

**AN ORDINANCE TO CREATE A VICE CHAIRPERSON FOR THE
CAPITAL IMPROVEMENTS COMMITTEE BY AMENDING SUBSECTION 3.16.090A
OF THE RAPID CITY MUNICIPAL CODE**

WHEREAS, the City of Rapid City has established a Capital Improvements Committee to consider all requests for capital improvements and make recommendations for the annual capital budget and the 5-year Capital Improvements Plan; and

WHEREAS, Ordinance 6048 modified the committee to be a committee of alderman; and

WHEREAS, the ordinance provides for a Chairperson but not a Vice Chairperson; and

WHEREAS, the Common Council finds that adding a Vice Chairperson is in the best interests of facilitating the work of the committee.

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

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 1 Alderman from each ward of the city. Committee membership shall be as appointed by the Council leadership. If 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. Three members present shall constitute a quorum of the Committee.

b. The Chairperson and Vice Chairperson of the Committee shall be appointed by the Common Council. The Finance Office shall provide administrative support to the Committee.

c. Capital Improvements Committee meeting shall 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 Chairperson at the request of a member of the Committee, the Mayor, or a department director.

d. The Chairperson of the city's Planning Commission shall serve as a non-voting liaison to the Committee.

2. Procedure for approval of capital improvements projects.

a. 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 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 the contingency expenditure. The Common Council shall have final authority for approval of the contingency expenditure and 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 Facilities) with Council approval.

3. Reporting procedures.

a. The city's Finance Office shall provide a 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 Common Council following each meeting of the Committee, but in no case less than quarterly.

CITY OF RAPID CITY

ATTEST

Mayor

Finance Officer

(seal)