

ORDINANCE NO. 3993**AN ORDINANCE AMENDING THE CAPITAL IMPROVEMENTS COMMITTEE OPERATING PROCEDURES BY AMENDING SECTION 3.16.090 OF THE RAPID CITY MUNICIPAL CODE.**

WHEREAS, the City of Rapid City has previously adopted a procedure for implementing the Capital Improvements Program; and

WHEREAS the City of Rapid City deems it in the best interest of the City to amend the previously adopted procedure.

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

3.16.090 — Prerequisite to authorizing use of funds — Capital improvement program.

~~Prior to authorizing the expenditure of funds pursuant to subsection (B) (2) of Section 3.16.060 a capital improvements program shall be submitted to the Rapid City planning commission for their review and recommendation and shall be adopted by resolution of the Rapid City common council. The capital program shall be heard at least annually at the first regular meeting of the Rapid City planning commission in August of each calendar year. Such capital improvements program may be amended from time to time and at other than the annual meeting dates upon ten days' notice of hearing being published in the official newspaper of the city of intent to amend or consider amendment to the capital improvements plan.~~

3.16.090 Capital Improvements Committee Operating Procedures.**A. Membership:**

The committee membership shall consist of the Parks & Recreation Director; Finance Officer; Public Works Director; Growth Management Director; one Council person from each ward appointed by the Mayor; Chairperson of the Planning Commission; and Vice-Chairperson of the Planning Commission. The chairman of the Capital improvements Committee and all members thereof shall be voting members and shall have one (1) vote.

Each member on the Committee may choose an individual from their area of representation to serve as their alternate, and in the event of the absence of a member at any meeting, the alternate shall, by representation, have all the rights of such member.

The Chairperson of the committee shall be appointed by the Mayor from among city Department Directors with that department providing the secretarial support.

B. Schedule of meetings:

The Capital Improvements Committee shall meet on the third Friday of each month or an alternate date as may be established by the Chairperson. Additional meetings may be called at the request of any member of the committee.

C. Deadline for Capital Improvements requests:

By May 1 of each year, Streets and Drainage, Government Buildings, and the Parks & Recreation Subcommittee 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.

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

The finalized capital improvements plan, as recommended by the Capital Improvements Committee, shall be presented to the Planning Commission prior to adoption by the City Council.

D. Procedure for expenditure of CIP funds:

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

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

In the case of the expenditure of Capital Improvement Plan Contingency Funds, the Capital Improvements Committee shall approve the contingency expenditure. The City Council shall approve the contingency expenditure and authorize staff to advertise for bids or enter into negotiations to select a design consultant. The City Council shall award the bid.

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

E. Reporting procedures:

The City Finance Office shall provide a monthly financial report at each meeting of the Capital Improvements Committee.

The Chairperson of the Capital Improvements Committee shall provide an update to the Legal and Finance Committee monthly.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)

First Reading:
Second Reading:
Published:
Effective:

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)

First Reading:
Second Reading:
Published:
Effective: