

**AN ORDINANCE TO REVISE THE MEMBERSHIP AND PROCEDURES OF THE CAPITAL IMPROVEMENTS COMMITTEE BY AMENDING SECTION 3.16.090 OF THE RAPID CITY MUNICIPAL CODE**

WHEREAS, the City of Rapid City has enacted an ordinance that establishes a Capital Improvements Committee (“Committee”); and

WHEREAS, the Committee reviews proposed expenditures from the City’s Capital Improvements Account and makes recommendations to the Common Council for approval of a 5-year plan for financing projects and purchases out of the Capital Improvements Account; and

WHEREAS, the Capital Improvements Committee’s current membership includes Aldermen, Department Directors, and Planning Commission Members; and

WHEREAS, the Committee’s proposed 5-year plan is required to be approved by the Planning Commission, as the Planning Commission formerly had statutory authority over construction of public structures and utilities within the city; and

WHEREAS, the Planning Commission approval of construction of public structures and utilities within the city is no longer required by state law; and

WHEREAS, the Common Council, as the final approval authority of the 5-year plan, desires to change the membership of the Committee to include only Aldermen to keep the Committee at a manageable size; and

WHEREAS, the Common Council also desires to revise the procedures of the Committee so that the Committee will meet and function in a similar manner as other committees of the Council.

NOW THEREFORE, BE IT ORDAINED by the City of Rapid City that Section 3.16.090 of the Rapid City Municipal Code be and is hereby amended to read as follows:

**3.16.090 Rapid City Capital Improvements & Vision Fund.**

The revenue generated by § 3.16.060C. shall be placed into Rapid City’s Capital Improvements & Vision Fund (the “Fund”). There shall be 2 separate accounts within the Fund, the Capital Improvements Account to finance capital improvement projects and the Vision Account to finance buildings, facilities, infrastructure or other capital projects with an emphasis on community enhancement. The revenue generated by § 3.16.060C. shall generally be allocated evenly between the 2 accounts, provided that in any given month, such allocation need not be even, but to the extent that it is not, the account which is overfunded shall be entitled to reimbursement from the other account over such time period as the Council shall determine. The monies in the Capital Improvements Account shall be used for the purposes identified in division A. of this section. The monies in the Vision Account can be used for the purposes identified in division B. of this section. In order for the city to facilitate the financing of projects in the Fund

and obtain more favorable rates for financing such projects, the city can pledge the use of the entire revenue generated by the Fund as security for any project financed through the use of the Fund under such terms and conditions that the City Council agrees to.

A. *Capital Improvements Account.* The funds in the Capital Improvements Account shall be used to finance streets, municipal buildings, information technology infrastructure and other capital projects or purchases. The City Council shall approve a 5-year plan for financing projects and purchases out of this account. The City Council shall be authorized to issue revenue bonds to be paid from the Fund in order to finance the projects contained in the plan. In order to facilitate the creation of the 5-year plan there will be a Capital Improvements Committee to review proposed expenditures and make recommendations to the City Council.

1. *Capital Improvements Committee.*

a. The Committee membership shall consist of ~~the Parks and Recreation Director; Finance Officer; Public Works Director; Community Planning and Development Services Director; Chairperson of the Planning Commission; and Vice-Chairperson of the Planning Commission~~ and one Alderman from each ward of the city. Committee membership shall be as appointed by the Council Leadership. If ~~1 of the~~ an Alderman is unable to attend the meeting, the other Alderman from that ward may attend and vote in that Alderman's place. The Chairperson of the Capital improvements Committee and all members thereof shall be voting members and shall each have 1 vote. ~~Six~~ Three members present shall constitute a quorum of the Committee.

b. The Chairperson of the Committee shall be appointed by the Common Council. ~~Mayor from among city department directors with that department providing the~~ The Finance Office shall provide administrative support to the Committee.

c. ~~The~~ Capital Improvements Committee meetings shall ~~meet on~~ be scheduled for the third Friday of each month or an alternate date as may be established by the Chairperson. Monthly meetings may be cancelled by the Chairperson if there is no business scheduled to come before the Committee. In any event, the Committee shall meet no less than once per quarter. Additional meetings may be called by the chair at the request of ~~any~~ a member of the Committee, the Mayor, or a Department Director.

