

Brookings City Clerk's Department

2015 Annual Report

Shari Thornes, Brookings City Clerk
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PROGRAMS & SERVICES

ADA Coordinator & Compliance	Going out of Business
Bid Process	Licenses & Permits continued:
Board of Equalization	House Mover
Brookings Bicycle Advisory Committee	Mixed Martial Arts
Brookings Brand Management	Parade
Brookings Committee for People who have Disabilities	Pawnbroker
Budget Book	Plumber
Certified Documents	Raffle
City Council:	Street Closure
Administrative Services	Taxi
Agendas	Temporary Vendor
Minutes	Transient Merchant
Official Records	Mayor Administrative Services
City Manager Administrative Services	Mayoral Proclamations
Countersigning Warrants	Open Government/E-Government
Document/Records Management	Engage Brookings
Elections	Government Channel
Historic Preservation Commission	Meeting Notices
Human Rights Commission	Social Media
Information Resource Center	Televised Meetings
Press Releases	Website
Legal Notices	Ordinances
Licenses & Permits:	Resolutions
Alcohol	Surplus Sale/Property
Circus/Carnival	Sustainability Council
Commercial Garbage	Technology Master Plan
Food Truck/Food Vendor	Volunteer recruitment, appointment, directory, training, recognition & reporting

2015 NOTABLE PROJECTS/ISSUES

MAYOR/COUNCIL/SPECIAL EVENTS:

- Combined Mayor's Awards
- Volunteer Reception
- Outgoing Council Reception
- Volunteer Coffee
- Mid-Year Council Retreat
- Annual Council Retreat
- Generational Leadership Award

OTHER:

- Organized and sponsored census data training workshop – August 11th - 30 attending
- Developed mobile “App” application of city website
- Provided clerical staff for Transportation Ad Hoc Committee
- Developed new Department Head orientation packet related to City Clerk departmental issues

ADA COORDINATOR:

- Conducted multiple ADA facility reviews
- Handled several community inquiries related to accessibility

ELECTION:

- Restructured election e-pollbook/vote center process, secured contractor and funding after State withdrew its support
- Conducted a successful combined election and subsequent recount board

TRANSPARENCY/CITIZEN ENGAGEMENT

- All city boards/committees/commissions agenda packets in Legistar system
- Evaluated transparency platforms for consideration (data.gov, opengov.com)

LEGISLATIVE SUPPORT/SPECIAL PROJECTS

- Public Art Fund Task Force – Staffing task force, assisting with drafting policies and related documents to create permanent municipal arts commission
- Start-up in day project – Outlined work plan, conducted initial mapping, reviewed online platforms, participated on team, currently finalizing platform, and will complete project by May 2016
- Transportation Network Companies (TNC) Ordinance – Researched issues related to TNCs, gathered sample ordinances, initiated team meetings, and will prepare application, guidelines and procedures for posting on website by January 29
- Food Trucks/Mobile Food Vendors - Researched issue, initiated team meetings, rewrote draft ordinance, developed streamlined process/applications/guidelines, and created website presence. Food trucks and mobile vendor permits qualify as an urban ag initiative.

SUSTAINABILITY

Heartland Regional Sustainability Coordinators Network

- Invited to become a member of the regional affiliate of the Urban Sustainability Directors Network. Membership with the Network is by invite only. The Heartland group consists of 23 members from six states. The purpose of the Heartland network is to share information, experiences, and lessons learned in creating, implementing, and maintaining sustainability initiatives/programs within the organizations of various heartland communities and to collaborate on activities on common interest. The Heartland network is a member-driven organization that strives to support the work of local government sustainability staff in order to promote sustainability as a core element in the policies, programs, and projects of municipalities and county governments across the U.S.

- Participated in monthly conference calls including rotating responsibility to set agenda/facilitate call, provides input on funding applications, governance materials and project proposals
- Attended the Heartland USDN Regional Coordinators meeting in Lawrence, KS on September 16-18.
- Serving on planning committee to develop and organize the 2016 Regional Conference in Lincoln, NE on June 8-9-10.

Urban Agriculture:

- Created outline of current urban ag practices in Brookings, possible challenges to implementation, and the city's role in supporting local foods
- Formed subcommittee to further develop outline and identify next steps
- Attended Heartland USDN Regional Coordinators meeting in Lawrence, KS. The group received grant funds to evaluate Urban Ag (food production and processing within the city limits) in each community, so this was the major focus of the meeting. Each participant reported on their community's urban ag status, evaluated best practices, discussed the role of local government in advancing urban ag through policy improvements, providing technical assistance, and assisting with critical access to water. Each participant must develop an action plan for their local government and the results of all communities will be shared with USDN in order to advance the urban ag practice.
- Next steps are to assess city owned land for potential community ag space, conduct a thorough review of zoning policies and ordinances to identify barriers, recommend ordinance changes, and develop an action for new urban ag initiatives. Examples of initiatives under consideration include expansion of personal garden options, improved access to water, sale of local foods and products, zoning incentives for community gardens, neighborhood and collective gardens on private and city land, and incubator gardens.

Urban Ag/Chickens. Researched ordinances, prepared proposed amendments, and drafted pilot program process and forms

Storm Water

- The Sustainability Council reviewed the Brookings Storm Water Management Program and provided the City Engineer with recommendations on how to promote storm water knowledge and awareness include the storm water art project, storm drain educational kit, reduced price rain barrels, tree keeper classes, active on Facebook and Twitter, informational booth at the annual home builders show and rain barrel making class.
- Formed subcommittee to further develop recommendations on storm water public education, community engagement and new initiatives
- Developed public education campaign
- Met with the City Engineer to finalize a work plan

Bike Friendly

- Met with City Manager to recommend identifying a city staff lead and assembly and meeting of the bicycle advisory committee
- Designated member to serve on bike committee
- Researched bike master plans
- Contacted bike committee members to reaffirm interest
- Encouraging businesses to apply for bike friendly designation

Poverty & Housing Report

- In 2014, the Council developed The Brookings Benchmarks Report consisting of 56 sustainability "indicators." Each fit under one or more of 11 Sustainability Principles of regional economy, community design, community knowledge, native plants and animals, smart energy, green building, reasonable mobility, clean water, smart resource use, healthy local food and healthy

air. The indicators are intended to help Brookings to more clearly understand our record of sustainability and track success.

- A regional economy indicator measured the percent of residents to be living in poverty was 22.4%. The benchmark report also cited 33% of homeowners and more than 50% of renters are living beyond their means. The Sustainability Council determined additional information in the area of poverty and housing was needed to verify the data.
- An intern collected additional data from the U.S. Census Bureau and assistance programs throughout Brookings.

Additional Research

- Secured and managed full-time paid summer intern from the SDSU College of Education & Human Sciences
- Secured paid intern for 2016 from same program
- Provided input to the SDSU Wellbeing Committee
- Met with Todd Langland regarding trash/refuse initiatives
- Completed Conservation District Survey on behalf of Mayor
- Researching/drafting Green Building Practices Policy
- Attended Dubuque Conference with detailed report on stormwater, alternative planting areas/zoning, bioswale, codifying sustainability, placemaking and smart growth initiatives

Events/Education.

- Earth Day - Staffed an information booth at the 2015 Earth Day event held at the Brookings ReStore on April 18.
- Mayor's Big Sioux River Summit - Approximately 140 attended the Mayors' Big Sioux River Water Summit was held on September 10. Mayor Reed gave a welcoming address and discussed sustainability initiatives in Brookings. The Sustainability Council provided and staffed an informational booth.
- Poster/Ad Outreach Campaign - The Sustainability Council currently has 11 educational posters. Distribution includes traditional posters, utility bill inserts, advertising in special issues of the Brookings Register, Facebook ads, website, and public access channel. New poster topics will include Clean Drinking Water, Storm Water, Bikes, and LEDs.
- Green Drinks Presentation Planning & Coordination - Wooden Legs has agreed to host a speaking and educational event called "Green Drinks." The Sustainability Council will give 10 minute presentations on sustainability issues with questions and answers. The talks will be held the last Thursday of the month, commencing January 2016.
- Created public education committee
- Created legislative committee
- Brookings Register monthly column starting in 2016
- Coordinator speaking engagements to educate the public about the Brookings Benchmarks Project
- Developed "Changing culture" strategies to include:
 - Benchmark document provided in annual and orientation meetings with department heads
 - Subcommittee assigned to meet with newly elected city council members to provide overview of the benchmark document
 - Subcommittee presenting benchmark document to the Brookings Municipal Utilities Board
 - Subcommittee assigned to meet with newly appointed BMU board members to provide overview of benchmark document
 - Developing orientation packet for new department heads and key staff.
 - Meeting individually with department heads to discuss suggested sustainability practices specific to their departments

- Quarterly meetings with the full management team annually to highlight key sustainability issues and practices
- Submitting items for monthly employee newsletter
- Encouraging department heads and city employees to attend regional and local sustainability conferences and other educational opportunities
- Encouraging city staff to participate in sustainability practices webinars
- Emailing articles, reports, newsletters and other educational materials to department heads and key staff

HISTORIC PRESERVATION COMMISSION

- Organized, developed and promoted 2015 Statewide CLG (Commission) Meeting
- Selected to host 2016 Statewide Meeting and currently working on 2 day agenda
- Sponsored legislative bill to change membership requirements and modified city ordinance
- Historic WPA Armory – Researched adaptive reuse examples across U.S., revised RFP format, submitted content
- 11.1 Review:
 - Developed application, checklist, directions, supplemental information, website
 - Developed 11.1 review educational campaign:
 - Website
 - Brochure/direct mailing to 400 NR owners
 - Mailing to contractors and realtors
 - Presented new process at statewide meeting
 - Huron and Rapid are modifying to follow our format
 - Conducted estimated 25 reviews in 2015
- Working on new education topics to include technical assistance on windows, paint/siding care, restoration of exterior wood and including more photos on the historic districts, and what a local register and district is and its benefits
- Invited to speak on panel at National Alliance of Preservation Commission NAPC Conference in Mobile, AL, July 2016
- 3rd Annual Central District Guided Tours – December 3rd
 - Developed new script, provided 2 guides, 5 tours, 100 participants
 - Very positive comments and received requests for a longer tour in summer and tours on bikes
 - Gave out Mayor’s award for best decorated house
- Mayor’s Award for Historic Preservation – new items:
 - Recognition will be given to general contractors and any sub contractors that have performed specialty work such as plaster repair, millwork reproduction, etc.
 - Changed the award from an interior plaque to an exterior plaque
- District Marker Project - Secured funding for the creation and installation of National Register Markers for the Brookings Central Residential Historic District.
- National Alliance CAMP - Wrote grant to sponsor an onsite 1 ½ day National Alliance of Preservation Commission’s “CAMP” training for the Brookings Historic Preservation Commission and any other interested South Dakota Commission members and staff. The program will consist of one day of the basics that would include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards and Guidelines and a Hands-on Design Exercise. An additional half day would be dedicated to long range preservation planning. Tentatively scheduled for August 11-12.
- State/City Historic Preservation Fundraising Event - The Brookings Historic Preservation Commission was approached about co-hosting a local fundraising event with the State Historical

Society Foundation Board. Proceeds would be split between the State and the local organizations. One of the ideas under consideration involves historic sites, urban agriculture, and biking. Currently facilitating a subcommittee of bike, historic and sustainability leadership to make a decision regarding the proposal.

- Assisted City of Sioux Falls write grant to bring in Bob Yapp for training
- Recruited two more architects bringing total to 3, which is more than any other Commission in SD
- Updated orientation materials for new commission members and provided 3 hour individual orientation sessions
- Attended the National Trust for Historic Preservation Conference, Washington, D.C.
- Provided regional technical assistance for Hartinger Gothic Arch Barn, rural Elkton

HUMAN RIGHTS COMMITTEE/COMMISSION

Public Education/Events

- Annual MLK Event – January 27, 2015
 - Change for 2016 – selected themes and provided information to schools in August instead of November to increase participation
- Booth @ SDSU Spring Renters Fair – April
- Spring Diversity Potluck - April 26, 2015, food drive, Dr. Thandiwe Nleya speaker, 120-130 attending
- Community Common Read Bookmark – August 2015
- Fall Diversity Potluck – October 4, Sam Jennings speaker, 140 attending
- “Mental Illness in the Workplace” panel – October 5, 60 attending
- Meeting with SD World Affairs Council Delegation – October 9
- EEOC Diversity/Bias/Respect Training – October 20 – 45 - full registration
- Butler Human Rights Award – October 29 – Dick & MaryJo Lee –
- Community Common Read “Community” event – Youth Mentoring Panel – Nov 12th – 220 attending
- Booth @ SDSU Fall Renters Fair – December

Public Education/Issues:

- Commission Transition:
 - Researched and drafted ordinance to change from committee to commission
 - Met with Sioux Falls & Iowa City Human Rights staff
 - Developed talking points, briefed City Council members
 - Developed forms, procedures, and guidelines
 - Commission Transition Training (January 7, 2016)
 - City Attorney
 - Carol Russo, DOJ Regional Director
- Translation/Language support research
 - Recommended legislative amendments
 - Diversity Potluck poster provided in Spanish
 - Renters Rights brochure – currently working on Spanish translation
- Working on securing speakers and developing program for LGBTQ Diversity Training for Law Enforcement. Tentatively planned for fall 2016. Speakers include National PFLAG Regional Director, Human Rights Campaign Regional Director, DOJ Community Services Division Regional Director. Also evaluated others as potential speakers/trainers.
- Municipal Equality Scorecard
 - Raised score to 52, highest in state
 - Met with representatives of BPD and UPD to clarify hate crimes reporting process
 - Established relationship with regional director and national legal counsel

- Re-evaluated scores/developed strategy to increase scores
- Brookings Police and UPD LGBTQ Liaisons
 - Quarterly meetings
 - Brookings Police meeting with SDSU Gay-Straight Alliance at the beginning of the fall semester and will meet again with GSA at the beginning of the spring semester
- Assisted Brookings High School with creation of student human rights committee
- Revised Renter's Rights Brochure
- Grievance Procedure Complaints – four

