

2024

City Council Policies & Procedures



Sioux Falls City Council

Carnegie Town Hall
235 West Tenth Street
Sioux Falls, SD 57104
www.siouxfalls.gov/council

Adopted XXX

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Forward

About this Manual

The Sioux Falls City Council Policies and Procedures Manual provides a standardized process for implementing current and new City Council practices, procedures, and policies. While this manual makes reference to existing City laws and policies, it should not be considered a replacement of said laws and policies. The intent is to provide a resource book for City Council actions and practices.

The Operations Committee will review and recommend this manual annually or as needed.

Sioux Falls City Council Policies and Procedures Manual

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Acronyms and Conventions Commonly Used in this Manual

SFCC—Sioux Falls City Charter (e.g., “SFCC §2.08”)

SFCO—Sioux Falls Code of Ordinances (e.g., “SFCO §38.001”)

SDCL—South Dakota Codified Laws (e.g., SDCL 9-13-1)

RONR—Robert’s Rules of Order, Newly Revised (e.g., RONR 25-30)

Form of Government

The current form of Sioux Falls city government went into effect on January 1, 1995, when the City transitioned from a Commission form of government, organized under the General Laws of South Dakota, to a “Home Rule” government, chartered under the authority of §2 to Article IX of the South Dakota Constitution. Under the *home rule* provisions of said Article,

“...a chartered governmental unit may exercise any legislative power or perform any function not denied by its charter, the Constitution or the general laws of the state. The charter may provide for any form of executive, legislative and administrative structure which shall be of superior authority to statute, provided that the legislative body so established be chosen by popular election and that the administrative proceedings be subject to judicial review...” (SD Constitution, §2, Art. IX)

South Dakota Codified Law Chapter 6-12 further defines the procedures for establishing a home rule government and sets certain standards, restrictions, and limitations on home rule power. SDCL 6-12-5 states, “[n]either charter nor ordinances adopted thereunder may set standards and requirements that are lower or less stringent than those imposed by state law, but they may set standards and requirements that are higher or more stringent than those imposed by state law, unless a state law provides otherwise.” SDCL 6-12-6 imposes a series of restrictions on home rule power and SDCL 6-12-14 established certain limitations on taxing power.

In the most general of terms, the adopted Charter created a Mayor-City Council style of government where legislative and policy making powers are vested in the City Council and administrative and executive powers are vested in a mayor.

Composition of the City Council

The Sioux Falls City Council is comprised of a full-time Mayor and eight part-time City Council members. Three City Council members, as well as the Mayor, are nominated and elected by the voters of the City at-large and five are nominated and elected by the voters of each of the five Council Districts. The City Council serves as a part-time policy making and legislative body that avoids management and administrative issues, that fall within the executive power of the Mayor. See SFCC Article II.

Role of the Mayor

In his or her capacity as the City’s chief executive, the Mayor gives the City Council information as to the affairs of the City and recommends measures considered necessary and desirable; presides over City Council meetings; represents the City in intergovernmental relationships; appoints, with the advice and consent of the City Council, the members of the citizen Advisory Boards and Commissions; presents an annual State of the City message; and, performs other duties specified by the City Council and the City Charter. The Mayor is also recognized as the head of the City government for all ceremonial purposes and by the governor for purposes of military law. See City Charter §3.03.

The Mayor also directs and supervises various departments and offices to carry out the executive and administrative functions of the City. Each is administered by one or more officers of the City who are appointed by and subject to the supervision of the Mayor. The appointment of Department Directors requires the advice and consent of the City Council.

While the Mayor serves as a member of the City Council, his or her legislative and policy making powers are limited to those expressed in the City Charter and City Ordinances. Generally speaking, in his or her capacity as part of the City Council, the Mayor's powers include: serving as the presiding officer of City Council meetings; casting tie-breaking votes; veto authority; sponsorship of ordinances, resolutions, and other matters; and, the authority to call special meetings.

Role of the City Council

The most visible role the City Council has is its legislative responsibilities, which involves setting policy for the City. Such responsibilities include, but are not limited to, adopting ordinances, resolutions, and motions; approving the annual budget; approving certain contracts and agreements; establishing policies and procedures; approving alcohol license requests; authorizing the creation of ad hoc committees/task forces, calling special meetings, and a range of other actions. The City Council oversees a small number of employees based out of Carnegie Town Hall.

