

## ! 2018 CITY CLERK OVERVIEW

The City Clerk's Office provide administrative services for the Mayor and City Council Members in the areas of research, policy development, drafting legislative documents, and the creation, and coordination and management of various ongoing and special projects, issues, and events. The City Clerk is 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 notice, 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.

### Successes

- Prepared materials and agendas for 23 meetings of the City Council.
- Codified 17 Ordinances and 103 Resolutions in 2018.
- Coordinated recruitment and appointment or reappointment process for nearly 54 members of various Volunteer Boards, Committees, and Commissions
- Managed the licensing process for over 230 individuals/businesses to operate within the City of Brookings.
- Conducted 29 bid lettings, and conducted 42 online surplus property auctions.
- Conducted Board of Equalization for 18 appellants and 20 properties.
- Conducted a successful combined city/school election.
- Conducted timely and accurate printed notice in the official newspaper and the City Website to include: meeting agendas, bid lettings and other advertisement, public hearing, and regular and special meetings.

### Challenges

- Established a new location for election early/absentee voting on first-floor of the City & County Government Center
- Continued development and implementation of a Records Management Program which integrates procedures, retention schedules, and best practices for the management of records in accordance with the requirements of State Statute and City Charter.



## Looking Ahead

### LICENSING

Work with City Departments to develop online application processes.

### ELECTION

Create a new training toolkit for election judges and workers.

Evaluate current polling locations, looking to add a location on or near the SDSU Campus.

### PUBLIC RECORDS RETENTION

Assure the City is within compliance with national standards and meeting state statutes related to the retention of public records.

### RECORDS MANAGEMENT

Improve the efficiency of accessing information stored, and establish policies for the operation and implementation of the City-wide Records Information Management.

Continued development and implementation of a Records Management Program which integrates procedures, retention schedules, and best practices for the management of records in accordance with the requirements of State Statute and City Charter.

Creation of a document portal for access to public records.

### VOLUNTEER BOARDS, COMMITTEES, COMMISSIONS MANAGEMENT

Improve the application process for volunteer boards, committees, and commissions.

Assure the City is within compliance with State Statute and City Charter.

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