2. *Procedure for approval of capital improvements projects.*

a. ~~By May 1 of each year, Streets and Drainage, Government Buildings, and the Parks and Recreation Subcommittees~~ Prior to the April meeting of the Committee, each Department requesting Capital Improvements Account funding shall submit a 5-year plan for proposed capital improvement projects. For needs requested in the next budgeting cycle, the Capital Improvements Committee requests that the following information be provided: estimated costs; documentation of how those costs were identified; justification for the requested capital improvement; and the timetable for completion.

b. The Capital Improvements Committee shall consider all requests for capital improvements, develop recommendations for the annual capital budget and the 5-year Capital Improvements Plan and present this to the Mayor for inclusion in the budget.

c. The finalized capital improvements plan, as recommended by the Capital Improvements Committee, shall be presented to the ~~Planning Commission prior to adoption by the Common Council~~ for approval.

d. No project may be undertaken until such time as the Common Council has approved the capital improvements plan or an amendment to the plan addressing that project.

e. The Common Council shall approve the request to advertise for bids and the bid shall be awarded by the Common Council in accordance with all appropriate bid procedures.

f. In the case of the expenditure of funds from the Capital Improvement Plan Contingency, the Capital Improvements Committee shall recommend approval of ~~approve~~ the contingency expenditure. The Common Council shall have final authority for approval of ~~approve~~ the contingency expenditure and authorize authorization for staff to advertise for bids or enter into negotiations to select a design consultant. The Common Council shall have final authority to award the bid.

g. The Capital Improvements Committee has the authority to reprioritize projects within a budgeted line item (e.g. Streets and Drainage, Parks and Recreation, Government Buildings Facilities) with Council approval.

3. *Reporting procedures.*

a. The city's Finance Office shall provide a ~~monthly~~ financial report at each meeting of the Capital Improvements Committee. Regardless of meeting frequency, the financial report shall be provided at least quarterly to the Committee.

b. The Chairperson of the Capital Improvements Committee shall provide an update to the ~~Legal and Finance Committee~~ Common Council following each meeting of the Committee, but in no case less than quarterly. ~~monthly.~~

B. *Vision Account.* The City Council shall by resolution adopt a plan for projects or programs to be funded, in whole or in part, from the Vision Account. No portion of the Vision Account shall be used to fund any project or program not included in the plan. All projects included in the plan shall be located within the city limits of Rapid City or benefit the city as a whole. The City Council may use the Vision Account to finance buildings, facilities, infrastructure or other capital projects, but may not use the Vision Account to finance ongoing maintenance and operational expenses of the various city departments, or of any buildings and/or facilities included in the plan. The City Council shall be authorized to issue revenue bonds to be paid from the Fund in order to finance the projects contained in the plan. The Vision Account may be used to fund the operational expenses of economic development projects or programs.

1. *Procedure for approval of Vision Account projects.*

a. The City Council shall adopt a 5-year plan for projects to be funded in whole or in part from the Vision Account. Projects to be included in the plan shall be identified through the process outlined in § 3.16.090 B.1.b. of this section. At least annually, the City Council shall review the 5-year plan at a public hearing after providing notice thereof. The City Council may add, remove, alter the scope of, reprioritize projects, or otherwise amend the plan as it deems appropriate. If a private entity, or organization is approved for funding in future years of the plan, such funding shall be subject to this provision until such time as an agreement securing the funds is entered into pursuant to § 3.16.090 B.3.c. In the event that revenues allocable to the Fund have been pledged to secure bonds which are expected to remain outstanding during an upcoming 5-year period, such projects are required to remain in the plan.

b. No later than December 31, 2016, the City Council will consider and approve a plan containing projects to be funded through December 31, 2021. The process for determining which projects to include in the plan are as follows:

i. The Mayor will direct that city staff identify and bring forward projects consistent with the criteria established in § 3.16.090 B.2. The Mayor and the city Department Directors will prioritize those projects based on factors such as need and cost. The prioritized list of projects

shall be presented to the City Council at the same time as the list of projects recommended by the citizen committee.