The City Council's authority is limited by charter, and shall act as a part-time, policy making and legislative body, avoiding management and administrative issues. Except for the purpose of inquiries and investigations, the City Council and its members must deal with City employees who are subject to the direction and supervision of the Mayor solely through the Mayor unless otherwise permitted by the Mayor. Also, the City Council and its members cannot give orders to any employee under the Mayor's supervision and direction.

Duties of the City Council Chair and Vice Chair

The City Council Chair and Vice Chair are elected by their fellow City Council members each May pursuant to [SFCO City Ordinance §30.008\(b\)](#) for a term of one year. Several duties of the City Council Chair and/or Vice Chair are found in City Ordinance while others are enumerated in this manual. Below is a summary of the City Council Chair and Vice Chair duties:

1. Determine the agenda, with City Council input, for all informational meetings and working sessions (SFCO §30.003(d)).
2. Appoint the members of all City Council initiated ad hoc task forces or committees or standing committees. Unless otherwise provided in ordinance, the City Council Chair and Vice Chair shall designate each committee or task force chair in accordance with SFCO § 30.004.
3. Serve as Acting Mayor for City Council meetings in the absence of the Mayor. (SFCC § 2.03, SFCO §§ 30.008(b) and § 30.009 (b)).

4. Facilitate performance reviews for the ~~City Clerk, Budget Analyst, and Chief of Legislation and Policy~~ Administrative Officer and Internal Auditor with input from City Council members.
5. Conduct regularly scheduled meetings with City Council management staff and report back to City Council members.

City Council Operations

General

The Sioux Falls City Council fulfills its role as a legislative and policy making body primarily through the exercise of its powers within the context of official meetings where it considers the adoption of ordinances, resolutions, and other matters requiring City Council approval. However, to aid its ability to best formulate legislation and policy, the City Council also relies on a series of other, less formal meetings, interactions with constituents, staff, and intergovernmental discussions.

The City Council is also responsible for several functions of the City including, but not limited to, the conduct of City elections; the appointment of a commission to adjust Council Districts; providing for an independent audit of all City accounts and other audits as needed; serving as the Local Board of Equalization; and providing for a records management program.

Business Meetings of the City Council

The City Council, as a body, exercises its legislative and policy making powers through the conduct of official meetings held pursuant to State Law. Most typically, these meetings include regularly scheduled City Council meetings, although circumstances and conditions may require the use of Special Meetings or Joint City-County meetings. Most typically, the aforementioned meetings are held to consider the adoption of ordinances, resolutions, and other matters requiring City Council approval. The City Council also serves as the Local Board of Equalization pursuant to SDCL ch.10-11 where it is responsible for equalizing the assessment of property within the city. Below is a brief description of each meeting type listed above along with information about meeting frequency and location.

Meeting Type Description	Frequency Location
City Council Meetings Held pursuant to City Charter Section 2.11 and City Ordinance 30.001 in order to exercise its powers as the governing body of the City.	1st, 2nd, and 3rd Tuesday of each month* 6 p.m. in Carnegie Town Hall *May be rescheduled due to holidays or other purposes.
Special Meetings Held pursuant to City Charter §2.11 and City Ordinance <u>SFCO</u> §30.002 when “the public business may require it.”	As needed and only at the call of the Mayor or six Members of the City Council.

Joint City-County Meetings

Held under several authorities to include, but no limited to SDCL ch. 1-24, SDCL ch. 11-6, and Code of Ordinance Title XV to consider items related to the joint jurisdictional planning zone, Metro Management Communications Agency, Siouxland Libraries, and Siouxland Museums.

Scheduled monthly on the 4th Tuesday, but only called as needed:

5 p.m.—Joint Sioux Falls City Council—
Minnehaha County
Commission Meeting
Carnegie Town Hall

DRAFT

	7 p.m.—Joint Sioux Falls City Council—Lincoln County Commission Meeting Location alternates between Carnegie Town Hall and the Lincoln County Courthouse.
Local Board of Equalization Hearings Held pursuant to SDCL ch. 10-11 to equalize the assessment of property within the City. The Local Board consists of at least a quorum of the City Council plus one School Board Member. Hearings are held for those property owners who submit an appeal in the manner prescribed by State Law.	Annually beginning the 3rd Monday in March and adjourning no later than the immediately following Friday. Carnegie Town Hall or the Minnehaha County Administration Building.

