

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES

City of Rapid City, South Dakota
C/SAC – 3rd Floor, West Conference Room
10:00 A.M., Friday, March 18, 2011

Finance Officer Pauline Sumption called the meeting to order at 10:00 A.M. with the following committee members present: Aldermen Ron Kroeger, Aaron Costello and Gary Brown; and city staff: Acting Growth Management Director Patsy Horton, City Engineer Dale Tech (proxy) and Parks and Recreation Director Jerry Cole. Others present included: Mayor Alan Hanks, Compliance Specialist Toni Broom, Chief Accountant Tracy Davis, IT Officer Russ Tiensvold, Fire Chief Mike Maltaverne, Operations Management Engineer Rod Johnson, Rapid City Schools Mike Kenton, Storybook Island Representatives Connie LeZotte, Willis Sutliff and Steve Baries, Karen Gundersen-Olson and Administrative Coordinator Sharlene Mitchell.

Motion was made by Brown, second by Kroeger and carried to **approve the minutes of the February 18, 2011 meeting.**

Sumption stated that the **Financial Reports** are anticipated to be available at the April 15, 2011 meeting.

Broom presented the current report for the **Capital Plan for Streets, Drainage, MIP Projects.** Broom indicated that all changes that have occurred since the December 2010 report are reflected in the report. Broom addressed the addition of new bid awards and the addition of the projects to the FY2012-FY2016 Five Year Plan. Broom clarified that the current budget overage is due to the City's up-fronting of costs for the Department of Transportation projects. Broom indicated that receipt of the State's reimbursement for the Transportation projects expenditures will address the current budget deficit. Broom reviewed the classifications for the projects identified in the Five Year Plan.

Tech reviewed the "added" projects and addressed the project to upgrade the downtown signalization system. In response to question from Mayor Hanks, Tech indicated that the software upgrade included in the project will allow the signalization system to be connected to the Traffic Office facilitating signal control from the office versus on-site. Tech stated that the East North Street Landscaping project is anticipated to be bid in June noting that the landscaping is not included in the Department of Transportation project. Tech stated that staff is working with the K-Mart property to secure the right of way for the landscape site. Tech stated that the FY-2011 Mt Rushmore Road project is design funding noting the need to identify the required right of way or easement acquisitions prior to the start of the reconstruction project. In response to a question from Mayor Hanks, Tech indicated that the Department of Transportation will handle the right of way negotiations. Tech identified the design funding for the West Main and Mt Rushmore Road drainage projects. Tech indicated that the 9th Street reconstruction project will proceed as the drainage and utility issues for this section have been clarified. Tech stated that the reconstruction of the Jackson Boulevard/West Main Street intersection has been scheduled for FY-2012. Tech reviewed the project elements for Mt Rushmore Road and the Arrowhead drainage facility. In response to a question from Costello, Tech indicated that the Pinedale drainage reconstruction project has been moved to FY-2013 with design occurring in FY-2012. Motion was made by Brown, second by Kroeger and carried to acknowledge the Capital Plan for Streets, Drainage, MIP Projects report.

Sumption presented the **2010 Carry Forward Funds for Streets, Drainage, MIP, Government Buildings, Parks, Affordable Housing and Information Technology Report** clarifying the individual amounts to be carried forward to FY-2011 for Parks, Affordable Housing, Government Buildings and Information Technology. Sumption addressed the process utilized in calculating the carry forward amounts. In response to a question from Cole, Sumption clarified the percentage being utilized to calculate the DCA charges. Sumption stated that the DCA charges are assessed on the base budget amount only noting that the carry over funding is not included in the calculation. Mayor Hanks clarified that the budget funding is a specific dollar amount and is not project specific. Motion was made by Tech,

second by Kroeger and carried to approve the 2010 Carry Forward Funds for Streets, Drainage, MIP, Government Buildings, Parks, Affordable Housing and Information Technology.

Sumption presented the **spreadsheet and allocate funds to Streets and Drainage, Parks, Government Buildings, and Contingency Fund** and the **Five-Year Plan and proposed FY-2012 Budget for Streets and Drainage, Parks, and Government Buildings** for committee review. Sumption called attention to the FY-2012 funding noting that the sales tax revenues reflect a 1% projected increase. Sumption indicated that \$200,000 of the Government Buildings funding has been directed to Information Technology. Sumption addressed the \$1,500,000.00 in .16 Utility project funding that will process through the CIP program. In response to a question from Mayor Hanks, Sumption addressed the accounting requirements for the projects funded from the .16 fund. Mayor Hanks stated that the City Council approves the .16 Utility fund projects annually. Mayor Hanks indicated that staff has posted a spreadsheet and map identifying the location of the current .16 projects to the City web site. Mayor Hanks requested that the 2011 .16 Utility fund project map be provided to the Council. In response to a question from Gundersen-Olson, Mayor Hanks recommended that public comment be taken at the Legal & Finance Committee and City Council as CIP is a recommending committee. Sumption addressed the funding projections for FY-2013 and FY-2014. In response to a question from Costello, Sumption addressed the manner in which project adjustments were facilitated in FY-2009 and FY-2010 due to the downturn in sales tax revenues. Discussion followed regarding the history of sales tax revenues from 1972 to present. Sumption advised that the budget recommendations presented reflect a conservative approach. Sumption suggested that reinstatement of the annual increases be addressed following the receipt of the actual FY-2011 sales tax revenues. Motion was made by Costello, second by Brown and carried to approve the 2012-2016 Five-Year Plan and proposed FY-2012 budget for Streets and Drainage, Parks, and Government Buildings.

