

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES
City of Rapid City, South Dakota

C/SAC -- 3rd Floor, West Conference Room
March 28, 2008

Finance Officer Preston called the meeting to order at 10:00 A.M. with the following Committee members present: Aldermen Karen Olson, Lloyd LaCroix, and Malcom Chapman; and City staff: Growth Management Director Marcia Elkins; Public Works Director Robert Ellis, and Parks and Recreation Director Jerry Cole. Others present included: Mayor Alan Hanks, Community Resource Director Kevin Thom, Information Technology Officer Jim Cook, RTS Manager Rich Sagen, Project Managers Dan Coon and Rod Johnson, Accountant Tracy Davis and Administrative Coordinator Jackie Gerry.

Motion was made by Elkins and seconded to approve the **minutes for February 15, 2008**. Motion carried.

Motion was made by Chapman and seconded to table **Guiding Principles for Capital Improvements Program (CIP)**. Motion carried.

Motion was made by Olson and seconded to continue the **Visitor Information Center roof repair** to the April 18, 2008 Capital Improvements Program Committee meeting. Motion carried.

A request came forward from the **Information Technology Division** to borrow \$500,000 from the Capital Improvements Program to purchase updated hardware and software. The indication is that the IT Division is behind in updating and acquiring new technology. The description of the request is as follows: Patch Management which is for maintenance purposes; Anti-virus which controls viruses at each machine; Security for intrusion detection and prevention; Server Consolidation which will cut down on the costs of the number of devices, electricity and heat, maintenance, and new technology that will perform backups during the day rather than at night or on weekends; Work Order System for all City departments – attempting to secure a Citywide site license; additional modules for IFAS; Scanning Solution for document retention; Backup Hardware and Software; Network Equipment which is a new core HP router, firewall, and additional switches to fix broken routing; and consultant fees. It was noted that fees associated with conversions and training are included in the costs for most of the hardware, but for those that do not include a fee the line item for consultant fees will address those fees for conversion and training. The list also included proposed purchase dates and a priority for purchasing each hardware component.

Relative to the Work Order System, this licensed software will be available for use by all City departments who could benefit from this software. Currently, the City's Water Department uses the software to track routine maintenance of the City's water infrastructure.

Funding the new IT hardware and software will come from the Capital Improvements Program reserve balance. Finance Officer noted that after making adjustments for not receiving anticipated revenue in 2008 and 2009, the lowest remaining balance is anticipated to be \$2 Million.

Motion was made by Elkins and seconded to recommend approval of the purchase of Information Technology hardware in the amount of \$503,403.61; funding to be the Capital Improvements Program reserve balance; and the use of the Work Order System is noted as being generic. Motion carried.

(Information only) The FY 2008 beginning **CIP Contingency Balance** is \$350,000 and the following allocations have depleted this balance: Commitment to Government Buildings - \$116,000; Finance Office remodeling project - \$6,500; and Colonial Motel settlement - \$259,344.74. Relative to the Colonial Motel settlement, it was indicated that the right-of-way was paid for with dollars from the Surface Transportation Program (STP) and it was suggested that the State be contacted to determine whether STP funds could be used to pay the settlement. The right-of-way was purchased for the reconstruction of LaCrosse Street.

(Information only) The **CIP Cash Flow Analysis** spreadsheet was reviewed and the different revenue sources were outlined - such as sales tax receipts, interest earnings, assessments, and repayments. It was suggested the revenue may need to be adjusted for the Minnesota Assessment, Red Rocks IDPF loan, repayment for the Sheridan Lake Road sewer project, repayment for the Hwy 79 sewer project, Tax Increment Districts, and Fifth Street. Uses of the CIP fund include Street, Drainage & IMP Projects, DCA Charges, Parks & Recreation, City-owned Buildings, Affordable Housing, Contingence, Debt Services, Fire Vehicles, and Carryovers.

Motion was made by Olson and seconded to continue the Capital **Plan for Streets, Drainage, MIP Projects** to the April 18, 2008 Capital Improvements Program Committee meeting. Motion carried.

Motion was made by Chapman and seconded to approve the following **Government Buildings Carryover from FY2007 to FY2008** – Fire Station, \$150,000; Milo Barber Transportation Center - \$15,831; Main Fire Station HVAC - \$19,106; Retaining Wall - \$5,000; Automatic Irrigation - \$70,000; Equipment Maintenance Shop - \$478,721; Exhaust Filtration System Fire 5 & 7 - \$7,000; VIC Sidewalk & Patio Replacement - \$15,000; Cold Storage Building - \$100,000; Canyon Lake / Sheridan Lake Irrigation - \$70,300; and Journey Sidewalk - \$13,000 for a total of \$943,985. Motion carried.

In reviewing the **Government Buildings Five-Year Plan, 2009 – 2013** the amounts taken from CIP Contingency to balance each year were outlined. It was suggested the large capital outlay parks projects should be removed from the plan because it is expected these projects will never be funded from CIP. Those projects were listed as the Horace Mann Pool, Parkview Pool Improvements, Sioux Park Pool Improvements, and Vickie Powers Park. It is recommended the following projects be removed from the Government Buildings Plan because other funding sources were used to complete the projects: Retaining Wall (located along East Blvd.), Vickie Powers Park, and Friendship House Parking Lot Paving. There is interest in funding the Canyon Lake Dam spillway project and providing a \$250,000 local match for the Federal Transit Authority funds for the Milo Barber Transportation Center (MBTC). Funding Year 2008 was adjusted to allocate the \$5,000 for the Retaining Wall to the MBTC. There was indication that funds remained available in the Automatic Irrigation line item that could be allocated to the MBTC. At the urging of the members, the Parks Department is to use these funds for new systems, upgrades to existing systems, and improvements to existing systems within the parks system.

Motion was made by Chapman and seconded to allocate the \$5,000 from the Retaining Wall to the Milo Barber Transportation Center for FY 2008. Motion carried.

Motion was made by Ellis and seconded to recommend the following projects for funding in Government Buildings Five Year Plan for FY2013 – Miscellaneous Projects - \$525,000; Golf Maintenance Facility - \$200,000; Dinosaur Park Concession Building - \$100,000; and Police Evidence, Transportation and Traffic (PETT) furnishings - \$75,000. Motion carried.

Because the Roof Replacement line item in the **Government Buildings Five Year Plan** was overlooked, a motion was made by Olson and seconded to approve the Roof Replacement Carryover from FY2007 to FY2008 in the amount of \$33,000. Motion carried.

Because of the street closure for the East Anamosa Street reconstruction project, the Public Works Department was asked to look at the intersection of Van Buren Street and LaCrosse Street to determine whether a temporary traffic signal is warranted during the closure of East Anamosa Street. There is also a request from the North Rapid Civic Association for a traffic signal at the intersection of East Monroe Street and LaCrosse Street.

There being no further business, the meeting adjourned at 11:30 A.M.; and it was noted the next scheduled meeting is April 18, 2008 at 10:00 A.M. in the C/SAC, 3rd Floor West Conference Room