

City Council Agenda Item Memo

From: Paul Briseno, City Manager

Council Meeting: August 13, 2024

Subject: Resolution 24-072: Updated City Council Policies

Presenter: Paul Briseno, City Manager

Summary:

A proposed update of the City Council's policies is provided. These policies include the Governance, Ends, and other policies enacted over the past twenty years. City staff and members of the rewrite group recommend approval of the proposed policies update. Staff recommends approval as written.

Item Details:

In 2019, a group comprised of three Council Members, the City Attorney, the City Clerk, and the City Manager, began reviewing all policies. Council Members who participated in the process include Holly Tilton Byrne and Wayne Avery. The City Council policies are outlined in the Governance and Ends, as well as policies passed by various Council's over the past 20 years. In 2023, Council updated policies with the exception of the 22 proposed.

It's critical the existing City Council review the policies annually. A review ensures policies are consistent with the current Council's priorities and the City of Brookings of today.

City Council is presented with updated policies 100-321. All policies were updated in a new format, allowing Council and residents to view all documents simultaneously. A majority of policies received minor edits, formatting adjustments, and included gender-neutral language. The policies which realized significant changes include:

- **CC 100 Council Vision, Mission, Values** - Council's new vision and mission was updated in 2024.
- **CC 306 Tax Increment Financing** - Revamped the policy to use best practices and advice from the City's consultant. It includes opportunities to address a community need, the addition of a triple-bottom line requirement of impact for equity, environment, and economy, requirement of Developer equity, increased fee, performance requirements, and more.
- **CC 309 Sales Tax Incentive Grant** - The policy was adjusted to require requests align with the goals of the economic masterplan, eliminated outdated

language, detailed desired markets, added thresholds for the attainment of the incentive, the requirement of an ROI, BEDC is the lead agency that provides the application and analysis, and the addition of the triple bottom line language.

- **CC 321 Triple Bottom Line** - A new policy that requires incentive requests contains an analysis of the impact on residents, the environment, and the economy. A rubric will assist with scoring and determining if TIF, Sales Tax or other incentives are appropriate

The policy review group and City staff recommends rescinding prior policies specifically addressing these topics and replacing them with the proposed policies as written.

Legal Consideration:

City Attorney Steve Britzman assisted in writing the policies and reviewed the final document.

Strategic Plan Consideration:

The review and update of City Council policy meets all of the strategic plan categories:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.
- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.
- Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.
- Sustainability – The City of Brookings will meet environmental, community and economic desires and needs without compromising future generations' quality of life by strategically planning, implementing and maintaining infrastructure and facilities.
- Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration:

There is no direct financial impact with the approval of the policies as written.

Supporting Documentation:

Resolution
Proposed Policies