

City Council Agenda Memo

From: Ashley Rentsch, Senior Finance Manager

Council Meeting: March 28, 2023

Subject: Ordinance 23-010: Budget Amendment No. 3 to the 2023 Budget

Presenter: Ashley Rentsch, Senior Finance Manager

Summary:

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 needs. This budget amendment increases budget authority for the Human Rights Commission for the 2022 Griffith Lecture, as well as marketing materials, and accounts for a contribution to the Fire Department from Brookings County and related expenditures. The amendment also increases the E-911 budget for radios purchased with dedicated reserves and increases budget authority in the 3B Tax Fund for Downtown Brookings Organization operations.

Background:

The Human Rights Commission is carrying forward \$2,770 from the 2022 budget for the Griffith Lecture, which has not yet been invoiced, as well as HRC marketing materials to be used for events. The Fire Department purchased structure gear for \$19,927, which was reimbursed by Brookings County through a contribution of ARPA funds. The E-911 Fund has restricted reserves of \$25,000, which will be added to the 2023 Budget to purchase radios, and the Downtown Brookings organization is establishing a budget to promote and strengthen the downtown business community.

Item Details:

<u>Dept. / Fund</u>	<u>Budgetary Account</u>	<u>Increase/(Decrease) Amount</u>	<u>Description</u>
Subsidies	Expenditure	\$ 2,770	Griffith Lecture, marketing materials
Fire Department	Revenue	\$ 19,927	ARPA Funds Contribution – Brookings County
Fire Department	Expenditure	\$ 19,927	Structure Gear
E-911	Expenditure	\$ 25,000	Radios
3B Tax	Expenditure	\$ 83,800	Downtown Brookings Organization

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports fiscal responsibility by ensuring proper budget authority for current year expenditures and increasing transparency regarding contributions from other entities.

Financial Consideration:

All adjustments proposed in this amendment are budget neutral, increasing budget authority for both revenues and expenditures.

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 Ordinance as presented.

Supporting Documentation:

Memo

Ordinance