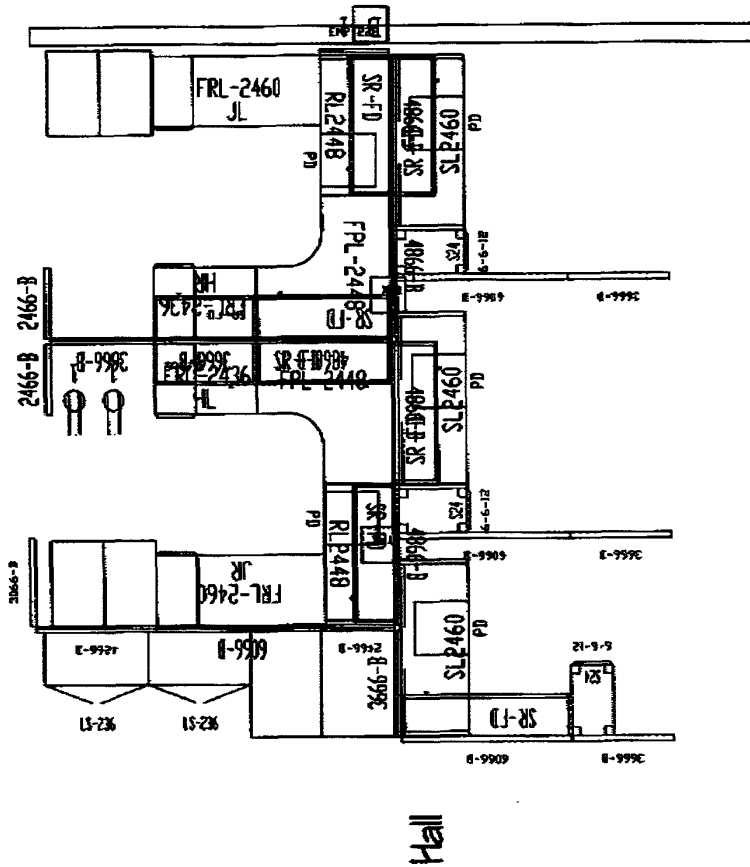
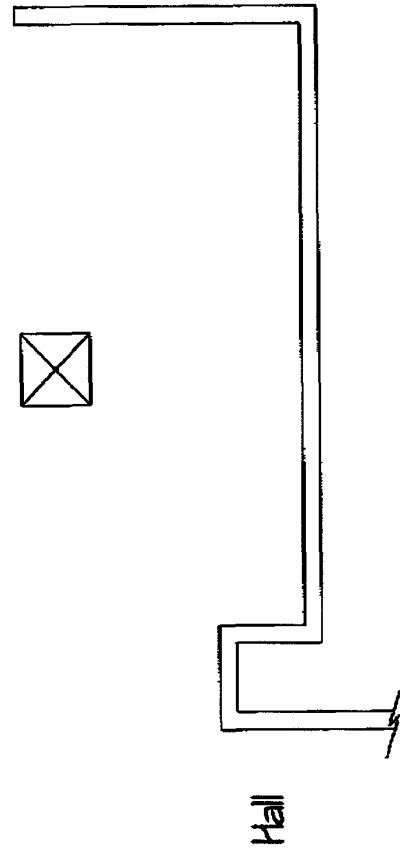
Building Permit Review Team
Secretarial Support
Revised



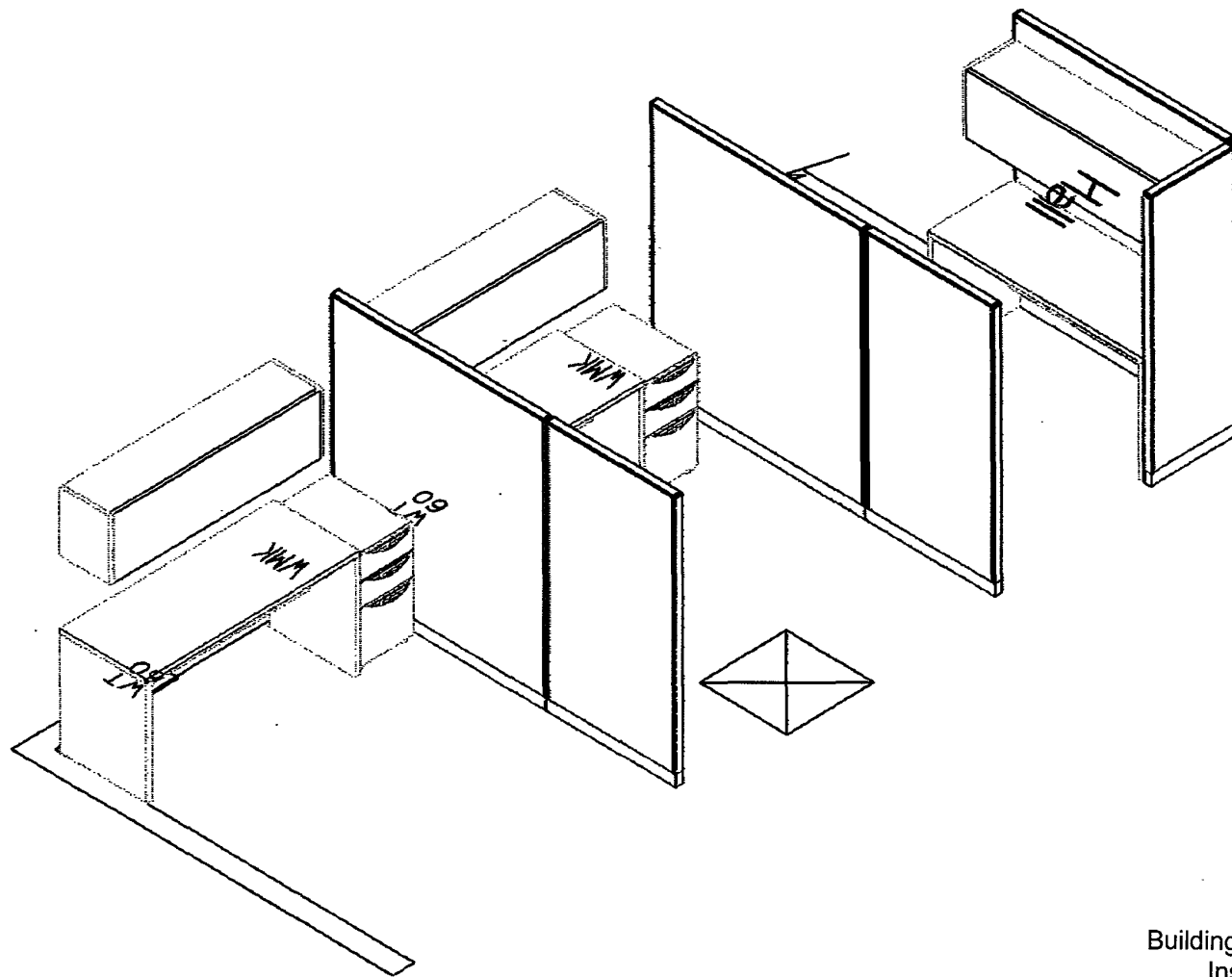
Building Permit Review Team
Secretarial Support
Revised



