

City Council Agenda Item Memo

From: Samantha Beckman, Assistant to the City Manager

Council Meeting: November 18, 2025

Subject: 10-Year Capital Improvement Plan

Presenter: Samantha Beckman, Assistant to the City Manager

Summary and Recommended Action:

Staff recommends approval of the Capital Improvement Plan (CIP). This is a 10-year planning tool comprised of capital expenses equaling or exceeding \$25,000. Through the use of reserves and carryover, the CIP is balanced through 2035.

Item Details:

The City previously operated with a 5-year Capital Improvement Plan and a 5-year Community Reinvestment Plan. As part of the 2020 Budget Process, the City combined both documents into a 10-year CIP, consolidated two accounts (212 and 213) into one capital expense account, and better aligned capital and operating expenditures with appropriate revenue sources. The combined CIP meets all state and local fiduciary regulations.

The Capital Improvement Plan (CIP) is a planning tool comprised of capital expenses equaling or exceeding \$25,000 for a 10-year window. The primary revenue source to fund the CIP is 2nd Penny Sales Tax. Approved capital expenses are adopted on an annual basis as part of the annual budget ordinance.

Beyond the year-to-year equipment, fleet, and facility maintenance, repair and replacement for City Operations, the CIP also includes funding for outside agency capital commitments and debt services.

Staff presents City Council with a balanced CIP through 2035 as a result of prioritization, strategic project timing and cuts, and utilization of carryover/reserves. In large part, the use of reserves is necessitated to balance the CIP due to the approximate \$1 million commitment to outside agencies through 2027.

The 2026 CIP expenditures are proposed to be \$13.4 million. Public Works, outside agencies, Public Safety, and Parks, Recreation, and Forestry account for over 86% of the total CIP expenditures. Major projects for 2026 include street maintenance, vehicle/equipment replacement, 5th Street Gym Improvements, Hillcrest Aquatic Center filter system upgrades, and E-911 console replacement.

Legal Consideration:

None.

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.
- 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.
- Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.
- Sustainability – The City of Brookings will meet environmental, community and economic desires and needs without compromising future generations' quality of life by strategically planning, implementing and maintaining infrastructure and facilities.
- Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration:

City staff presents balanced budgets which promote a sustainable future and help the community achieve its dreams.

Supporting Documentation:

Capital Improvement Plan