

Ordinance 23-007
An Ordinance Authorizing Supplemental Appropriation
No. 2 to the 2023 Budget

Be it ordained by the City of Brookings, South Dakota: Whereas State Law (SDCL 9-21-7) and the City Charter (4.06 (a)) permit supplemental appropriations provided there are sufficient funds and revenues available to pay the appropriation when it becomes due.

Now, therefore, Be It Resolved by the City Council that the City Manager be authorized to make the following budget adjustments to the 2023 budget:

Part 1 – will carry forward unspent funds from the 2022 budget. These items were budgeted in 2022 but are expected to be completed in 2023.

General Fund

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Non Departmental	101-405-5-121-11	Retirement Payout Expense	\$ 86,844.00	Retirement Payout Contingency
Non Departmental	101-405-5-429-00	Miscellaneous Expense - COV19	\$ 209,401.08	Remaining City allocation of ARPA funds
Non Departmental	101-405-5-429-03	Emergency Event Expense	\$ 621,307.36	Estimated remaining repairs due to May 2022 Derecho
City Manager	101-406-5-423-01	Advertising & Marketing	\$ 7,089.00	Brookings Photo Library and Street Banners
Human Resources	101-414-5-422-03	Consulting & Engineering	\$ 15,000.00	Salary Survey Consultant
Human Resources	101-414-5-422-07	Software Services	\$ 13,000.00	Remaining ADP Implementation Costs
Human Resources	101-414-5-429-16	Employee Development	\$ 120,000.00	Employee Development and Continuing Education
Human Resources	101-414-5-856-45	Employee Recognition	\$ 8,000.00	Employee Advisory Group Initiatives
Finance	101-415-5-101-01	Temporary Pay	\$ 3,500.00	Additional support due to CFO transition
Finance	101-415-5-422-07	Contracting Services	\$ 10,000.00	Internal Audit - Cash management effort
IT	101-416-5-422-07	Software Services	\$ 25,570.77	Street Docks
IT	101-416-5-422-07	Software Services	\$ 5,818.83	2022 savings to apply to 2023 initiatives
IT	101-416-5-422-07	Software Services	\$ 3,596.56	2022 savings from contract renegotiations to apply to 2023 initiatives
Police Department	101-421-5-426-17	Uniforms	\$ 6,763.00	vest carrier replacement
Police Department	101-421-5-426-30	SWAT Tactical Supplies	\$ 6,247.00	shield replacement
Public Works	101-430-5-920-00	Furniture & Equipment	\$ 2,000.00	office chairs/ergonomics
Public Works	101-430-5-940-07	IT Other Capital	\$ 9,707.62	Large-scale scanner
Street Department	101-431-5-422-07	Contracting Services	\$ 24,999.99	Increased snow/ice events
Street Department	101-431-5-425-05	Maintenance Buildings	\$ 4,997.62	Bulk oil
Street Department	101-431-5-425-06	Maintenance Radio	\$ 4,291.00	Add/Replace Radios
Street Department	101-431-5-426-23	Sand	\$ 2,529.22	Increased snow/ice events
Parks Department	101-452-5-911-00	Building & Structures	\$ 15,000.00	Reseal Nature Park
Ice Arena	101-453-5-911-00	Building & Structures	\$ 4,500.00	Tube heat repair
Ice Arena	101-453-5-911-00	Building & Structures	\$ 7,000.00	Dehumidification controls
Ice Arena	101-453-5-920-00	Furniture & Equipment	\$ 11,000.00	Carpet/New Items
Library	101-455-5-950-02	Adult Reading Level Books	\$ 6,000.00	Allocate 2022 savings to 2023 initiatives
Library	101-455-5-950-03	Children Reading Level Books	\$ 2,500.00	Allocate 2022 savings to 2023 initiatives
Library	101-455-5-950-04	Audio/Visual Material	\$ 2,500.00	Allocate 2022 savings to 2023 initiatives
Library	101-455-5-950-06	Large Print Books	\$ 500.00	Allocate 2022 savings to 2023 initiatives
Library	101-455-5-950-07	Young Adult Reading Level Book	\$ 500.00	Allocate 2022 savings to 2023 initiatives
Subsidies/Appropriation	101-495-5-856-20	Disability Awareness Committee	\$ 1,122.00	Allegra work and library programs
Subsidies/Appropriation	101-495-5-856-21	Sustainability Committee	\$ 1,104.00	No Mow May signage
General Fund Total			\$ 1,242,389.05	

