

City Council Agenda Memo

From: Paul Briseno, City Manager; Erick Rangel, Chief Financial Officer

Council Meeting: December 14, 2021

Subject: Resolution 21-115: Transferring City Manager Contingency Funds to 2021's Budget

Presenters: Paul Briseno, City Manager; Dave Erickson, Police Chief

Summary:

The Brookings Police Department is committed to providing effective and efficient services to the community. To progress the department, the City Manager is requesting \$50,000 in excess contingency for further investment in the analysis of the operations and community desires.

Background:

The City Manager's Contingency account was allocated \$125,000 within the 2021 Budget. The main objective of this allocation is to fund items which result as a change in strategic direction, weather-related, or additional initiatives not considered at the time the 2021 Budget was prepared and presented to City Council. With more accurate budgeting practices, the use of contingency was minimized.

Item Details:

This past year the Brookings Police Department began a certification process through the Commission on Accreditation for Law Enforcement Agencies (CALEA). This accreditation is an intensive investment from staff over the next three years. The process includes the review of all policies and training. CALEA is considered the gold standard for police. Once achieved Brookings would be the second city in the state to hold such high standards.

The Police Department is further requesting a comprehensive analysis of existing operations and services through the utilization of a consultant. A study will provide:

- Operational analysis
- Benchmark the community and provide performance indicators
- Recommend organizational structure and administration
- Examine the department culture
- Provide gap analysis
- Recommend community policing opportunities
- Ensure accountability

This process includes a review of the process, data, engagement of community stakeholders, interview of leadership and officers/dispatchers. The staff has provided

an example of a proposal for services from the Center for Public Safety Management, a product of the International City/County Managers Association. The proposal details the intent and process of the project.

Staff recommends allocating 2021 City Manager's contingency funds to the following budget line items.:

Police Department Leadership/Training investment - \$50,000

This effort is consistent with the organizational mission and City Council's Strategic Plan. Our mission is to provide high quality of life through exceptional services and proactive solutions. The strategic plan initiatives met include the (B) development of a safe, inclusive, and connected community as well as (C) providing service and innovation excellence. Specifically, through performance management, policy review, community/department engagement and community oriented policing. The project is multifaceted.

Legal Consideration:

South Dakota Codified Law 9-21-6.1, Line Item for Contingencies – Maximum Amount – Transfer to Other Appropriations, provides for the transfer of contingency funds by resolution to account for items for which no appropriation was provided.

Strategic Plan Consideration:

This action supports fiscal responsibility by allocating budget authority to fund initiatives that promote employee development.

Financial Consideration:

This transfer will not result in incremental 2021 budgeted expenses. It will transfer appropriations from the City Manager contingency account into the Police Department's budget. After this transfer, the City Manager's contingency account will remain with a \$65,000 available spending balance. This balance use is not anticipated for the remainder of 2021.

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

Proposal