

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: December 17, 2024

Subject: Resolution 24-113: Transferring Contingency Funds to City Departments

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of this resolution to transfer \$50,000 in contingency funds to the Animal Control / Community Service Division to account for operational needs due to an increase in personnel and scope of services provided.

Item Details:

City staff periodically reviews expenditure budgets to ensure compliance with state laws and operational needs. The Animal Control / Community Service Division's scope has continued to expand over the past year, to include patrol support, security, and code enforcement in addition to animal control. This has required the addition of part-time employees and hours, as well as supplies and uniforms. This resolution increases the division's operational budget by \$50,000 to account for these needs.

Legal Consideration:

None.

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.
- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.

Financial Consideration:

This resolution has no overall impact on the budget, as this is an allocation of previously budgeted contingency funds.

Supporting Documentation:

Resolution