BICYCLE ADVISORY COMMITTEE

- Drafted a Charter for the Brookings Bicycle Advisory Committee (BBAC)
- Contacted members, organized meetings, prepared agendas, meetings with Chair
- Reviewed of bike master plans from across the country
- Created/staffing Public Education/Outreach Subcommittee (met 1X)
- Created/staffing Infrastructure Subcommittee (met 3x)
- Added high school voting member
- Created city facilities inventory of bike racks
- Evaluated and made recommendations on proposed bike rack art proposal idea
- Facilities List for bike rack inventory
- Developed draft bike rack standards
- Finalizing recommendations for bike lanes pursuant to Council Resolution
- Finalizing "biking" public education poster
- Organizing National May bike month activities
- Developed Master Plan schedule
- Drafting RFP for Master Plan consultant
- Drafted enabling ordinance to formalize committee

BROOKINGS COMMITTEE FOR PEOPLE WHO HAVE DISABILITIES

- FEMA tabletop exercise, March 12, 3 participating
- ADA Anniversary event - July 26 - presentation by Mayor, also held durable medical equipment collection drive, 800 attending
- Co-sponsored EEOC workshop – October 20
- ABLE Awards for Accessibility – October 29 – Trendz & the Pheasant (programming)
- Durable Medical Equipment collection, redistribution & promotion
- Submitted nominations for annual Governor's Awards
- Public Education Committee:
 - Chamber newsletter - monthly
 - School District newsletter – quarterly
 - Child and daycare – special mailing
 - Service animal – developed several materials for distribution (ongoing)
 - New snow removal brochure combined with Street Dept
 - Myths & Facts campaign for 20th anniversary of the ADA
 - Developing easy accessibility checklist for businesses
 - Developing a special events checklist for businesses
 - Revised committee brochure
 - Spoke at Million Cups

Technical Assistance

- ADA City facility & programming reviews
- Provided input on SDSU Stadium design
- Provided input on Avera Clinic parking lot
- Member served on school playground design committee

- Assisted developer on accessible mail box placement
- Great Plains Regional ADA Conference, Omaha, 4 attended

2016 GOALS/PROJECTS:

- 1) Implement additional open government/transparency initiatives on city website:
 - a. Document portal through Laserfiche platform
 - b. Business & Permits (start-up-in-a-day) – Open Counter
 - c. Job descriptions, salaries, salary ranges online
 - d. Research online platform for searchable financial records – Opengov.com

- 2) Licensing:
 - a. Streamline alcohol licensing process
 - b. Application process for Transportation Network Companies

- 3) Create volunteer appointment database

- 4) Historic:
 - a. Update 11.1 materials and do spring mailing all national register property owners
 - b. Host Statewide CLG meeting
 - c. Host Statewide CAMP training for commission members and staff
 - d. Central District markers
 - e. Hands-on technical assistance workshop
 - f. Central District tours
 - g. Panel speaker at National Alliance of Preservation Commissions

- 5) Bikes:
 - a. Formalize committee
 - b. Develop RFP, secure master plan consultant, develop master plan
 - c. Standardize requirements
 - d. Complete all council resolution requirements
 - e. Submit for bronze bike friendly designation
 - f. Bike month events

- 6) Disability/ADA:
 - a. Begin survey to update ADA facilities transition plan
 - b. ADA review– update process/procedures, create flowchart, provide information online

- 7) Human Rights:
 - a. Complaint process - develop website and other educational materials
 - b. Commission training
 - c. Secure and train mediators
 - d. Staff training on intake process through EEOC
 - e. Language support (Language Line)
 - f. Seek opportunities to increase Municipal Equality Index score
 - g. Assist high school in setting up student committee
 - h. LGBTQ diversity training for law enforcement personnel

- 8) Sustainability

- a. Education through Green Drinks monthly event, monthly Brookings Register column, poster and speaking engagements.
- b. Urban Ag/Local Foods - Conduct thorough review of zoning policies and ordinances pertaining to ag practices to identify barriers/challenges to implementation and recommend ordinance changes, if needed. Draft an action plan on urban ag initiatives. Recommend urban ag initiatives/pilot projects.
- c. Storm Water - Develop and implement public education campaign. Draft action plan on storm water initiatives (green roofs, permeable pavement, low-mow, rain collection/barrel systems, etc.).
- d. Implement “Changing Culture” campaign: Work with each department in identifying their sustainability goals for the year and list their achievements for previous year; Increase communication with Brookings Municipal Utilities; pursue onsite sustainability training for city leaders and staff; encourage staff to attend sustainability conferences and other training opportunities, and conduct sustainability “orientations” with new department heads and city officials.
- e. Continue collaboration with SDSU College of Education & Human Sciences for the intern program.
- f. Inclusion of sustainability practices and principles into new Master Comp Plan.
- g. Green building design & practices - Draft policy statement, develop comprehensive plan and recommend sustainable building practices pilot projects.
- h. Pursue endorsement of Wisconsin “codifying sustainability” program.
- i. Actively seek grant sources for sustainability initiatives.
- j. Evaluate “Star” rating system; participate in pilot project for smaller cities.
- k. Recycling containers in all city facilities.
- l. Recommend pilot projects to city staff and City Council.

Brookings City Clerk
Programs & Services
Evaluation and Summary Report

AMERICAN'S WITH DISABILITIES (ADA) COMPLIANCE. The Americans with Disabilities Act of 1990 is a law that was enacted by the US Congress. The ADA is a wide-ranging Federal Civil Rights Law that prohibits, under certain circumstances, discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964,[4] which made discrimination based on race, religion, sex, national origin, and other characteristics illegal. Disability is defined by the ADA as "...a physical or mental impairment that substantially limits a major life activity." The determination of whether any particular condition is considered a disability is made on a case by case basis. Certain specific conditions are excluded as disabilities, such as current substance abuse and visual impairment that is correctable by prescription lenses.

The Americans with Disabilities Act (ADA) provides all individuals with disabilities an equal opportunity to participate in all programs, services, and activities. Pursuant to the law, each governmental entity is required to appoint an official ADA Compliance Officer responsible to coordinate compliance with Title II of the Americans with Disabilities Act and investigate any complaints of Title II violations. The City of Brookings appointed Shari Thornes as the City ADA Compliance Officer in 1992 by Resolution No. 64-92.

Responsibilities of this civil rights mandate include:

- 1) The creation of a grievance procedure to hear complaints;
- 2) Receive and investigate grievances on programs;
- 3) Conduct and maintain a self-evaluation plan on city programs, events and structures that identifies policies and practices not in compliance with Title II;
- 4) Develop and maintain an ongoing transition plan to recommend corrective actions in order to provide access to public programs and facilities equally;
- 5) Seek input from people with disabilities regarding city programs, services and activities to continually review and modify City policies and practices to ensure compliance (pursuant to this requirement, the City consults with the Brookings Committee for People who have Disabilities);
- 6) Facilitate program accommodations for City services and programs with members of the public;
- 7) Advise City officials of their obligations under the law and develop recommendations; and
- 8) Oversee the Brookings Committee for People who have Disabilities (ADA Task Force) to assist the Compliance Officer in the review of new construction and remodeling projects in the City.

ADA projects and issues in 2015 included the following:

1. Active member of the 5 state ADA Leadership Network
2. City program accessibility accommodation requests
3. Ongoing review of city policies, practices and procedures to ensure compliance with ADA
4. Public education: distribution of accessible materials to city staff and public
5. Design and/or facility reviews

BIDS. All bid notices are submitted to the City Clerk via email. The City Clerk must review and approve the legal to ensure detailed content compliance and other publication requirements prior to submission. Upon receipt, the Clerk's Office tracks date received, submits to the newspaper with dates of publication (also simultaneously posts on city website), receives verification from paper, visually verifies legal(s) were published, contacts paper and department if error in publication and makes corrections, records costs, bills departments. The City Clerk's Department also tracks bidding authority forms, attends all bid openings to ensure compliance with state laws, retains all original bidding documents for all city departments, and in addition to legal notices, publicizes the bid opening on the city website by posting the specifications, notices and other documents. Upon final action, the final Bid Tab, and Resolution is posted on the city website for bidders' review.

The City contracts with The Public Group, LLC (a.k.a. Public Surplus) and GovDeals which provide online bid boards, auctions, and stores and facilitates other online transactions at www.publicsurplus.com and www.govdeals.com and other websites for governmental bodies and others to sell surplus goods and other property and assets to buyers of all types.

In 2015, the Clerk's Office conducted 41 bid lettings and sold 48 surplus items on on-line auctions. The following is a summary of the bid letting notices and approval dates for 2015:

	Dept.	Bid	Bid Letting Date	Publication Dates	Publication Cost	CC Mtg. Date (info. for file)
1	Library	Request for Proposal: Library Coffee Shop	1/30/2015	N/A	N/A	N/A
2	Engineering	2015-04 26 th St. So. & Main Ave. So. Traffic Signal Project	1/20/2015	1/9/2015 1/16/2015	\$34.76 \$27.81	1/27/2015
3	Engineering	Pit-Type Truck Scale	2/10/2015	1/30/2015 2/10/2015	\$28.60 \$22.88	2/24/2015
4	Engineering	2015-06STI Chip Seal Project Freight On Board	2/17/2015	2/6/2015 2/13/2015	\$28.44 \$22.75	2/24/2015
5	Engineering	2015-07STI Asphalt Freight On Board	2/17/2015	2/6/2015 2/13/2015	\$28.76 \$23.01	2/24/2015
6	Street	Request for Proposal: Architecture & Engineering Services for Maintenance Facility for the Street Dept.	2/20/2015	N/A	N/A	N/A
7	Parks & Recreation	4-Wheel Drive Turf Sprayer	2/24/2015	2/13/2015 2/20/2015	\$28.60 \$22.88	3/24/2015
8	Engineering	2015-08STI Street Maintenance & Overlay Project	3/17/2015	3/6/2015 3/13/2015	\$32.08 \$25.66	3/24/2015
9	Street	QUOTE: One New Asphalt Recycler & Hot Box Spreader	N/A	N/A	N/A	3/24/2015

10	Parks & Recreation	QUOTE: Playground Equipment and Surfacing for Valley View Park	N/A	N/A	N/A	3/24/2015
11	Parks & Recreation	QUOTE: One New Stump Cutter	N/A	N/A	N/A	3/24/2015
12	Street	Purchased off of City of Yankton Bid: 2015 Sander / Spreader	2/12/2015	1/29/2015 2/2/2015	\$51.91	N/A
13	Street	Purchased off of City of Yankton Bid: 2015 Truck Chassis	2/12/2015	1/29/2015 2/2/2015	\$54.61	N/A
14	Street	Purchased off of State Bid: One New Crew-Cab Pickup	N/A	N/A	N/A	N/A
15	Engineering	2015-03SSI Division Ave. Drainage Improvement Project, Phase 2	4/14/2015	4/3/2015 4/10/2015	\$60.36 \$48.29	6/18/2015
16	Parks & Recreation	2 new Flatbed Trucks	4/14/2015	4/3/2015 4/10/2015	\$23.77 \$29.71	6/18/2015
17	Street	Street Dept. Demolition Work	4/14/2015	4/3/2015 4/10/2015	\$31.29 \$25.03	5/6/2015
18	Landfill / Solid Waste	New/Used 1200 Gallon Con Cover All Purpose Spraying Machine	5/5/2015	4/24/2015 5/1/2015	\$24.02 \$19.21	6/18/2015
19	Engineering	Airport Hay Land Lease	5/5/2015	4/24/2015 5/1/2015	\$17.22 \$13.78	N/A
20	Engineering	City Hay Land Lease (Nichols Property)	5/5/2015	4/24/2015 5/1/2015	\$17.22 \$13.78	N/A
21	Street	REBID - Street Dept. Demolition Work	5/12/2015	5/1/2015 5/8/2015	\$31.29 \$25.03	6/2/2015
22	Engineering	2015-01SWR Concrete Maintenance Project	5/26/2015	5/15/2015 5/22/2015	\$30.34 \$24.27	6/29/2015
23	Landfill / Solid Waste	Farm Land Lease	6/9/2015	5/29/2015 6/5/2015	\$16.59 \$13.28	N/A
24	Street	Maintenance Facility for Street Dept.	6/30/2015	6/5/2015 6/12/2015	\$29.39 \$23.51	8/14/2015
25	Swiftel Center	Vestibule Additions & Improvements	6/16/2015	6/5/2015 6/12/2015	\$30.66 \$24.52	7/12/2015
26	Parks & Recreation	One New 4-Wheel Turf Sprayer	6/23/2015	6/12/2015 6/19/2015	\$27.02 \$21.62	8/14/2015
27	Engineering	City Hay Land Lease	7/7/2015	6/26/2015 7/3/2015	\$16.28 \$13.02	N/A

28	Street	*PUBLIC SURPLUS: 1987 GMC Pickup	7/2/2015	6/23/2015 6/30/2015	\$8.69 \$6.95	N/A
29	Street	*PUBLIC SURPLUS: 1993 Dodge Flatbed Pickup	7/2/2015	6/23/2015 6/30/2015	\$8.69 \$6.95	N/A
30	Street	*PUBLIC SURPLUS: Leer Pickup Topper	7/2/2015	6/23/2015 6/30/2015	\$8.69 \$6.95	N/A
31	Street	*PUBLIC SURPLUS: Fuel Tank and Software	7/2/2015	6/23/2015 6/30/2015	\$8.69 \$6.95	N/A
32	Street	*PUBLIC SURPLUS: 2 2008 Wayne Fuel Pumps	7/2/2015	6/23/2015 6/30/2015	\$8.69 \$6.95	N/A
33	Street	*PUBLIC SURPLUS: 10' Overhead Garage Door Opener (#13)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
34	Street	*PUBLIC SURPLUS: 14' Overhead Garage Door Opener (#6)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
35	Street	*PUBLIC SURPLUS: 14' Overhead Garage Door Opener (#9)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
36	Street	*PUBLIC SURPLUS: 14' Overhead Garage Door Opener (#11)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
37	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#1)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
38	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#2)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
39	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#3)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
40	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#4)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
41	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#5)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
42	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#7)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
43	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#8)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
44	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#10)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
45	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#12)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A

