

# **City Council Agenda Item Memo**

**From:** Ashley Rentsch, Finance Director

**Council Meeting:** June 10, 2025

**Subject:** Resolution 25-045: Transferring Contingency Funds

**Presenter:** Ashley Rentsch, Finance Director

## **Summary and Recommended Action:**

Staff recommends approval of a proposed resolution authorizing a contingency transfer of \$20,000 to the City Clerk's Department for the City Records Archive Scanning Project. This project involves the professional scanning and digital archiving of permanently bound records in order to preserve critical historical and administrative documentation in a searchable and secure digital format.

## **Item Details:**

As part of the City's commitment to modernizing records retention and increasing accessibility, the City Clerk's Office will initiate a scanning project to digitize permanently bound records, some of which are decades old and at risk of deterioration. These records include official minutes, ordinances, resolutions, and other vital documents.

A total of \$20,000 is requested to be transferred from the General Fund Contingency to the City Clerk's Department to support professional scanning services associated with digitization efforts. This investment aligns with the City's broader goal of enhancing operational efficiency and improving access to historical records while preserving the integrity of original documents.

## **Legal Consideration:**

None.

## **Strategic Plan Consideration:**

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

## **Financial Consideration:**

This transfer will be made from the General Fund Contingency to the City Clerk's Department in the amount of \$20,000. While it impacts the contingency budget, it does not increase the City's overall budget.

## **Supporting Documentation:**

Resolution