

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: February 24, 2026 / March 10, 2026

Subject: Ordinance 26-006: Amendment No. 10 to the 2025 Budget

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of Budget Amendment #10 to the 2025 Budget. This amendment authorizes appropriate budget authority for expenditures in the governmental funds to close out 2025.

Item Details:

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 and capital needs. This amendment increases budget authority in the five following areas, which have adequate revenues to offset increases in expenditures:

- City Attorney - \$45,000
 - Contracted with a new firm in 2025, leading to adjusted fee structure and service needs.
- Human Resources - \$41,000
 - Increased unemployment claims (Reimbursed by Brookings Health System)
 - Salary & Benefits Survey
 - Recruiting expense – particularly Deputy City Manager, Police and Fire Department positions.
 - Employee conferences, training, and increased tuition assistance usage
- Community Development - \$25,000
 - Reconfiguration of positions and Associate Planner added in 2025
- Parks, Recreation & Forestry – Net \$0
 - Reconfiguration of positions in this department due to staff retirements and other factors resulted in reducing the regular pay budget in Parks, while increasing Forestry and Larson Ice Center.
- Appropriations/Subsidies - \$13,000
 - Additional legal fees associated with the parking lot purchase.
- Dacotah Bank Center - \$29,614.60
 - Operating budget shortfall for 2025 to be transferred from 3B Fund.

Legal Consideration:

Per SDCL 9-21-7, supplemental appropriations are allowed and necessary when funds are available and are required to meet expenditure obligations.

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.

Financial Consideration:

This ordinance increases budget authority for expenditures by \$153,614.60.

Supporting Documentation:

Ordinance