46	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#14)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
47	Street	*PUBLIC SURPLUS: 12' Overhead Garage Door Opener (#15)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
48	Street	*PUBLIC SURPLUS: Electric Water Heater	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
49	Street	*PUBLIC SURPLUS: 1999 Whirlpool Window Air Conditioner	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
50	Street	*PUBLIC SURPLUS: 2012 GE Window Air Conditioner	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
51	Street	*PUBLIC SURPLUS: Shop Heating System (Radiant Heat Items)	7/10/2015	6/29/2015 7/7/2015	\$9.64 \$7.71	N/A
52	Parks & Recreation	*PUBLIC SURPLUS: 1990 15-Passenger Ford Van	7/21/2015	7/10/2015 7/17/2015	\$8.22 \$6.87	N/A
53	Parks & Recreation	*PUBLIC SURPLUS: 1990 Loftness Snowblower (7-foot)	7/21/2015	7/10/2015 7/17/2015	\$8.22 \$6.87	N/A
54	Street	QUOTE: Road Salt	7/28/2015	7/14/2015 mailed	N/A	N/A
55	Airport	One Articulated 4-Wheel Drive Loader	8/4/2015	7/24/2015 7/31/2015	\$38.87 \$31.10	10/1/2015
56	Parks & Recreation	EdgeBrook Golf Course Drainage Improvements	8/4/2015	7/24/2015 7/31/2015	\$29.39 \$23.52	10/26/2015
57	Street	*PUBLIC SURPLUS: Coleman Natural Gas Furnace & A/C	8/18/2015	8/7/2015 8/14/2015	\$8.690 \$6.95	N/A
58	Street	*PUBLIC SURPLUS: Tire Changer & Balancer	8/18/2015	8/7/2015 8/14/2015	\$8.69 \$6.95	N/A
59	Street	*PUBLIC SURPLUS: Large Grinder	8/18/2015	8/7/2015 8/14/2015	\$8.69 \$6.95	N/A
60	Street	*PUBLIC SURPLUS: Lathem 1500 E. Time Clock	8/18/2015	8/7/2015 8/14/2015	\$8.69 \$6.95	N/A
61	Street	Snow Removal Equipment	9/15/2016	9/4/2015 9/10/2015	\$17.70 \$14.16	N/A
62	Library	Request for Proposal: Library Coffee Shop	9/15/2015	N/A	N/A	N/A
63	Engineering	*PUBLIC SURPLUS: HP Design Jet Plotter	9/15/2015	9/4/2015 9/11/2015	\$7.27 \$5.82	N/A

64	Community Development	Request for Proposal: Snow Removal Services	10/6/2015	9/18/2015 9/25/2015	\$19.59 \$15.67	N/A
65	Street	QUOTE: Pea Rock	10/6/2015	9/15/2015 Mailed	N/A	N/A
66	Admin	Statement of Interest: Armory Building	12/1/2015	9/8/2015	N/A	N/A
67	Community Development	Request for Proposal: Foster Industrial Park	11/25/2015	N/A	N/A	N/A
68	Police	*PUBLIC SURPLUS: 2010 Ford 150 XL	10/16/2015	10/6/2015 10/13/2015	\$7.74 \$6.20	N/A
69	Police	*PUBLIC SURPLUS: 2013 Ford Taurus Interceptor (62C)	10/16/2015	10/6/2015 10/13/2015	\$7.74 \$6.20	N/A
70	Police	*PUBLIC SURPLUS: 2013 Ford Taurus Interceptor (62B)	10/16/2015	10/6/2015 10/13/2015	\$7.74 \$6.20	N/A
71	Street	*PUBLIC SURPLUS: 2016 Ford Dually Truck Box	10/8/2015	9/28/2015 10/5/2015	\$7.27 \$5.82	N/A
72	Landfill / Solid Waste	New Automated Garbage Truck	11/10/2015	10/30/2015 11/6/2015	\$23.23 \$18.59	11/24/2015
73	Airport	Request for Proposal: Engineering Services	11/30/2015	11/13/2015 11/20/2015	\$16.75 \$13.40	N/A
74	IT / Finance	*PUBLIC SURPLUS: 21 Lathem Timecard Clocks	12/7/2015	11/27/2015 12/4/2015	\$7.27 \$5.82	N/A
75	Street	*PUBLIC SURPLUS: 1991 GMC Truck w/ 1987 Mounted Spreader	12/8/2015	11/27/2015 12/4/2015	\$8.22 \$6.57	N/A
76	Parks & Recreation	*PUBLIC SURPLUS: 1994 John Deere Bunker Rake	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
77	Parks & Recreation	*PUBLIC SURPLUS: 1991 GMC 3500	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
78	Parks & Recreation	*PUBLIC SURPLUS: 1985 Jacobsen 548-100 Spreader	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
79	Parks & Recreation	*PUBLIC SURPLUS: 1992 Ford F150 4x4	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
80	Parks & Recreation	*PUBLIC SURPLUS: 1996 Ford F150 4x4	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
81	Parks & Recreation	*PUBLIC SURPLUS: 1978 GMC 6000	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A

82	Parks & Recreation	*PUBLIC SURPLUS: 1980s 18-inch Ryan Sod Cutter	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
83	Parks & Recreation	*PUBLIC SURPLUS: 1980s John Deere Sweeper	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
84	Parks & Recreation	*PUBLIC SURPLUS: 36' x 7' 4-inch Mobil Yard Ramp	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
85	Parks & Recreation	*PUBLIC SURPLUS: 4 60' Musco Light Poles with boxes	12/28/2015	12/18/2015 12/23/2015	\$11.06 \$8.85	N/A
86	Landfill / Solid Waste	*PUBLIC SURPLUS: John Deere 744K Loader	12/28/2015	12/18/2015 12/23/2015	\$7.27 \$5.82	N/A
87	Landfill / Solid Waste	Purchased off State of MN Bid: 744K John Deere Loader	4/16/2015	N/A	N/A	N/A
88	Street	Purchased off National Joint Powers Alliance: Sno-Go MP Snow Blower	N/A	N/A	N/A	N/A
89	Street	Purchase off of State of SD Bid: ½ Ton Crew Cab Pickup	N/A	N/A	N/A	N/A

*Items sold online at publicsurplus.com

BICYCLE ADVISORY COMMITTEE. The role of the Brookings Bicycle Advisory Committee (BBAC) is to advise the City Council, City Manager, and City Boards on bicycling related issues; help advance the state of bicycle infrastructure; encourage bicycling for transportation and recreation; public education and awareness; improve safety and compliance with traffic laws; assist the City with bicycle plans; review and suggest legislative and policy changes; recommend priorities for use of the public funds on bicycle projects; and help ensure Brookings retains and enhances its status as a bike friendly community.

The City Clerk's office staffed the BBAC, drafted a Charter and enabling ordinance, reviewed bike master plans from across the country, evaluated and made recommendations on proposed bike rack art proposal idea and developed draft bike rack standards.

BOARD OF EQUALIZATION. The Local Board of Equalization, comprised of City Council and School Board members, meets every March to determine if all taxable properties have been placed on the assessment roll and a reasonable degree of equalization exists among properties, and to hear local property owners' complaints. The City Clerk's Department oversees all aspects of the Local Board to include legal public notice, scheduling appellants, preparing Board materials, attending hearings, recording minutes, notification to the appellants and filing of final records with the County Assessor.

2013 Appeals	2014 Appeals	2015 Appeals
17 properties	7 properties	7 properties
16 appellants	6 appellants	6 appellants

BROOKINGS BRAND MANAGEMENT. Brand identity management focuses on the image, value and positioning of our brand. The City Clerk is responsible for maintaining the quality and consistency of our brand thru all mediums. Our Brookings logo is integrated into every aspect of the City of Brookings. If a citizen opens a letter, surfs the channels or drives into town, they are immersed with our brand. Every time City of Brookings employees interact with the public, it is an opportunity to build the brand. Our brand is also experienced through: website, e-mails, word-of-mouth, letterhead, publications, signage, business forms, promotional products, proposals, press releases, networking, mailings, maps, presentations, vehicles, social media, billboards, posters, pins and television. Clear and consistent brand identification creates a bond with a community’s members, visitors, and stakeholders.



The intent of branding is to market the City in a positive, professional and consistent manner. The purpose of the program is to enable the public and private sector to assist in the development of our economy, our culture and our way of life. The City needs to foster the development of the brand through marketing and communication efforts and to embrace the meaning and intent of the brand through the development of policies, programs and organizational governance.

BROOKINGS COMMITTEE FOR PEOPLE WHO HAVE DISABILITIES. In addition to being the City’s ADA Compliance Officer, the City Clerk serves as the Project Manager and administers the functions of the Brookings Committee for People who have Disabilities in their efforts to provide community-based advocacy in the removal of mobility and attitudinal barriers faced by individuals with disabilities. The responsibilities include providing technical assistance; preparing and administering the annual budget; hiring and supervising temporary personnel; coordinating committee members; developing, implementing and monitoring programs; composing contracts, monthly reports, and other required documents and conducting ongoing training and orientation for members. *See Committee’s 2015 Annual Report for greater detail on last year’s projects.*

BUDGET BOOK. The City’s annual budget book is a team effort between the City Clerk’s Office and the Finance Office. City Clerk staff reviews all information for grammatical and formatting consistency, compiles into one final document, and oversees the printing and distribution of paper and digital copies.

	<u>2014</u>		<u>2015</u>	
	<u>Quantity</u>	<u>Cost</u>	<u>Quantity</u>	<u>Cost</u>
Large Book	33	\$574.20	30	\$757.20
Small Book	19	\$121.60	15	\$326.10
	52	\$695.80	45	\$1,083.30

CERTIFIED DOCUMENTS. The City Clerk is the “Keeper of the City Seal” and performs certification and recording for the City as required on legal documents, bond closings, land closings and other records requiring certification.

9-1-4. Corporate seal--Corporate name. Every municipality shall have and use a corporate seal, which it may change at pleasure. It also shall have a corporate name and be styled the "city of" or the "town of" by which style it may exercise the powers conferred upon it. Source: SL 1890, ch 37, art I, § 6; RPolC 1903, §§ 1175, 1436; SL 1913, ch 119, § 6; RC 1919, § 6161; SDC 1939, § 45.0106.

9-1-5. Contracts to be authorized by governing body--Execution of contracts and other instruments--Delegation of authority. No contract of a municipality is valid unless the contract has been authorized by a vote of the governing body at a duly assembled meeting thereof.

Each written contract shall be executed in the name of the municipality by the mayor or president of the board of trustees, be countersigned by the auditor or clerk, and have the corporate seal attached. However, the governing body of a municipality may, by ordinance or resolution, delegate to any employee of the municipality the authority to enter into a contract on behalf of the municipality and to execute the contract and any other instrument necessary or convenient for the performance of the contract subject to the limitations delegated by the governing body. Source: RPolC 1903, § 1332; SL 1909, ch 110, § 8; SL 1913, ch 119, § 67; RC 1919, § 6347; SL 1921, ch 297; SL 1925, ch 235; SDC 1939, § 45.0107; SL 2006, ch 34, § 1.

CITY COUNCIL – ADMINISTRATIVE SERVICES. The City Clerk’s Department provides administrative services for the City Council in the areas of research, coordination and management of various ongoing and special projects and events. Special initiatives and projects in 2015 included budget development, agenda listing for study and work sessions, travel arrangements, meeting and invite arrangements and City Council Goal Setting Retreat.

Annual Goal Setting Retreat	2013	2014	2015
	Dakota Nature Center (3 days)	Dakota Nature Park Nature Center (3 days)	Dakota Nature Park Nature Center (3 days)
Consultant (fee & travel expenses)	\$ 14,692.71	\$ 16,016.80	\$ 16,016.80
Food	\$ 1,932.57	\$ 2,152.43	\$ 2,253.02
Supplies	\$ 0.00	\$ 136.76	\$ 136.76
Facility Setup / Cleaning	\$ 405.00	\$ 0.00	\$ 0.00
Speaker		\$ 350.00	\$ 350.00
Total	\$ 17,030.28	\$ 19,281.58	\$ 18,756.58

CITY COUNCIL MEETING AGENDAS. City Council agenda packets are prepared, assembled and distributed to members of the City Council, city staff, public and the media in digital format only. The Brookings City Council held 36 meetings in 2015. All postings and media notification requirements were met.

<u>MEETING DATE</u>	<u>TYPE OF MEETING</u>	<u>AGENDA POSTED</u>	<u>EMAILED TO MEDIA</u>
1/13/2015	Regular	1/8/2015	1/8/2015 9:51 AM
1/15/2015	RETREAT	1/12/2015	1/12/2015 10:30 AM
1/20/2015	Study Session	1/15/2015	1/15/2015 10:50 AM
1/27/2015	Regular	1/22/2015	1/22/2015 12:30 PM
2/10/2015	Regular	2/5/2015	2/5/2015 9:08 AM
2/17/2015	Study Session	2/12/2015	2/12/2015 11:09 AM
2/24/2015	Regular	2/18/2015	2/18/2015 12:07 PM

3/3/2015	SPECIAL MTG	2/26/2015	2/26/2015 11:12 AM
3/17/2015	Study Session	3/11/2015	3/11/2015 9:14 AM
3/24/2015	Regular	3/18/2015	3/18/2015 4:21 PM
4/7/2015	SPECIAL MTG	4/2/2015	4/2/2015 8:50 AM
4/17/2015	ELECTION CANVASS	4/16/2015	4/16/2015 5:02 PM
4/21/2015	Study Session	4/16/2015	4/16/2015 5:01 PM
4/28/2015	Regular	4/23/2015	4/23/2015 12:49 PM
5/12/2015	Regular	5/7/2015	5/7/2015 12:50 PM
5/19/2015	Study Session	CANCELLED	
5/26/2015	Regular	5/21/2015	5/21/2015 12:18 PM
6/9/2015	Regular	6/4/2015	6/4/2015 12:00 PM
6/16/2015	Study Session	6/11/2015	6/11/2015 9:57 AM
6/17/2015	RETREAT	6/15/2015	6/15/2015 8:44 AM
6/23/2015	Regular	6/15/2015	6/15/2015 8:44 AM
7/7/2015	SPECIAL MTG	6/18/2015	6/18/2015 10:49 AM
7/14/2015	Regular	7/1/2015	7/1/2015 9:15 AM
7/21/2015	Study Session	7/9/2015	7/9/2015 9:26 AM
7/28/2015	Regular	7/16/2015	7/16/2015 2:19 PM
8/11/2015	Regular	7/23/2015	7/23/2015 11:50 AM
8/18/2015	Study Session	CANCELLED	
8/25/2015	Regular	8/20/2015	8/20/2015 4:41 PM
9/8/2015	Regular	9/3/2015	9/3/2015 1:53 PM
9/15/2015	Study Session	9/10/2015	9/10/2015 10:10 AM
9/22/2015	Regular	9/16/2015	9/16/2015 11:50 AM
10/13/2015	Regular	CANCELLED	
10/20/2015	Study Session	10/15/2015	10/15/2015 2:28 PM
10/27/2015	Regular	10/21/2015	10/21/2015 4:37 PM
10/30/2015	SPECIAL – MTG. CANCELLED	10/27/2015	10/27/2015 3:33 PM
11/10/2015	Regular	11/5/2015	11/5/2015 11:55 AM
11/17/2015	Study Session	11/10/2015	11/10/2015 2:26 PM
11/24/2015	Regular	11/19/2015	11/19/2015 3:14 PM
12/8/2015	Regular	12/3/2015	12/3/2015 4:47 PM
12/15/2015	Regular	12/10/2015	12/10/2015 2:54 PM

CITY COUNCIL RECORDS. In compliance with local and state statutes, the City Clerk accurately records and maintains the official record of all City Council meetings in a retrievable format. Minutes are compiled and made available in print and electronic format to the public and staff.

