

## CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES

City of Rapid City, South Dakota  
10:00 A.M., Friday, December 21, 2012

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, Jerry Wright, Amanda Scott and Bonny Petersen; Planning Commission: John Brewer and Linda Marchand; and city staff: Public Works Director Terry Wolterstorff, and Parks and Recreation Director Jeff Biegler; and the following members arrived during the course of the meeting: None; and the following were absent: Brett Limbaugh.

Others present included: Chief Accountant Tracy Davis, City Engineer Dale Tech, Compliance Specialist Amber Sitts, Fire Chief Mike Maltaverne, Parks Division Manager Lon VanDeusen, Landscape Architect Alex DeSmidt and Administrative Coordinator Sharlene Mitchell

Nordstrom requested that the video surveillance report be added to the agenda. Motion was made by Petersen, second by Marchand and carried to **adopt the agenda** as amended.

Motion was made by Nordstrom, second by Marchand and carried to **approve the minutes** of the November 16, 2012 meeting.

Davis presented the (No. CIP122112-01) **Financial Reports** noting the project funding expended for November. Davis called attention to the expenditures for the 5th Street/Texas Street Traffic Signal, Collector & Arterial Street Maintenance and Elm Avenue Reconstruction projects. In response to a question from Doyle, Davis clarified the funding allocated for the 5th Street/Texas Street Traffic Signal project. In response to a question from Scott, Sumption advised that the interdepartmental charges are assessed to the CIP fund and allocated to the general fund for the administration of the projects. Sumption advised that the interdepartmental charges are a percentage of the total project cost and are allocated to Finance, Public Works and the City Attorney departments.

Sitts presented the (No. CIP122112-02) **Capital Plan for Streets, Drainage, MIP Projects** report noting the funding decrease to the completed East St Joe project, the funding increase for the Harmony Lane design contract, the funding increase for the Black Hills Power invoice for the Robbinsdale project, and the funding decrease realized by the closeout of the Miscellaneous Improvement and Out of the Dust projects. Sitts called attention to the positive balance of the current year plan. Sitts indicated that there have been no changes to the 5 Year Plan noting the positive balance of the overall plan. In response to a question from Brewer, Sitts indicated that the finalization of the year-end carryover amounts is in process. Tech advised that the Minnewasta project will be carried forward to FY2013 noting that 53 projects were bid in FY2012. Sumption addressed the support provided by the Finance Office in finalizing the carry-over amounts of the various CIP budgets. In response to a question from Wright, Scott clarified the discussion of the interdepartmental charges. Motion was made by Nordstrom, second by Petersen and carried to approve the Capital Plan for Streets, Drainage, MIP Projects report.

VanDeusen presented the revised (No. CIP111612-04) **Reallocation Request for Government Buildings CIP Fund** to include projects that are in compliance with the CIP funding guidelines noting that the projects address energy improvements and safety upgrades. In response to a question from Doyle, VanDeusen acknowledged that the estimated project cost does exceed the approved funding allocation. In response to a question from Scott, Sumption advised that departments have historically been allowed to fund additional projects from project savings. In response to a question from Doyle, Sumption addressed her concerns with the estimated costs of the transformer project. VanDeusen addressed the improvements to the ball field prompting the need to relocate and secure the transformer. Discussion followed regarding utilization of FY2013 contingency funding for the transformer project and the impact of the budget process changes on the departmental budgets. In response to a question, Sumption addressed the funding available in the Parks Department contingency line item. VanDeusen

