

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

C/SAC -- 3rd Floor, West Conference Room
January 16, 2009

Assistant Finance Officer Pauline Sumption (proxy) called the meeting to order at 10:05 A.M. with the following Committee members present: Aldermen Patti Martinson, Deb Hadcock, Karen Gundersen Olson and Malcom Chapman; and City staff: Parks and Recreation Director, Jerry Cole, Engineering Project Manager Dan Coon (proxy), and Growth Management Director Marcia Elkins. Others present included, Project Administrator Rodell Grosz, Community Resource Director Kevin Thom, Information Technology Security Administrator Bill Paez, Chief Accountant Tracy Davis, Parks and Recreation Landscape Architect Randy Lyons, and Administrative Coordinator Amber Sitts. The following arrived after the meeting was called to order: Mayor Alan Hanks.

Elkins moved, second by Chapman and carried to approve the **minutes for December 19, 2008**.

Davis gave a brief review of the **Financial Reports for December 2008**, outlining the current month expenditures for Meade Street and East Mall Drive.

Coon indicated that he did not have anything to report regarding the **Capital Plan for Streets, Drainage, MIP Projects** for January 2009. He stated that they are currently updating the plan for the next five years and will have something to report in March when the plan is finalized.

Grosz addressed the **request for \$4,200 from the CIP contingency fund to pay the City's share of ADA signs for the CSAC building**. He stated that the current building does not comply with ADA and said there are three areas left to address: signage, restrooms and the ramp on the south end of the building. Hadcock asked for a list of future needs and stated that it would be good to report that we are working on complying. Elkins asked if there is a separate fund for maintenance and why the funds are not coming out of that fund instead. Sumption explained that there is a cost center in the general fund for the CSAC building but that is for typical maintenance issues. Chapman asked where the funds were coming from for the ADA pieces of the audio visual equipment, and Thom confirmed that is within the request later in the agenda. Chapman asked if there should be an ADA fund within the general budget, and Grosz said there will be a \$50,000 budget for ADA upgrades for the next five years. Hadcock suggested an update for Council members to make voting on the issues easier. Elkins moved, seconded by Olson to return to the next CIP meeting with a complete report of ADA issues and funding sources. Hadcock suggested additional reporting and asked how much is in the budget for CSAC maintenance items. Sumption offered to find out that information for the next meeting. Olson asked about the truncated domes, and it was confirmed that they are part of federal law and must continue to be installed. Olson stated that she will call the Congressional office to let them know that the truncated domes do not work. Hadcock asked about priorities within ADA funding, and Olson suggested adding this item to the Council agenda. Martinson pointed out that the Mayor's group for disabilities might have different ideas regarding priority, and Grosz confirmed that the group has given direction as far as infrastructure improvement priorities. Elkins reiterated her motion for a report which would allow the CIP Committee to make a recommendation to the Council. Motion carried.

Elkins moved, second by Hadcock to request a review of the maintenance funds for the CSAC building to find out if the \$4,200 can be identified in that budget, and if the funding cannot come from that budget, then this item would be brought back to the February 20, 2009 committee meeting. Grosz commented that the number might change by that time. Motion carried.

Grosz explained that the **ADA Upgrades at Robbinsdale Park** was based on a complaint, and they came up with the best option for the least cost. Elkins asked for an explanation of the complaint and the proposed solution, so Lyons and Grosz went over the information. Cole simplified their explanation stating that the solution is to add a new sidewalk to connect two others already established within the park. Chapman asked if there would be signage to draw attention to the ADA parking, and it was confirmed that there would be. Grosz stated that this solution provides a clear, legal pathway to the fields and concession area. He added that Dave Johnson with Harney Little League is also planning to provide a golf cart to help those who need assistance getting to the back field. Olson moved, second by Chapman to approve the upgrades. Coon asked if this would be funded from CIP contingency, and Sumption stated that would be the only place to fund the upgrades. Coon suggested a priority list. Chapman asked why this project cannot come out of the \$50,000 that is set aside for ADA improvements for CIP contingency projects, and Grosz stated that those funds are for right-of-way issues, such as intersections, sidewalks, push buttons, truncated domes and curb ramps. Elkins asked the source of that funding, and Coon explained it is a line item in CIP. Coon said it would be good to have a summary list so that the committee can make better decisions regarding the use of the funds.

Substitute motion was made by Elkins, second by Hadcock to continue the ADA Upgrades at Robbinsdale Park to the February 20, 2009 CIP Committee meeting. Chapman stated that we should be using the \$50,000 for this type of project if there are no requirements for those funds, and Elkins reminded the committee that the CIP fund has an allocation each year for streets, drainage and parks. Motion carried.