Tech presented the **map of the 2011 Street Rehabilitation Projects funded from the .16 fund** noting that projects are coded based on their anticipated duration. Tech addressed the maintenance rehabilitation projects scheduled for the South Boulevard and Lakota Homes areas. Tech addressed the elements of the Meadowbrook and Sheridan Lake Road projects prompting the longer duration classification. Tech indicated that additional projects may be added to the schedule subject to the receipt of favorable bids on the current projects. Mayor Hanks stated that funding from the .16 and CIP funds directs \$2,000,000.00 annually to residential street maintenance projects. Motion was made by Kroeger, second by Brown to acknowledge the 2011 Street Rehabilitation Projects map and report.

Tech presented the funding request for the **CSAC Maintenance 2011-2012** anticipated maintenance projects. Tech advised that the 2010 maintenance project addressing ADA upgrades to the first and third floor restrooms will be underway in the coming months. Tech reviewed the five projects identified for the school fiscal year 2011-2012 noting that the City would be responsible for 60% of the total project costs. Tech requested approval of the project funding from the Contingency Fund. Motion was made by Costello, second by Brown and carried to approve funding in the amount of \$36,420.00 from the Contingency Fund for the 2011-2012 CSAC Maintenance Items.

Connie LeZotte presented the **Funding Request from Storybook Island for sidewalk improvements** throughout park. LeZotte addressed the attendance levels experienced at the park and the need to upgrade the walkways to address safety issues. In response to a question from Mayor Hanks, LeZotte indicated that the park would provide \$15,000.00 in match funding. LeZotte indicated that there are significantly deteriorated walkway areas noting the benefit to the Five Year Plan with the approval of CIP funds. Steve Baries addressed that 2010 grant funding which was utilized for the 2010 walkway improvements noting that competition for the 2011 grants has increased significantly. Baries addressed the walkways requiring replacement prior to the opening of the 2011 park season. Baries addressed the park's efforts to schedule annual upgrades noting that they are seeking funding for only the 2011 year improvements at this time. Willis Sutliff addressed the attendance levels during the summer months. Mayor Hanks stated that the City owns the park and does have a responsibility to maintain the facility noting the need to protect the City's liability exposure. Cole advised that the park has submitted a grant

request noting that this is the first year the funding requests exceed the available funding. Discussion followed regarding the cost per square foot to remove and install walkways, the parks annual goal for walkway upgrades and the funding source for the request. Motion was made by Kroeger, second by Brown and carried to approve \$15,000.00 in match funding from the Contingency Fund for the 2011 Storybook Island sidewalk improvements project.

Cole presented the request for **Additional Funding Request for Parkview Tennis Court Complex Restroom Facility**. Cole indicated that an additional \$100,000.00 is required to fully fund the project costs and architect fees. Cole recommended that the unexpended 2012 Phase 3 project funding for skateboard park parking/restroom facilities be reallocated to the Parkview project. Cole indicated that due to the level of vandalism and damage experienced at the skateboard park site the restrooms were not constructed as facility maintenance costs would be prohibitive. Mayor Hanks recommended that the reallocation request be presented to the 2012 Committee. Mike Kenton indicated that the bids have been opened and the School must respond by April 6, 2011. Kroeger indicated that he would contact the 2012 committee members to present the reallocation request and recommended that a 2012 Committee meeting be scheduled for March 28, 2011 at 5:30 p.m. Motion was made by Brown, second by Costello to forward the 2012 funding reallocation request to the March 28, 2011 2012 Committee meeting. In response to a question from Costello, Cole indicated that restroom facilities are not provided at the skateboard park due to the damage issues. Cole indicated that the City is utilizing the neighborhood parks to expanded skateboard facilities. Cole indicated that utilizing the neighborhood parks allow the user to return home for personal use. Cole addressed the amount to be requested from the 2012 fund noting that the Tennis community has raised \$50,000.00 for the project. Motion carried.

Sumption presented the **CIP Budget Schedule** noting the intent to present the CIP budget to City Council prior to the submission of the departmental budgets. Sumption addressed the funding available for building projects and requested project input at the April meeting. Tech recommended that the CSAC Maintenance Projects be placed on the building projects list.

There being no further business, motion was made by Costello, second by Kroeger and carried to adjourn the meeting at 10:47 a.m., and it was noted that the next scheduled meeting is Friday, April 15, 2011 at 10:00 a.m. in the CSCA, 3rd Floor West Conference Room.