

City Council Agenda Item Memo

From: Jacob Meshke, Deputy City Manager

Council Meeting: June 25, 2024

Subject: Resolution 24-063: Transfer Capital Improvement Project Sinking Funds to the Brookings Public Safety Center Budget

Presenter: Ashley Rentsch, Finance Director

Summary:

Staff recommends approval of the resolution to transfer \$45,000 from the Capital Improvement Project Sinking Fund to Brookings Public Safety Center budget to analyze up to four (4) sites and determine the most optimal for facility construction.

Background:

After increasing maintenance expenses and lack of facility functionality, the City began the process of exploring options for renovating the existing public safety building or a new build in late 2021. Since starting the process, the City has:

- Selected Tegra as an owner's representative to assist the City as an expert and advocate.
- Established procedures to utilize the construction manager at-risk (CMAR) process.
- Selected JLG and Roth Sheppard Architects and Henry Carlson Construction through competitive request for proposals' processes.
- Completed an analysis with the assistance of JLG/Roth Sheppard and Henry Carlson Construction to determine a new build as the best course of action.
- Completed a high-level feasibility analysis of several potential sites for the location of the facility.

The City has recently been informed a preferential site is no longer an option. Simultaneously, the City has continued to accumulate capital reserves to support facility construction without the need for bonding. Several sites remain viable for the construction of a public safety facility. The next step is to analyze these sites in more detail, select the most optimal for the facility, and proceed towards design and construction.

Item Details:

The resolution would allocate \$45,000 to engage Tegra, JLG/Roth Sheppard, and Henry Carlson Construction to analyze up to four (4) sites and determine the most optimal for facility construction.

Legal Consideration:

City Attorney Steve Britzman has reviewed the resolution and each firm's proposal.

Strategic Plan Consideration:

Fiscal Responsibility – Goal 2: Complete site identification for the Public Safety Center.

Financial Consideration:

Transfer \$45,000 from the Capital Improvement Project Sinking Fund to Brookings Public Safety Center budget.

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.

Supporting Documentation:

Memo

Resolution