

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: April 23, 2024 / May 7, 2024

Subject: Ordinance 24-011: Amendment No. 2 to the 2024 Budget

Presenter: Ashley Rentsch, Finance Director

Summary:

Staff requests Council approval on this budget amendment. This amendment adjusts the contracting services budget in General Government Buildings to carry forward funds from 2023 for Library and Activity Center design services and increases budget authority for the City Charter revision process and Shady Acres remediation, as well as an amendment to the Six Mile Creek Feasibility Study contract.

Background:

City of Brookings Staff continually monitors departmental budgets and brings amendments to the City Council as necessary to account for circumstances not anticipated in the originally adopted appropriation ordinance. This ensures compliance with state and local laws and maintains transparency regarding the City's operational needs.

This ordinance increases budget authority in the General Fund by \$103,860 for funds budgeted in 2023 for Library and Activity Center design services which were incurred in 2024. Additionally, this ordinance increases the expenditure budget for Mayor & Council Consulting by \$85,000 for the City Charter revision, and Non-Departmental professional services by \$350,000 for Shady Acres remediation. The proposed increase for the Storm Drainage Fund is \$21,000 for additional expenses related to the Six Mile Creek Feasibility Study.

Item Details:

1. Consulting for Library and Activity Center Improvements in the amount of \$103,860. Resolution 23-101 provided the \$113,800 budgeted for this item. A total of \$9,940 was spent in 2023, with the remaining \$103,860 expected to be spent in 2024.
2. Consulting for National Civic League City Charter revision process in the amount of \$85,000. The City Charter was last adopted in 2002 and amended in 2006. The process will include two phases. Phase One) background information will be obtained through a variety of meetings and interviews, and a charter commission will be appointed. Phase Two) involves outreach, charter revision, and other policy recommendations.
3. Non-Departmental Professional Services for Shady Acres remediation in the amount of \$350,000. This includes \$170k for demolition and other site costs,

\$100k for rental assistance, \$65k for case management, and a \$15k fee to Inter-Lakes Community Action Partnership for administering the programs.

4. Contract amendment with RESPEC for Six Mile Creek Feasibility Study in the amount of \$21,000. This includes additional fees due to the introduction of new FEMA floodplain mapping, as well as an additional community meeting.

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports fiscal responsibility by increasing budget authority for expenditures and increasing transparency regarding City operational needs.

Financial Consideration:

This amendment will increase the 2024 General Government Buildings budget by \$103,800; which was previously budgeted in 2023 but not spent. The \$85,000 allocated to the City Charter revision process and the \$350,000 for Shady Acres remediation will be paid from General Fund Reserves as part of the City Council Financial Policy Projects. Storm Drainage Fund reserves will cover the additional \$21,000 for the RESPEC contract amendment.

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.

Supporting Documentation:

Memo

Ordinance

Charter Review Process (Draft)

RESPEC Contract Amendment