

City Council Agenda Memo

From: Jacob Meshke, Deputy City Manager

Council Meeting: September 12, 2023

Subject: Resolution 23-077: Joint Cooperative Agreement Amendment – Spending Authority

Presenter: Jacob Meshke, Deputy City Manager

Summary:

This resolution would amend the Joint Cooperative Agreement for the Brookings City and County Government Center to align spending authority of the City Manager and County Commission Department Director with budget authority.

Background:

The City of Brookings and Brookings County originally created a Joint Cooperative Agreement in 2010 for the purchase of land, construction, equipping, and maintaining of the Brookings City and County Government Center.

Based upon action taken in February 2019, the City Manager and County Commission Department Director were given the administrative authority to make individual purchases of up to \$5,000.

Staff brought forward discussion and consideration for amending the spending authority for the City Manager and County Commission Department Director to align with approved budget authority at the August 2023 Government Center Advisory Committee meeting. The Government Center Advisory Committee unanimously supported the amendment.

Item Details:

This resolution would amend the Joint Cooperative Agreement for the Brookings City and County Government Center to align spending authority of the City Manager and County Commission Department Director with budget authority.

The rationale for the amendment is as follows:

- The Government Center Advisory Committee meets on a quarterly basis, which creates timing issues for general and emergency purchases.
- The City Council and County Commission both approve the expenditure of funds within the Brookings City and County Government Center Budget through the annual budget process.

- Staff must comply with all bid laws and processes, which requires authorization from both the City Council and County Commission for purchases which meet certain financial thresholds.
- Staff would be required to bring any budget amendments to the Brookings City and County Government Center budget to the City Council and County Commission for approval, which maintains legislative oversight.
- Staff already provides the Government Center Advisory Committee with budget updates at each meeting and would keep the Government Center Advisory Committee informed of significant purchases.

Legal Consideration:

City Attorney Steve Britzman drafted the resolution.

Strategic Plan Consideration:

Fiscal Responsibility – staff would be operating within approved budget authority granted by the City Council and County Commission through the annual budget process. Any budget amendments would require approval from the City Council and County Commission, which maintains legislative oversight.

Service and Innovation Excellence – the amendment would allow for a more efficient and effective financial management of the Brookings City and County Government Center.

Financial Consideration:

The City Council and County Commission would maintain legislative oversight of the Brookings City and County Government Center budget through the annual budget process and any budget amendments.

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. The Government Center Advisory Committee unanimously recommends approval of the resolution as presented.

Supporting Documentation:

Memo

Resolution

Agreement Amendment – clean

Agreement Amendment – marked