ii. At least 6 months prior to December 31, 2016, or December 31 of the year any subsequent 5-year plan is ending, the Mayor shall appoint a citizen committee consisting of a chair person and 8 additional members. The Mayor's appointments are subject to confirmation by the City Council. The committee members shall all be citizens of Rapid City. The purpose of this committee will be to accept and take comments on potential Vision Account projects other than those projects identified by the Mayor and city staff pursuant to § 3.16.090B.1.b.i. Upon formation of the committee, the city shall publicly solicit invitations to make proposals for projects to be considered in the next 5-year plan. No sooner than 30 days from the solicitation of proposals, the committee shall hold a public hearing to take comment on and discuss the proposals. The committee may hold additional public hearings if it deems such additional hearings necessary. The city shall advertise all hearings, but publication of such notice in the official newspaper of the city shall not be necessary. Based on its work, the committee shall prioritize the proposed projects based on the criteria established in § 3.16.090B.2. and make recommendations to the City Council regarding which projects if any should be funded. The recommendations of the committee shall be presented to the City Council at its second meeting in September. The recommendations of this committee shall be presented to the City Council at the same time as the recommendations in § 3.16.090B.1.b.i.

iii. The process identified in this section shall be the process for the adoption of all subsequent 5-year plans for the Vision Account.

iv. It is anticipated that beginning with the plan starting no later than 2017 the majority of money allocable to the Vision Account will be expended or pledged to replace or refurbish the Rushmore Plaza Civic Center. If the replacement or refurbishment of the Rushmore Plaza Civic Center is approved, and the Vision Account is the primary source of the money used to finance the project, the City Council may adopt a 5-year plan without appointing the citizen committee. The adoption of the resolution authorizing the bonds shall fulfill all the requirements to constitute approval of a plan for the period between the expiration of the current 5-year plan and December 31, 2021. The funding for any bonds on the Civic Center will continue in all subsequent 5-year plans as long as the bonds remain outstanding. The exception to the requirement for a citizen committee shall expire at the end of the initial plan in which the Civic Center is funded and shall be reinstated in conjunction with the subsequent 5-year plan commencing in 2022. For the 5-year plan commencing in 2022 a citizen committee will be formed to consider and make recommendations to the City Council on non-city government projects to be funded with any revenue above what is necessary to make the bond payments on the Civic Center project.

2. *Criteria for the selection of projects.* The 5-year plan for the Vision Account adopted by the City Council, along with the project recommendations made by staff and/or the citizen committee, shall be based on the goals and action items identified in the city's Comprehensive Plan and other guiding documents. The 5-year plan shall be developed in conjunction with the long term plans for the city's other funds and long term budget goals. The purpose of the plan will be to identify those projects and programs that will provide the greatest return on investment in terms of meeting the demand for public infrastructure, facilities and services by systematically managing the selection, scheduling and financing of eligible projects. When the City Council prepares the plan it should assess the needs of the city and establish priorities for the use of the Fund. The City Council is expected to take into consideration all of the funds and projects being

undertaken by the city to ensure that the money in the Fund is spent in a way that accomplishes the city's long term goals and priorities.

3. *Additional criteria for Vision Account projects.*

a. If the proposed project is for a permanent building or structure the applicant proposing the project shall include a scope of work and a clear written statement describing the proposed project in order for the City Council to evaluate the request. This statement should be accompanied with the applicant's best estimate of probable project design and construction costs along with a timeline showing when probable expenditures will be made. A schedule of various phases of study, planning, design and construction necessary to accomplish the complete project shall be prepared and made available to the City Council.

b. Any application to fund a permanent structure, building, or facility, shall include an estimate of the project's ongoing operation and maintenance costs. Unless otherwise agreed to by the city, the entity proposing said project or program will incur all costs associated with the operations and/or administration of said project or program.

c. If a private organization, or entity is approved for funding, they will enter into a contract with the city which will outline the project scope and expectations of the city with relation to payments from the Fund prior to being eligible to receive any monies from the Vision Account. The contract will include a timeframe by which the project will be completed or by which certain benchmarks will be reached. The contract will include a provision which allows the city to terminate the agreement and reallocate any funds committed to the project if the timeframes or benchmarks are not met. For any projects funded in the 5-year plan approved in 2010, they shall have 5 years from the year their project is scheduled to be funded to complete the project. The 5 years will be deemed to have expired on December 31 of the fifth year.

CITY OF RAPID CITY

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Mayor

Attest

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Finance Officer

(seal)