In 2015, the City Clerk’s Department prepared minutes for 36 Brookings City Council meetings. The process included the verification of official filing, date of council approval, and publication

date. The cost to publish the 2015 city council minutes was \$3,830.93. Summary of meeting types: Regular – 21, Study Session – 9, and Special/Retreat – 6.

NOTE: In 2010, the City Council modified its minute's content requirements with the passage of Ordinance 12-10.

CITY MANAGER ADMINISTRATIVE SERVICES. The City Clerk’s Department provides administrative services for the City Manager in the areas of research, coordination and management of various ongoing and special projects and events. Support in 2015 included budget development, travel arrangements, meeting and invite arrangements, SD City Manager’s Association communications and communication notes to Council.

COUNTERSIGNING OF WARRANTS. The City Clerk, in compliance with the City Charter, signs all checks for the City General and City Utilities. The following is a list of bills and claims published in 2015. Pursuant to Article 2A.04 (11) of the City Charter and City Resolution 79-99, the following bills and claims were paid by the City of Brookings in 2015. These include salaries by department, salaries for new employees and mid-year salary changes.

Bills & Claims	Publish Date	Cost
2014 November	01/05/2014	\$113.78
2014 December	02/04/2014	\$151.23
2015 January	03/17/2015	\$155.50
2015 February	04/01/2015	\$140.35
2015 March	04/30/2015	\$161.19
2015 April	06/03/2015	\$185.84
2015 May	07/02/2015	\$166.88
2015 June	08/07/2015	\$180.15
2015 July	09/02/2015	\$176.36
2015 August	10/02/2015	\$134.64
2015 September	11/05/2015	\$141.28
	TOTAL	\$1,707.20

DOCUMENTS/RECORDS MANAGEMENT. The City Clerk’s Department is responsible for the development and implementation of a Records Management Program that integrates procedures, retention schedules, and best practices for the management of records in accordance with the requirements of State Statute and City Charter. Original City documents are maintained and made available to City staff, City Council and the public. Documents are imaged and electronically stored for disaster preparedness, public information access, and easier retrieval.

ELECTIONS. In compliance with Federal, state and city requirements, the City Clerk conducts all regular and special municipal elections which facilitate the maximum participation of all Brookings residents eligible to vote. The City partners with the Brookings School District and Brookings County in areas of polling locations, worker training, cost sharing and election night activities. Long-term benefits include increased confidence in local government and the

democratic process, cost savings to the taxpayers and more efficient use of City financial and personnel resources.

Expenses	2011 – City Only Election / No School Board Election	2012 – No Election for City or School	2013 – No City Election / School Board Only Election	2014 – Combined City / School Election	2015 – Combined City / School Election
Workers	\$3,006.76	\$ -	\$ -	\$3,030.38	\$ 3,134.38
Ballots/E-PollBooks	\$1,821.18	\$ -	\$ -	\$2,268.14	\$12,195.04
Supplies	\$ 466.40	\$ -	\$ -	\$ 528.64	\$ 112.01
Legals	\$ 951.29	\$ 25.77	\$ 24.61	\$ 425.18	\$ 1,454.18
# ballots cast	1,473	0	0	1,916	2,874

Vote Centers & E-Pollbooks. Vote Centers work by utilizing electronic poll books. Vote Centers and electronic poll books allow voters to easily and conveniently vote anywhere within the jurisdiction conducting the election. They also enable a jurisdiction to reduce costs by consolidating polling places, reducing the number of pollworkers, and more effectively using other resources.

An electronic pollbook is a notebook computer loaded with proprietary software which allows the pollworker to look-up any registered voter in the jurisdiction by simply scanning the voter's driver's license or typing in their name. Upon identifying the correct voter, the pollworker can mark the voter as "voted." After the voter signs a digital signature pad, similar to those found at many retail check-out counters, the voter is issued a receipt which identifies the voter and the ballot type he or she is to be issued. The voter hands the receipt to the next pollworker who then gives the voter the ballot identified by the receipt.

The electronic pollbooks at each Vote Center communicate with each other using a secure wireless internet connection. The electronic poll books update each other as to who has voted, so that a voter cannot vote twice, reducing the risk of fraud. Each electronic pollbook consists of a notebook computer, scanning gun, digital signature pad, receipt printer and proprietary software.

Election equipment is purchased and maintained by Brookings County and used for City, School and County/General elections.

City, County and School election officials held the April 14, 2015 Joint City/School Election as a Voting Center Election. Vote Centers also provide cost savings as fewer locations are needed.

HISTORIC PRESERVATION COMMISSION. The City Clerk serves as Project Manager for the Historic Preservation Commission assisting in the implementation of a comprehensive historic preservation program in the City of Brookings. The responsibilities include implementing local, state and federal guidelines for all programs; preparing and administering the annual budget; preparing grant applications; coordinating commission members and other volunteers; developing, implementing and monitoring programs; conducting research; responding to

technical assistance questions from the public; hiring and supervising temporary personnel and consultants; composing bid specifications, contracts, annual reports, case reports and other required documents, and conducting ongoing training and orientation for members.

See Commission's 2015 Annual Report for greater detail on last year's projects.

HUMAN RIGHTS COMMISSION. The City Clerk serves as the Project Manager and administers the functions of the Brookings Human Rights Commission. The purpose of the Brookings Human Rights Commission (BHRC) is to improve human relations and civil rights in the Brookings area by fighting discrimination through educational efforts and a complaint resolution procedure. Except as limited by Section 2-155(15), the commission has the power to investigate complaints alleging discrimination against individuals or groups because of their sex, race, color, creed, religion, ancestry, disability, familial status, or national origin, with respect to origin, with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations or public services. *See Commission's 2015 Annual Report for greater detail on last year's projects.*

INFORMATION RESOURCE CENTER. Quality customer service is a primary focus of the City Clerk's department as it is often the first point of contact for members of the public, City Council and city staff who are seeking information. Files and records on various issues are developed and maintained in anticipation of inquiries. Staff is committed to provide timely, accurate, and friendly response and referral to inquiries about City services.

LEAN. Lean is a collection of principles and methods that focus on identifying and eliminating non-value-added activity or waste involved in producing a product or delivering a service to customers. Lean is a state of mind in which you continually make improvements and change your way of thinking.

Laurie Carruthers is a Lean Team member representing the City Clerk's Office. Major accomplishments for 2015 were:

- Fuel usage/consumption analysis of city fleet
- Assessment of car wash usage of city fleet
- LED traffic signal change-out
- Revisions to the volunteer applications
- Recommended streamlining conditional use permit process
- Had training by Daktronics Lean Coordinator

LEGAL/PUBLIC NOTICES. Timely and accurate printed notice in the official newspaper and City website is provided to the citizens of Brookings regarding all official City Council activities to include meeting agendas, bid lettings and other advertisements, public hearings, and regular and special meetings. In addition to compliance with state and local requirements, the benefits of public notice include increased and/or improved public participation in the decision-making process and an increased probability in partnership opportunities. Total cost of legal publications submitted by the City Clerk in 2015 was \$22,347.56.

All legal notices are submitted to the City Clerk via email. The City Clerk must review and approve the legal to ensure content compliance and other publication requirements prior to submission. Upon receipt, the Clerk's Office tracks date received, submits to the newspaper with dates of publication (also simultaneously posts on city website), receives verification from paper, visually verifies legal(s) were published, contacts paper and department if error in publication and makes corrections, records costs, and bills departments.

Types:	2012	2013	2014	2015
Bid Lettings	\$2,141.12	\$1,720.07	\$1,444.43	\$1,378.46
Bills & Claims	\$1,761.14 (Finance Dept. expense)	\$2,017.09 (Finance Dept. expense)	\$2,125.74 (Finance Dept. expense)	\$2,033.37 (Finance Dept. expense)
Elections	\$25.77	\$24.61	\$425.18	\$1,454.18
Council Minutes	\$4,173.25 reflects cost to publish all 2012 minutes & does not include those published 01/2013	\$3,700.25 reflects cost to publish all 2013 minutes & does not include those published 01/2014	\$3,087.95 reflects cost to publish all 2014 minutes & does not include those published 01/2015	\$3,755.05 reflects cost to publish all 2015 minutes & does not include those published 01/2016
Ordinances	\$1,448.64	\$2,270.87	\$1,607.51	\$2,386.53
Resolutions	\$1,712.02 Resolutions published separately from city council minutes	\$919.60 Resolutions published separately from city council minutes	\$462.15 Resolutions published separately from city council minutes	\$336.53
Hospital Board Minutes	\$3,416.67 Hospital Board Minutes publication expense is reimbursed	\$4,379.72 Hospital Board Minutes publication expense is reimbursed	\$3,251.06 Hospital Board Minutes publication expense is reimbursed	\$3,795.12
Human Resources	\$1,177.51 this is a portion of their advertising expenses which are included in the Brookings Register Bills	\$970.14 this is a portion of their advertising expenses which are included in the Brookings Register Bills	\$3,528.57 this is a portion of their advertising expenses which are included in the Brookings Register Bills	\$3,248.93
Hearing Notices	\$4,089.95 % of the hearings were an Engineering Dept. and Community Development expense. Notices also included publication of Snow Removal Ordinances, County Register of Deeds filing, Alcohol Notices, Council Reception, and various Committee and Board Events	\$4,770.62 % of the hearings were an Engineering Dept. and Community Development expense. Notices also included publication of Snow Removal Ordinances, County Register of Deeds filing, Alcohol Notices, Council Reception, and various Committee and Board Events	\$4,664.12 % of the hearings were an Engineering Dept. and Community Development expense. Notices also included publication of Snow Removal Ordinances, County Register of Deeds filing, Alcohol Notices, Council Reception, and various Committee and Board Events	\$3,959.39
TOTAL	\$19,946.07	\$20,772.94	\$20,596.71	\$22,347.56

LICENSES AND PERMITS. The City Clerk's Department provides assistance to applicants and oversees the issuance, maintenance and administration of various licenses and permits as required by the city ordinance and state statute. In order to provide improved customer service and streamline City services, measures have been taken to administratively handle most of the licenses and permits.

Licenses	2013			2014			2015		
	#	Fee	Revenue	#	Fee	Revenue	#	Fee	Revenue
Circus	0	\$75/day	\$0	0	\$75/day	\$0	1	\$75/day	\$150
Carnival	0	\$25/day	\$0	0	\$25/day	\$0	0	\$25/day	\$0
Commercial Garbage Hauler	2	\$25/year	\$50	2	\$25/year	\$50	2	\$25/year	\$50
Going out of Business	0	\$25/year	\$25	0	\$25/year	\$0	0	\$25/year	\$0
House Movers	2	\$50/year	\$100	2	\$50/year	\$100	2	\$50/year	\$100
Mixed Martial Arts	0	\$50/event		0	\$50/event	\$0	0	\$50/event	\$0
Parade	3	No Fee	N/A	12	No Fee	N/A	8	No Fee	N/A
Pawnbrokers	2	\$50/year	\$100	2	\$50/year	\$100	2	\$50/year	\$100
Plumbers	44	\$25/year renewal & \$50/year new licensee	\$1,300	39	\$25/year renewal & \$50/year new licensee	\$975	37	\$25/year renewal & \$50/year new licensee	\$975
Raffle Permits	31	No Fee	N/A	34	No Fee	N/A	32	No Fee	N/A
Street Closures	30	No Fee	N/A	16	No Fee	N/A	34	No Fee	N/A
Taxi – Driver for Hire	21	\$15/year	\$315	19	\$15/year	\$300	9	\$15/year	\$135
Taxi – Vehicle for Hire	3	\$25 – 1 st vehicle, \$10 each additional	\$100	2	\$25 – 1 st vehicle, \$10 each additional	\$110	1	\$25 – 1 st vehicle, \$10 each additional	\$75
Temp Vendor – Arts Festival	8	\$100 for 1 st 3 booths & \$10/ booth for each additional booth	\$5,050	6	\$100 for 1 st 3 booths & \$10/ booth for each additional booth	\$4,560	6	\$100 for 1 st 3 booths & \$10/ booth for each additional booth	\$4,690
Transient Merchant	3	\$100/month	\$300	12	\$100/month	\$1,500	20	\$100/month	\$2,000

Alcohol Licensing	Quantity			Renewal Fee	New License Fee	2015 Revenue
	2013	2014	2015			
Application Fees	0	0	0	0	\$100 (liquor only)	0
Liquor – Off-Sale	1	1	1	\$250	N/A	\$250

Liquor – On-Sale	20	20	20	\$1,500	\$25,000	\$30,000
Liquor – On-Sale Restaurant	1	1	1	\$1,500	\$100,000	\$1,500
Malt – Off-Sale	14	14	14	\$200 (\$100 City / \$100 State)	\$200 (\$100 City / \$100 State)	\$1,400
Malt – On/Off Sale	33	32	30	\$300 (\$150 City / \$150 State)	\$300 (\$150 City / \$150 State)	\$4,500
Malt – Off-Sale & Farm Wine	3	3	3	\$225 (\$112.50 City / \$112.50 State)	\$225 (\$112.50 City / \$112.50 State)	\$337.50
Malt – On/Off Sale & Farm Wine	0	1	1	\$325 (\$162.50 City / \$162.50 State)	\$325 (\$162.50 City / \$162.50 State)	\$162.50
Temp Liquor/Malt/Wine	69	64	65 (5 were No Fee)	\$50/event	N/A	\$3,000
Transfer Fees	0	1	6	N/A	N/A	\$900
Wine – On/Off Sale	21	21	19	\$500	\$500	\$9,500
Video Lottery	167	161	172	\$50/machine	N/A	\$8,600

New Licenses in 2015:

- **Wine** – The Depot
- **Malt On-Off** – None
- **Malt Off-Sale** – None
- **Malt On/Off Sale & Farm Wine** – None
- **Transfer** – The Dixie, Fireside Restaurant, The Wild Hare, CRAFT, EdgeBrook Golf Course (Gary Moen)
- **Temp/Sidewalk Sales** – None
- **Liquor/unrestricted** – None
- **Liquor/restaurant** – None
- **Legal Description Change** – The Wild Hare
- **Businesses Closed** – Via Italia, BraVo's, Fireside Restaurant & Lounge (Fireside, Inc.), Lantern Lounge (Half Pint Ent.), EdgeBrook Golf Course (Dave Spaulding) (Cottonwood Bistro did not renew On-Off Wine)

Liquor Off-Sale

1 Brookings Municipal Liquor Store

Address

780 22nd Ave. So.