Other Meetings of the City Council

To further its ability to formulate and develop legislation and policies through informal discussion and study, City Council members may also hold a variety of other official meetings. These include Informational Meetings, working sessions, budget hearings, and standing committee meetings. On occasion, the City Council may also create ad hoc working groups and task forces, comprised of City Council members and sometimes members of the public, to explore and study matters of particular importance to the City. Per City Ordinance, all of these meetings are considered informal insofar as the City Council may not make any legislative and policy ~~making~~ decisions as those may only be made at the meetings described in the previous section.

Executive Sessions may be held pursuant to State Law; however, “formal” action may not be taken in an Executive Session; instead, formal actions may only be considered at an open, public meeting of the City Council.

Standing Committees

Standing Committees of the City Council are established pursuant to [SFCO §30.004](#) ~~of the Code of Ordinances~~.

Audit Committee: This committee is composed of seven members that include four City Council members. The remaining three members are from outside and independent of city government; they are required to have finance and/or audit experience. The committee’s duties, procedures, and operations are defined in [SFCO §§32.010 through 32.025](#) ~~of the Code of Ordinances~~. Neither the City Council Chair nor Vice Chair may serve as the Audit Committee Chair. The Internal Auditor serves as the staff liaison to the committee.

Operations Committee: The Operations Committee is comprised of the City Council Chair, City Council Vice Chair, immediate past City Council Chair and the Audit Committee Chair. If the immediate past City Council Chair is unable to serve or the Audit Committee Chair is also the Immediate Past City Council Chair, the City Council Chair shall appoint a member. The City Council Vice Chair shall serve as [the Operations Audit](#) Committee Chair and the committee shall meet at least quarterly. This committee’s duties ~~include~~ [include](#) review of City Council policies and procedures; oversight of the internal City Council Budget; staff operations; personnel management of the Budget Analyst, City Clerk, Chief ~~Administrative Officer of Legislation and~~

Policy, and Internal Auditor; and, any other matters referred to it by the City Council. The Chief **Administrative Officer of Legislation and Policy** serves as the staff liaison to the committee.

Regulatory Oversight Committee: The committee shall serve in an ad hoc capacity, and primarily concern itself with the review, study, and/or recommending changes to City regulations. The Chief **Administrative Officer of Legislation and Policy** serves as the staff liaison to this committee.

Fiscal Committee: The committee shall serve in an ad hoc capacity, and primarily concern itself with the review, study, and/or recommending changes to budgetary and financial matters. The Budget Analyst serves as the staff liaison to the committee.

City Services Committee: The committee shall serve in an ad hoc capacity, and primarily concern itself with the review, study, and/or recommending changes to the programs and services provided by the City of Sioux Falls. The Chief **Administrative Officer of Legislation and Policy** serves as the staff liaison to this committee.

Constituent Services

As elected representatives, City Council members dedicate a large portion of their time to working with constituents who may need assistance addressing matters related to the City. City Council members meet individually with citizens, attend neighborhood meetings, and participate in a wide range of community activities to better connect with constituents.

Other Organizations

Members of the City Council may serve on several City boards and non-City boards for other organizations to which the City is a member of, or otherwise engaged with as part of an intergovernmental agreements. Inclusion of City Council members on these boards is an essential part of the governing process in that it provides the City Council with a direct link to and input on matters that very often cross jurisdictional boundaries. The City Council does not control the agenda for these board meetings. The chart below shows each of these boards along with the members' manner of appointment and general frequency of meeting:

Board Name	City Council Membership	Manner of Appointment	Meeting Frequency
South Dakota Municipal League (SDML) Board of Directors	1 City Council Member	City Council Leadership	Quarterly
South Eastern Council of Governments (SECOG)	2 City Council Members	City Council Leadership with City Council Advice/Consent	Quarterly
Urbanized Development Commission (UDC)	4 City Council Members	City Council Leadership with Council Advice/Consent	Seven meetings per year.
Metro Communications Council <u>Executive Board</u> (Metro 911)	2 City Council Members	Mayor with City Council Advice/Consent	Quarterly
Accessible Housing Advisory Board (AHAB)	1 City Council Member	Mayor with City Council Advice/Consent	Monthly
Experience Sioux Falls Business Improvement District Board (ESF-BID)	1 City Council Member (ex-officio)	Mayor with City Council Advice/Consent	Quarterly
Siouxland Museums Board of Directors	1 City Council Member	Mayor with City Council Advice/Consent	Monthly
Sioux Falls Development Foundation Board of Directors	1 City Council Member (ex-officio)	Mayor	Every other month

Meeting Policies

City Council Seating and Voting Order

The order of seating of each City Councilor in the City Council Chambers shall be rotated after the City Council Chair and Vice Chair are elected pursuant to [SFCO §30.008\(b\)](#) ~~of the Code of Ordinances~~. The City Council Chair may subsequently rotate seating order as deemed appropriate.

