

**Ordinance 21-005**

**An Ordinance Authorizing  
Supplemental Appropriation No. 2 to the 2021 Budget**

Be It Ordained by the City of Brookings, South Dakota:

Whereas State Law (SDCL 9-21-7) and the City Charter (4.06 (a)) permit supplemental appropriations provided there are sufficient funds and revenues available to pay the appropriation when it becomes due.

Now, Therefore, Be It Resolved by the City Council that the City Manager be authorized to make the following budget adjustments to the 2021 budget:

**Part 1** – Carry forward unspent funds from 2020's budget (Appendix A).

**Part 2** – Increase 2021's funding for priority items that were not initially funded when the 2021 budget was passed (Appendix B).

**Part 3** – Reallocate 2021's budget from the Engineering Department into the Public Works Department (Appendix C).

All ordinances or parts of Ordinances in conflict herewith are hereby repealed.

First Reading:	February 23, 2021
Second Reading:	March 9, 2021
Published:	March 12, 2021

CITY OF BROOKINGS

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Keith W. Corbett, Mayor

ATTEST:

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Bonnie Foster, City Clerk

**APPENDIX A (1/2)**  
Part 1 – Carry Forward Items

General Fund		Increase/ (Decrease)	Justification
<b>Expense/Transfer</b>			
101-401-5-422-03	Consulting/Engineering	10,000	City Council Retreat
101-403-5-426-01	Office Supplies	4,000	Office Furniture
101-405-5-121-11	Retirement Payout Expense	72,772	Unplanned retirement fund
101-406-5-422-07	Contracting Services	10,000	Performance MGMT Software
101-406-5-423-01	Advertising & Marketing	5,000	Mailing campaign to all community members in their households (1)
101-406-5-427-01	Travel & Lodging	4,000	GOSCOMA and ICMA conferences
101-412-5-427-02	Registration & Training	1,000	Increase per contract
101-414-5-422-03	Consulting & Engineering	5,000	Employee Cultural Survey- research and implementation
101-414-5-856-45	Employee Recognition	2,000	Funding for employee engagement events
101-414-5-856-62	Wellness Promotion	4,000	Wellness challenges funding
101-415-5-427-01	Travel & Lodging	3,000	Management training
101-417-5-425-05	Maintenance Building	10,000	Conference room upgrade
101-418-5-426-09	Subscriptions/Books	1,000	2020 COVID budget cut- ICC code books
101-430-5-950-10	Capital less than \$5000	1,215	Engineering computer not replaced in 2020
101-421-5-422-10	Software Services	5,901	Fund software maintenance fees
101-421-5-940-07	IT Other Capital	21,200	2020 COVID budget cut - Training room A/V upgrade
101-422-5-422-06	Medical Services	4,718	Increase due to clinic unable to do physicals in 2020
101-422-5-426-17	Uniforms & Clothing	(10,000)	Uniforms were replaced last year
101-431-5-425-05	Maintenance Buildings	5,000	2020 COVID budget cut- service and repair to overhead doors
101-431-5-425-11	Maintenance Sweeper	6,400	2020 COVID budget cut- brushes
101-431-5-426-12	Tires	5,000	2020 COVID budget cut
101-431-5-911-00	Building & Structures	15,000	2020 COVID budget cut- building needed upgrades
101-431-5-930-00	Machinery & Auto Equipment	10,000	2020 COVID budget cut- pressure washer
101-449-5-911-00	Buildings & Structures	50,000	2020 COVID budget cut- cold joint reconstruction
101-453-5-911-00	Building & Structures	50,000	2020 COVID budget cut- LED conversion
101-454-5-950-10	IT Capital less than \$5000	1,200	2020 COVID budget cut- computer
101-495-5-856-14	Affiliated Organizations	2,000	Subsidy not issued in 2020
101-495-5-856-23	Historic Preservation Comm.	8,900	Project work was postponed due to COVID will resume in 2021
<b>Total change in expense</b>		<b>308,306</b>	

Special Revenue Funds		Increase/ (Decrease)	Justification
<b>Expense/Transfer</b>			
213-000-5-911-00	Buildings	466,699	Unplanned building maintenance fund
213-000-5-911-01	Railroad Crossing Arms	9,451	Railroad crossing signal project
213-000-5-940-04	Parks & Rec Improvements	142,100	LWCF Grant match (50k) & Parks Master Plan(92.1k)
213-000-5-940-05	Bike lane/trail Improve	75,000	2020 COVID budget cut- Trail Overlays
213-000-5-940-05	Bike lane/trail Improve	75,000	2020 COVID budget cut- Trail Development
213-000-5-940-08	Fire Dep Capital Exp	95,000	Fire Truck budgeted in 2020 but not delivered until 2021
213-000-5-960-00	Street & Sidewalk Improvements	392,698	Traffic signal bid in 2020 will be constructed in 2021
213-000-5-960-02	Street curb & gutter	250,000	CF work - fillets, valley gutters and curb ramps
213-000-7-899-03	Transfer out-Swiftel CIP	3,957	Swiftel- C3 machines delayed due to COVID supply chain
224-000-5-940-01	Capital	3,957	Swiftel- C3 machines delayed due to COVID supply chain
224-000-6-700-04	Transfer in Sales & Use Tax	3,957	Swiftel- C3 machines delayed due to COVID supply chain
<b>Total change in expense</b>		<b>1,509,905</b>	