Liquor On-Sale

1 Fireside Restaurant (Dakota Ram, Inc.)
2 Park Hospitality Inc.
3 Applebee's Neighborhood Grill & Bar
4 Buffalo Wild Wings Bar & Grill
5 CRAFT (Midwest Fresh Concept)
6 Cubby's Sports Bar & Grill / GDT Inc.
7 Danny's / David Olson Inc.
8 Elks Lodge #1490
9 Jim's Tap
10 9 Bar Nightclub (Nine Inc.)
11 Old Market Eatery, LLC
12 Pheasant Café & Lounge
13 Pints & Quarts
14 Prairie Lanes / Busick-Nelson

2515 E. 6th St.
2500 6th St.
3001 Lefevre Dr.
1721 6th St.
610 Medary Ave.
307 Main Ave.
703 Main Ave. So.
516 4th St.
309 Main Ave.
303 Main Ave.
424 5th St.
726 Main Ave. So.
313 Main Ave.
722 Western Ave.

15	Ram & O'Hare's Eng LLC / The Ram	327 Main Ave.
16	Ray's Corner / Fergen Enterprises Inc.	401 Main Ave.
17	Skinner's Pub Inc.	300 Main Ave.
18	Sully's Irish Pub	421 Main Ave.
19	VFW Geo Dokken Post 2118	520 Main Ave.
20	The Wild Hare (Wonder, Inc.)	303 3 rd St.

Restaurant On-Sale

1	Whiskey Creek Wood Fire Grill (Brookings Steak Co.)	621 32 nd Ave.
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Malt Off-Sale

1	BP of Brookings, Inc.	2420 6 th St.
2	Cenex Zip Trip #63 CHS, Inc.	1005 6 th St.
3	Cenex Zip Trip #64 CHS, Inc.	3045 LeFevre Dr.
4	El Tapitio Inc.	1717 6 th St.
5	Fireside Restaurant (Dakota Ram, Inc.)	2515 E. 6 th St.
6	Gas 'N Mor	606 6 th St.
7	Hy-Vee Food Store	700 22 nd Ave. So.
8	Hy-Vee Gas	716 22 nd Ave. So.
9	Jim's Tap	309 Main Ave.
10	Newman's Kerr McGee	503 6 th St.
11	Pints & Quarts	313 Main Ave.
12	Schoon's Pump N' Pak North (Schoon's Inc.)	202 S. Main Ave.
13	Sully's Irish Pub	421 Main Ave.
14	Wal-Mart Supercenter #1538	2233 6 th St.

Malt On-Off Sale

1	Aramark / McCrory Gardens Visitors Education Center	22 nd Ave./6 th St.
2	Brookings Softball Assoc. (SouthBrook Softball Diamonds)	2800 22 nd Ave. So.
3	Carpy's Pub	700 22 nd Ave. So.
4	Casino 2000	622 25 th Ave.
5	The Children's Museum of South Dakota	521 4 th St.
6	The Clothes Line Lounge (Inactive)	727 Wilson Ave.
7	Cottonwood Coffee Inc. (dba Cottonwood Bistro)	1710 6 th St.
8	CRAFT (Midwest Fresh Concept)	610 Medary Ave.
9	Cubby's Sports Bar & Grill	307 Main Ave.
10	Danny's / David Olson Inc.	703 Main Ave. So.
11	The Depot	919 20 th St. So.
12	The Dixie	1300 Main Ave. So.
13	EdgeBrook Golf Course (Gary Moen)	1415 22 nd Ave. So.
14	Gas 'N Mor / Brookings Developers, Inc.	606 6 th St.
15	George's Pizza & Steakhouse	311 Main Ave.
16	Guadalajara	Village Square Mall #1
17	Hy-Vee Food Store	790 22 nd Ave. So.
18	KRAVE, Inc.	1040 22 nd Ave. So.
19	Main Street Pub	408 Main Ave.
20	New Sake, Inc.	724 22 nd Ave. So.
21	Old Sanctuary	928 4 th St.
22	Pizza Hut #2769	418 6 th St.
23	PNP Pub	318 2 nd St.
24	Ray's Corner / Fergen Enterprises Inc.	401 Main Ave.
25	Schoon's Pump N' Pak South (Schoon's Inc.)	1205 Main Ave. So.

26	Sixth Street Diner	223 6 th St.
27	Skinner's Pub, Inc.	300 Main Ave.
28	South Main Diner (dba SVK Properties, LLC)	615 Main Ave. So.
29	Swiftel Center	824 32 nd Ave.
30	Wooden Legs Brewing Co.	311 5 th St.
<u>Off-Sale Malt & Farm Wine</u>		
1	Casey's General Store #1694	620 8 th St. So.
2	Casey's General Store #2198	122 6 th St. W.
3	Casey's General Store #2419	534 22 nd Ave. So.
<u>On-Off Sale Malt & Farm Wine</u>		
1	The Blizzard	924 32 nd Ave.
<u>Wine On-Off Sale</u>		
1	Aramark / McCrory Gardens Educational Visitors Center	6 th St. / 22 nd Ave.
2	Brookings Municipal Liquor Store	780 22 nd Ave. So.
3	Carpy's Pub	700 22 nd Ave. So.
4	Cenex Zip Trip #63 (CHS, Inc.)	1005 6 th St.
5	Cenex Zip Trip #64 (CHS, Inc.)	3045 LeFevre Dr.
6	The Children's Museum of South Dakota	521 4 th St.
7	CRAFT (Midwest Fresh Concept)	610 Medary Ave.
8	The Depot	919 20 th St. So.
9	The Dixie	1300 Main Ave. So.
10	Guadalajara	Village Square Mall #1
11	Hy-Vee Food Store	790 22 nd Ave.
12	KRAVE, Inc.	1040 22 nd Ave. So.
13	New Sake, Inc.	724 22 nd Ave. So.
14	Old Sanctuary	928 4 th St.
15	Pheasant Café & Lounge	726 Main Ave. So.
16	Schoon's Pump N' Pak South	1205 Main Ave. So.
17	Skinner's Pub, Inc.	300 Main Ave.
18	Swiftel Center	824 32 nd Ave.
19	Wal-Mart Supercenter #1538	2233 6 th St.

MAYOR /COUNCIL SPECIAL PROJECTS. The City Clerk's Department provides administrative services for the Mayor in the areas of research, coordination and management of various ongoing and special projects and events. Special initiatives and annual projects in 2015 included travel arrangements, correspondence, meeting and invite arrangements, budget development, and changing the format of the City Manager's evaluation process to be digital instead of written through Survey Monkey and 32 Mayoral Proclamations.

Community Common Read. The Community Common Read is a community/university partnership to encourage all citizens and students to read the same book and engage in discussions and activities related to the book and its themes. Elements of this project are for all age groups and the purpose of the dialogue is to generate discussion, ideas, and possibly some strategies for improving the overall quality of life. The initiative is designed to unite the Brookings community and campus around an important social issue, promote literacy and to provide a means of engagement for other organizations to address literacy issues within and outside our nation.

Volunteer Leadership Coffees. The Mayor hosted informal coffees on June 18 & 30 with city volunteer board, committee, council and commission chairpersons and vice chairpersons. The Mayor's goal was to provide the volunteers with information on city issues and projects and seek their input. The coffees were also an opportunity to bring forward an issue or concern from the volunteer's respective group. The Chairpersons and Vice Chairpersons were asked to have dialogue with their members prior to the coffees in order to obtain everyone's input.

Start-up-in-a-Day. The Business Start-up-in-a-Day initiative was launched due to the efforts of Council Member Meyer which led to a grant to BEDC for website development to improve business licensing and permitting. This program will carry-over into 2016 and utilize resources from the City Clerk's office and BEDC. A new program was explored which will migrate virtually all application forms needed by the public to an on-line system. "Open Counter" is a subscriber hosting service that maintains such files and facilitates customer access. In addition to being a lean program, it is also a major public transparency initiative. Clerk's Office outlined work plan, conducted initial mapping, reviewed online platforms, participated on team, selected platform, and will oversee project to be completed by May 2016.

Public Arts Task Force. Staffed task force, assisted with drafting policies and related documents to create permanent municipal arts fund, commission and guidelines.

Census Data Training Workshop. Organized, sponsored, and promoted "Assessing Demographic and Economic Data" workshop presented by Data Dissemination Specialist, Kimberly Davis from the United States Census Bureau at the Brookings Public Library on, August 11 from 2-5 p.m. with 30 attending.

Transportation Network Companies (TNC) Ordinance. Researched issues related to TNCs, gathered sample ordinances, initiated team meetings, and will prepare application, guidelines and procedures for posting on website by January 29

Food Trucks/Mobile Food Vendors. Researched issue, initiated team meetings, rewrote draft ordinance, developed streamlined process/applications/guidelines, and created website presence. Food trucks and mobile vendor permits qualify as an urban ag initiative.

Provided clerical staff for Transportation Ad Hoc Committee

OPEN GOVERNMENT/E-GOVERNMENT INITIATIVES. The Brookings City Clerk's Office serves as the primary source for city-wide information and document resource. The City Clerk is responsible to implement and enhance the City's open government objectives of transparency of the government process and to embrace and promote public involvement and input. To that end, all City departments submit their legal notices, meeting notices, government channel information, website information, press releases, and other public information and open government initiatives through the City Clerk's Office. The City Clerk is also responsible to coordinate the information and ensure all city departments follow City and State policies and procedures for each method.

Brookings City Council - "Governance Strategy B - Public Education & Openness in Government"
Implement initiatives to inform and educate the public about the workings of their city government through various mediums such as website, cable TV, surveys and newsletters.

- 1) **ENGAGE BROOKINGS.** Engage Brookings is a comprehensive community engagement website where citizens can engage, communicate and collaborate with community decision makers and other residents on the future of our community.



The goal is to get the community involved in the planning process. Along the way, Engage Brookings will be used as an online tool to generate new ideas and feedback from citizens using this interactive and accessible new platform. Feedback from the engagement website will be used by city employees and officials in order to lay out plans on a variety of projects.

Engage Brookings gives contributors a chance to share new ideas, second others' ideas, expand upon existing ideas and give feedback on initiatives, working with community leaders on a variety of topics online anytime, anywhere. The site also measures and tracks participation, identifying the most interested citizens and most compelling topics.

In 2015, 13 questions were conducted. 7 were idea submissions; 6 were instant polls. Promotions for this year included: Widgets, Facebook, Twitter, business cards and posters.

In the spring of 2015, MindMixer announced a name change to mySidewalk and redirected their focus to data rather than citizens. Along with the name change, the platform changed and the usability declined for the users as well as the administrators. Participation rates have decreased due to users needing to re-register with mySidewalk. The experience, look and usability are confusing for the users and the administrators. Questions from other mySidewalk sites have shown up on Engage Brookings site.

Specific concerns for the administrators include questions no longer available to queue start/end dates and past history, administrators no longer have tiered role levels, and reports lack depth of information, automatic email and question summary.

The software is no longer meeting our needs. The City Clerk's office is inquiring whether the software will develop the previous functionality or whether to pursue other avenues.

- 2) **WEBSITE.** The City Clerk's Office serves as the Webmaster, responsible for the maintenance and development of the City website, www.cityofbrookings.org, created in conjunction with CivicPlus. The website offers up-to-date information with the goal to improve citizen engagement, enhance economic development and facilitate democratic decision-making.

Additional features and functionality of the City website include:

- Date-driven calendar to display important events and meetings
- Interactive online forms
- Automatic integration through Facebook and Twitter
- A centralized location to store and view agendas and minutes
- Clickable and interactive maps
- Interactive functionality through CivicPlus Government Content Management System
- Online streaming video

Using the CivicPlus Government Content Management System, City staff can maintain every aspect of the website from pages to online forms, news announcements to a searchable archive center. It also allows the City's website administrator to delegate site maintenance to staff in individual departments; a process which improves staff efficiency and ensures every corner of the website remains up-to-date with the most current information.

The website provides citizens with a portal to answer their questions or concerns 24 hours a day, 7 days a week. Benefits include increased public access to information, providing another means of communicating with government officials, and streamlining City services with on-line applications. Our website automatically posts from the Agenda Center, Alert Center, Calendar, Jobs and News Flash modules to our Facebook and Twitter feeds. This feature saves hours of employee's time by eliminating further steps when posting an item on the website.

Citizen Request Tracker (CRT) iPhone App. Allows citizens to report issues – potholes, graffiti, down street lights, etc. to the City of Brookings. The CRT iPhone App keeps a history of all user requests, keeps a profile of the user's information, and submits requests right from their iPhone. Features include:

- Uses GPS to pinpoint the location
- Take pictures with the user's phone and submits them with their request
- See a history of the user's requests
- Profile information is stored on the user's app

Summary							
Category Name	1/1/2015 - 12/31/2015					As of 12/31/2015	
	Total Requests		Average Requests Per Day		Avg. Time to Close a Request (hours)	Summary	
	Submitted	Closed	Submitted	Closed		Open	Closed
<u>City Clerk</u>	0	0	0	0	0	0	2
<u>City Manager</u>	2	1	0.005	0.003	456	1	20
<u>Community Development</u>	10	9	0.027	0.025	296.444	3	51
<u>Engineering</u>	13	13	0.036	0.036	291.538	1	46
<u>iPhone</u>	1	1	0.003	0.003	32	0	5
<u>Landfill</u>	1	1	0.003	0.003	116	0	11
<u>Parks, Recreation & Forestry</u>	3	3	0.008	0.008	181.667	1	19
<u>Police Department</u>	8	8	0.022	0.022	399.25	1	20
<u>Street</u>	5	5	0.014	0.014	22	0	33
Total:	43	41	0.118	0.112	266.122	7	207

Notify Me Module. The City of Brookings website also features a Notify Me module which allows citizens to subscribe and receive email and/or text message updates. Citizens may subscribe for notifications regarding announcements and news, bid postings, calendar, City Council meetings, emergency alerts, job postings and legal notices. When an item is posted to

the category in which they subscribed, the citizen will receive notification via email and/or text message.

