

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES
City of Rapid City, South Dakota
10:00 A.M., Friday, February 15, 2013

Finance Officer Pauline Sumption called the meeting to order at 10:00 A.M. with the following committee members present: Aldermen: Charity Doyle, Ritchie Nordstrom, Chad Lewis, Amanda Scott and Bonny Petersen; and city staff: City Engineer Dale Tech (proxy) and Parks and Recreation Director Jeff Biegler; and the following members arrived during the course of the meeting: Jerry Wright; and the following were absent: John Brewer, Linda Marchand, Terry Wolterstorff and Brett Limbaugh.

Others present included: Chief Accountant Tracy Davis, Compliance Specialist Amber Sitts, Assistant Fire Chief Rod Seals, Parks Division Manager Lon VanDeusen, Landscape Architect Alex DeSmidt, IT Officer Jim Gilbert and Administrative Coordinator Sharlene Mitchell

Motion was made by Petersen, second by Nordstrom and carried to **adopt the agenda**.

Motion was made by Doyle, second by Scott and carried to **approve the minutes** for the January 18, 2013 meeting.

Motion was made by Doyle, second by Nordstrom and carried to continue (No. CIP021513-04) **Capital Plan for Government Buildings - Parks & Recreation** to the March 15, 2013 committee meeting.

Motion was made by Doyle, second by Nordstrom and carried to continue (No. CIP081712-03) **Pennington County Bond payment for Evidence Building** to the April 19, 2013 committee meeting. Petersen requested a summary report regarding expenditures for projects funded in conjunction with Pennington County. Jerry Wright and Rod Seals entered the meeting at this time; Chad Lewis left the meeting at this time.

Motion was made by Scott, second by Petersen and carried to continue (No. CIP122112-03) **Identified Energy Projects Status Report** to the April 19, 2013 committee meeting.

The committee discussed options for improving the **2014 Budget Process** including the addition of department presentations at the Legal & Finance and Public Works committee level regarding future projects. Sumption indicated that the Capital Improvements 5-Year Plan update would begin at the March meeting. In response to a question from Wright, Scott addressed the manual process required to consolidate the information from the individual funds into one all-encompassing report. Sumption addressed the transition to a 5-Year planning process for the city as a whole. Wright addressed his "how to fund" view of budgeting and suggested that all city budgets be reconstructed from a zero base to provide a more accurate financial needs picture. Discussion followed regarding the development and purpose of the Capital Improvements Program. Doyle recommended addressing the purpose of the Capital Improvements Program with the Mayor. Sumption suggested that the committee provides a forum to address needs of all departments. Seals suggested that a better overview of funding needs will be achieved with the transition of all CIP funding to the 5-Year Plan process. Discussion continued regarding the educational and prioritization benefits of the committee. Gilbert addressed the critical financial support the program provides to IT Division in meeting the additional service demands. Motion was made by Petersen, second by Nordstrom and carried to acknowledge the 2014 Budget Process discussion.

There being no further business to come before the committee, motion was made by Doyle, second by Nordstrom and carried to **adjourn** the meeting at 10:18 a.m., and it was noted that the next scheduled meeting is Friday, March 15, 2013 at 10:00 a.m. in the CSAC, 3rd Floor West Conference Room.