Capital Improvement Fund

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Capital Improvements	213-000-5-911-00	Buildings	\$ 679,348.83	Buildings Sinking Fund
Capital Improvements	213-000-5-911-01	Railroad Crossing Arms	\$ 33,500.00	Remaining construction costs
Capital Improvements	213-000-5-940-00	Other Capital	\$ 45,000.00	Pressure washer
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 50,000.00	22 LWCF Grant Match - Pickleball
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 7,400.00	Softball Complex sidewalk additions
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 28,000.00	Fishbach Soccer Complex press box leveling
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 75,890.00	McClemans Park playground replacement
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 25,000.00	Park Shop roof repair
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 60,000.00	Larson Ice Center Parking Lot
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 27,320.00	Donated playground at Lions Park
Capital Improvements	213-000-5-940-05	Bike lane/trail Improve -eng	\$ 30,000.00	Trail development
Capital Improvements	213-000-5-940-05	Bike lane/trail Improve -eng	\$ 40,000.00	Dakota Nature park Trail Repairs
Capital Improvements	213-000-5-940-08	Fire Dep Capital Exp	\$ 20,000.00	Replace existing drop ceiling
Capital Improvements	213-000-5-940-08	Fire Dep Capital Exp	\$ 115,487.40	Engine 2 Replacement
Capital Improvements	213-000-5-940-08	Fire Dep Capital Exp	\$ 65,000.00	Ram 2500 Replacement
Capital Improvements	213-000-5-940-08	Fire Dep Capital Exp	\$ 338,514.50	Remaining costs for training tower
Capital Improvements	213-000-5-940-09	Library Dep Capital Exp	\$ 103,435.00	Air cooled chiller
Capital Improvements	213-000-5-940-09	Library Dep Capital Exp	\$ 48,125.00	Replace ceiling tiles
Capital Improvements	213-000-5-940-09	Library Dep Capital Exp	\$ 185,000.00	Exterior window Replacement
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 200,000.00	Parks - replace 2009 Boom Truck
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 38,000.00	Parks - replace pickup
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 230,000.00	Payloader originally budgeted in 2021
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 40,000.00	Additional cost for payloader budgeted in 2023
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 175,000.00	Sign truck originally budgeted in 2022
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 375,000.00	Motor grader originally budgeted in 2022
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 45,000.00	Pickup originally budgeted in 2022
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 45,000.00	Pickup originally budgeted in 2021
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 45,000.00	Additional cost for tandem truck budgeted in 2023
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 275,000.00	Tandem truck originally budgeted in 2021
Capital Improvements	213-000-5-940-11	Vehicles and Equip Capital Exp	\$ 55,000.00	Sand truck originally budgeted in 2022
Capital Improvements	213-000-5-960-00	Street & Sidewalk Improvements	\$ 31,200.00	Remaining costs for pavement study
Capital Improvements	213-000-5-960-02	Street Curb & Gutter	\$ (320,000.00)	Consolidate budget with Street & Sidewalk Improvements
Capital Improvements	213-000-5-960-00	Street & Sidewalk Improvements	\$ 967,600.00	Projects not completed in 2022
Capital Improvements	213-000-5-960-01	STP Project Improvments	\$ 53,100.00	22nd Avenue Phase 2 design
Capital Improvement Fund Total			\$ 4,231,920.73	

Special Revenue Funds

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Swiftel Center	224-000-5-940-01	Capital	\$ 1,251,093.37	Remaining HVAC upgrades
Special Assessments	280-000-5-960-00	Street & Sidewalk Improvements	\$ 10,000.00	3rd Street South Alley Assessment
Storm Drainage	282-000-4-334-00	Grants - Federal	\$ 75,000.00	6 Mile Creek Study - FEMA Grant
Storm Drainage	282-000-5-422-03	Consulting/Engineering	\$ 130,550.00	Remaining Master Drainage Plan and Six Mile Creek Study costs
Storm Drainage	282-000-5-980-00	Storm Sewer Improvements	\$ 202,216.00	Floodplain Management, Wilson Avenue Project
Special Revenue Funds Total			\$ 1,668,859.37	