The presiding officer for meetings held in the City Council Chambers shall be seated at the apex of the dais with the City Clerk to his or her right when seated and the City Attorney to his or her left when seated. The City Council Chair will be seated on the right side of the City Clerk and the Vice Chair will be seated to the right of the City Council Chair. The immediate past City Council Chair will be seated to the left of the City Attorney.

The roll call and vote order shall be rotated at each City Council meeting conducted pursuant to Section 30.001(b). Roll call and vote order for special and joint meetings shall be the roll call and vote order of the City Council meeting held pursuant to Section 30.001(b) conducted immediately prior to the special and/or joint meeting. Roll call for any other official meeting of the City Council shall be by alphabetical order.

Meeting Absence & Remote Meeting Attendance

Pursuant to SFCO § 30.011, five members of the council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance shall be named and shall adjourn to a later time. Any council member who is unable to attend a council meeting either in person or telephonically, shall make every effort to notify the City Council Chair, Vice Chair and City Clerk's Office prior to the meeting.

The City Council and public value the person-to-person interaction enjoyed at City Council meetings and urges City Council members to make all efforts to attend meetings in person. However, if circumstances prevent a City Council member from being physically present during a City Council meeting, the member may participate telephonically. Circumstances that may prevent physical attendance include:

- Personal illness
- Emergency
- Military service, or
- Geographical distance

At the start of any City business meeting during which a City Council member participates telephonically, the presiding officer or Chair of the meeting ("Chair") must announce the name of any member who is participating remotely and which of the four reasons listed above require that member's remote participation. The Chair's statement does not need to contain any detail about the reason for the member's remote participation other than one of the four reasons listed. The information must be recorded in the meeting minutes.

No City Council member shall be authorized to participate in a meeting by remote attendance

unless:

- A. The member notifies the City Council Chair, [Vice Chair](#) and City Clerk's Office as soon as reasonably possible.
- B. All persons present at the place of the meeting (including members of the public in attendance) can hear and speak to the person(s) participating telephonically, and the person(s) participating telephonically access can hear and speak to all persons present at the place of the meeting, and to any other individual participating in the meeting by remote electronic access.
- C. The member(s) participating in the meeting telephonically are in continuous communication with those present at the meeting throughout the entire meeting unless the loss of remote electronic access is due to technical difficulties beyond the control of the member(s). The member(s) will be recorded as having participated in the meeting for the time the member(s) was/were connected.
- D. The telephonic connection is made prior to the start of the meeting.

If technical difficulties arise as a result of utilizing remote participation, the City Council Chair (or in the City Council Chair's absence, person chairing the meeting) may decide how to address the situation. If a remote participant is disconnected from the meeting, the minutes must note that fact and the time at which the disconnection occurred.

A member who participates telephonically retains their right to speak when recognized by the City Council Chair, make or second any motion, and cast votes.

Changes to City Council Meeting Dates/Times

It is the aim of the City Council to ensure its members, City staff, and the public can rely upon consistency in meeting dates and times. To this end, the Code of Ordinances sets the time and day for many City Council meetings. However, it is recognized that annual events or other conflicts may necessitate a change to a meeting time, day, and/or place. To this end:

"The City Council may by resolution, when necessary, change the time and place of any meeting. The resolution shall set forth the circumstances necessitating the change. The resolution shall be published at least 24 hours prior to the rescheduled meeting. The City Clerk, or the City Clerk's designee, shall give each City Council member written notice either in person, by mail, email, or other electronic means of any change from the meeting days established by this section." (SFCO, §30.001(d))

If a City Council meeting time, day, and/or place is to be changed, it is the intent of the City Council to ensure such a change be approved by the City Council at least two months in advance when possible. To accomplish this, at least once per quarter staff will apprise the City Council of known events that may conflict with scheduled meetings in the following quarter. Similarly, City Council members should note potential conflicts as well. In either case, staff will be given guidance for further action.