addressed the Parks Department existing video surveillance systems and the proposal to add surveillance to the Parkview and Sioux Park pools. VanDeusen indicated that the surveillance is required to address the vandalism issues experienced at the facilities during the summer season. Wolterstorff addressed the demands on the government buildings funding and suggested that new projects be added to the prioritization list. Doyle suggested that the Parks Department has revised the scope of the initial project in order to address higher priority projects. Discussion followed regarding the CIP capitalization policy, the necessity of a facility manager to adequately address Government Buildings projects and the overall CIP budget process. VanDeusen indicated that any changes to the Parks funding requires committee review. Wright suggested that the individual departmental budgets contain reasonable funding to address emergency projects. Motion was made by Doyle, second by Wright and carried with Scott voting No to approve reallocation of the \$100,000 Parks Government Buildings and \$9,000 Parks Contingency funding for the following projects: \$35,000-shade structures, \$35,000-replace Ice Arena HID High Bay Lighting, \$15,000-replace Rushmore Little League Transformer and \$24,000-Parkview and Sioux Park Pools on-site, self-contained video surveillance systems.

Maltaverne presented the request for (No. CIP122112-04) **Reclassification of Fire Department Projects into Fire Department Facilities line item**. Maltaverne addressed the flexibility available to the Fire Department with the one line item process. Motion was made by Wright, second by Doyle to approve the Reclassification of Fire Department Projects into Fire Department Facilities line item. In response to a question from Scott, Maltaverne advised that all projects would continue to be presented for committee approval to insure compliance with the CIP funding guidelines noting that the single line item process would streamline the project approval process. Sumption indicated that the Fire Department would provide a monthly funding/project status report similar to the Streets, Drainage, MIP report. Maltaverne indicated that the request is for funding consolidation only. Discussion followed regarding applying the consolidation to the Parks Department CIP budget. A substitute motion was made by Wright, second by Doyle to approve the reclassification of the Fire Department and Parks Department projects into single line items. Discussion followed regarding the monthly reporting requirements and the increased flexibility the departments will experience in managing their CIP funding. A substitute motion was made by Doyle, second by Wright and carried to approve the reclassification of all CIP department allocations to the single line item process; to allow the individual departments the flexibility to reallocate projects within the allocated funding; to require the individual departments to provide a monthly project report in a format similar to the Streets, Drainage and MIP report; and, to require the individual departments to present new funding projects to the committee for review and approval.

Motion was made by Petersen, second by Doyle and carried to approve (No. CIP122112-05) the **Reallocation of \$15,800 from Fire Station 5 Asphalt Driveway Replacement to Station 1 Concrete Replacement Project**.

Motion was made by Doyle, second by Petersen to acknowledge (No. CIP122112-03) **Status Report on Identified Energy Projects** and to continue to the January 18, 2013 meeting.

Brewer extended thanks to all involved with the bike path solar light project noting the success of the project. Tech acknowledged DeSmidt for his work on the project. In response to a question from Nordstrom, DeSmidt advised that the solar lights were vandalized prior to installation noting that the damaged materials have been replaced.

Sumption indicated that the IT Department would need to address the issue of video surveillance centralization. Motion was made by Nordstrom, second by Petersen to continue the video surveillance update to the January 18, 2013 meeting. Discussion followed regarding addressing the monitoring of facilities for vandalism purposes and the management and utilization of the surveillance information. In response to a question from DeSmidt, Sumption advised that the video surveillance feature of the bike path solar lighting project is contingent on the final project costs. Discussion followed regarding the levels

of existing video surveillance, its utilization as an investigation tool, the pace of changes in technology and the cost of a 24-hour monitored system. Maltaverne suggested that these issues need to be addressed based on the individual facility noting his recommendation that all government buildings have video surveillance. Scott stated that the cost of a video surveillance system is directly related to the level of monitoring. Motion to continue carried.

In response to a question from Brewer, Tech addressed the funding dedicated to the Mt Rushmore Road project through the Vision Fund.

Sumption requested that Wolterstorff chair the January meeting as she and Davis will be unavailable.

Wright requested that the 2014 Budget process be added to the February agenda.

There being no further business to come before the committee, motion was made by Doyle, second by Scott and carried to **adjourn** the meeting at 11:09 a.m., and it was noted that the next scheduled meeting is Friday, January 18, 2013 at 10:00 a.m. in the CSAC, 3<sup>rd</sup> Floor West Conference Room.