Messages	2013	2014	2015
Announcements & News	110	92	179
Bid Postings	35	37	41
Calendar	299	347	363
City Council Meetings	37	32	36
Emergency Alerts	3	4	8
Job Postings	32	51	43
Legal Notices	276	257	255

Facilities Module: The Facilities Module lists all city-owned facilities / property. It serves as a location and facilities finder for the public. It contains detailed information for each facility/property such as: address, restrooms, meeting rooms, seating capacity, bike trail access, recreation activities available, reservation requests, parking, etc. There are currently 59 city-owned facilities / parks / properties listed within this module.

The City’s website facilities module was upgraded in 2015 to include the following features: individual facilities pages for easy finding of information, facilities grouped by categories and subcategories, ability to provide more detail and multi-photo slide-shows for each facility, the ability to provide additional informational documents such as ‘rules & regulations’, reservation agreements, etc.; map links will be hosted by the following browsers - - Google, Yahoo, Mapquest, Bing, ESRI, along with some features on the ‘back end’ enabling the managers easier access to change/update information as needed.

Mobile App: In 2015 the City Clerk’s office developed the back-end for the mobile app, which correlates directly with the city website. To be released in 2016, the mobile app offers up-to-date information in the palm of your hands and optimizes citizen engagement. The City has successfully achieved form and function in their new mobile app while still creating an easy to use space and excellent resource for all City information and services. Features and functionality of the City app include:

- City news, announcements & job postings
- Email and text message subscription for job, bid, meeting and emergency notices
- Report concerns online
- Date-driven calendar to display important events and meetings
- City Council and City Departments
- Social media connections
- Golf course tee time reservations

Website Expansion Plans

- Portal for city contracts and agreements in a searchable format
- Expand online E-services
- Web based information and training for board volunteers

3) MEETING NOTICE METHODS

- 1) Posted at location of meeting **
- 2) Email to media and other interested parties **

- 3) Post on Government Access Channel
- 4) Post on City Website
- 5) "Notify Me" email notification feature on City's website.***
- 6) Electronic Bulletin Board at City & County Government Center
- 7) Post on Facebook and Twitter

*** 24 hour notification is required by law; however, the City of Brookings is committed to providing timely notice to the public to ensure public participation in all decision making processes. To that end, the City makes every reasonable effort to notify the public via all means available five (5) days prior to the meeting.*

****Allows the public to sign up to receive automatic email notifications when City Council agenda's have been posted or board, committee, or commission meetings are occurring.*

1-25-1.1. Notice of meetings of public bodies--Violation as misdemeanor. All public bodies shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire twenty-four hours before any meeting, by posting a copy of the notice, visible to the public, at the principal office of the public body holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice, if such a website exists. For special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

Source: SL 1987, ch 22, § 2; § 1-25-1.2; SL 1990, ch 19; SL 1990, ch 30, § 2; SL 2012, ch 6, § 1; SL 2013, ch 9, § 1.

4) IPADS & ILEGISLATE APP. City Council agenda packets became completely paperless through the use of iPads and the Granicus iLegislate application in 2013. Benefits include immediate packet availability, cloud based platform provides total mobility, immediate access to prior packets and video, ease of creating and navigating packet annotations, access to email/calendar/contacts, consistent hardware and software platform, reduced costs, reduced environmental impact, reduced staff time, long-term benefits of the program are reduced dependency on environmental resources and reduced staff time.

5) AUTOMATED AGENDA MANAGEMENT SYSTEM. The City Clerk's Department implemented an automated agenda management system in 2014. Initial emphasis of the system was for City Council and Planning Commission meetings; however, the system is now used for all other public meeting body agendas.

Granicus Legistar software automates, streamlines, and simplifies the agenda compilation, tracking, and distribution for all departments. Agenda item approvals are automated with electronic approval processes, available in a cloud based system enabling managers to approve agenda items from mobile devices. The system organizes, stores, and retrieves electronic documents. It also tracks legislation and generates historical reports for staff, citizens, and council.

Agenda development requires significant staffing from the City Clerk's Department. Drafting topics, getting items approved, compiling information from various departments, and creating an agenda are integral parts of the pre-meeting process, yet can be very time-consuming. With

so many moving parts, steps can be overlooked or items can be inadvertently dropped. The automated system will save the City Clerk's staff several hours per week and maintain greater legislative accuracy.

- 6) **TELEVISED MEETINGS.** All City Council meetings and Planning Commission monthly meetings are televised and provided live stream and on-demand on the city website, live broadcast on the Mediacom & Swiftel Communications City government access Channels (Channel 9), and rebroadcast on Channel 9 (Council Meetings: Wednesday @ 1:00 PM, Thursday @ 7:00 PM, Friday @ 9:00 PM, and Saturday @ 1:00 PM. Planning Commission Meetings: 2nd Thursday of the month at 3:00 PM and the 4th Thursday of the month at 5:30 PM). City Clerk's staff serve as back up control room operators.
- 7) **GOVERNMENT CHANNEL.** The Government channel is broadcast on Swiftel Cable Channel 9 and Mediacom Channel 9. The primary use of these channels is to cablecast live city meetings and replay previously recorded city meetings, along with any other video production. Additional formatting can include other government related meetings beyond the City Council, town hall meetings, candidate forums and video production pieces on city issues and activities. The channel also has a web-based user interface bulletin board system with the ability to pre-program information including text, images, and graphics backgrounds. Other programming includes the City calendar, job postings, photos, maps, zoned screen with message bar for updates, current weather lines, news releases, top AP stories, promotional pieces, information on various upcoming city issues, website links, and historical information.
- 8) **TELEVISED LEGISLATIVE & CANDIDATE FORUMS.** The City of Brookings partnered with the Brookings Area Chamber of Commerce Government Affairs Committee to host 6 televised forums in 2015. This partnership allows citizens access to information to become educated about candidates, elected officials, and the legislative process. The forums included three Legislative Update Forums (Jan. 31, Feb. 21, and March 7), a City Council Candidate Forum (March 28), and a School Board Candidate Forum (April 11). The forums were held at the Brookings City & County Government Center Chambers and broadcast on the City's government channel, Mediacom and Swiftel Communications Channel 9. The City of Brookings rebroadcast the forums three times following each forum. They were rebroadcast on Saturday @ 9:00 PM, Sunday @ 2:00 PM, and Monday @ 6:00 PM. City Clerk's staff serves as primary control room operators.
- 9) **GRANICUS SYSTEM/STREAMING VIDEO.** The Brookings City Council and Planning Commission televised meetings utilizing Granicus software which enabled the public, staff and council to conduct keyword searches of the City Council and Planning Commission webcasts and documents. Citizens currently have the option of accessing the meetings via the website or the government channel to get immediate information while decisions are being made. The Granicus system adds an additional layer to our open government by providing direct searchable links to access specific agenda item discussions within the meeting. Archived City Council and Planning Commission meetings are generally available for viewing on the City's website the following day.
- 10) **LEGAL NOTICES.** Timely and accurate printed notice in the official newspaper and City website is provided to the citizens of Brookings regarding all official City Council activities to include

meeting agendas, bid lettings and other advertisements, public hearings, and regular and special meetings. In addition to compliance with state and local requirements, the benefits of public notice include increased and/or improved public participation in the decision-making process and an increased probability in partnership opportunities. Citizens can also sign up to receive legal notice notification via RSS (Rich Site Summary) feeds.

11) MEETING MINUTES. Pursuant to state law and other adopted city requirements, the City Clerk's Office is the keeper of all city board, committee and commission minutes and makes those documents available to the public via the city website and public records. Minutes are compiled and made available in print and electronic format to the public and staff. The City Clerk is also responsible to submit minutes which are required to be published pursuant to any state and/or city mandates. In 2015, as part of the Granicus Agenda Management Solution, an InSite Page was created. This page is a one-stop location for all board, committee, and commission agendas, minutes and videos. (<https://cityofbrookings.legistar.com/Calendar.aspx>).

12) CITY CLERK'S DEPARTMENT - ONLINE SERVICES

- Volunteer Board, Committee and Commission Applications
- Licenses: Circus/Carnival, Commercial Garbage Hauler, Going out of Business, House Mover, Pawnbroker, Plumber, Taxi, Transient Merchant, Temporary Vendor and Food Truck
- Permits: Raffle, Street Closure, Parade
- Automated distribution of legal notices, press releases and agendas to citizens via website "notify me" module.

13) SOCIAL MEDIA. To help promote citizen participation, information sharing and open government the City of Brookings has a presence on the social media networks Facebook, Twitter and YouTube. The City focuses on a variety of social media channels to help ensure citizens are aware of important safety and informational messages. Whether it is snow plows, tornado warnings, parking notices, job postings, special events or updates; sharing information can improve the safety of Brookings. Each department has a staff member trained to post to the social media sites. The Park & Recreation Department has developed an individual Facebook page for citizens to receive immediate updates regarding Park & Recreation programs.

14) RECORDS MANAGEMENT – LASERFICHE. The City Clerk's Department is responsible for the development and implementation of a Records Management Program that integrates procedures, retention schedules, and best practices for the management of records in accordance with the requirements of State Statute and City Charter. Laserfiche is a records management program which integrates procedures, retention schedules, and best practices in accordance with City Charter and State Statutes. Currently being used for imaging Council Minutes, Ordinance and Resolutions, with the ability to image all original documents. Long-term benefits include overall improved access to city records, an inventory of archival documents for research purposes, automated life cycle management from document creation to final disposition, and minimized down time in the event of a disaster. Records to include scanned paper, electronic documents, email, digital audio and video files, photographs, and physical records.

Records Management Future Goals:

- Track content and changes within a document allowing comparison to older version, digital signatures, full-text search with memory management and localized indexing, workflow automation to include PDF forms, database access and directory access.
- Documents on website: Web Access/Web Administration will allow a document portal to be placed on the city's website and administration access from anywhere using a web browser, fully customizable displays set by individual users, tracking user actions from login and logout to creating, modifying, printing, and deleting documents.

15) ONLINE BIDDING AUCTIONS. The City contracts with The Public Group, LLC (a.k.a. Public Surplus) and GovDeals which provide online bid boards, auctions, and stores. These entities facilitate online transactions at www.publicsurplus.com and www.govdeals.com and other websites for governmental bodies and others to sell surplus goods and other property and assets to buyers of all types. Public Surplus and GovDeals have unique capabilities specifically for public agencies, making them more than an auction site.

16) SEARCHABLE CODE OF ORDINANCES. The City contracts with Municipal Code Corporation (MCC) to provide the City of Brookings Code of Ordinances in a searchable online format. The updated online Code now includes all ordinances that have not been codified.

17) BUILDING KIOSKS. The Kiosk and displays in the building are there for public use to display information about the building along with any information that is output from our X20 Media Servers.

ORDINANCES AND RESOLUTIONS. In addition to the maintenance of official City Council documents, the City Clerk is responsible to draft Ordinances and Resolutions for submission to the City Council. Adopted Ordinances and Resolutions are maintained and made available to city staff through a shared computer drive. Adopted Ordinances are provided to the codification company to update the City Code in all appropriate formats. The Code is available on CD Rom, print, and in a searchable format on the city website. As with all public records, these documents are made available to the public.

The following is a complete list of the Ordinances considered for action by the City Council in 2015:

<u>Ordinance</u>	<u>Description</u>	<u>Type</u>	<u>Publish Date</u>
15-001	An Ordinance to change the zoning within the City of Brookings (Lot 11, Block 10, Moriarty Addition).	ZONING	1/30/2015
15-002	An Ordinance Amending Chapter 22 of the Code of Ordinances of the City of Brookings and Pertaining to Rental Dwelling Unit Standards.	ZONING	5/1/2015
15-003	An Ordinance rezoning for an Animal Research Facility as a Permitted Special Use in the I-1 and I-1R Industrial Districts.	ZONING	5/15/2015
15-004	An Ordinance amending Section 14-83 Swine, of the	ZONING	2/27/2015

	Code of Ordinances of the City of Brookings.		
15-005	An Ordinance amending Article V of Chapter 2 of the Code of Ordinances of the City of Brookings, SD and pertaining to the Human Rights Commission of the City of Brookings.	COMMITTEE	5/29/2015
15-006	An Ordinance rezoning Lots 1, 2, and 3, Block 4, Folsom Addition from a Business B-3 District to a PDD Planned Development District.	ZONING	5/15/2015
15-007	An Ordinance Revising Section 46-22 of Article II and pertaining to the Appointment of Members to the Brookings Historic Preservation Commission in the city of Brookings, SD.	BOARDS	5/15/2015
15-008	An Ordinance rezoning Outlots A, B, and C in the S ½ of the N ½ of the SE ¼ of Section 22-T110N-R50W from a Residence R-1A District to a Residence R-3 District. Public Hearing: June 9, 2015.	ZONING	6/12/2015
15-009	An Ordinance for a Conditional Use Request for a Group Home on Lot B, Block 1, Hunter's Ridge Addition.	CONDITIONAL USE	6/12/2015
15-010	An Ordinance authorizing a Supplemental Appropriation to the 2015 Budget for the purpose of providing for Additional Funds for the Operation of the City.	BUDGET	6/12/2015
15-011	An Ordinance rezoning the SW ¼ of the NE ¼ of Section 34-T110N-R50W from a Residence R-1B to a Residence R-1C and R-2 District and a Residence R-2 District to a Residence R-1C District.	ZONING	7/17/2015
15-012	An Ordinance proposing major and minor amendments to an Initial Development Plan within a Planned Development District on Lots 1-3, Block 4, Folsom Addition.	ZONING	7/31/2015
15-013	An Ordinance amending the Zoning Ordinance of the City of Brookings and pertaining to Residency Requirements for Board of Adjustment members for the purposes of administration of the Zoning Ordinance.	ZONING	8/14/2015
15-014	An Ordinance amending the Zoning Ordinance of the City of Brookings and pertaining to the posting of signs for land use classification changes and conditional uses for purposes of administration of the Zoning Ordinance.	ZONING	8/14/2015

