

City Council Agenda Item Memo

From: Paul M. Briseno, City Manager

Council Meeting: June 25, 2024

Subject: Resolution 24-060: City Charter Review Commission

Person(s) Responsible: Paul M. Briseno, City Manager

Summary:

The National Civic League recommends establishing a City Charter Commission to oversee the City Charter review process and determine necessary changes. The Mayor recommends the City Council appoint the individuals listed below to establish the Commission.

Background:

The National Civic League developed the Model City Charter. This governance is utilized nationwide in small and metropolitan communities. The Brookings City Charter was adopted in 2002 and amended in 2006. An informal review occurred in 2010/2011 with no changes. In May 2024, the City contracted with the National Civic League to review the Brookings City Charter.

The City Charter review process starts with appointing a commission of civic-minded local residents. These individuals are tasked with methodically and objectively reviewing the existing charter and various aspects of local government. The commission will determine what, if any, changes should be considered.

Item Details:

The Mayor recommends the creation of a City Charter Commission to review the Brookings City Charter. The Commission will conclude at the end of the review or no later than May 2025. The Mayor further recommends to the City Council the following individuals for the City Charter Review Committee:

Jeanne Manzer	Roger Solum
Dianne Nagy	Keith Corbett
Lisa Hager	David Gilbertson
Gail Robertson	Ashley Ragsdale
Tom Yseth	Van Fishback
Lynn Darnell	Bob Burns

If approved, the schedule for the charter review will include:

July

First committee meeting & orientation
Public Meeting
Digital outreach platform launched

October

Committee meeting #5
Committee meeting #6

August

Committee meeting #2
Community outreach with target groups
Committee meeting #3

November/December

Outreach to target groups

September

Committee meeting #4

January/February

Finalize process for public vote

Legal Consideration:

None

Strategic Plan Consideration:

The review of the Brookings City Charter aligns with the City Council's strategic area of Service and Innovation Excellence.

Service and Innovation Excellence – performance management, governance, operations, intergovernmental relations, and policy review.

Financial Consideration:

There is no financial consideration in establishing the City Charter Review Commission.

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 committee members as presented.

Supporting Documentation:

Resolution

Guide for Charter Commissions