

Brookings City Clerk's Department

2016 Annual Report

Department: City Clerk

Team: Shari Thornes, Brookings City Clerk
 Bonnie Foster, Deputy City Clerk
 Laurie Carruthers, Communications Specialist

Aggregate operating budget: \$335,400 – 2016 Budget

Description: The City Clerk and staff provide administrative services for the Mayor and City Council members in the areas of research, policy development, drafting legislative documents, and the creation, coordination and management of various ongoing and special projects, issues, and events. The City Clerk is also the official recorder for the City Council and custodian of public records, responsible to provide access to City Council meeting agendas and legislative documents. The City Clerk serves as the official filing officer for the city and administers municipal elections, bidding, legal notices, alcohol licensing, various permits, the city website, city government channel, social media and various open government initiatives. The City Clerk also serves as the Americans with Disabilities Coordinator for the City and manages the Human Rights, Public Arts, Historic Preservation, Disability/Accessibility, Bicycling, and Sustainability programs for the City.

Programs & Services

| | |
|---|---|
| ADA Coordinator & Compliance | Parade |
| Bicycle Advisory Committee | Pawnbroker |
| Bidding Process | Plumber |
| Board of Equalization | Raffle |
| Brookings Brand Management | Street Closure |
| Brookings Committee for People who have Disabilities | Summer Arts Festival Booths |
| Budget Book | Taxi: Drivers & Businesses |
| Certified Documents | Temporary Vendor |
| City Council: <i>Agenda, Minutes/Official Records, Administrative Services, Research/Project Development, Orientation</i> | Transient Merchant |
| City Manager: <i>Administrative Services & Research/Project Development</i> | Transportation Network Services |
| Countersigning Warrants for City General and Utilities | Mayor/Council Administrative Services/Projects |
| Document/Records Management | Mayoral Proclamations |
| Elections | Meeting Notices |
| Historic Preservation Commission | Open Government/E-Government/Transparency |
| Human Rights Commission | City Government Channel Management |
| Information Resource Center | Document Website Portal |
| LEAN | Social Media Management |
| Legal Notices | Televised Meetings – livestream/rebroadcast |
| Licenses & Permits: | Website Management |
| Alcohol | Ordinances/Resolutions (Municode) |
| Circus/Carnival | Press Releases/Public Communications |
| Commercial Garbage | Public Arts Commission |
| Food Truck/Food Vendor | Special Events |
| House Mover | Surplus Sale/Property |
| Mixed Martial Arts | Sustainability Council |
| | Volunteer Board/Commission/Committee |
| | <i>recruitment, appointment, directory, training, recognition & reporting</i> |

AMERICANS WITH DISABILITIES (ADA) COMPLIANCE. The Americans with Disabilities Act of 1990 is a Federal civil rights law that was enacted by the US Congress that prohibits discrimination based on disability. Under this law, the City of Brookings is required to provide individuals with disabilities an equal opportunity to participate in all its programs, services, and activities. Title II of the ADA prohibits public entities from discriminating against or excluding people from programs, services, or activities on the basis of disability. The standard which programs and services will be measured for the purpose of ADA compliance is one of overall program accessibility. All City of Brookings programs, services, and activities, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities.

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.

Programs/Services/Facilities/Activities

All programs, services, and activities owned and/or funded by the City Brookings, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities.

1. CITY: All city-owned new, remodeled, and retrofitted facilities must comply with the requirements of the federal Americans with Disabilities Act guidelines and all city ADA related policies.
2. CITY-FUNDED: All entities receiving city funding for new, remodeled, and retrofitted facilities must comply with the requirements of the federal Americans with Disabilities Act guidelines and all city ADA related policies. Compliance is a condition for acceptance of the funding for all city funding applicants.

Compliance Reviewers

The City ADA Compliance Officer and the Brookings Committee with Disabilities will review and approve the project scope, final plans, and bid package of all new construction, remodels, and retrofits of City owned and/or funded facilities. The scope and budget development of capital improvement projects will include the identification of ADA needs related to these projects to ensure compliance and accessibility standards.

1. ADA Compliance Officer: 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.
2. Brookings Committee for People who have Disabilities: The ADA requires Title II entities seek input from people with disabilities regarding its programs, services and activities to continually review and modify policies and practices to ensure compliance. Pursuant to this requirement, the City consults with the Brookings Committee for People who have Disabilities. The Committee was created in 1990 to provide a framework for community-based advocacy in the removal of mobility and attitudinal barriers faced by individuals with disabilities. The eleven-committee members are volunteers appointed by the Mayor and serve as advocates for the rights of people in Brookings area who have disabilities. The goals of this committee are to improve the quality of life for people with disabilities through enhancing the knowledge base of entities in the community; and to further serve as a community-based advocacy group

2016 ADA projects and initiatives

- *All programs, services, and activities owned and/or funded by the City Brookings, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities.*
 - Project review: Met with city/community applicants to determine project scope, fully identify all programs and review items, and develop draft schedule. Project reviews involving construction included general conformance review during the planning and conceptual design phases and actual compliance throughout construction documents.
 - Developed updated ADA process/procedures for all city funded programs/services/activities, created flowchart and applications, and provided information online.
 - Pursuant to Title II of the ADA, actively sought input from people with disabilities regarding its programs, services and activities to continually review and modify policies and practices to ensure compliance by consulting with the Brookings Committee for People who have Disabilities.
 - Reviewed the following programs, services and activities:

| | |
|--|---|
| <ul style="list-style-type: none"> ▪ Digital accessibility of city website, new software platforms ▪ National Register listed Carnegie Library/Community Cultural Center ▪ Raised community garden beds ▪ New Fire Station ▪ New Street Department Facility ▪ SDSU Performing Arts Center ▪ Various parking, sidewalks, curb ramps ▪ Playground equipment and surfaces ▪ Pioneer Park Restrooms | <ul style="list-style-type: none"> ▪ Brookings Health Systems Expansion Project ▪ Dakota Nature Center boathouse ▪ Sixth Street redesign ▪ Swiftel Center seating ▪ Swiftel Center ticketing policies, not completed ▪ Park and Recreation programming accommodation requests ▪ Event/meeting accommodation requests |
|--|---|

- Provided technical assistance materials, recent case law, and settlement agreements findings to relevant city departments and other officials.
- Attended National ADA Symposium and provided materials and information to city and community resources.
- Active member of the five state ADA Leadership Network.
- Survey and update the ADA facilities transition plan, with assistance of summer intern, postponed to 2017.