15-015	An Ordinance to change the Zoning within the City of Brookings: rezone a portion of the Christie Springs Addition from a Residence R-1C District to a Residence R-3 District and from a Residence R-1C and R-3 District to a Business B-2 District.	ZONING	8/14/2015
15-016	An Ordinance pertaining to an application for a Conditional Use for an Outdoor Sales Use in the Industrial I-1 District; Lot 4, Block 1, Gilkerson Second Addition.	CONDITIONAL USE	8/14/2015
15-017	An Ordinance for the 2016 Budget Appropriation.	BUDGET	9/11/2015
15-018	An Ordinance Amending Chapter 26 of the Code of Ordinances of the City of Brookings, South Dakota to include Article VIII, and pertaining to the Regulation of Food Trucks in the City of Brookings.	LICENSING	9/25/2015
15-019	An Ordinance Amending Chapter 74, of the Code of Ordinances of the City of Brookings, South Dakota to include Division 2, and pertaining to the Regulation of Temporary Vendor Permits in the City of Brookings.	LICENSING	9/25/2015
15-020	An Ordinance amending the Zoning Ordinance of the City of Brookings and pertaining to an Animal Hospital and Crematorium for the purposes of administration of the Zoning Ordinance.	ZONING	12/11/2015
15-021	An Ordinance authorizing a supplemental Appropriation to the 2015 Budget for the City of Brookings.	BUDGET	12/11/2015
15-022	An Ordinance amending Chapter 14 of the Code of Ordinances of the City of Brookings, South Dakota to include provisions pertaining to the keeping of chickens in the City of Brookings.	ZONING	FAILED
15-023	An Ordinance amending Division 5 of Chapter 2 of the Code of Ordinances of the City of Brookings South Dakota, and pertaining to Terms of Office of Members of the Sustainability Council of the City of Brookings.	BOARDS	11/30/2015
15-024	An Ordinance Amending Chapter 26 of the Code of Ordinances of the City of Brookings, South Dakota to include the regulation of Transportation Network Companies in the City of Brookings.	LICENSING	01/15/2016
15-025	An Ordinance amending Article II of Chapter 22 of the Code of Ordinances of the City of Brookings and	CODE	12/11/2015

	<p>pertaining to the adoption of the 2015 International Building Code, the 2015 International Residential Code, the 2015 International Mechanical Code, the 2015 International Fire Code, and the 2015 International Existing Building Code with certain amendments thereto.</p>		
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ORDINANCE CODIFICATION. Codification is the process of organizing and arranging all of the City’s legislation into a Code of Ordinances. The Code is the end product of the process of research, review, revision and organization of the City’s local laws and ordinances into a comprehensive document. A codification must be formally adopted by the City Council in order to establish it as a permanent and practical system of municipal law.

All approved ordinances were sent via email to the Municipal Code Corporation (MCC), the codification company the City of Brookings contracts with for services. MCC provides Code updates on the city website, CD Rom and 31 books. The online searchable version of the Code was completed and uploaded in 2015.

2015 codification details:

- # of Ordinances coded in 2015: 8 Ordinances were included in Supplement #3; 4 Ordinances were included in Supplement #4
- # of Supplements rec’d per year: 2
- # of Code updates made on the electronic/website: 2 (same as supplements)
- # of pages of the Code updated in 2015: 140 pages

Supplements are provided to the following: City Attorney, City Clerk, City Manager, Council Chambers, Engineering Office, Official File Room copy, Finance Office, Fire Dept., Front Desk/Receptionist, Human Resources Office, Landfill, Library (2 copies), Liquor Store, Parks & Recreation Dept., Police Dept. (2 copies), Street Dept., Mayor, Council Members (6 copies), Brookings Hospital, Brookings Municipal Utilities, SDSU Briggs Library, State’s Attorney’s Office, Brookings County Courthouse (2 copies). TOTAL COST: 3,871.60 (Paper supplements \$2,651.60; Images/Graphs/Tabular Matter \$70.00; Freight \$31.63; Internet Fee \$1,220.00 (Cost per supplement page: \$18.94)

Recodification is to update the existing Code with all general and permanent legislation. The City Attorney, along with city department heads, review for inconsistencies, duplications, proper grammar, conflicts in the code and additional legislation. The City Attorney also compares the city’s ordinances against state statutes and court decisions and adds the comments and recommendations. The City of Brookings *Code of Ordinances* was last fully recodified in 2013. The Brookings City Charter mandates recodification be done at least every ten years. In September 2013, the Brookings City Council adopted proposed changes in all chapters. The revised document was available spring 2014 in print and digital formats.

RESOLUTIONS. The following is a complete list of the **Resolutions** considered for action by the City Council in 2015:

Resolution	Description
15-001	A Resolution providing for the Establishment of the Downtown Retail Acceleration Grant Program.

15-002	A Resolution authorizing Change Order No. 1 (Final) for 2014-07STI Freight On Board Project; Bowes Construction, Inc.
15-003	A Resolution authorizing Change Order No. 1 (CCO#1) for 2014-01SWR, Concrete Maintenance Project; Timmons Construction.
15-004	A Resolution awarding bids on 75 foot Quint Fire Apparatus for Fire Dept.
15-005	A Resolution authorizing the City Manager to sign a Wetland Agreement between the South Dakota Department of Transportation and the City of Brookings, SD.
15-006	A Resolution authorizing the City Manager to sign a Wine Operating Agreement for ERL, LLC, DBA The Depot, 921 20 th St. So.
15-007	A Resolution of Intent of the City of Brookings to Lease Real Property to Civil Air Patrol, Inc.
15-008	A Resolution Rescinding Resolution 116-89 and pertaining to a Petition to Vacate a Street located North of Eighth Street and adjacent to property formerly platted as Block One (1), University Addition to the City of Brookings.
15-009	A Resolution directing preparation of Assessment Roll, dividing Assessments into Installments, and providing for the collection thereof for Sidewalk Assessment Project 2014-01SWR (2014 Sidewalk Repairs).
15-010	A Resolution Awarding bids for 2015-04STI, 26 th St. So. & Main Ave. So. Traffic Signal Project.
15-011	A Resolution adopting a Policy governing the use of Sales Tax Revenue to be granted as Economic Development Incentive Program.
15-012	A Resolution fixing time and place for Hearing Upon Assessment Roll for Sidewalk Assessment Project No. 2014-01SWR, 2014 Sidewalk Repair Sites.
15-013	A Resolution encouraging Brookings Municipal Utilities to continue to work cooperatively with organizations seeking to financially assist customers with delinquent accounts.
15-014	A Resolution accepting a conveyance of real property to the City of Brookings, SD.
15-015	A Resolution for the Levying Assessment on Project 2014-01SWR, 2014 Sidewalk Repair Sites.
15-016	A Resolution awarding the contract on Project 2015-06STI, Chip Seal Project.
15-017	A Resolution awarding the contract on Project 2015-07STI, Asphalt Concrete Freight On Board Project.
15-018	A Resolution awarding the contract for purchase of a Pit Type Truck Scale.
15-019	A Resolution purchasing property from the State of South Dakota (for Street Maintenance Facility).
15-020	A Resolution removing Uncollectible Accounts Receivable from Records.
15-021	A Resolution declaring Street Dept. equipment as surplus property: Pickup, Tack Oil Distributor, Single Axle Truck with mounted spreader, Hazardous Storage Building, Underground Fuel Tanks, Fuel Management System, and Fuel Pumps.
15-022	A Resolution designating Election Judges for the April 14, 2015 Combined Municipal/School Board Election.
15-023	A Resolution authorizing the City Manager to enter into an Operating Agreement for an On-Sale Liquor License for Midwest Fresh Concepts, LLC, DBA "CRAFT", Jesse Lee, owner, 610 Medary Ave, Brookings, SD, legal description: Lots 3-4-5, Randi Peterson Addition.
15-024	A Bridge Re-Inspection Program Resolution for use with SDDOT Retainer Contracts.
15-025	A Resolution of Intent to Lease Real Property to Northern Plains Power Technologies.
15-026	A Resolution for a Street Vacation: portion of 6 th Street between 32 nd Ave. So. and 34 th

	Ave. So.
15-027	A Resolution authorizing the Mayor to sign an Agreement for FAA Flight Inspection Services, Runway 17-35.
15-028	A Resolution awarding bids on Project 2015-08STI Street Maintenance and Overlay Project.
15-029	A Resolution awarding a contract for the purchase of one new Stump Cutter for the Parks, Recreation & Forestry Dept.
15-030	A Resolution awarding a contract for the purchase of one new 4-Wheel Drive Turf Sprayer for the Parks, Recreation & Forestry Dept. (EdgeBrook Golf Course).
15-031	A Resolution to name the Nature Center at the Dakota Nature Park.
15-032	A Resolution declaring surplus property: 1990 Ford Van.
15-033	A Resolution declaring surplus property: 1990 Loftness Snowblower #397.
15-034	A Resolution awarding a contract for purchase of new Playground Equipment and Poured-in-Place Surfacing for Valley View Park.
15-035	A Resolution awarding a contract for the purchase one new Asphalt Recycler and Hot Box Trailer for the Street Dept.
15-036	A Resolution to purchase off another Governmental Agency Bid: 2015 Sander/Spreader off the City of Yankton, SD bid.
15-037	A Resolution to purchase off another Governmental Agency Bid: 2015 Truck Chassis off the City of Yankton, SD bid.
15-038	A Resolution for Opt Out: Brookings Health Systems Improvement Project.
15-039	A Resolution to purchase off another Governmental Agency Bid: new one-ton crew cab pickup off of the State of South Dakota bid.
15-040	A Resolution authorizing the City Manager to enter into an Operating Agreement for an On-Sale Liquor License for Wonder, Inc., DBA The Wild Hare, Justin Kirchhevel, Amy Kirchhevel, Todd Voss, David Kneip and Greg Kneip, owners, 303 3 rd Street, Brookings, South Dakota, legal description: West 75 'of Lots 20 and 21, Block 3, Original Plat Addition.
15-041	A Resolution Canvassing the April 14, 2015 Municipal Election.
15-042	A Resolution authorizing the Mayor to sign Amendment No. 1 to Agreement Number 714148 for Federal Aviation Administration Project No. AIP 3-46-0005-023-2010.
15-043	A Resolution authorizing the Mayor to sign an Agreement between the State of South Dakota Department of Transportation and the City of Brookings for Project P 0014(177)421 PCN 546N, US Highway 14 Right of Way and Easements.
15-044	A Resolution approving a Right-To-Occupy Easement to the Boys & Girls Club of Brookings, SD.
15-045	A Resolution awarding the contract on 2015-03SSI, Division Avenue Drainage Improvement Project, Phase 2.
15-046	A Resolution authorizing the City Manager to sign a Wetland Permanent Easement between the South Dakota Department of Transportation and the City of Brookings.
15-047	A Resolution Canvassing the Recount Boards decision on the April 14, 2015 Municipal Election.
15-048	A Resolution awarding the contract for Two Truck Chassis with Raise-able Flatbed Option for Brookings Parks, Recreation and Forestry Dept.
15-049	A Resolution rejecting bids for the Street Dept. Maintenance Facility Demolition project.
15-050	A Resolution awarding the contract for the purchase of Playground Equipment for Dakota Prairie Elementary School.
15-051	A Resolution authorizing Change Order #1 for the Fire Dept. Aerial Ladder Truck; Toyne,

	Inc.
15-052	A Resolution authorizing the Construction and Equipping of Certain Improvements to the Brookings Health System Pursuant to a Lease Agreement; Approving the execution of an Irrevocable Declaration of Trust by Trustee; Providing for the execution, sale and delivery of not to exceed \$35,000,000 Aggregate original amount of Certificates of Participation in the Lease Agreement pursuant to a Certificate Purchase Agreement and the Application of the proceeds thereof to construct and equip improvements to the Brookings Health System and approving and authorizing a Ground Lease of the Brookings Health System to the Trustee; and authorizing and approving other actions and Agreements necessary to consummate the Contemplated Improvement and Financing.
15-053	A Resolution Awarding Bids on City Hay Lease (approximately 60 acres).
15-054	A Resolution Awarding Bids on Airport Hay Lease (approximately 236 acres).
15-055	Not Assigned.
15-056	A Resolution Appraising and Authorizing Sale of Surplus Property.
15-057	A Resolution to purchase an 11' Toro Mower from the State Contract List.
15-058	A Resolution awarding the contract for the purchase of a 1200 Gallon Con Cover All-Purpose Spraying Machine.
15-059	A Resolution awarding the contract for the Street Department Maintenance Facility Demolition Project.
15-060	A Resolution authorizing the City Manager of the City of Brookings, SD to sign the Cooperative Fire Agreement with the State of South Dakota.
15-061	A Resolution authorizing the Brookings Summer Arts Festival Committee to have exclusive use of Pioneer Park.
15-062	A Resolution of Intent to Lease Real Property to Private Person (City Hay).
15-063	A Resolution of Intent to Lease Real Property to Private Person (Airport Hay).
15-064	A Resolution authorizing the City Manager to sign an agreement for professional services for a 20 th Street South Interstate Access Evaluation.
15-065	A Resolution of Intent to Lease Real Property to Brookings Economic Development Corporation.
15-066	A Resolution establishing the License Fees for the Issuance of Special Alcoholic Beverage Licenses in the City of Brookings.
05-067	A Resolution Declaring Surplus Property.
15-068	A Resolution awarding bids on 2015-01SWR, Concrete Maintenance and Overlay Project.
15-069	A Resolution Annexing the South ½ of the Northwest ¼ of Section 34-T110N-R50W.
15-070	A Resolution of Intent to Lease Real Property to Private Person (City Farm land).
15-071	A Resolution rejecting all bids for the Swiftel Center Vestibule Addition Project.
15-072	A Resolution Awarding Bids to Lease City Hay Land in the NE ¼ of Section 11-T109N-R50W (Southeast of 32 nd Street South and Main Avenue South).
15-073	A Resolution authorizing Change Order No. 1 (Final) for 2014-03SSI Division Avenue Drainage Improvement Project; Bowes Construction, Inc.
15-074	A Resolution determining the necessity of repairing or installing sidewalks in the City of Brookings at the expense of abutting property owners; 2015-01SWR Concrete Maintenance Project.
15-075	A Resolution setting forth a schedule of Proposed Fines for Violations of the Ordinances of the City of Brookings (2016 Fine Schedule).
15-076	A Resolution Awarding Bids for the Street Department Maintenance Facility Project.

