

! 2019 CITY CLERK'S OFFICE OVERVIEW

The City Clerk's Office provide administrative services for the Mayor and City Council Members in the areas of research, drafting legislative documents, resolving issues, and coordinating 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 notices, alcohol licensing, various licenses and permits, assists with the city website, city government channel, social media and various open government initiatives.

Successes

- Prepared materials and agendas for 29 meetings of the City Council.
- Codified 22 Ordinances and 93 Resolutions in 2019.
- Coordinated recruitment and appointment or reappointment process for nearly 63 members of various Volunteer Boards, Committees, and Commissions.
- Coordinated Mayors Events to include: Volunteer Appreciation Reception, Mayor's Awards, and the Mayor's Annual Holiday Party.
- Managed the licensing process for over 151 individuals/businesses to operate within the City of Brookings.
- Conducted 18 bid lettings, and conducted 72 online surplus property auctions.
- Conducted Board of Equalization for 12 appellants and 21 properties.
- Conducted a successful combined city-council election.
- Implemented a Vote Center on the SDSU Campus at the SDSU Alumni Center.
- 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

- 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.
- Implementation of an e-signature program to assist with internal processes for permits, licenses, etc.
- New staff training.

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 at the possibility of a permanent Vote Center 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 city website 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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