BIDS. In addition to processing bid lettings on the website and through legal notices, the City also contracts with online auctions. The Public Group, LLC (a.k.a. Public Surplus) and GovDeals 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. For a detailed list of the bid lettings and online auctions, please contact the City Clerk’s Office.

| 2014 | | 2015 | | 2016 | |
|--------------|-----------------|--------------|-----------------|--------------|-----------------|
| Bid Lettings | Online Auctions | Bid Lettings | Online Auctions | Bid Lettings | Online Auctions |
| 37 | 5 | 41 | 48 | 44 | 74 |

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. *See the Committee’s 2016 Annual Report for detail on last year’s projects.*

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.

| 2014 Appeals | 2015 Appeals | 2016 Appeals |
|--------------|--------------|---------------|
| 7 properties | 7 properties | 29 properties |
| 6 appellants | 6 appellants | 17 appellants |



BRING YOUR DREAMS.

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 2016 Annual Report for 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>2016</u> | |
|------------|------------------------|--------------------|------------------------|--------------------|------------------------|--------------------|
| | <u>Quantity</u> | <u>Cost</u> | <u>Quantity</u> | <u>Cost</u> | <u>Quantity</u> | <u>Cost</u> |
| Large Book | 33 | \$574.20 | 30 | \$757.20 | 4 | 47.66 |
| Small Book | 19 | \$121.60 | 15 | \$326.10 | 42 | 288.58 |
| | 52 | \$695.80 | 45 | \$1,083.30 | 46 | 336.24 |

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 1, § 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 2016 included budget development and management, agenda listing for study and work sessions, travel arrangements, meeting and invite arrangements and City Council Goal Setting Retreat, correspondence, and 29 Mayoral Proclamations.

| Annual Goal Setting Retreat | 2014 | 2015 | 2016 |
|------------------------------------|---|---|---|
| | Dakota Nature Park Nature Center (3 days) | Dakota Nature Park Nature Center (3 days) | Dakota Nature Park Nature Center (4 days) Additional mid-year retreat |
| Consultant (fee & travel expenses) | \$ 16,016.80 | \$ 16,016.80 | \$26,625.05 (mid-year \$9,300) |
| Food | \$ 2,152.43 | \$ 2,253.02 | \$1,941.82 (mid-year \$400) |
| Supplies | \$ 136.76 | \$ 136.76 | \$273.52 (mid-year \$136.76) |
| Facility Setup / Cleaning | \$ 0.00 | \$ 0.00 | |
| Speaker | \$ 350.00 | \$ 350.00 | |
| City Council Members | | | \$1,050.00 (mid-year \$525.00) |
| Total | \$ 19,281.58 | \$ 18,756.58 | \$29,890.39 |

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 28 meetings in 2016. All postings and media notification requirements were met.

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 2016, the City Clerk's Department prepared minutes for 28 Brookings City Council meetings. The process included the verification of official filing, date of council approval, and publication date. The cost to publish the 2016 city council minutes was \$3,192.36. Summary of meeting types: Regular – 19, Study Session – 8, and Special/Retreat – 2.

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 2016 included budget development, travel arrangements, meeting and invite arrangements, SD City Manager's Association communications, communication notes to Council, sick/vacation leave balances, accounts payable management, city credit card statements, wellness reimbursements, correspondence/mailings and SDSU/CVB funding requests.

COUNTERSIGNING OF WARRANTS. The City Clerk, in compliance with the City Charter, signs all checks for the City General and City Utilities.

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 including through a document website portal with Laserfiche. 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.

2016 INITIATIVES

- Conducted a successful combined city/school election with a 44% voter turnout.
- Responded to citizens' requests and provided extended hours after 5 p.m. for early voting with 30 teachers participating.
- Organized and facilitated city/county/school election post-election meetings to discuss ways to improve future processes.

- Due to an unexpected contract cancellation by the vendor, reviewed alternative providers for e-pollbook/vote center services.

| <u>Expenses</u> | 2014 City / School | 2015 City / School | 2016 City / School |
|---------------------|------------------------------|------------------------------|------------------------------|
| Workers | \$3,030.38 | \$ 3,134.38 | \$3,779.00 |
| Ballots/E-PollBooks | \$2,268.14 | \$12,195.04 | \$12,852.00 |
| Supplies | \$ 528.64 | \$ 112.01 | \$463.34 |
| Legals | \$ 425.18 | \$ 1,454.18 | \$2,630.97 |
| # ballots cast | 1,916 | 2,874 | 4,696 |

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 2016 Annual Report for 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 2016 Annual Report for 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 2016 were:

- SOCRATA financial software implementation
- NEO-GOV human resources software implementation
- Street sign inventory software implementation
- Remaining traffic light change out to LED
- Central supply store swap
- Streamlined volunteer application
- Researched Code Enforcement Database Management Systems

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 2016 was \$28,804.48.

LICENSES AND PERMITS. The City Clerk’s Department assists applicants, oversees the issuance, maintenance and administration of various licenses, and permits as required by the city ordinance and state statute.

| Licenses | 2014 | | | 2015 | | | 2016 | | |
|---------------------------|------|--|---------|------|--|---------|------|--|---------|
| | # | Fee | Revenue | # | Fee | Revenue | # | Fee | Revenue |
| Circus | 0 | \$75/day | \$0 | 1 | \$75/day | \$150 | 0 | \$75/day | \$0 |
| Carnival | 0 | \$25/day | \$0 | 0 | \$25/day | \$0 | 1 | \$25/day | \$250 |
| Commercial Garbage Hauler | 2 | \$25/year | \$50 | 2 | \$25/year | \$50 | 2 | \$25/year | \$50 |
| Going out of Business | 0 | \$25/year | \$0 | 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 | 0 | \$50/event | \$0 | 0 | \$50/event | \$0 |
| Parade | 12 | No Fee | N/A | 8 | No Fee | N/A | 23 | No Fee | N/A |
| Pawnbrokers | 2 | \$50/year | \$100 | 2 | \$50/year | \$100 | 3 | \$50/year | \$150 |
| Plumbers | 39 | \$25/year renewal & \$50/year new licensee | \$975 | 37 | \$25/year renewal & \$50/year new licensee | \$975 | 39 | \$25/year renewal & \$50/year new licensee | \$1,025 |
| Raffle Permits | 34 | No Fee | N/A | 32 | No Fee | N/A | 28 | No Fee | N/A |

