



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Growth Management Department

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MEMORANDUM

TO: Honorable Mayor and Members of City Council

FROM: Brett Limbaugh, Director, Community Planning & Development Services *BAL*

DATE: September 21, 2011

RE: Transfer and Expenditure of Funds for Building Division Seminar

The Building Services Division has contracted with Midwest Ducts to provide a 6 hour training seminar on October 20, 2011 at the Civic Center. The seminar is open to City contractors and City Building Staff. The amount needed for this seminar would be deducted from the following Development Service Center (204) accounts:

- \$630.08 to account 4270 (travel and training) for room rental and refreshments at the Civic Center
- \$4,500 to account 4225 (other professional services) for seminar contract between the City and Midwest Ducts.

The Building Services Division does not have adequate funding within the 2011 budget sections of Travel and Training and Professional Services to cover the cost of the seminar and is requesting that the City Council authorize:

1. Permission to exceed the Travel and Training and Professional Services line items in the 204 Development Services Center budget.
2. Acknowledge that the funding to replenish the Department budget accounts will occur via a supplemental appropriation out of unencumbered cash.



Justification:

Over the past 20 years the Building Division has been selling building permit coupons to contractors with the understanding that \$6 of the individual coupon cost would be set aside for education purposes. To date the City has collected over \$70,000 for building division education and this amount has been deposited in the City General fund rather than being separated into a separate account. Both the Finance Department and Community Planning & Development Services Department are working on a solution to separate the coupon funds from the general fund but will not be able to accomplish this task prior to the October 20th seminar.