Capital Project Funds

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
TIF 1 Innovation Campus	514-000-5-429-09	Other Project Expenses	\$ 1,530,000.00	Construction costs
TIF 1 Innovation Campus	514-000-5-450-08	Designing Fees	\$ 72,889.90	Design costs
20th St Interchange Project	528-000-4-441-08	Reimbursed Expense	\$ 1,655,468.83	BEDC and County portions of project
20th St Interchange Project	528-000-5-940-00	Other Capital	\$ 2,140,700.00	Construction costs
Public Safety Center Project	531-000-5-422-03	Consulting & Engineering	\$ 395,628.37	Budgeted funds unused in 2022, multi-year project
Brookings County Food Pantry	533-000-4-669-02	Miscellaneous	\$ 95,000.00	Reimbursements from other entities
Brookings County Food Pantry	533-000-5-920-00	Furniture & Equipment	\$ 192,162.30	Remaining funds to finish project in 2023
Capital Project Funds Total			\$ 6,081,849.40	

Enterprise Funds

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Airport	606-000-4-334-09	Grants	\$ 350,600.00	Grant funds for Parallel Taxiway
Airport	606-000-5-930-00	Machinery & Auto Equipment	\$ 32,000.00	Pickup originally budgeted in 2022
Airport	606-000-5-940-00	Other Capital	\$ 375,000.00	Unused 2022 funds allocated to Parallel Taxiway project
Edgebrook Golf Course	607-000-5-930-00	Machinery & Auto Equipment	\$ 18,000.00	Replace JD Gator
Edgebrook Golf Course	607-000-5-940-00	Other Capital	\$ 24,000.00	Parking Lot, exterior LED conversion
Solid Waste Collection/Recycle	612-000-5-426-17	Uniforms	\$ 3,750.00	High visibility safety clothing
Solid Waste Collection/Recycle	612-000-5-930-00	Machinery & Auto Equipment	\$ 292,357.00	Collection Truck
Solid Waste Disposal	625-000-5-422-03	Consulting & Engineering	\$ 113,805.46	Master Plan, Fill Plan, Vault Engineering
Solid Waste Disposal	625-000-5-422-08	Computer Services	\$ 13,180.00	Software upgrade
Solid Waste Disposal	625-000-5-425-04	Maintenance Equipment	\$ 25,000.00	Undercarriage rebuild
Solid Waste Disposal	625-000-5-425-09	Maintenance Grounds	\$ 98,000.00	Construction
Solid Waste Disposal	625-000-5-426-17	Uniforms	\$ 5,250.00	High visibility safety clothing
Enterprise Funds Total			\$ 1,350,942.46	

Part 2 – will increase funding in 2023 for priority items which were not initially funded when the 2023 budget was passed and new priority items that have been identified since the passing the original budget. All of the proposed items would be funded by the budget surplus experienced in 2022.

