

City Council Agenda Memo

From: Ashley Rentsch, Deputy Finance Manager

Council Meeting: September 22, 2020

Subject: Second Reading and Action on Ordinance 20-020, an Ordinance Authorizing Supplemental Appropriation #5 to the 2020 Budget – Part 1 & 2.

Person(s) Responsible: Erick Rangel, Chief Financial Officer; Ashley Rentsch, Deputy Finance Manager; Dusty Rodiek, Parks & Recreation Director

Summary:

Part 1 - will amend the 2020 Budget to transfer \$170,000 to the Gateway Capital Project Fund from the Public Improvement Fund. Expenditures in the amount of \$575,000 were originally considered in the approved budget for this fund. However, the transfer of additional cash needed to cover these expenditures was not included in the 2020 Appropriation Ordinance. This amendment ensures there is sufficient cash in the fund and prevents it from operating at a deficit when those expenditures are incurred.

Part 2 - will allocate the use of \$100,000 of the City Council Priority Project Fund (CCPPF) towards the development of a comprehensive Parks & Recreation Master Plan. Prior to March, the Parks & Recreation Master Plan was recommended as a Primary Project to be funded at \$125,000 by the CCPPF. \$70,000 in funding for this project were added to the 2020 budget through Amendment 3 in early March but funding for it was later cut due to necessary budget reductions driven by COVID. Since then, City Council has provided direction to utilize CCPPF funding to execute this initiative. The current request is \$30,000 higher than the budgeted amount due to expansion in the project's scope but \$25,000 lower than our latest CCPPF estimate.

Background:

Part 1 - authorizes a fund transfer to the Gateway Capital Project Fund to cover budgeted expenditures for street lighting that were budgeted in the 2020 Appropriation Ordinance. The street lighting effort was completed during the first half 2020 and expected to be within budget. The street lighting upgrade was desired by City Council and occurred as part of the State street improvement project of 6th Street between Main Avenue and Medary Avenue.

Part 2 - In 2010 a Park Master Plan was created by city staff and largely functioned as an inventory of current park land with some suggested improvements. The plan did not substantially address the recreation division programs, funding or operations. In 2015

another small, in-house planning document was created exploring sports field improvements/needs.

The City of Brookings has a strong commitment to provide quality parks and recreational programs that serve the community. To build on that foundation, the City is seeking professional services to prepare a Parks & Recreation Master Plan to establish a long range plan, focusing on operational sustainability and maximizing resources while providing an appropriate balance of services for the community.

Item Details:

Part 1 - The Brookings Gateway Project original scope included the installation, landscaping, and maintenance of monumental stone signage throughout the City of Brookings that provides a cohesive way to welcome visitors to the community and label parks and attractions. Also included in this project was decorative street lighting. A total of \$575,000 was included in the 2020 Appropriation Ordinance for street lighting and horticulture supplies. Since then, the 2020 project's scope has changed and will only include the street lighting portion which is estimated to cost \$400,000. A transfer out of the Public Improvement Fund to cover for the budgeted expenditures was not included in the ordinance. The transfer of \$170,000 will ensure that this fund does not operate at a deficit when the budgeted expenditures are incurred.

Part 2 - The proposed Master Plan's key objectives are the following:

- Actively engage the community and user groups through public participation to create a shared vision.
- Include a system wide assessment and evaluation of existing parks, recreational offerings and operations to identify level of service standards to create a framework for future decision making.
- Develop a sustainable financial/operational plan to meet current and future community needs.
- Define a realistic strategic action plan, with steps, that will be utilized to guide future decision making related to policy, resource allocation and levels of service for the City of Brookings.

The City of Brookings has never had a comprehensive, independent assessment or strategic planning document created specifically for Parks & Recreation. With Council's approval, the nine-month master planning process will be initiated September 2020, utilizing Pros Consulting, Inc. based out of Indianapolis, IN. This firm has been preliminarily selected through a full RFP selection process and has recently completed comprehensive Parks Master Plans in South Dakota for the cities of Mitchell (2107) and Sioux Falls (2019)

The proposed fee schedule provided by the consultant in the RFP is \$99,810

Legal Consideration:

None.

Strategic Plan Consideration:

Goal 5 under “Existing/New Amenities” of the Strategic Plan calls for developing and implementing a Parks Master Plan. The street light improvement meets the intent of the Strategic Plan which calls for a 6th Street overlay district to ensure the aesthetic and thoughtful development of 6th Street as a primary traffic corridor and gateway into the community.

Financial Consideration:

This Ordinance authorizes the transfer of cash from the Public Improvement Fund reserves to cover expenses budgeted in the 2020 Appropriation Ordinance as well as the use of City Council Priority Funding into the Public Improvements Fund. The total incremental impact to the 2020 budget is \$30,000 in additional funds recommended for the Parks & Recreation Master Plan.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a work session
5. Do nothing

Staff recommends approval of the ordinance as presented.

Supporting Documentation:

Ordinance

City Council Minutes

Resolution 18-085