Sumption **reviewed the budget schedule for FY2010**. She explained that Finance Officer Jim Preston would like to review the spreadsheet and allocation of funds for streets, drainage, parks, buildings and contingency fund at the next meeting. She said that the hope is to have a five year plan and the 2010 budget submitted to the Mayor after the meeting on April 17, 2009, to have the plan and budget submitted to the Planning Commission on July 23, 2009, and to go to Council with the items in July also. Elkins moved, second by Chapman and carried to approve the schedule.

Hadcock moved, second by Chapman and carried to **approve changing the March 20 meeting to March 27, 2009** due to the local Board of Equalization hearings. Chapman noted that he will not be able to attend the meeting on March 27, 2009.

Thom addressed the **funding for audio visual upgrades in the Council Chambers for \$145,000**. Relating to the previous discussion on ADA improvements, he noted that there is a handicap access piece to the podium but that only accounts for 1% or 2% of the total project. Chapman asked for clarification regarding the amount requested, and Thom explained that there are two components which include the Pratt Audio Visual upgrade and the Granicus project for a total of \$145,000. Olson mentioned that there was previous discussion about a voting feature and requested confirmation that this feature is not included in the request for funds. Thom stated that the voting feature is not included but could be added in the future. Olson stated that she would not be in favor of a voting system, and Martinson added that they need to be careful to make choices that make sense regarding any added features. Hadcock wanted to confirm that some of the included features, such as high definition, are necessary. Thom stated that those features give a better quality product. He said that they did receive another bid for a higher amount, so this option was the lowest bid. Coon asked if the funds would come out of CIP contingency. He reminded the committee about the upgrades for Milo Barber and said they have identified about \$150,000 of carry over funds that they would request to be part of the city's \$200,000 match. He said this will be about a \$50,000 short fall, and he will request these funds through CIP contingency next month. Chapman suggested that CIP contingency funds be looked at on a quarterly basis as the current method is difficult. Elkins asked about the funds available in the contingency fund for 2009, and

Sumption stated that after a transfer to Government Buildings about \$223,530 would remain in the contingency fund. Thom reminded the committee that the audio visual system needs to be upgraded before the current system malfunctions. Chapman stated that there is a fund for building maintenance and feels this is part of the upgrade and maintenance of the building. He asked if there are funds available to support this issue. Sumption explained that if the funds are used for this project then other maintenance issues would need to find funds elsewhere. Chapman said that funds should be earmarked for technology in the future. Hadcock asked what was passed at the Legal and Finance Committee meeting, and it was determined that the decision was to bring forward the agreements and contracts. Hadcock stated that there would be additional discussion on the subject in the future and asked if we need to know what the funding source is before approval. Mayor Hanks said it would be appropriate to do that as we cannot enter into contracts until the funding source is identified. Hadcock asked Mayor Hanks where he would take the funds from, and he said he would take it out of CIP. He said if the CIP contingency gets light at the end of the year then funds can be moved from undesignated cash. Hadcock moved, second by Olson and carried to approve the funding for audio visual upgrades.

Elkins moved, second by Hadcock and carried to approve the **recommendation for funding to be carried forward in the Parks and Recreation CIP Fund.**

Martinson requested to invite Fred Thurston from Fourfront Design to the next CIP Committee meeting to talk about LEED standards. Olson said she learned there are various levels of energy efficiency and said it would be important to have information on all levels. Martinson said LEED is very extensive so it may not be feasible to have a certified building for the city. However, she is interested in Thurston's ideas to find out how it is achievable. Chapman suggested that this topic is discussed after the green conference in April. Olson said that this topic might be more appropriate for an Information Meeting and supported discussing the topic after the green conference. Hadcock supported an Information Meeting for all Council members. Elkins asked what the connection is between LEED and CIP. Chapman addressed Elkins' question and said the relation is that if we consider building a LEED public building in the city the discussion would come to CIP. Hadcock agreed with Chapman's statement, and she also requested to add the Milo Barber issue to the next agenda. She supported placing all items on a list to set priorities as Chapman previously suggested. Coon suggested that Finance Officer Jim Preston send an email or letter to Department heads to request items that they want considered for CIP contingency funding. Sumption said this would be on the same email that requests ADA improvements and funding sources.

There being no further business, the meeting adjourned at 11:10 A.M., and it was noted the next scheduled meeting is February 20, 2009 at 10:00 A.M. in the C/SAC, 3rd Floor West Conference Room.