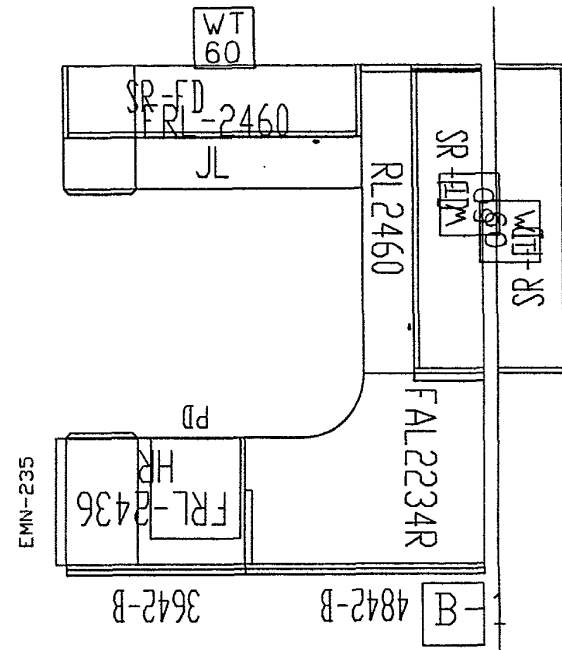
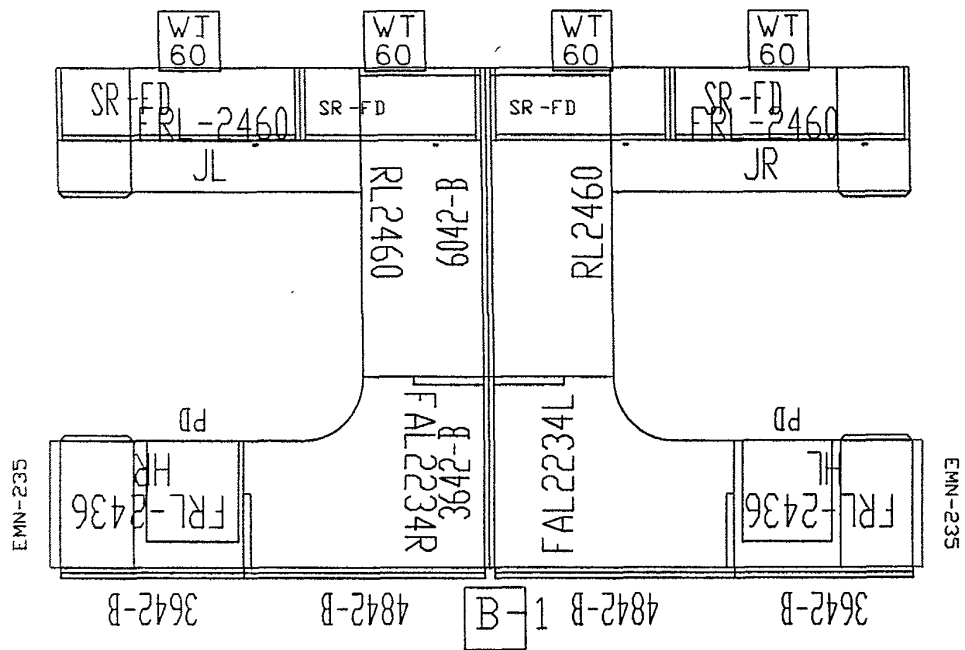
Building Permit Review Team
Professional/Inspector Support



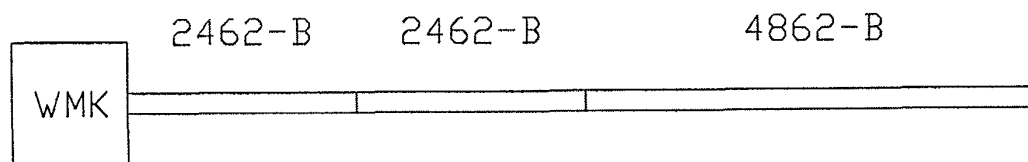
Building Permit Review Team
Professional/Inspector Support



Building Permit Review Team
Inspectors Support
Revised



Development Review Team
Secretarial Support
Optional



Development Review Team
Professional Support
Optional