

City Council Agenda Memo

From: Paul Briseno, City Manager

Council Meeting: May 23, 2022

Subject: Resolution 23-053: Updated City Council Policies

Person(s) Responsible: Paul Briseno, City Manager

Summary:

A proposed update of the City Council's policies is proposed. 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.

Background:

In 2019, a group comprised of three Council Members, the City Attorney, the City Clerk, and the City Manager, began reviewing all policies. Current and past Council Members who participated in the process include Tilton Byrne, Collins, Avery, Bacon, and Brink. During COVID the efforts were paused. In 2022, the group commenced systematically addressing inconsistencies or updating appropriate language. 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.

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.

Item Details:

City Council is presented with updated policies 100-302. All policies were updated in a new format, allowing Council and residents to view all documents simultaneously. These policies include:

Governance – Policy outlining the Council's role, vision, mission, values, boards, and review of policies.

Ends – Policy that outlines expectations of the City organization, including finances, services, business model, economic development, partnerships, and strategic planning.

Other Policies – Direction is given on specific areas over the years and includes staff linkage, City Manager direction, public comment, study session format, ethics, council vacancy, equal opportunity, green building, donations, naming rights, and special assessments.

A majority of policies received minor edits, formatting adjustments, and included gender-neutral language. The policies which realized significant changes include:

- **CC 108 Financial Stability** – The policy is updated to reflect current budgeting practices, including 15% general fund reserve, 5% additional reserve, a 10-year capital improvement plan, the subsidy process, and definitions.
- **CC 111 Economic Development** – The City Council's 2023-2028 Brookings Economic Development Plan is referenced as the leading document to progress the City's efforts. This replaces prior outdated language.
- **CC 203 Study Session Format** – Language which did not reflect current practices for the Study Session format was eliminated from the policy.
- **CC 205 Council Vacancy** – Clarified the process and expectations for Council, Staff, and the public.
- **CC 300 and 302 Donation & Naming Rights** – Clarified process and thresholds for Council action when receiving donations and naming public areas.

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 of City Council policy meets the strategic plan of Service and Innovation Excellence with a commitment to governance and policy review.

Financial Consideration:

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

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 the resolution as presented.

Supporting Documentation:

Resolution
Proposed Policies
Former Governance and Ends Policies