

City Council Agenda Item Memo

From: Paul Briseno, City Manager
Council Meeting: April 23, 2024 / May 7, 2024
Subject: Ordinance 24-013: Amendment No. 4 to the 2024 Budget
Presenter: Paul Briseno, City Manager

Summary:

Staff recommends Council approval on this budget amendment for the City Charter Review. This amendment increases budget authority to allow for contracting with the National Civic League and a public process for potential action in April 2025. Staff recommends approval.

FIRST READING: Ordinance 24-011. Introduction and First Reading was held on Ordinance 24-011, Amendment No. 2 to the 2024 Budget. Second Reading and Action: May 7, 2024. A motion was made by Council Member Rasmussen, seconded by Council Member Tilton Byrne, that the second reading on Ordinance 24-011, Amendment No. 2 to the 2024 Budget, be broken out into 4 individual hearings separated by topic area. Second Reading and Action: May 7, 2024. The motion carried by the following vote: Yes: 7 - Niemeyer, Wendell, Avery, Tilton Byrne, Specker, Doran, and Rasmussen.

Background:

City of Brookings Staff continually monitors departmental budgets and brings amendments to the City Council as necessary to account for circumstances not anticipated in the originally adopted appropriation ordinance. This ensures compliance with state and local laws and maintains transparency regarding the City's operational needs. It allows the opportunistic accomplishment of Council's goals through excess dollars.

The National Civic League developed the Model City Charter utilized nationwide in small and metropolitan communities. Brookings City Charter was constructed from the 1990 Model. The City Charter was adopted in 2002 and amended in 2006. An informal review occurred in 2010/11 with no changes. The City Charter's review should occur every ten years.

Item Details:

National Civic League provided an updated 2021 9th edition of the Model City Charter. **The 9th edition update contains a greater focus on inclusion, equity, public engagement, the Mayor's and Council's role, and elections.** The process will also **explore increased opportunities for local control** and includes three phases:

- Phase One) Pre-Charter initiating Steps include background information, which will be obtained through various meetings and interviews, and a charter commission will be appointed.
- Phase Two) Outreach and Revision Process includes community meetings and engagement with selected targeted groups
- Phase three) Commission Consideration of Charter Revisions allows for discussion of key issues, revision of topics, draft revisions, and other policy recommendations and finalized proposals.

The National Civic League will guide and support the Charter revision process and its design. They will also facilitate Charter Commission and Community Engagement meetings.

At the April 23 Council Meeting, a budget amendment for the National Civic League was presented for \$85,000. The Council requested a refinement of the quote. An adjusted proposal was submitted for \$72,863. The differences in the proposals include:

- Reduction in travel costs by cutting the number of in-person trips from fifteen (15) to nine (9)
- Relying on Commission members to do targeted outreach to community groups
- Online process vs second in-person meetings for a second round of community outreach
- Elimination of final commission meeting
- Addition of more work to assist staff in preparing for the Council and voter process

If approved, the next step will be a work session to detail the timeline and process and gain Council direction. Staff anticipates the completion of the process with a public vote for any changes at the April 2025 election.

Staff recommends that the Council carefully consider the priority of this initiative. If a charter review is warranted, staff recommends contemplation of increased public involvement from the original quote of \$85,000 if the Commission determines changes and a public vote is required.

Legal Consideration:

The City Attorney reviewed the proposal, including the agreement.

Strategic Plan Consideration:

This action supports fiscal responsibility by increasing budget authority for expenditures and increasing transparency regarding City operational needs.

Financial Consideration:

The City Charter revision process allocation will be paid from General Fund Reserves as part of the City Council Financial Policy Projects. The Council can determine the appropriate amount of \$85,000 or \$72,863.

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 budget amendment of \$72,863 or \$85,000 to ensure necessary services for the charter review if it's a priority of City Council.

Supporting Documentation:

Memo

Ordinance

National Civic League Cover Letter

Charter Proposal - \$85,000

Charter Proposal - \$72,863

NCL Experience Examples

Brookings City Charter

Model City Charter 9th Edition

Guide to Charter Commissions

First Reading - Memo

First Reading - Ordinance