Typically, meetings dates may be changed for the following conflicts:

- South Dakota Municipal Day at the Legislature—1st Tuesday in February
- City Election—2nd Tuesday in April of even-numbered years
- City Runoff Election—3 weeks after the City Election
- State Primary Election—1st Tuesday in June
- National Night Out—1st Tuesday in August
- Sioux Falls Chamber of Commerce Annual Meeting—3rd Tuesday in October
- General Election—1st Tuesday after the 1st Monday in even-numbered years

Agenda Deadlines and Submission of Documents

The City Council fully supports the procedures outlined in the most current version of the Executive Order entitled “Agenda Deadlines and Submission of Documents.” This, in part, provides that “. . . the submission of all reports, communications, ordinances, resolutions, or other matters to be submitted to the City Council for consideration shall be delivered to the City Clerk’s Office no later than 2 p.m. on the Tuesday one week prior to the City Council meeting. If the Tuesday one week prior to the City Council meeting is a holiday, the deadline is 2 p.m. on the last business day preceding that holiday. All pertinent documents must be submitted at the same time with the agenda item (maps, contracts, supplemental memorandums, etc.)” (EO 179).

The provisions of the EO will apply to City Council members and City Council staff, except that routing for Agenda Approval Forms will be: 1) the City Council Member Sponsors; 2) applicable Department Director pursuant to [City Ordinance SFCO §30.022\(a\)](#); 3) City Attorney; and 4) City Clerk. City Council members seeking to submit agenda items will notify the appropriate City Council staff member of the intended agenda item. The staff member will prepare an agenda approval form, annotating the two sponsoring members, and begin the process of drafting legislation in coordination with and on behalf of the sponsors.

The agenda for informational meetings, working sessions, and budget hearings will be determined by the City Council Chair and Vice Chair with City Council input. To this end, City Council members, City Council staff, and departments may request specific topics be placed on the applicable agendas by submitting such requests to the City Clerk by 2 p.m. one week prior to the meeting. Individuals submitting items will identify the topic as it is to appear on the agenda, the name and official title of (the) presenter(s), the length of the presentation in minutes (not including City Council questions and discussion), and whether the agenda item is related to a forthcoming item on a business meeting agenda. Prior to distribution of final agendas, the City Clerk will forward a draft agenda to the City Council Chair and Vice Chair for approval.

Agendas for City Council Committee Meetings will be determined by the Committee Chair. The City Council Staff Liaison to the Committee will forward the draft agenda not later than two business days before the proposed meeting to the City Clerk for distribution.

Contracts/Agreements Memorandum

- A. If a City Council member plans to exercise their authority by pulling an item from the Contracts/Agreements Memorandum listed on the consent agenda and, as a result, desires the City administration's presence during its consideration, the City Council member must notify the Budget Analyst within 24 hours after receiving the contract/agreement from the City administration. If the City Council member fails to adhere to this deadline, the City administration will be under no obligation to attend the City Council meeting and participate in the contract/agreement consideration.
- B. The Budget Analyst will notify the full City Council when they inform the City administration that an item is being pulled from the contract/agreement memorandum.
- C. Any question related to a contract/agreement must be routed through the Budget Analyst.

Public Input

~~SFCO City Ordinance~~ §30.015, Addressing the Council; Time Limit, stipulates the policies associated with public input at City Council meetings. Procedures for the rules referenced in §30.015(d) regarding electronic presentations can be found later in this section.

During a Special Meeting of the City Council held pursuant to ~~SFCO City Ordinance~~ §30.002, public input will only be allowed for the agenda item after the staff presentation or reading of the item if no presentation, but before City Council discussion and voting. Each speaker will be allowed up to five minutes. Pursuant to SDCL 1-25-1 "Public comment is not required at official meetings held solely for the purpose of an inauguration, swearing in of newly elected officials, or presentation of an annual report to the governing body regardless of whether or not such activity takes place at the time and place usually reserved for a regularly scheduled meeting."

Public ~~comment~~input will be received at each City Council budget hearing, informational, committee, task force, joint, and working session meeting. The meeting agenda shall include an item labeled "public ~~comment~~input." Each speaker will be allowed up to five minutes to speak on any agenda item. At least 15 minutes shall be allotted for public ~~comment~~input. The City Council values input from citizens, and if time allows the 15-minute minimum should be expanded by the City Council Chair. If time allows, the City Council may ask the City Council Chair to extend the public ~~comment~~input period when the information addresses a complex issue or the topic requires specialized knowledge.

The Sioux Falls City Council informally endorsed a policy on April 18, 2013, to discontinue segregating proponents and opponents during public testimony. The ~~City Council Chair~~presiding officer reserves the right to limit the number of speakers during any agenda item following one hour of testimony, but may be overridden by a majority vote of the City Council ~~in accordance with Robert's Rules. Once public input has concluded,~~Any member of the City Council may call on a citizen to provide additional public testimony.

