



**National Civic League**

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March 21, 2024

Mr. Paul M. Briseno  
City Manager  
City of Brookings, South Dakota  
520 3<sup>rd</sup> Street, Suite 230  
Brookings, SD 57006

Dear Paul,

I'm pleased to provide you with a draft proposal from the National Civic League to provide our services to assist with the Brookings City Charter Revision Project.

We refer to this proposal as draft because we anticipate changes to the process based on further discussions with you. We want to ensure the process truly meets the desires of this effort and more customization is something we are open to exploring.

After you review the material, we recommend having another meeting with you, Bonnie, and any other persons you deem appropriate. At that time, we can answer any questions regarding this proposal and further customize the process for Brookings. Should you decide to proceed with NCL, we can provide a contract at that time.

Thank you again for the opportunity to work with you, your team, and the fine City of Brookings.

Sincerely,

Derek Okubo  
Senior Associate

Cc: Doug Linkhart, President, National Civic League  
Matt Leighninger, Director, Center for Democracy Innovation, National Civic League