

# City of Brookings City Charter Commission Update

City Council Work Session

November 19, 2024

Report on Commission Recommendations

# City Charter Commission Members

- **David Gilbertson, Chair\***
- **Dr. Lisa Hager, Vice Chair\***
- **Bob Burns**
- **Keith Corbett**
- **Van Fishback**
- **Jeanne Manzer**
- **Dianne Nagy**
- **Ashley Ragsdale**
- **Gail Robertson**
- **Roger Solum**
- **Tom Yseth**

\*Chair and Vice Chair nominated and elected by their fellow City Charter Commissioners

# City Charter Commission Process

- June 2024: Council Interviews
  - City Charter Commission appointed
  - Research into City Charters of cities of similar size conducted
- July 11, 2024: City Charter Commission work commences
- Charter Commission meets July – October 2024
  - Review included requests from City Council and staff
  - Review also included requests from community via council and staff
  - Changes identified and recommendations on language made/approved by Commission
  - Changes incorporated with assistance of City Attorney
  - “Final” updates reviewed and approved by Commission
- Charter Commission completes recommended revisions October 28
- Presentation to City Council November 19

# Updates/Revisions

- Outcome of the Review Process: More of an update/cleanup than adding entirely new Articles or Sections
- Updates/Changes were made for the following reasons:
  - Added more clarity (e.g., roles, responsibilities, processes)
  - Some language added to reflect values of community with their city government (e.g., inclusive community participation)
  - Transition language was removed – no longer relevant
  - Some outdated language was updated (e.g., “handicap” to “disabled”)
  - New language was added to reflect current and best practices

# Next Steps Going Forward

- **November 2024:** Work session with City Council
- **December 2024:** Planning for the outreach effort to commence in January 2025 through April 8, 2025
  - Inform of the City Charter updates
    - The City Charter is Brookings Constitution – it is what impacts residents the most with their city government is the City Charter
    - Include benefits of an updated Charter
- **January - April 2025:** Commence Community Outreach
  - Web Page: <http://www.cityofbrookings-sd.gov/CharterReviewCommission>
  - Identify and invite community leaders to a breakfast/lunch to inform
  - Presentations to community organizations and groups
  - Press Releases
  - Social Media; Create QR code
  - Graphics on posters/place in areas people gather like libraries
  - Media coverage, Government channel, interviews with Commission Chairs
  - Additional Public forums

## Questions and Discussion

- **Community members feel free to reach out to City Charter Commission members with any questions**
- Thanks for the hard work of the Brookings City Charter Commission and
- The Brookings City Council and City Staff

# Summary of Recommended Changes

1. **Preamble Addition:** Emphasized inclusive community participation in governance.
2. **Article I - Powers of the City:**
  - Updated intergovernmental relations section.
  - Removed limitations section.
3. **Article II - City Council:**
  - Removed salary mention in compensation section.
  - Adjusted the Clerk and City Attorney appointment process to involve recommendation by the City Manager and confirmation by the Council.
  - Required investigations to be conducted by a third party.
  - Added regular City Charter reviews every 10 years unless needed sooner.

# Summary of Recommended Changes -2

## **4. Article IIA (renumbered as Article III) - City Manager:**

- Added a residency requirement for the City Manager with a transition period.
- Permitted resignation as a removal option.
- Extended review intervals for City Manager's duties from five to ten years.
- Updated responsibilities related to financial and council reporting.
- Introduced new duties to promote partnerships and support long-term goals.

## **5. Article IV - Departments, Offices, and Agencies:**

- Changed in the appointment process for the City Attorney with specific licensing requirements.

## **6. Article V - Financial Procedures:**



# Summary of Recommended Changes - 3

## **6. Article V - Financial Procedures:**

- Modified budget submission and content requirements to reflect actual practice.
- Added provisions for public hearings and amendments before budget adoption.
- Defined "publish" to include contemporary media.
- Updated appropriations and revenue ordinance details.

## **7. Article VIII - General Provisions:**

- Changed "hired" to "employed" in anti-discrimination language, changed "handicap" to "disability," and included "sex and gender identity" as protected categories.

## **8. Articles IX & X - Charter Amendment and Transition:**

- Adjusted language for proposing amendments and replace "newspapers" with "news media" for notifications.
- Removed outdated sections.