| | | | | | | | | | |
|--------------------------------|----|--|-------|----|--|-------|----|--|-------|
| Street Closures | 16 | No Fee | N/A | 34 | No Fee | N/A | 25 | No Fee | N/A |
| Taxi – Driver for Hire | 19 | \$15/year | \$300 | 9 | \$15/year | \$135 | 11 | \$15/year | \$165 |
| Taxi – Vehicle for Hire | 2 | \$25 – 1 st vehicle, \$10 each additional | \$110 | 1 | \$25 – 1 st vehicle, \$10 each additional | \$75 | 2 | \$25 – 1 st vehicle, \$10 each additional | \$100 |

| | | | | | | | | | |
|------------------------------------|-----|--|---------|-----|--|---------|-----|--|---------|
| Temp Vendor – Arts Festival | 412 | \$100 for 1 st 3 booths & \$10/ booth for each additional booth | \$4,560 | 427 | \$100 for 1 st 3 booths & \$10/ booth for each additional booth | \$4,690 | 404 | \$100 for 1 st 3 booths & \$10/ booth for each additional booth | \$4,690 |
| Transient Merchant | 12 | \$100/month | \$1,500 | 20 | \$100/month | \$2,000 | 17 | \$100/month | \$1,700 |
| Food Truck Vendor | | | | | | | 2 | \$75/year | \$150 |
| Temporary Vendor | | | | | | | 12 | \$50/month | \$600 |

| Alcohol Licensing | Quantity | | | Renewal Fee | New License Fee | 2016 Revenue |
|--------------------------------|-----------------|-----------------------|------------------------|---|---|---------------------|
| | 2014 | 2015 | 2016 | | | |
| 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 | 15 | \$200 (\$100 City / \$100 State) | \$200 (\$100 City / \$100 State) | \$1,500 |
| Malt – On/Off Sale | 32 | 30 | 29 | \$300 (\$150 City / \$150 State) | \$300 (\$150 City / \$150 State) | \$4,350 |
| 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 | 1 | 1 | 1 | \$325 (\$162.50 City / \$162.50 State) | \$325 (\$162.50 City / \$162.50 State) | \$162.50 |
| Temp Liquor/Malt/Wine | 64 | 65 (5 were No Fee) | 80 (12 were No Fee) | \$50/event | N/A | \$3,400 |
| Transfer Fees | 1 | 6 | 1 | N/A | N/A | \$150 |
| Wine – On/Off Sale | 21 | 19 | 18 | \$500 | \$500 | \$9,000 |
| Video Lottery | 161 | 172 | 167 | \$50/machine | N/A | \$8,350 |

2016 ALCOHOL LICENSING INITIATIVES

- Met with SDSU attorney and other officials to develop a streamlined, same-day alcohol licensing process for the new on-campus licenses.
- Met with Swiftel Center staff and city attorney regarding temporary licensing difficulties with vendors. In response, developed new, streamlined Swiftel Center Alcohol Licensing processes, reducing monthly cost, application submittal, and staff time.

MAYOR /COUNCIL SPECIAL PROJECTS. The City Clerk and staff provide administrative services for the Mayor and City Council members in the areas of research, policy development, drafting legislative documents, and the creation, coordination and management of various ongoing and special projects, issues, and events.

2016 INITIATIVES INCLUDED:

- 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.
- Start-up-in-a-Day. The Business Start-up-in-a-Day initiative was launched due to the efforts of former Council Member Scott Meyer, which led to a funding gift to the City for ways to make permits and zoning information easier to find and more approachable.
- Public Arts Task Force. Until February 2016, staffed task force, assisted with drafting policies and related documents to create permanent municipal arts fund, commission and guidelines.
- “Annual Mayor’s Ride Bicycle Ride”
- Combined Historic, ABLE, Butler, and Generational Leadership Awards Event
- Leadership Team and City Council Strategic Retreats in January
- City Council Mid-Year Planning Retreat, July
- Street Department Ribbon Cutting
- Mayor’s Outgoing Party
- Festival of Books, event assistance
- Community Common Read Event
- Porter Arneill Public Art Presentations
- Kauffman Luncheon
- Transportation network company research
- Public Arts enabling documents
- Bicycle Advisory Committee enabling documents

NOTE – The annual volunteer recognition event was not held in 2016 due to the number of other programs and the Mayor’s Holiday Party was not held per the decision of the outgoing Mayor.

OPEN GOVERNMENT/E-GOVERNMENT INITIATIVES. The Brookings City Clerk’s Office serves as the primary source for citywide 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.

OPEN GOVERNMENT/TRANSPARENCY INITIATIVES

- Document website portal– This was a City Clerk’s open government initiative goal and in the City Clerk’s Technology Master Plan. The portal is a user-friendly public site providing instant, read-only internet access to the City’s publicly available documents from a wide variety of web browsers (Laserfiche).
- Businesses/Permits – (Open Counter)
- An online platform for searchable financial records was another City Clerk’s open government initiative goal. Requested consideration of platforms and participated in the final selection (Socrata).

1) **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.

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 | 1/1/2016 - 12/31/2016 | | | | | As of 12/31/2016 | |
| | 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> | 4 | 5 | 0.011 | 0.014 | 951.8 | 0 | 25 |
| <u>Community Development</u> | 11 | 12 | 0.03 | 0.033 | 341.75 | 0 | 65 |
| <u>Engineering</u> | 5 | 7 | 0.014 | 0.019 | 857.286 | 0 | 52 |
| <u>iPhone</u> | 4 | 4 | 0.011 | 0.011 | 12.25 | 0 | 9 |
| <u>Landfill</u> | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| <u>Parks, Recreation & Forestry</u> | 4 | 4 | 0.011 | 0.011 | 116.25 | 0 | 24 |
| <u>Police Department</u> | 5 | 5 | 0.014 | 0.014 | 66.8 | 0 | 26 |
| <u>Street</u> | 6 | 6 | 0.016 | 0.016 | 24.667 | 0 | 39 |
| Total: | 39 | 43 | 0.107 | 0.117 | 368.767 | 0 | 253 |

| 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.

| Notify Me Messages | 2014 | 2015 | 2016 |
|---------------------------|-------------|-------------|-------------|
| Announcements & News | 92 | 179 | 189 |
| Bid Postings | 37 | 41 | 44 |
| Calendar | 347 | 363 | 218 |
| City Council Meetings | 32 | 36 | 28 |
| Emergency Alerts | 4 | 8 | 5 |
| Job Postings | 51 | 43 | 38 |
| Legal Notices | 257 | 255 | 229 |

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.