**APPENDIX A (2/2)**  
Part 1 – Carry Forward Items

Capital Projects	Increase/ (Decrease)	Justification
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**Expense**

523-000-5-940-00	Other Capital	22,420	S. Main & 34th Project- inspection and retainage
527-000-5-911-00	Buildings & Structures	133,099	Bob Sheldon - Unused funds carried to 2021
528-000-5-422-03	Consulting/Engineering	616,559	Overpass - Unused funds carried to 2021
528-000-5-940-00	Other Capital	3,928,849	Overpass - Unused funds carried to 2021

**Total change in expense** **4,700,927**

Enterprise Funds	Increase/ (Decrease)	Justification
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**Expense**

606-000-5-940-00	Other Capital	329,673	Airport - Final payment and retainage of Apron reconstruction
606-000-5-970-00	Runway Improvements	59,145	Airport - Seal Coat
607-000-5-920-00	Furniture & Equipment	20,000	Edgebrook - 2020 COVID budget cut- Clubhouse repairs

**Total change in expense** **408,818**

## APPENDIX B (1/1)

### Part 2 – Additional Items funded with 2020's estimated surplus

General Fund		Increase/ (Decrease)	Justification
<b>Expense</b>			
101-403-5-422-11	Software Services	10,412	DocuSign software
101-405-5-121-11	Retirement Payout Expense	50,000	Add funds to unplanned retirement fund
101-405-5-429-00	Miscellaneous Expense - COVID	100,000	Estimated COVID related expenses
101-406-5-423-01	Advertising & Marketing	12,600	Marketing assistance for COVID
101-414-5-422-03	Consulting & Engineering	2,960	Additional contracting services
101-414-5-422-07	Software Services	35,000	Software enhancements for employee services (pay stubs, etc.)
101-415-5-101-04	Overtime Pay	3,500	Additional OT due to implementation of SB Cloud and Gravity
101-415-5-422-07	Contracting Services	30,978	Internal Audit setup (30K) SB Cloud Implementation (6K)
101-415-5-422-07	Contracting Services	30,978	Additional contracting services
101-415-5-427-02	Registration & Training	1,000	Management training
101-416-5-940-00	Other Capital-IT	39,000	Upgrade IT infrastructure- Enterprise level system in VzRail
101-417-5-425-05	Maintenance Building	15,000	Library nursing room
101-421-5-101-00	Regular Pay	25,000	Retirement expense funding
101-430-5-426-01	Office Supplies	500	Fund working budget for PW Director
101-430-5-426-03	General Supplies	300	Fund working budget for PW Director
101-430-5-427-01	Travel & Lodging	3,000	Fund working budget for PW Director
101-430-5-427-02	Registration & Training	2,000	Fund working budget for PW Director
101-430-5-428-01	Telephone	600	Fund working budget for PW Director
101-430-5-429-01	Membership & Dues	2,500	Fund working budget for PW Director
101-430-5-920-00	Furniture & Equipment	4,000	Fund working budget for PW Director
101-430-5-950-10	IT Capital less than \$5000	2,000	Fund working budget for PW Director
101-431-5-101-00	Regular Pay	32,000	To account for two retirements
101-431-5-101-01	Temporary Pay	9,000	Increase due to historic average
101-431-5-426-01	Office Supplies	1,500	To account for additional expense due to new hires
101-431-5-426-03	General Supplies	5,000	To account for price increase of certain items due to COVID
101-431-5-426-17	Uniforms	2,000	To account for uniform policy change
101-454-5-426-06	Horticulture Supplies	5,000	Supplementary funding for Brookings Urban Forestry initiative
101-495-7-899-28	Transfer to E911	6,261	Zercher application
<b>Total change in expense</b>		<b><u>432,089</u></b>	
Special Revenue Funds		Increase/ (Decrease)	Justification
<b>Expense/Transfer</b>			
213-000-5-940-08	Fire Dep Capital Exp	25,000	Rescue Gear
213-000-5-940-11	Vehicles and Equip Capital Exp	30,000	Electric vehicle purchase
214-000-6-700-03	Brkgs City 2/3 call demand	6,261	Zercher application- Transfer from General Fund
<b>Total change in expense</b>		<b><u>55,000</u></b>	

