



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Growth Management Department

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MEMORANDUM

TO: Chairman and Members of Legal & Finance Committee

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

DATE: August 28, 2013

RE: Transfer General Funds for Building Contractor Training

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. The City has \$67,845.10 for building division education and this amount has been deposited in the City General Fund undesignated cash rather than being separated into a separate account. In order for these funds to be used the City Council has authorized the transfer of funds from the General Fund undesignated cash to the CPDS Department budget each time a training session is scheduled.

In order to expedite the process the Finance Department and CPDS would prefer that the entire fund balance be transferred to the CPDS budget line item #4225 "Other Professional Services". The one time transfer would allow the Building Division to schedule and pay for the contractor training without the need for City Council approval each time a training session is needed. The balance in this fund would then be rolled over into subsequent CPDS budgets until such time as the funds are depleted.

The last training session in 2011 cost approximately \$5,100. The funds that have been collected will provide at least one training session each year for several years in the future.



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