Mobile App: In 2016, the City of Brookings mobile app was released. 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

- Continued expansion of the document portal for city contracts and agreements in a searchable format
- Expand online E-services
- Web based information and training for board volunteers

2) 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.

3) IPADS & ILEGISLATE APP. City Council agenda packets became completely paperless with 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.

4) 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.

- 5) **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.
- 6) **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.
- 7) **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.

- 8) **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.
- 9) **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. The InSite provides a one-stop location for all board, committee, and commission agendas, minutes and videos. <https://cityofbrookings.legistar.com/Calendar.aspx>

10) 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.

11) **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 Airport, Fire, Park & Recreation and Police Departments have developed individual Facebook pages for citizens to receive immediate updates regarding their programs.

12) **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.

13) ONLINE BIDDING AUCTIONS. See page 5.

14) 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. In 2016, MCC CodeBank Compare and eNotify features were implemented. CodeBank Compare allows anyone to view and compare past versions of the Code; with the differences between the versions being showed via highlights and strikethroughs. eNotify empowers users to enroll online and receive email notifications each time the Code is updated by MCC.

15) 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 available to the public.

The following is a complete list of the Ordinances considered for action by the City Council in 2016:

| <u>Ordinance</u> | <u>Type</u> | <u>Description</u> | <u>Publish Date</u> |
|------------------|-------------|---|---------------------|
| 16-001 | COMMITTEE | An Ordinance Creating the Brookings Bicycle Advisory Committee for the City of Brookings, South Dakota. | 1/29/2016 |

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|--------|------------------|---|-----------|
| 16-002 | CHICKENS | An Ordinance creating an Urban Chicken Demonstration/Pilot Project and temporarily amending Chapter 14 of the Code of Ordinances of the City of Brookings, South Dakota to include provisions pertaining to the keeping of chickens pursuant to a Pilot Project of limited duration in the City of Brookings. | 1/29/2016 |
| 16-003 | REZONING | An Ordinance on a Petition to Rezone Lot 2, Block 1, Foster Addition from an Industrial I-1R District to an Industrial I-1 District. | 2/12/2016 |
| 16-004 | REZONING | An Ordinance amending the Zoning Ordinance of the City of Brookings and pertaining to the creation of a Residence R-1D District for the purposes of administration of the Zoning Ordinance. | 2/12/2016 |
| 16-005 | FINANCE / FUND | An Ordinance establishing a dedicated Public Art Fund of the City of Brookings. | 2/12/2016 |
| 16-006 | COMMITTEE | An Ordinance creating the Brookings Public Arts Commission for the City of Brookings. | 2/12/2016 |
| 16-007 | REZONING | An Ordinance to Rezone Lot 3, Block 1, Foster Addition from an Industrial I-1R District to an Industrial I-1 District. | 2/26/2016 |
| 16-008 | ZONING | An Ordinance for an amendment to Chapter 94, Zoning, revising the definition of agriculture. | 2/26/2016 |
| 16-009 | BUDGET | An Ordinance amending the 2016 Budget. | 3/25/2016 |
| 16-010 | ZONING | An Ordinance Revising Article IV of Chapter 72 of the Code of Ordinances of the City of Brookings and pertaining to Site Runoff Erosion and Sediment Control in the City of Brookings, SD. | 4/29/2016 |
| 16-011 | ZONING | An Ordinance to Rezone a portion of the S ½ of the NE ¼ of Section 1-T109N-R50W from an Agricultural A District to a Residence R-1C District. | 6/17/2016 |
| 16-012 | ZONING | An Ordinance to rezone Lot 1 of Lots 1 & 2 of Lot A of the Replat of Outlot E, Maynes Addition from a Residence R-2 District to a Planned Development District. | 6/17/2016 |
| 16-013 | ALCOHOL | An Ordinance Providing for Notification to the Police Chief for Certain Under Twenty-One (21) Events held in Licensed Establishments in the City of Brookings, South Dakota. | 7/15/2016 |
| 16-014 | CODE ENFORCEMENT | An Ordinance amending Article III of Chapter 62 of the Code of Ordinances Pertaining to Weed Control. | 7/29/2016 |

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|--------|------------|---|------------|
| 16-015 | ZONING | Ordinance to Rezone the S ½ of NW ¼ of Section 34-T110N-R50W from an Agricultural A District to a Single Family R-1C District, Single Family R-1D District, Two-Family Residence R-2 District, and Multi-Family Residence R-3 District and from a Single Family R-1C District to a Multi-Family R-3 District (West of Timberline Addition). | 8/26/2016 |
| 16-016 | ZONING | Ordinance pertaining to a Conditional Use Permit on N1/2 OL4 of SW1/4 NW1/4 in Section 23-T110N-R50W; and S1/2 OL4 Exc W330' of SW1/4 NW1/4 in Section 23-T110N-R50W (also known as 1222 Western Avenue). | 9/16/2016 |
| 16-017 | ZONING | Ordinance to Rezone the N84' of S184' of OL 'C' in NW1/4NW1/4 in Section 2-T109N-R50W (2011 Western Avenue S.); and S100' of OL 'C' of NW1/4NW1/4 in Section 2-T109N-R50W (2019 Western Avenue S.) from an Agricultural A District to a Residence R-3 District. | 9/16/2016 |
| 16-018 | ZONING | Ordinance to rezone Lot 1, Block 1 of Holibrook Addition, except the west 450' of Lot 1; and Lot X-1 of Lot H-5, E1/2 NW1/4 & Gov't Lots 1 & 2 in Section 3—T110N-R49W, except the west 350' of Lot X-1 (also known as 2500 6 th Street), from a Highway Business B-4 District to a Planned Development District. | 9/16/2016 |
| 16-019 | BUDGET | Ordinance appropriating monies to fund the necessary expenditures and liabilities of the City of Brookings for the 2017 Fiscal Year and providing for the Annual Tax Levy and Annual Tax for All Funds. | 9/16/2016 |
| 16-020 | BUDGET | Ordinance authorizing Supplemental Appropriation #2 to the 2016 Budget. | 10/14/2016 |
| 16-021 | REZONE | Ordinance to Rezone a portion of Section 19-T110-R49W (as referenced on approved Wilbert Square Addition Preliminary Plat dated November 24, 2015 as Lots 1-3, Block 1, Wilbert Square Addition), from a Highway Business B-4 District to a Planned Development District. | 10/14/2016 |
| 16-022 | ELECTION | Ordinance amending the Requirements for Campaign Financing Disclosures in the City of Brookings, South Dakota. | 11/11/2016 |
| 16-023 | ORDINANCES | Ordinance establishing procedure for Revisions and Amendments to Ordinances following First Readings. | 11/11/2016 |
| 16-024 | UCC | Ordinance establishing the University Community Coalition (UCC) of the City of Brookings, SD. | 11/25/2016 |

