

# City Council Agenda Memo

**From:** Ashley Rentsch, Senior Finance Manager

**Council Meeting:** June 13, 2023

**Subject:** Resolution 23-053: Transferring City Manager Contingency Funds and Budget Authority between City Departments

**Presenter:** Ashley Rentsch, Senior Finance Manager

**Summary:**

A purpose of the City Manager’s Contingency Fund is to facilitate budget authority for items not anticipated in creation of the current year’s budget. This Resolution transfers contingency funds for unbudgeted Geographic Information System (GIS) expenditures and transfers budget authority for Temporary Pay between two General Fund Departments based on changes in expenditure management.

**Background:**

Brookings County typically invoices the City for GIS imagery and ESRI Software each year. Due to a billing miscommunication, it was recently brought to the City’s attention that imagery library costs for 2021 and 2022, as well as 2022 ESRI software costs totaling \$28,153 had not been remitted to Brookings County. A contingency transfer is necessary to ensure proper budget authority for remaining 2023 expenditures.

Budget management for custodians at Brookings Public Library was formerly managed under the General Government Buildings department. The custodial services are now being managed directly by the Library, requiring a transfer of the existing budget authority in General Government Buildings in the amount of \$21,696 to the Library.

**Item Details:**

<u>Account Number</u>	<u>Description</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
101-455-5-101-01	Temporary Pay	\$105,060	\$ 21,696		\$126,756
101-430-5-422-07	Contracted Services	\$ 16,970	\$ 14,820		\$ 31,790
101-418-5-422-07	Contracted Services	\$ 36,000	\$ 13,333		\$ 49,333
101-417-5-101-01	Temporary Pay	\$ 25,750		(\$ 21,696)	\$ 4,054
101-405-5-856-99	Contingency Fund	\$275,112		(\$ 28,153)	\$246,959

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

This action supports fiscal responsibility by ensuring departments have sufficient budgetary authority to meet obligations.

**Financial Consideration:**

This resolution involves a transfer of previously budgeted contingency and other funds to general fund accounts and has no impact to the overall 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 of the resolution as presented.

**Supporting Documentation:**

Memo

Resolution