

City Council Agenda Memo

From: Ashia Gustafson, Library Director
Erick Rangel, Chief Financial Officer

Council Meeting: January 11, 2022

Subject: Resolution Transferring Capital Improvement Projects (CIP)
“Sinking Fund” Funds to the Brookings Public Library’s
Capital Projects 2022 Budget

Presenter(s): Erick Rangel, Chief Financial Officer
Ashia Gustafson, Library Director

Summary:

This resolution would support Brookings Public Library in its efforts to provide effective and efficient services to the community in a safe environment by adding security cameras and carded key locks. To complete this effort, staff is requesting to use \$79,590.17 from the “Sinking Fund” account for investment in security cameras and carded key locks systems.

Background:

The Brookings Police Department completed and presented a safety assessment on the Library in 2021; adding security cameras and carded keylocks were flagged as the top priority. The Library currently does not have a security camera system and relies on physical keys for entry, both of which pose security challenges and potential safety issues.

Item Details:

Staff recommends allocating 2022 Sinking Fund account dollars to the following budget line item to allow for the purchase and installation of the security camera and card key lock systems:

Library Department CIP funds - \$79,590.17

In addition, City staff recommends authorizing the City Manager to sign the contract with Safe-N-Secure as the vendor for this equipment and services.

Legal Consideration:

The City’s Comprehensive Financial Management Policy, under its Capital Improvement Plan section, establishes the authority for the City to maintain an assigned Vehicle, Equipment, Information Technology, and Building maintenance/replacement sinking fund for unplanned capital projects such as which is presented in this Resolution.

City Attorney Steve Britzman has reviewed the purchase request and determined it does not need to go through a competitive bidding process as the project is made up of peripheral equipment which is exempt from competitive bidding. This determination was made based on SDCL 5-18A-22 (5).

Strategic Plan Consideration:

This action supports safe, inclusive, and connected community by having a more secure facility and adding peace of mind to Library staff and patrons.

Financial Consideration:

This transfer will not result in incremental 2022 budgeted expenses. It will transfer appropriations from the CIP's Sinking Fund account into the Library's capital projects account. After this transfer, the sinking fund account is estimated to remain with over \$500,000 available spending balance for 2022. This estimate includes the carryover funds from 2021 once approved.

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 resolution as presented.

Supporting Documentation:

Resolution