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|--------|-----------------|---|------------|
| 16-025 | CONDITIONAL USE | Ordinance pertaining to an application for a Conditional Use Permit for a Major Home Occupation for an Individual Counseling Office, in the Residence R-1B Single Family District on Lot 13, Block 11, Camelot Square Addition (1514 12 th St. So.). | 12/16/2016 |
| 16-026 | ZONING | Ordinance rezoning Lot 1, Block 7, Wiese Addition from Industrial I-1R Restricted to Industrial I-1 Light District (located along 32 nd Ave.). | 12/16/2016 |
| 16-027 | ZONING | Ordinance rezoning Block 2, Christie Third Addition from Agricultural A to Residence R-1B Single Family District (located at the northwest corner of 26 th Street South and Main Avenue South). | 12/16/2016 |
| 16-028 | BUDGET | Ordinance authorizing Supplemental Appropriation #3 to the 2016 Budget. | 12/16/2016 |

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 2016.

2016 codification details:

- # of Ordinances coded in 2016: 7 Ordinances were included in Supplement #4; 10 Ordinances were included in Supplement #5
- # 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 2016: 254 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: \$4,858.20 (Paper supplements \$4,810.76; Images/Graphs/Tabular Matter \$90.00; Freight \$45.01; Internet Fee \$1,470.00 (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 2016:

| <u>Resolution</u> | <u>Description</u> |
|-------------------|--|
| 16-001 | Resolution authorizing Change Order No. 5 (Final) for 2014-02STI, Main Avenue South and 26 th Street South Assessment Project; Bowes Construction Inc. |
| 16-002 | Resolution directing preparation of Assessment Roll, Dividing Assessments into Installments, and Providing for the Collection Thereof for Sidewalk Assessment Project 2015-01SWR (2015 Sidewalk Repairs). |
| 16-003 | Resolution for Opt Out. <i>(The purpose of the opt out is to provide a revenue source for the funding of a new Recreational Center. The intent is to finance the new Recreational Center with the tax proceeds of this Opt Out in an amount not to exceed \$18,000,000.)</i> |
| 16-004 | Resolution authorizing the City Manager to Sign Documents for Airport Consultant Selection for Airport Improvements for 2016 through 2020. |
| 16-005 | Resolution authorizing Change Order #1 (Final) for 2015-07STI Asphalt Concrete Freight on Board Project; Bowes Construction, Inc. |
| 16-006 | Resolution authorizing Change Order #1 (Final) for 2015-04STI, 26 th St. So. and Main Ave. So. Traffic Signal Project; Action Electric. |
| 16-007 | Resolution to purchase one new 2016 Chevrolet Silverado 3500HD 4x4 Extended Cab Long Box for the Parks, Recreation, and Forestry Dept. (Parks) |
| 16-008 | Resolution amending the Major Street Plan of the City of Brookings. |
| 16-009 | Resolution declaring Parks & Forestry Dept. equipment as surplus property (1987 John Deere 84 Payloader). |
| 16-010 | Resolution to purchase one John Deere 324K Wheel Loader off of the National Joint Purchasing Agreement for the Parks, Recreation, and Forestry Dept. (Parks) |
| 16-011 | Resolution declaring Street Dept. equipment as surplus property (damaged 2015 Crysteel Dump Body). |
| 16-012 | Resolution fixing time and place for hearing upon Assessment Roll for Sidewalk Assessment Project 2015-01SWR (2015 Sidewalk Repair Sites). |
| 16-013 | Resolution authorizing check write-off for the Brookings Municipal Liquor Store. |
| 16-014 | Resolution authorizing the retirement of Brookings Municipal Utility Bonds issued in 1998, 1999, and 2000; in the actions of the Brookings Municipal Utilities Board. <i>Published separately from Council Minutes on 1/29/2016.</i> |
| 16-015 | Resolution setting Fees for Transportation Network Companies and Drivers in the City of Brookings. <i>Published separately from Council Minutes on 1/29/2016.</i> |
| 16-016 | Resolution establishing a Green Building Practices Policy for City Funded Facilities. |
| 16-017 | Resolution Levying Assessment for Project No. 2015-01SWR, 2015 Sidewalk Repair Sites. |

