

MINUTES
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
10:00 A.M., November 20, 2015

A Capital Improvements Program Committee meeting was held at the City/School Administration Center in Rapid City South Dakota, on Friday, November 20, 2015 at 10:00 a.m.

The following members were present: Charity Doyle, Ritchie Nordstrom, Amanda Scott, and Brad Estes; the following members arrived during the course of the meeting: None; and the following were absent: Jerry Wright and John Roberts.

Others present included: Finance Officer Pauline Sumption, Deputy Finance Officer Tracy Davis, City Engineer Dale Tech, Compliance Specialist Amber Sitts, Parks and Recreation Director Jeff Biegler, Fire Chief Mike Maltaverne, Assistant Police Chief Don Hedrick, Community Resources Director Jeff Barbier, Operations Management Engineer Rod Johnson, Rapid Transit System Manager Rich Sagen, Community Planning and Development Services Director Brett Limbaugh, Mayor's Executive Coordinator Kelsey Sakos, Planning Commissioner John Brewer, and Administrative Coordinator Sharlene Mitchell

ADOPTION OF AGENDA

The following item was added to the agenda:

- Chairperson comments

Motion was made by Scott, second by Estes and carried to adopt the agenda as amended.

CONSENT ITEMS

Motion was made by Doyle, second by Scott and carried to approve Items 3 – 7 as they appear on the Consent Items:

3. Approve Minutes for September 18, 2015
4. **Next Meeting:** Friday, December 18, 2015 @ 10:00 a.m./3rd Floor WEST Conference Room
5. No. CIP112015-03 – **Capital Plans for Government Facilities**
6. No. CIP112015-04 – **Capital Plan for Parks & Recreation**
7. No. CIP112015-05 – **Capital Plan for Information Technology**

NON-CONSENT ITEMS

Davis presented the (No. CIP112015-01) **Financial Reports** calling attention to the corrections to the summary spreadsheet to address the duplication of charges. In response to a question from Doyle, Sumption clarified contracted versus programmed projects. Discussion continued regarding the need to reflect the programmed projects to provide an accurate reflection of the financial status of the CIP program. In response to a question from Estes, Davis indicated that staff would need to provide the programmed project information if it is to be included on the summary spreadsheet. In response to a question from Estes, Davis indicated that the CIP spreadsheets are generated by staff. Discussion followed regarding the detail provided in the Public Works project report. Sumption called attention to the budgeted government buildings item that would be included in the year-end supplemental appropriation. In response to a question from Scott, Sitts addressed the level of detail provided in the Public Works Five-Year Plan. Tech advised that staff would provide the programmed items from the Public Works Five-Year Plan to the Finance Office for inclusion in the summary report. In response to a question from Nordstrom, Davis indicated that the financial information from the various departments should be provided to the Finance Office two weeks prior to a committee meeting to allow completion of the financial reports. In response to a question from Estes, Davis voiced her opinion that the Tyler software would be unable to support the level of detail reflected in the staff generated spreadsheets. Discussion followed regarding the detail of financial information provided by the Tyler software program.

Sitts presented the (No. CIP112015-02) Capital Plan for Streets, Drainage, MIP Projects noting the numerous financial changes processed to the current projects and the current year budget balance. Sitts called attention to the 2015 encumbered balance noting the relationship to the under contract balance

reflected in the summary report. Sitts addressed the factors impacting the overall balance of the Five Year Plan noting that with the 2016 review the plan will be revised to address the negative balance. Motion was made by Doyle, second by Estes and carried to **approve the Capital Plan for Streets, Drainage, MIP Projects.**

Johnson reviewed the results of the bid opening noting that based on the bids received staff recommends awarding the Base Bid plus Alternate 2 for a total of twelve stalls. Johnson addressed the projected costs and identified federal and city project funding noting the project shortfall of \$135,000. In response to a question from Scott, Davis clarified the available funding in the CIP Contingency line item. Motion was made by Estes, second by Doyle to **Approve (No. CC111615-02.1) funding for Rapid Transit Bus Storage Facility – Expansion, Project No. 15-2248 / CIP No. 51084 in the amount of \$135,000.00 from CIP Contingency.** Nordstrom called attention to the Fire Department funding request. Sumption addressed the timing to allocate CIP funding to insure inclusion on the year-end supplement. In response to a question from Maltaverne, Sumption recommended that the allocation requests be approved from an individual CIP funding source such as the contingency line item. In response to a question from Nordstrom, Johnson addressed the projects costs noting his comfort level with the budget as presented. Discussion followed regarding additional projects that should be considered for funding. In response to a question from Brewer, Johnson clarified the project elements reflected in the overall project costs. Estes voiced support for the project noting that the current bidding climate supports approving Alternate 2 for the twelve stall facility. Motion carried.

Maltaverne addressed the critical nature of the Fire Station #6 water line repairs. In response to a question from Scott, Maltaverne addressed the purchase of the twenty acre site noting the decision to locate the station on the back hill side lot adjacent to drainage. Maltaverne addressed the impact of the soils settling on the structure. In response to a question from Scott, Maltaverne indicated that the requested funding will only address the water line repair. Johnson addressed the hillside location of the structure noting the effect of soils settlement on the structure. Johnson suggested that soils stabilization costs would be significant noting that the station is outdated as it was designed and built prior to the addition of the ambulance services. In response to a question from Scott, Maltaverne addressed the future expansion plans for Station 6 noting that the soils issue would be addressed at that time. Discussion followed regarding the impact of settling and/or water issues on the structure. Maltaverne addressed the anticipated life span for the outlying stations noting that the stations are normally relocated to support city growth. Motion was made by Doyle, second by Estes and carried to **Approve (No. CIP112015-07) funding in an amount not to exceed \$35,000 for emergency repairs to Fire Station #6 water service from CIP Contingency.**

DISCUSSION ITEMS

Nordstrom advised that the City Attorney is preparing an ordinance amendment to provide for a committee Vice Chairperson. Scott recommended that discussion on the position appointment be postponed until such time as the ordinance has been amended. Motion was made by Doyle, second by Estes and carried to **acknowledge (No. CIP112015-06) Selection of CIP Vice Chairperson.**

Chair Comments

Nordstrom requested that the committee members consider and provide feedback on the following **Chairperson Comment** items:

- Reallocation of Vision Funds to the CIP Fund
- Opengov.org
- Citizen Resource Management (CRM)

Scott indicated that the Northglenn CO site utilizes the opengov program noting the drill-down capabilities of the program. Scott suggested that social media be utilized to post answers to questions generated by citizen use of the program to help reduce repetitive questions to staff time. Sumption addressed her concerns regarding the impact on staff time to respond to inquiries from the general public. Nordstrom addressed the use of an interactive citizen resource management program to improve

communications between the city and citizens. Barbier addressed the citizen self-service module available in the Tyler program noting that the self-service site is currently only available internally. Sumption addressed the timeframe for bringing the citizen module on-line. Nordstrom encouraged the committee to research the software programs in anticipation of the CIP-IT budgeting for 2016.

ADJOURN

There being no further business to come before the committee, motion was made by Scott, second by Doyle and carried to adjourn the meeting at 10:34 a.m.