

# City Council Agenda Item Memo

**From:** Paul Briseno, City Manager  
**Council Meeting:** January 14, 2025 / January 28, 2025  
**Subject:** Charter Commission Final Report  
**Presenter:** David Gilbertson, Charter Commission Chair

## **Summary and Recommended Action:**

The City Council established a City Charter Review Committee to evaluate the current Brookings Charter for potential updates and necessary changes. The original Charter was adopted in 2002 and last amended in 2006. The Charter Commission provides its final report for ordinance approval and public consideration in April.

## **Item Details:**

The City of Brookings Charter has not undergone a comprehensive review since its last amendment in 2006. The City partnered with the National Civic League in May to support a systematic and informed evaluation. The City Council appointed an 11-member Charter Review Commission, composed of residents committed to civic engagement and objective analysis of the Charter and related governance structures.

## Members include:

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

The Commission conducted approximately seven public meetings from July through December. These meetings facilitated detailed reviews and discussions to ensure a comprehensive examination of the Charter. The resulting document includes a redlined version that highlights proposed changes and additions. The reasons for change includes:

- Enhanced clarity in language
- Alignment with community values
- Removal of transitional language
- Updates to outdated terminology
- Inclusion of language reflecting current and best practices

In November 2024, the Charter Commission presented its recommended changes to the City Council and public. Based on comments heard the Commission had further discussion and adjusted sections for clarity. The revised Charter draft is now presented

as the final report for voter consideration. The City Charter section 8.01 C. requires the adoption of report by ordinance for voter consideration. A public outreach campaign to inform the community and gather feedback will occur in February and March before the April 2025 election.

**Legal Consideration:**

None.

**Strategic Plan Consideration:**

Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.

**Financial Consideration:**

This presentation has no financial implications for the budget.

**Supporting Documentation:**

Memo

Ordinance

Frequently Asked Questions

Final Report

Charter Changes – Summary

Charter Changes – detailed list

Charter - clean

Charter - marked