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| 16-018 | Resolution to purchase one new 2017 Model 37,000 GVW 4x2 Class Truck Chassis. |
| 16-019 | Resolution to purchase one BC 1500 15" Brush Chipper with Tier 4i Engine off of the National Joint Powers Alliance for the Parks, Recreation & Forestry Dept. |
| 16-020 | Resolution awarding the contract on Project 2016-07STI Asphalt Concrete Freight On Board. |
| 16-021 | Resolution awarding bids on Project 2016-06STI Chip Seal Project. |
| 16-022 | Resolution awarding bids on 2016-05STI Building Demolition Project. |
| 16-023 | Resolution declaring Parks & Forestry equipment as surplus property (1981 Dodge D350 One Ton Dump Truck, 1964 Ford 3000 Tractor, Model 50 Ideal Bed Knife Grinder, 1988 John Deere 3325 Fairway Mower, 1992 Dodge Dakota LE). |
| 16-024 | Resolution awarding bids on City Crop Land Lease (Wiese Addition and Freeland Addition). |
| 16-025 | Resolution authorizing the City Manager to approve Volunteers for Work Comp Coverage. |
| 16-026 | Resolution declaring Street Dept. equipment as surplus property (1989 Chevy S10 Pickup, 1992 Chevy Single Axle Dump Truck). |
| 16-027 | Resolution declaring Street Dept. Equipment as Surplus Property (1998 Dodge Ram 2500 DSL 4x4: VIN# 1B7KF2367WJ214165). |
| 16-028 | Resolution to write off uncollectible accounts receivable for the Swiftel Center. |
| 16-029 | Resolution for the Appointment of Election Judges. |
| 16-030 | Resolution awarding bids on 2016-04STI, 3 rd Street & 22 nd Avenue Traffic Signal Project. |
| 16-031 | Resolution of Intent to Lease Real Property to a Private Person in Wiese and Freeland Additions. |
| 16-032 | Resolution awarding bids on 2016-03SSI Division Avenue Drainage Improvement Project, Phase 3. |
| 16-033 | Resolution authorizing the transfer of Real Property for Economic Development Purposes (Lot 2, Block 1, Foster Addition). |
| 16-034 | Resolution awarding the contract to purchase one Truck Chassis with Raise-able Flatbed Option for the Brookings Parks, Recreation & Forestry Dept. |
| 16-035 | Resolution Canvassing the April 12, 2016 Municipal Election Ballots. |
| 16-036 | Resolution Awarding the Contract on 2016-01SWR, Concrete Maintenance and Overlay. |
| 16-037 | Resolution Awarding the Contract on 2016-08STI, Street Maintenance and Overlay Project. |
| 16-038 | Resolution declaring Library equipment as surplus property. |
| 16-039 | Resolution Awarding the Contract on 2016-11STI, Airport Utility Project. |
| 16-040 | Resolution awarding a contract for installation of New Playground Equipment and Poured-in-Place Surfacing for Indian Hills Park. |
| 16-041 | Resolution authorizing the transfer of real property to Brookings Economic Development Corporation, Inc. for Economic Development Purposes. <i>Published separately from Council Minutes on 4/29/2016.</i> |
| 16-042 | Resolution authorizing Change Order No. 1 (Final) for 2016-05STI, Building |

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| | Demolition Project; Bowes Construction, Inc. |
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| 16-043 | Resolution authorizing the City Manager to sign Amendment Number 2 to an Agreement for Professional Services for Brookings Regional Airport Project No. AIP #3-46-0005-025-2012, Runway 11/29 Realignment. |
| 16-044 | Resolution authorizing the Mayor to sign Agreement Letting Authorizing, Right-of-Way Certificate and Utility Certificate for Project PP 3245(08) PCN 03WF, 22 nd Avenue Rail Crossing Signals; Brookings, SD. |
| 16-045 | Resolution Determining the Necessity of Repairing or Installing Sidewalks in the City of Brookings at the Expense of Abutting Property Owners, 2016-01SWR Concrete Maintenance Project. |
| 16-046 | Resolution authorizing the Mayor to Sign a Sub Grant Agreement with the South Dakota Department of Environmental and Natural Resources for Waste Tire Collection and Disposal. |
| 16-047 | Resolution authorizing the Brookings Summer Arts Festival Committee to have exclusive use of Pioneer Park. |
| 16-048 | Resolution to award the contract for the purchase of police vehicles from Einspahr Ford. |
| 16-049 | Resolution authorizing Change Order #1 for 2015 EdgeBrook Golf Course Drainage Improvements; Meyer Services, Inc. |
| 16-050 | Resolution authorizing Change Order #1 (Final) for 2016-03SSI, Division Avenue Drainage Improvement Project – Phase 3; Rounds construction Co., Inc. |
| 16-051 | Resolution declaring Swiftel Center equipment as surplus property. (various risers /v fixed seats / bleachers) |
| 16-052 | Resolution authorizing the write-off of a receivable account as bad debt. |
| 16-053 | Resolution authorizing an Agreement with Bel Brands, USA. <i>Published separately from Council Minutes on 6/17/2016.</i> |
| 16-054 | Resolution of Intent to Lease Real Property to Private Entity. |
| 16-055 | Resolution awarding the contract for the purchase a 2017 Command Vehicle for the Fire Department. |
| 16-056 | Resolution awarding the contract for the purchase of one new unmarked police vehicle. |
| 16-057 | Resolution Authorizing the Termination of Prairie Hills, L.L.C. Covenants and Restrictions. |
| 16-058 | Resolution authorizing the City Manager to Sign Documents for Brookings Regional Airport Project No. AIP #3-46-0005-028-2016, Braking Meter and Design of Runway 17/35 Reconstruction. |
| 16-059 | Resolution authorizing the City Manager to Sign State of South Dakota Department of Transportation Funding Transfer Agreement. |
| 16-060 | Resolution concurring in the placement of a Stop Sign on Folsom Street at its intersection with Division Avenue. |
| 16-061 | Resolution concurring in the placement of a Stop Sign on Christine Avenue at its intersection with 15 th Street South. |
| 16-062 | Resolution concurring in the placement of Stop Signs on 12 th Street South at the intersection of Christine Avenue. |

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| 16-063 | Resolution authorizing the City Manager to sign a Liquor Operating Agreement Renewal for Nine, Inc., dba 9 Bar Nightclub, Gus Theodosopoulos, Jeremy Deutsch, Chris Stoltenberg, owners, 303 Main Ave., legal description: Lot 2, Block 3, Original Plat Addition. |
| 16-064 | Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement renewal for CHS, Inc., dba Cenex Zip Trip #63, 1005 6th Street, legal description: Lots 1-2, Block 1, Randi Peterson Addition. |
| 16-065 | Resolution authorizing the City Manager to sign a Liquor Operating Agreement Renewal for Pints & Quarts, Brennan and Lori Sullivan, owners, 313 Main Avenue, legal description: Lot 7, Block 3, Original Plat Addition. |
| 16-066 | Resolution authorizing the City Manager to sign a Liquor Operating Agreement Renewal for Fergen Enterprises, Inc., dba Ray's Corner, Mike Fergen, owner, 401 Main Avenue, legal description: East 119' of Lot 1, Block 6, Original Plat Addition. |
| 16-067 | Resolution authorizing the City Manager to sign a Liquor Operating Agreement Renewal for W&P of Brookings, LLC, Buffalo Wild Wings Bar & Grill, Todd and Susan LaHaise, owners, 1801 6th Street, legal description: Lot 6, Village Square Mall Addition. |
| 16-068 | Resolution of Intent to Lease to Brookings Economic Development Corporation. |
| 16-069 | Resolution authorizing the Acquisition of Real Estate for Park Maintenance Facility. |
| 16-070 | Resolution awarding bids on 2016-09STI LeFevre Drive Storm Sewer Project. |
| 16-071 | Resolution authorizing Change Order No. 1(Final) for 2016-06STI, Chip Seal Project; Topkote, Inc. |
| 16-072 | Resolution declaring Public Library and Swiftel Center equipment as surplus property. |
| 16-073 | Resolution declaring abandoned Bicycles as surplus property. |
| 16-074 | Resolution Awarding a Contract for Installation of a new Pioneer Park Restroom Facility. |
| 16-075 | Resolution authorizing Change Order No. 1 (Final) for Airport Utility Project; Prunty Construction Co., Inc. |
| 16-076 | Resolution Revising Fees of the City of Brookings, South Dakota. <i>Published separately from Council Minutes on 10/14/2016.</i> |
| 16-077 | Resolution authorizing the City Manager to Sign Documents for Project P-PH 0014(177)421 PCN 546N, US Highway 14 Project from 20 th Avenue to 34 th Avenue. |
| 16-078 | Resolution awarding the contract for Waste Tire Transportation and Disposal. |
| 16-080 | Resolution Awarding Snow Removal Equipment Contracts. |
| 16-081 | Resolution Setting the Unit Financial Charge for the 2017, 2018, and 2019 Storm Drainage Fees. |
| 16-082 | Resolution Awarding the Contract for Swiftel Center Finishes Updates Project. |
| 16-083 | Resolution authorizing the City Manager to sign a Liquor Operating Agreement renewal for Ram & O'Hare's Eng. LLC, dba The Ram, Jerry and Tammy Young, owners, 327 Main Ave., legal description: East 121' of Lot 14, Block 3, Original Plat Addition. |