General Fund

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
General Fund	101-000-6-700-00	Transfer in to General Fund	\$82,927.89	Transfer from 3B for Senior Services Supervisor position
City Clerk	101-403-5-123-00	Group Insurance	\$ 3,562.65	Increase in health insurance cost
City Clerk	101-403-5-423-01	Publication & Recording Fees	\$ 2,000.00	Code books for Police Department
City Manager	101-406-5-101-00	Regular Pay	\$4,525.53	Pay changes due to employee promotion
City Manager	101-406-5-120-00	FICA	\$346.20	Pay changes due to employee promotion
City Manager	101-406-5-121-09	Retirement	\$271.53	Pay changes due to employee promotion
City Manager	101-406-5-123-00	Group Insurance	\$ 6,160.72	Increase in health insurance cost
City Manager	101-406-5-426-01	Office Supplies	\$ 7,000.00	Office equipment for Assistant to City Manager
City Attorney	101-412-5-422-07	Contracted Services	\$ 20,000.00	Compensation for City Attorney hours worked over 50
Human Resources	101-414-5-101-04	Overtime	\$ 2,000.00	Additional OT until department is fully staffed
Human Resources	101-414-5-123-00	Group Insurance	\$ 4,055.15	Increase in health insurance cost
Human Resources	101-414-5-135-00	Employee Assistance Program	\$ 500.00	Increased annual costs for EAP service
Human Resources	101-414-5-422-03	Consulting & Engineering	\$ 10,000.00	Labor attorney consultation costs
Human Resources	101-414-5-422-21	Recruiting Expense	\$ 10,000.00	Additional costs for increase in staff openings
Human Resources	101-414-5-422-21	Recruiting Expense	\$ 40,000.00	Contracted recruiting costs for department head positions
Human Resources	101-414-5-426-01	Office Supplies	\$ 3,000.00	Additional office furniture
Human Resources	101-414-5-428-01	Telephone	\$ 1,800.00	Telephone costs
Finance	101-415-5-101-04	Overtime Pay	\$ 3,500.00	Additional OT until department is fully staffed
Finance	101-415-5-123-00	Group Insurance	\$ 3,606.83	Increase in health insurance cost
Finance	101-415-5-422-07	Contracting Services	\$ 11,000.00	Elhers update and enhance 10yr Financial Model
IT	101-416-5-123-00	Group Insurance	\$ 2,347.43	Increase in health insurance cost
Government Buildings	101-417-5-911-00	Buildings & Structures	\$ 30,000.00	Additional office space
Community Development	101-418-5-123-00	Group Insurance	\$ 9,363.18	Increase in health insurance cost
Police Department	101-421-5-123-00	Group Insurance	\$ 43,352.12	Increase in health insurance cost
Police Department	101-421-5-422-10	Software Services	\$ 3,896.00	Cordico Wellness App
Police Department	101-421-5-425-02	Maintenance Motor Vehicle	\$ 3,200.00	2022 GMC Terrain SLE Repairs
Police Department	101-421-5-425-05	Maintenance Building	\$ 4,500.00	Carpet instal in dispatch area
Police Department	101-421-5-425-06	Maintenance Radio	\$ 6,150.00	FCC P25 Radio Programming
Police Department	101-421-5-429-03	Cleaning Services	\$ 3,674.00	Carpet cleaning
Police Department	101-421-5-920-00	Furniture & Equipment	\$ 9,345.00	Four Desks and 3 Chairs for Department Restructuring
Police Department	101-421-5-930-00	Machinery & Auto Equipment	\$ 5,000.00	Criminal Investigations undercoverd vehicle lease
Fire Department	101-422-5-123-00	Group Insurance	\$ 7,597.26	Increase in health insurance cost
Fire Department	101-422-5-421-00	Insurance	\$ 1,140.12	Increase in Fire Dept. Insurance
Public Works	101-430-5-123-00	Group Insurance	\$ 5,862.90	Increase in health insurance cost
Public Works	101-430-5-426-03	General Supplies	\$ 2,000.00	City Logo Clothing
Public Works	101-430-5-427-01	Travel & Lodging	\$ 9,190.06	Enhance education and knowledge of new PW means and methods.
Public Works	101-430-5-427-02	Registration & Training	\$ 4,335.00	Enhance education and knowledge of new PW means and methods.
Public Works	101-430-5-429-01	Membership & Dues	\$ 1,596.00	SWANA Dues
Street Division	101-431-5-123-00	Group Insurance	\$ 14,616.40	Increase in health insurance cost
Street Division	101-431-5-426-03	General Supplies	\$ 10,000.00	Increased operational needs due to snow events
Street Division	101-431-5-426-12	Tires	\$ 5,279.61	Increased operational needs due to snow events
Street Division	101-431-5-426-17	Uniforms	\$ 15,000.00	Safety Clothing for Night Operations
Street Division	101-431-5-426-22	Salt	\$ 7,500.42	Increased needs due to snow events
Street Division	101-431-5-426-24	Street Paint & Signs	\$ 5,000.00	Develop supply of temporary work safety zone signs.
Street Division	101-431-5-930-00	Machinery & Auto Equipment	\$ 10,000.00	19' Lift
Animal Control	101-442-5-123-00	Group Insurance	\$ 1,792.19	Increase in health insurance cost
Aquatic Center	101-449-5-911-00	Buildings & Structures	\$ 5,000.00	Bathroom epoxy floors
Aquatic Center	101-449-5-911-00	Buildings & Structures	\$ 2,000.00	New shed concrete
Recreation Department	101-451-5-101-00	Regular Pay	\$57,248.75	Senior Services Supervisor position
Recreation Department	101-451-5-120-00	FICA	\$4,379.53	Senior Services Supervisor position
Recreation Department	101-451-5-121-09	Retirement	\$3,434.93	Senior Services Supervisor position
Recreation Department	101-451-5-123-00	Group Insurance	\$ 3,285.79	Increase in health insurance cost
Recreation Department	101-451-5-123-00	Group Insurance	\$17,864.68	Senior Services Supervisor position
Parks Department	101-452-5-123-00	Group Insurance	\$ 12,378.21	Increase in health insurance cost
Ice Arena	101-453-5-123-00	Group Insurance	\$ 2,223.41	Increase in health insurance cost
Forestry	101-454-5-123-00	Group Insurance	\$ 2,250.28	Increase in health insurance cost
Forestry	101-454-5-940-00	Other Capital	\$ 1,400.00	Safety Helmets
Library	101-455-5-101-00	Regular Pay	\$ 10,000.00	Pay changes due to restructuring positions
Library	101-455-5-123-00	Group Insurance	\$ 10,172.14	Increase in health insurance cost
Library	101-455-5-424-07	Programming expenses	\$ 17,500.00	Increase budget based on increased County contribution
Library	101-455-5-911-00	Building & Structures	\$ 21,000.00	Update audio/visual equipment in meeting rooms
General Fund Total			\$608,131.90	