## APPENDIX C (1/1)

### Part 3 – Reallocate 2021's budget from Engineering into the Public Works Department

Engineering - Public Works Departments (PWD)		Increase/ (Decrease)	Justification
<b>Budgeted Expense/Revenue</b>			
101-419-4-441-08	Reimbursed Expense	(50)	Engineering to PWD
101-419-4-441-09	Miscellaneous	(50)	Engineering to PWD
101-419-5-101-00	Regular Pay	(233,634)	Engineering to PWD
101-419-5-101-01	Temporary Pay	(17,000)	Engineering to PWD
101-419-5-101-04	Overtime Pay	(500)	Engineering to PWD
101-419-5-101-07	Clothing Allowance	(150)	Engineering to PWD
101-419-5-101-10	Wellness Benefit	(600)	Engineering to PWD
101-419-5-120-00	FICA	(19,763)	Engineering to PWD
101-419-5-121-09	Retirement	(14,121)	Engineering to PWD
101-419-5-123-00	Group Insurance	(32,430)	Engineering to PWD
101-419-5-130-00	Workman's Compensation	(3,789)	Engineering to PWD
101-419-5-421-00	Insurance	(921)	Engineering to PWD
101-419-5-422-03	Consulting/Engineering	(500)	Engineering to PWD
101-419-5-422-07	Contracted Services	(13,400)	Engineering to PWD
101-419-5-422-09	Testing Services	(150)	Engineering to PWD
101-419-5-423-01	Publication/Recording Fees	(900)	Engineering to PWD
101-419-5-425-02	Maintenance Motor Vehicles	(500)	Engineering to PWD
101-419-5-425-04	Maintenance of Equipment	(250)	Engineering to PWD
101-419-5-426-01	Office Supplies	(1,800)	Engineering to PWD
101-419-5-426-03	General Supplies	(1,450)	Engineering to PWD
101-419-5-426-09	Subscriptions/Books	(100)	Engineering to PWD
101-419-5-426-10	Gasoline	(2,200)	Engineering to PWD
101-419-5-427-01	Travel & Lodging	(2,250)	Engineering to PWD
101-419-5-427-02	Registration & Training	(2,430)	Engineering to PWD
101-419-5-428-01	Telephone	(1,460)	Engineering to PWD
101-419-5-429-01	Membership & Dues	(1,420)	Engineering to PWD
101-419-5-930-00	Machinery & Auto Equipment	(9,000)	Engineering to PWD
101-430-4-441-08	Reimbursed Expense	50	PWD from Engineering
101-430-4-441-09	Miscellaneous	50	PWD from Engineering
101-430-5-101-00	Regular Pay	233,634	PWD from Engineering
101-430-5-101-01	Temporary Pay	17,000	PWD from Engineering
101-430-5-101-04	Overtime Pay	500	PWD from Engineering
101-430-5-101-07	Clothing Allowance	150	PWD from Engineering
101-430-5-101-10	Wellness Benefit	600	PWD from Engineering
101-430-5-120-00	FICA	19,763	PWD from Engineering
101-430-5-121-09	Retirement	14,121	PWD from Engineering
101-430-5-123-00	Group Insurance	32,430	PWD from Engineering
101-430-5-130-00	Workman's Compensation	3,789	PWD from Engineering
101-430-5-421-00	Insurance	921	PWD from Engineering
101-430-5-422-03	Consulting/Engineering	500	PWD from Engineering
101-430-5-422-07	Contracted Services	13,400	PWD from Engineering
101-430-5-422-09	Testing Services	150	PWD from Engineering
101-430-5-423-01	Publication/Recording Fees	900	PWD from Engineering
101-430-5-425-02	Maintenance Motor Vehicles	500	PWD from Engineering
101-430-5-425-04	Maintenance of Equipment	250	PWD from Engineering
101-430-5-426-01	Office Supplies	1,800	PWD from Engineering
101-430-5-426-03	General Supplies	1,450	PWD from Engineering
101-430-5-426-09	Subscriptions/Books	100	PWD from Engineering
101-430-5-426-10	Gasoline	2,200	PWD from Engineering
101-430-5-427-01	Travel & Lodging	2,250	PWD from Engineering
101-430-5-427-02	Registration & Training	2,430	PWD from Engineering
101-430-5-428-01	Telephone	1,460	PWD from Engineering
101-430-5-429-01	Membership & Dues	1,420	PWD from Engineering
101-430-5-930-00	Machinery & Auto Equipment	9,000	PWD from Engineering
<b>Total change in Expense/Revenue</b>		<b>(0)</b>	