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| 16-084 | Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement renewal for Schoon's Pump N' Pak South, owner, Jon Schoon, 1203 Main Ave. So., legal description: Outlot 8, NE 1/4, .66 acres, Section 35-110-50. |
| 16-085 | Resolution approving a Special Assessment for uncollected Mowing/Inspection fees. |
| 16-086 | Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement renewal for Aramark / McCrory Gardens Educational Visitors Center, at the corner of 6 th Street and 22 nd Avenue, legal description: a portion of the SE ¼ of Section 24-T110N-R50W (located on northwest corner of 6th Street and 22nd Avenue). See Exhibit Map A depicting interior and exterior spaces licensed to serve and consume alcohol and Exhibit Map B depicting facility in relationship to McCrory Gardens. |
| 16-087 | Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement for Cinema 8, Richard Peterson, owner, 219 6 th Street, Brookings, SD, legal description: N 138' of Lot 22 of Sublots 14 and 15 and the N 138' of the W 13' of Lot 25, all in Block 3, Henry's Addition. |
| 16-088 | Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement for Optimal Success, Inc., DBA 1000 Degrees Pizzeria, Karl Larsen, owner, 770 22 nd Ave. So., Brookings, SD, legal description: Lot 2, Brookings Mall Addition. |
| 16-089 | Resolution to declare Police Vehicles as surplus property. |
| 16-090 | Resolution awarding the contract for 2017-2018 Airport Hay Lease. |
| 16-091 | Resolution awarding a Contract for Purchase for one New Articulated Dump Truck for the Landfill Department. |
| 16-092 | Resolution awarding the contract for City Hay Land Lease for hay land located in Section 21-T110N-R50W. |
| 16-093 | Resolution awarding the contract on City Crop Lease for land located in Wiese and Freeland Additions. |
| 16-094 | Resolution awarding the contract for City Hay Land Lease for hay land located in Section 11-T109N-R50W. |
| 16-095 | Resolution authorizing the City Manager to sign an On-Off Sale Wine Operating Agreement for Wooden Legs Brewing Co., LLC, Seth Koch, Brent Mathiason, and Steven Kreeger, owners, 304 5 th St., Suite 100, Brookings, SD, legal description: Lots 15-16, Block 14, Second Addition. |
| 16-096 | Resolution Rejecting Bids for 2017-2018 City of Brookings Custodial Services. |
| 16-097 | Resolution of Intent to Lease Real Property at the Brookings Regional Airport to Brian Fett. |
| 16-098 | Resolution of Intent to Lease Real Property in Section 21-T110N-R50W to David Rochel. |
| 16-099 | Resolution for the City of Brookings 2017 Dental Insurance Premium Adjustment. |
| 16-100 | Resolution of Intent to Lease Real Property in Section 11-T109N-R50W to Brian Fett. |
| 16-101 | Resolution of Intent to Lease Real Property in the Wiese and Freeland Additions to David Rochel. |

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| 16-102 | Resolution awarding a contract for the purchase of fifteen (15) mobile digital/analog two-way radios and twenty-two (22) hand held portable digital/analog two-way radios and specified accessories. |
| 16-103 | Resolution Determining Necessity of Alley Assessment Project 2017-05STA. |
| 16-104 | Resolution to purchase Two (2) New 2017 Chevrolet Silverado ¾ Ton 4x4 Extended Cab Short Box for the Parks, Recreation & Forestry Dept. (Parks). <i>Published separately from Council Minutes on 11/29/2016</i> |
| 16-105 | Resolution adopting a Development Agreement between the City of Brookings and Bender Companies for the Brookings Marketplace property. |
| 16-106 | Resolution authorizing Change Order No. 1 (Final), 2016-08STI, Street Maintenance and Overlay Project; Bowes Construction, Inc. |
| 16-107 | Resolution authorizing Change Order No. 1 for 2016-09STI, LeFevre Drive Storm Sewer Project; Timmons Construction, Inc. |
| 16-108 | Resolution authorizing the Mayor to Sign Agreements for Project P-PH 0014(177)421 PCN 546N and IM 0295(40)132 PCN 04TW, US Highway 14 Project from 20 th Avenue to 34 th Avenue. |
| 16-109 | Resolution awarding the contract to purchase one Long Bed Truck Chassis with Raise-able Dump capability for Brookings Parks, Recreation and Forestry Department. |

PUBLIC ARTS COMMISSION. The City Clerk serves as the Project Manager and administers the functions of the Public Arts Commission. Public art enhances the built environment of a city and enriches the lives of its citizens. A dedicated funding source for an established program of public art enhances the reputation of a city and serves as a vehicle for attracting new businesses and citizens. A public art program encourages a community’s artists and citizens to engage in creative activities and artistic development. A public arts commission can develop and implement a unified public art strategy for a community. *See Commission’s 2016 Annual Report for detail on last year’s projects.*