Capital Improvement Fund

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Capital Improvements	213-000-5-940-00	Other Capital	\$ 38,000.00	Enhanced safety lighting for Street Division vehicles
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 18,000.00	Larson Ice Center Water Heater
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 50,000.00	Larson Ice Center Dehumidification System
Capital Improvements	213-000-5-940-04	Parks & Rec Improvements	\$ 100,000.00	Pioneer Park Bandshell Renovation
Capital Improvement Fund Total			\$ 206,000.00	

Special Revenue Funds

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Enhanced 911	214-000-5-123-00	Group Insurance	\$ 13,009.33	Increase in health insurance cost
Storm Drainage	282-000-5-123-00	Group Insurance	\$ 3,119.70	Increase in health insurance cost
3rd Penny Sales Tax	284-000-7-899-05	Transfer out to GF	\$ 82,927.89	Transfer Senior Services Supervisor position
Special Revenue Funds Total			\$ 99,056.91	

Enterprise Funds

Dept./Fund	Budgetary Account	Account Description	Increase/(Decrease) Amount	Item Description
Liquor	601-000-5-123-00	Group Insurance	\$ 2,884.45	Increase in health insurance cost
Airport	606-000-5-123-00	Group Insurance	\$ 3,179.31	Increase in health insurance cost
Edgebrook Golf Course	607-000-5-123-00	Group Insurance	\$ 1,285.98	Increase in health insurance cost
Solid Waste Collection/Recycle	612-000-5-123-00	Group Insurance	\$ 7,503.72	Increase in health insurance cost
Solid Waste Disposal	625-000-5-123-00	Group Insurance	\$ 12,582.78	Increase in health insurance cost
Solid Waste Disposal	625-000-5-422-07	Contracting Services	\$ 56,500.00	Contracted leachate pumping and disposal
Solid Waste Disposal	625-000-5-920-00	Furniture & Equipment	\$ 66,260.00	Bull fences for enhanced litter control
Enterprise Funds Total			\$ 150,196.24	

All ordinances or parts of Ordinances in conflict herewith are hereby repealed.

First Reading: February 28, 2023

Second Reading:

Published:

CITY OF BROOKINGS

Oepke G. Niemeyer, Mayor

ATTEST:

Bonnie Foster, City Clerk