

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director
Council Meeting: May 12, 2026 / May 26, 2026
Subject: Ordinance 26-019: Amendment No. 3 to the 2026 Budget
Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of this budget amendment to:

- Transfer funds from the 3B Tax Fund to support temporary staffing in the Public Information Office.
- Allocate funding within the 3B tax Fund for landscaping and beautification improvements.
- Adjust funding sources and increase support for the Brookings Regional Growth Alliance (BRGA).

Item Details:

This Budget amendment includes four components:

1. Transfer to General Fund – Public Information Intern Support (\$10,000)
This amendment includes a transfer of \$10,000 from the 3B Tax Fund to the General Fund, with a corresponding increase in expenditure authority in the City Manager Department for Temporary Pay.

These funds will support the addition of two Public Information Office interns who will primarily assist with Parks & Recreation-related communications, marketing, and community engagement efforts. This additional staffing will enhance the City's ability to promote recreational programming, events, and amenities supported by 3B Tax funding.

2. 3B Tax Fund Allocation – Median Beautification (\$30,000)
The amendment also includes an allocation of \$30,000 within the 3B Tax Fund to the Promotion of City account for landscaping and beautification of medians along 6th Street in key retail corridors.

These improvements are intended to enhance the visual appeal of high-traffic commercial areas, support tourism and economic activity, and contribute to overall community aesthetics. This use is consistent with the intent of the 3B Tax Fund to promote the City and its amenities.

3. Funding Source Adjustment – BRGA Contribution (\$50,000 Shift)

This amendment reallocates \$50,000 of budget authority from the 3B Tax Fund to the Pillow Tax Fund for the City's annual contribution to Brookings Regional Growth Alliance (BRGA).

This adjustment shifts a portion of the funding responsibility from the 3B Tax Fund to the Pillow Tax Fund to provide greater flexibility within the 3B Tax Fund, which has broader allowable uses. This is a funding source adjustment only and does not change the total baseline contribution amount.

4. Increased Contribution – BRGA Restroom Project (\$100,000)

The amendment also includes an increase of \$100,000 in the City's contribution to BRGA, funded through the Pillow Tax Fund.

These additional funds will support restroom renovations that will provide public restroom facilities in the downtown area. This investment enhances downtown amenities, supports tourism, and improves the overall visitor experience.

Legal Consideration:

Per SDCL 9-21-7, municipalities may adopt supplemental appropriations when funds are available to support additional expenditures. This amendment provides the necessary authority to transfer and appropriate funds in accordance with state law and City financial policies.

Strategic Plan Consideration:

- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.
- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.
- Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration:

This amendment authorizes:

- A \$10,000 transfer from the 3B Tax Fund to the General Fund for temporary staffing support.
- A \$30,000 allocation within the 3B Tax Fund for median beautification efforts.
- A \$50,000 funding shift from the 3B tax Fund to the Pillow Tax Fund for BRGA.
- A \$100,000 increase in funding to BRGA for downtown restroom improvements.

All expenditures are supported by available 3B Tax Fund and BID (Pillow) Tax Fund reserves.

Supporting Documentation:
Ordinance