

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: August 26, 2025 / September 9, 2025

Subject: Ordinance 25-031: Amendment No. 7 to the 2025 Budget

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of this budget amendment to transfer \$100,000 in General Fund reserves to a Capital Project Fund to initiate the engineering and soil testing for replacing the Downtown Fire Station.

Item Details:

Downtown Fire Station – Capital Project Fund Allocation: \$100,000.

To support engineering and soil testing activities to replace the Downtown Fire Station. A transfer of \$100,000 from General Fund reserves to a new Capital Project Fund. This funding will allow for architectural and engineering work, cost estimating, and alignment on scope and budget. According to the preliminary schedule, council/public presentations and community engagement design will occur this fall, with bidding planned for early next spring pending site determination.

Legal Consideration:

As per State Statute (SDCL 9-21-7), municipalities may approve supplemental appropriations when sufficient fund balance exists and the amendment is necessary to address operational and capital needs. This action aligns with state law and internal financial policies.

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.

Financial Consideration:

Transfer of \$100,000 from General Fund Reserves to the Fire Facility Capital Project Fund. It also establishes \$100,000 in expenditure budget authority for the project.

Supporting Documentation:

Ordinance