SPECIAL EVENTS

- “Mayor’s Ride”
- Human Rights Commission training by City Attorney and US Department of Justice staff
- Combined Historic, ABLE, Butler, and Generational Leadership Awards Event
- Leadership Team and City Council Strategic Retreats in January
- City Council Mid-Year Planning Retreat, July
- Street Department Ribbon Cutting
- Mayor’s Outgoing Party
- Festival of Books, event assistance
- Statewide CLG Conference
- Spring & Fall Diversity Potlucks
- Community Common Read Event
- National Alliance of Preservation Commissions “CAMP”
- Leadership Team special team building retreat, September

- Porter Arneill Presentations
- Guided Trolley Tours of Central Residential Historic District
- Monthly “Green Drinks” presentations
- *NOTE – The annual volunteer recognition event was not held in 2016 due to the number of other programs and the Mayor’s Holiday Party was not held per the decision of the outgoing Mayor.*

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.

| | 2014 | 2015 | 2016 |
|----------------|-------------|-------------|-------------|
| Gross Proceeds | \$29,012.00 | No Auction | No Auction |
| Expenses | \$5,067.21 | | |

SUSTAINABILITY COUNCIL. The City Clerk serves as the Project Manager and administers the functions of the 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. *See Council’s 2016 Annual Report for 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 |
| 3 | Board of Adjustment | 7 | Required, or reside within the Joint Jurisdictional Area | Code Chapter 94, Article II, Section 94-42 thru 94-45 |
| 4 | Board of Appeals | 5 | No | Code Chapter 22, Article II, Section 22-36 / Building Code Section 112 & R112 |
| 5 | 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 |
| 6 | Brookings Committee for People who have Disabilities | 11 | No: a minimum of 7 members must be city residents. No more than 75% of committee shall be non-city residents. | SDCL 60-7 Code Chapter 2, Article V, Division 3, Section 2-171 thru 2-177 |
| 7 | Brookings Health System Board of Trustees | 9 | Yes: 5 City Residents No – 3 Brookings County Residents | Code Chapter 42, Article III, Division 2, Section 42-91 thru 42-105 |

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|----|--|------|---|--|
| | | | No – 1 Hospital Physician | |
| 8 | Business Improvement District #1 Board | 5 | No | SDCL 9-55-5 and 9-55-6 Resolution No. 58-11 and Resolution No. 59-11 |
| 9 | E911 East Central Communications Council | 4 | The majority shall be residents of the city/county. | Emergency Dispatch Services Agreement |
| 10 | Historic Preservation Commission | 7-10 | Yes | SDCL 1-19B Code Chapter 46, Article II, Section 46-21 thru 46-26 |
| 11 | Human Rights Commission | 10 | No | Code Chapter 2, Article V, Division 2, Section 2-141 thru 2-147 |
| 12 | 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 | Public Arts Commission | 10 | Required | Ordinance No. 16-006 |
| 17 | Sustainability Council | 11 | Required for the majority. | Ordinance No. 04-11 |
| 18 | Swiftel Center Advisory Committee | 7 | No | Code Chapter 2, Article V, Division 4, Section 2-180 thru 2-187 |
| 19 | Traffic Safety Committee | 13 | No. The majority of members shall be residents of the City. | Resolution No. 58-90 |
| 20 | Utility Board | 5 | Yes: Resident and Landowner. | SDCL 9-39-12 Code Chapter 86, Article II, Section 86-30 thru 86-50 |

| | Task Force | Number of Volunteers |
|---|---|-----------------------------|
| 1 | Affordable Housing Task Force | 9 |
| 2 | Comprehensive Master Plan Advisory Committee | 16 |
| 3 | Sixth (6 th) Street Design Ad Hoc Committee | 7 |
| 4 | Task Force on Mental Health | 9 |
| 5 | University Community Coalition | 11 |

- **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.

| | 2014 | 2015 | 2016 |
|--|-------------------|-------------------|-------------|
| Printing invitation & postage | \$ 127.76 | \$ 250.62 | No event |
| Aramark | \$1,838.99 | \$1,576.21 | |
| Centerpieces | \$ 500.00 | \$ 499.98 | |
| Music | \$ 300.00 | \$ 300.00 | |
| PAC labor | \$ 0.00 | \$ 150.00 | |
| Beverages | \$ 194.16 | \$ 402.00 | |
| Tables & linens | \$ 102.00 | \$ 102.00 | |
| TOTAL | \$3,062.91 | \$3,280.81 | |

2017 GOALS/PROJECTS:

OPEN GOVERNMENT/TRANSPARENCY INITIATIVES

- Implement initial document website portal and expand to all current agreements and contracts for all city departments by year-end
- Post all minutes from city board, commission, committee, including ad hoc committees and hospital board, on the city website.
- Post all City employee job descriptions, salaries, and salary ranges on city website

LICENSING

- Continue seeking ways to streamline alcohol licensing process
- Promote food truck/food vendor licensing via Facebook and through the SD Food Truck Vendors Association
- Develop application process for Transportation Network Companies
- Contact TNC companies regarding interest in licensing in Brookings

ELECTIONS

- In coordination with County and School election officials, secure new vendor for e-pollbook system and software support to enable continued use of the Vote Center/E-Pollbook system for municipal elections.
- In coordination with County and School election officials, consider absentee early vote format changes to include temporary staffing, first floor location and extended hours.
- Implement new campaign finance requirements for referred and initiated measures
- Develop new training toolkit to include a PowerPoint presentation for election judges and workers that will be available online to the general public

ADA COORDINATOR

- Conduct survey work to update ADA facilities transition plan. Utilize intern(s) from SDSU to assist.
- Work with Park & Recreation Director to identify remaining non-compliant programs, facilities and services and include ADA transition plan/schedule in the updated Park Master Plan
- Review all city online services to verify compliance with digital accessibility requirements

LEAN/EFFICIENCY IMPROVEMENTS

- Standardized meeting dates for all groups
- Project management software
- Identify all large committee & City event dates by February for scheduling

2018 BUDGET PLANNING

- Website Redesign

COMMISSIONS/COMMITTEES/COUNCILS (SEE INDIVIDUAL ANNUAL REPORTS FOR DETAILS)

- Bicycle Advisory Committee
- Brookings Committee for People who have Disabilities
- Historic Preservation Commission
- Human Rights Commission
- Public Arts Commission
- Sustainability Council