

# City Council Agenda Memo

**From:** Ashley Rentsch, Finance Director  
Samantha Beckman, Assistant to the City Manager

**Council Meeting:** October 10, 2023 / October 24, 2023

**Subject:** Ordinance 23-034: Amendment No. 8 to the 2023 Budget

**Presenter:** Ashley Rentsch, Finance Director

## **Summary:**

The City of Brookings prioritizes the funding of economic development drivers to progress opportunities within the community. The City Council is presented with an opportunity to develop a Downtown Brookings Master Plan. This amendment will increase the budget in the 3B Tax Fund by \$115,000 to accommodate the issuance of a contract for the Downtown Master Plan. Reserves exist and the actual commitment is calculated at \$57,500 City, \$22,500 Downtown Brookings, and \$35,000 Vision Brookings.

## **Background:**

Downtown Brookings has had a variety of economic development agency oversight. With the new development of Downtown Brookings 501(c)(3), a Downtown Brookings Master Plan would ensure development in the Downtown District through commercial expansion and renovations, the addition of workforce housing, and the overall connectivity of Downtown Brookings with the existing neighborhoods and businesses. The City of Brookings does not have a specific Downtown Master Plan document for holistic economic efforts.

## **Item Details:**

Over the past few months, staff has engaged Midwest peer communities to gain insight into downtown master plans. In collaboration with Downtown Brookings, 501(c)(3), staff has solicited proposals for such a plan. Staff recommends utilizing funds from the Economic Development reserves for a Downtown Brookings Master Plan. The proposed document is intended to bring together various stakeholder groups in order to make sure Downtown Brookings maintains its charm in the next 15 years. The plan will focus on development and redevelopment, housing, events and programs, connectivity and a variety of other opportunities. The analysis will review data, local / regional strengths, weaknesses, opportunities, and threats. The result will be a road map for further action to achieve prioritized community economic development outcomes in both the short (1-5 years), medium (5-10 years), and long (10-15 years) term. Staff estimates the development of such a plan will cost \$115,000.

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

This action supports fiscal responsibility by increasing budget authority for anticipated expenditures and adding transparency regarding the use of restricted reserves.

**Financial Consideration:**

This action will use \$115,000 of the City's Economic Development Reserves, increasing 2023's expenditure budget by the same amount. The reserves contain adequate funds. This fund was created to pay for economic development project opportunities. The city will receive \$22,500 from Downtown Brookings and \$35,000 from Vision Brookings.

**Options and Recommendation:**

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval of the ordinance as presented.

**Supporting Documentation:**

Memo

Ordinance