15-077	A Resolution awarding a Contract for Purchase of One New 4-Wheel Turf Sprayer for the Parks, Recreation, and Forestry Department (EdgeBrook Golf Course).
15-078	A Resolution setting forth a Schedule of Proposed Fines, Fees and Procedures pertaining to Keeping and Control of Animals in the City of Brookings, SD.
15-079	A Resolution establishing a Policy for the Disposal of City Real Property.
15-080	A Resolution Authorizing Change Order No. 2 (Final) for 2014-04SSI Derald Drainage Improvement Project, Rounds Construction, Inc.
15-081	A Resolution of Intent to Lease Hay Land in the NE ¼ of Section 11-T109N-R50W (Southeast of 32nd Street South and Main Avenue South) to David Rochel, Aurora, SD.
15-082	A Resolution Declaring Surplus Property (Airport Loader).
15-083	A Resolution Declaring Surplus Property (HP Designjet plotter).
15-084	A Resolution awarding bids on a new 2015 Articulated 4-Wheel Drive Loader; Brookings Regional Airport AIP #3-46-0005-27-2015.
15-085	A Resolution awarding the contract for EdgeBrook Golf Course Drainage Project for the Parks, Recreation & Forestry Dept. (FAILED)
15-086	A Resolution authorizing the City Manager to sign a Grant Agreement for a 2015 Articulated 4-Wheel Drive Loader; Brookings Regional Airport AIP #3-46-0005-27-2015.
15-087	A Resolution authorizing Change Order No. 4 for 2014-02STI, Main Avenue South and 26 th Street South Assessment Project; Bowes Construction, Inc.
15-088	A Resolution authorizing Change Order No. 1 (Final) for 2015-06STI Chip Seal Project, Topkote, Inc.
15-089	A Resolution directing preparation of the Assessment Roll, dividing Assessments into Installments, and providing for the collection thereof for 2014-02STA Main Avenue South and 26th Street South Assessment Project.
15-090	A Resolution abating certain Parking Tickets in lieu of a charitable donation.
15-091	A Resolution Fixing Time and Place for Public Hearing on 2014-02STA, Main Avenue South and 26th Street South Assessment Project.
15-092	A Resolution of Commitment Regarding the City of Brookings Bicycling Initiatives.
15-093	A Resolution Awarding the Contract for EdgeBrook Golf Course Drainage Project for the Parks, Recreation & Forestry Dept.
15-094	A Resolution to declare Police Vehicles as surplus property.
15-095	A Resolution setting the Unit Financial Charge for 2016 Storm Drainage Fees.
15-096	A Resolution for Levying Assessment for Project 2014-02STA; Main Avenue South and 26 th Street South Assessment Project.
15-097	A Resolution Determining the Necessity of Installing Sidewalks in the City of Brookings at the Expense of Abutting Property Owners; 2016-01SWA Sidewalk Assessment Project.
15-098	A Resolution declaring Street Dept. Equipment as Surplus Property (2016 Dually Pickup Box).
15-099	A Resolution awarding Snow Removal Equipment Contracts.
15-100	A Resolution setting the fee pertaining to Food Trucks in the City of Brookings.
15-101	A Resolution authorizing the Execution of the following documents with the Western Area Power Administration: Firm Electric Service Contract No. 15-Ugpr-L000; Firm Electric Service Contract No. 15-Ugpr-130; Interconnection Contract No. 15-Ugpr-2000 and Consolidated Facility Arrangements Contract No. 15-Ugpr-3000.
15-102	A Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement renewal for the Wal-Mart Supercenter #1538, 2233 6 th Street, Brookings, SD.
15-103	A Resolution for a Levy Assessment for Tree Removal.

15-104	A Resolution for an On-Sale Liquor Operating Agreement for Dakota Ram, Inc., DBA Fireside Restaurant.
15-105	A Resolution Authorizing Change Order No. 4 (Final) for Brookings Runway Re-Alignment Project (Phase 2), AIP #3-46-0005-026-2013; Muth Electric, Inc.
15-106	A Resolution Authorizing Change Order No. 5 (Final) for Brookings Runway Re-Alignment Project (Phase 2), AIP #3-46-0005-026-2013; Bowes Construction, Inc.
15-107	A Resolution Authorizing the Exchange of Real Estate Property Interests (Dorenda R. Ohm).
15-108	A Resolution for the City of Brookings 2016 Dental Insurance Premium Adjustment.
15-109	A Resolution for the City of Brookings 2016 Vision/Hearing Insurance Premium Adjustment.
15-110	A Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement renewal for the Swiftel Center, 824 32 nd Ave., Brookings, SD.
15-111	A Resolution declaring items as surplus property (Finance and IT).
15-112	A Resolution approving Change Order No. 1 (Final) for 2015-01SWR, Concrete Maintenance and Overlay Project.
15-113	A Resolution awarding the contract for an Automated Garbage Truck.
15-114	A Resolution to purchase a John Deere Loader off the State of Minnesota Bid.
15-115	A Resolution of Intent to Lease Real Property to Private Person, Harrison Thompson.
15-116	A Resolution of Intent to Lease Real Property to Private Person, Robert Fite.
15-117	A Resolution of Intent to Lease Real Property to South Dakota State University.
15-118	A Resolution of Intent to Lease Real Property (Advance).
15-119	A Resolution to purchase a new half-ton crew cab pickup off the State of South Dakota vehicle bid.
15-120	A Resolution Adopting Rules and Regulations for the Conduct of Complaint Procedures of the Brookings Human Rights Commission.
15-121	A Resolution approving Change Order No. 1 (Final) for 2015-03SSI, Division Avenue Drainage Improvement Project, Phase 2; Timmons Construction, Inc.
15-122	A Resolution declaring Parks & Forestry Equipment as surplus property.
15-123	A Resolution declaring surplus a 1997 SnoGo Snow Blower as surplus property (Street Dept.).
15-124	A Resolution declaring a John Deere Loader as surplus property (Landfill / Solid Waste Dept.).
15-125	A Resolution setting forth a policy to guide capital improvements.
15-126	A Resolution declaring Fire Department equipment as surplus property.
15-127	A Resolution awarding a Contract for Purchase of One New Snow Blower for the Street Department.
15-128	A Resolution authorizing Change Order No. 1, Final, for 2015-08STI Street Maintenance and Overlay Project, Bowes Construction, Inc.
15-129	A Resolution authorizing the City Manager to enter into an Operating Agreement for an On-Off-Sale Wine License for The Dixie, Laura Dixon and LeeAnn Julius, owners, 1300 Main Ave. So., Brookings, South Dakota, legal description: Lot 1 excluding S 92' of W 40', Block 3, Fishback Second Addition.
15-130	A Resolution providing for the Advancement of a Comprehensive Public Art Appreciation and Public Displays Program.

SURPLUS PROPERTY AUCTION. The City Clerk’s Office coordinates an annual surplus auction for disposal of items no longer of use for city general. This sale incorporates other city entities such as BMU and Brookings Hospital, as well as the Brookings School District and Brookings County.

	2013	2014	2015
Gross Proceeds	No Auction	\$29,012.00	No Auction
Expenses		\$5,067.21	

SUSTAINABILITY COUNCIL. The purpose of the Sustainability Council is to investigate, propose, educate, communicate and advocate investment strategies and policies that will improve our future quality of life while still meeting the needs of the present. The Council will serve as a sustainability resource to the community. The City Clerk’s Department staffs the Sustainability Council and its programs.

During the year the Sustainability Council was involved in promoting several local and regional events, conducting research, working on several projects and attending educational conferences. Several projects occurred in 2015: Poverty/Affordable Housing Report, SDSU Intern, Heartland Regional Sustainability Coordinators Network, Urban Agriculture and assistance with the Bicycle Advisory Committee. Events and education include: Dubuque Sustainability Conference, storm water recommendation, Earth Day, Mayor’s Big Sioux River Summit, feedback on Conservation District Survey, Poster/Ad Outreach Campaign, Green Drinks Presentation planning, Well Being Committee input, student engagement, Brookings Benchmarks Indicator Project presentations, developed ‘changing cultures’ strategies, drafted Green Building Practices Policy, began quarterly meetings, and endorsement/position statements on pending legislation. *See Council’s 2015 Annual Report for greater detail on last year’s projects.*

VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS. The City Clerk’s Office coordinates volunteer recruitment, the appointment process, maintenance of the City Directory, volunteer orientation activities, and volunteer recognition events for the volunteers that serve on City’s boards, committees and commissions. A goal of the City Clerk’s Office is to actively encourage, stimulate and reward citizen participation in local government. The contributions of time and expertise made by volunteers to develop, improve and coordinate City programs are inherent in the democratic process.

	<u>Board/Committee/Commission</u>	<u>Number of Volunteers</u>	<u>City Residency</u>	<u>Authority</u>
1	Airport Board	5	No. The majority of members shall be residents of the City.	SDCL 50-6-2 Code Chapter 18, Article II, Section 18-31 thru 18-42
2	Bicycle Advisory Committee	9	No.	Ordinance No. 16-001
2	Board of Adjustment	7	Required, or reside within the Joint Jurisdictional Area	Code Chapter 94, Article II, Section 94-42 thru 94-45
3	Board of Appeals	5	No.	Code Chapter 22, Article II, Section 22-36 / Building Code Section 112 & R112
4	Board of Health	9	Must live within Brookings County. Two members may reside outside City limits.	SDCL 9-32-2 Code Chapter 42, Article II, Section 42-31 thru 42-43
5	Brookings Committee for People	11	No: a minimum of 7 members	SDCL 60-7

	who have Disabilities		must be city residents. No more than 75% of committee shall be non-city residents.	Code Chapter 2, Article V, Division 3, Section 2-171 thru 2-177
6	Brookings Health System Board of Trustees	9	Yes: 5 City Residents No – 3 Brookings County Residents No – 1 Hospital Physician	Code Chapter 42, Article III, Division 2, Section 42-91 thru 42-105
7	Business Improvement District #1 Board	5	No	SDCL 9-55-5 and 9-55-6 Resolution No. 58-11 and Resolution No. 59-11
8	E911 East Central Communications Council	4	The majority shall be residents of the city/county.	Emergency Dispatch Services Agreement
9	Historic Preservation Commission	7-10	Yes	SDCL 1-19B Code Chapter 46, Article II, Section 46-21 thru 46-26
10	Human Rights Commission	10	No	Code Chapter 2, Article V, Division 2, Section 2-141 thru 2-147
11	Joint Powers Board	4	Follows requirements of delegated elected official.	Joint Cooperative Agreement for County / City Admin. Office Building
13	Library Board	5	Yes	SDCL 14-2-35 Code Chapter 54, Article II, Section 54-31 thru 54-32
14	Park & Recreation Board	9	No	SDCL 9-38-12 Code Chapter 62, Article II, Section 62-31 thru 62-46
15	Planning Commission	9	Yes	SDCL 11-4-11, 11-6-2 Code Chapter 66, Article II, Section 66-31 thru 66-42
16	Sustainability Council	11	Required for the majority.	Ordinance No. 04-11
17	Swiftel Center Advisory Committee	7	No	Code Chapter 2, Article V, Division 4, Section 2-180 thru 2-187
18	Traffic Safety Committee	13	No. The majority of members shall be residents of the City.	Resolution No. 58-90
19	Utility Board	5	Yes: Resident and Landowner.	SDCL 9-39-12 Code Chapter 86, Article II, Section 86-30 thru 86-50

- **Recruitment:** The City Council wants to give as many citizens as possible the opportunity to participate in local government and provide their viewpoint on topics of concern to the City Council. Volunteers are recruited for positions, in accordance with City Council policy, through the use of press releases to local media advertising all vacancies of a volunteer or compensated position on a board, commission or committee of the City. Notice is also given on the City website, government channel, press releases and social media.
- **Appointment:** Applicants are provided with an Application for Appointment. All applications for appointment are provided to the Mayor for consideration. The City Clerk coordinates any personal interviews and/or board input. Formal City Council action is required to approve all appointments. Formal notification from the Mayor regarding the status of appointment is provided to applicants.
- **City Volunteer Directory:** The City Clerk’s Office maintains a comprehensive City Directory of all city committees, boards and commissions and their volunteers, which is available to the general public, city staff, and elected officials via email, on the city share drive, in book

format upon request, and on the city website.

- **Training:** Formal orientation and training sessions have been provided for all volunteers in the past. All board members, long-term and newly appointed, are strongly encouraged to attend this training session. Information is provided on the City Council/City Manager Form of Government, the City Council Governance Policies, the Role of Citizen Advisory Boards, Legal Issues Facing Boards, and the Role of the Chairman.
- **Annual Reporting:** All City Boards, Committees, and Commissions are required to submit an annual report to the City Clerk by February 15th for review by the City Council.
- **Recognition:** The City hosts an appreciation event to publicly recognize and thank all the people who volunteer their time to serve on City boards, committees and commissions. A recognition reception was held on June 11, 2015 at the McCrory Gardens Education & Visitor Center. The June evening brought out many volunteers to the beautiful gardens. 93 RSVP'ed yes, and it was estimated the same number attended. It was a fabulous evening filled with graceful string music and everyone had a marvelous time. Since 2011 this event has been held as an open evening reception where guests could come and go as they please. Many volunteers commented they appreciated an evening event that did not have a formal program. The guests had an opportunity to relax and mingle.

	2013	2014	2015
Printing invitation & postage	\$ 0.00	\$ 127.76	\$ 250.62
Aramark	\$2,353.66	\$1,838.99	\$1,576.21
Centerpieces	\$ 492.00	\$ 500.00	\$ 499.98
Music	\$ 400.00	\$ 300.00	\$ 300.00
PAC labor	\$ 180.00	\$ 0.00	\$ 150.00
Beverages	\$ 0.00	\$ 194.16	\$ 402.00
Tables & linens		\$ 102.00	\$ 102.00
TOTAL	\$3,435.66	\$3,062.91	\$3,280.81