~~"Electronic presentations with audio and video embedded within the electronic presentation shall not be allowed. Electronic presentations without audio and video embedded within the electronic presentation are only permitted during regular agenda items on the date of final adoption. The City Council may adopt standards that govern the use of electronic presentations. This provision shall not be construed to restrict electronic or hardcopy photos from being presented by the~~

~~public during a regular meeting” (In accordance with SFCO §30.015(d)), an individual Citizens~~ desiring to show any item contained in electronic file format will follow the procedure below:

1. Physically deliver the file on a USB drive to the City Clerk’s Office or via email to clerks@siouxfalls.gov no later than 2 p.m. the day of the meeting during office hours.
2. City Council staff will scan for viruses and download the file to a meeting laptop.
3. The file will be rejected if it is corrupt or contains embedded audio or video.
4. City Council staff will assist in accessing the file at the City Council meeting as needed.

This section (public input) will be made available to the public as a stand-alone handout that also includes SFCO § 30.008, 30.015, and 30.018–30.020.

City Council Meeting Agendas

City Council meeting agendas will be annotated so that:

1. All business types identified in [SFCO](#) §30.013(e) through (q) of the Code of Ordinances include a brief description of the business type and/or the time allowed for public comment on said types;
2. Any agenda item considered by the City Planning Commission includes a statement indicating the Commission’s recommendation and vote;
3. All first reading ordinances and noticed resolutions include the date recommended for 2nd reading or hearing, respectively; and,
4. A background and objective statement, submitted pursuant to [SFCO](#) §30.022(a) ~~of the Code of Ordinances~~, is included for all ordinances, resolutions, and formal motions for consideration under [SFCO](#) §30.013(h) through (n).

Annotations to City Council meeting agendas need not be read into the record.

All motions submitted for consideration pursuant to [SFCO](#) §30.022 ~~of the Code of Ordinances~~ will appear under “Hearings and Resolutions.”

Communications to the Council related to Meeting Agenda Items

Any materials subject to the provisions of SDCL 1-27-1.16 shall also be furnished to the City Clerk and made available to the public as described in said statute. It is the responsibility of the individual preparing or distributing the material to ensure it is furnished to the City Clerk.

Other communications to any individual City Council members or the full City Council may be subject to disclosure by City Council members at public meetings or otherwise entered into the official record pursuant to SDCL 6-1-20. See “Quasi-Judicial Procedures” below.

Quasi-Judicial Procedures

Generally, the matters below, not all-inclusive, are considered quasi-judicial:

- Action on Liquor License
- Action on Video Lottery License
- Conditional Use Permit (appeal)
- Appeal from Board of Historic Preservation
- Special Assessments

If a constituent contacts an elected official about the quasi-judicial matter, the constituent should be encouraged to communicate the information at the public hearing. If the contact is by written communication, elected officials may forward the written communication to the City Clerk's Office. Such written communications will be attached to the corresponding online agenda item. If an elected official relies upon any evidence not produced at the public hearing, that evidence shall be disclosed if not otherwise posted online.

City Council Administration

Managing Communications with the Public

There are a wide range of means by which citizens can communicate with the City Council. Direct communications generally include: in-person, telephonically, email, letter, online comment form, and during public input at City Council meetings. Public communications are made indirectly through City Council staff. This typically includes some of the means listed above as well as online through the City's website.

Language Access Plan

The City Council adopts and incorporates the City of Sioux Falls' City Language Access Plan to provide limited English proficient individuals and individuals with disabilities with timely and meaningful access to the City's programs, services, and activities, in compliance with the requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations; in compliance with the Americans with Disabilities Act; and in furtherance of the general policy of the City of Sioux Falls.

City Council Member Contact Information

City Council member contact information is provided online at <http://www.sioxfalls.org/council/members> and at least annually by way of a flyer distributed with utility bills (the flyer is also available at City Offices).

Telephonic, Letter, In-Person, or Email Communications to Staff

Communications sent to City Council staff members that are intended for City Council members will be forwarded to the Office of Policy and Budget for action. Citizens also have the ability to contact the City Council through an online “contact” form that is found on the City’s website. Completed contact forms intended for the City Council are ultimately forwarded to the Office of Policy and Budget for action.

When possible, comments are managed at the staff level with a response from staff to the citizen. Comments specifically addressed to one or more City Council members are forwarded to the applicable City Council members, and any comments expressing comments regarding the City Council’s policy making function (but not addressed to specific members) are forwarded to the entire City Council. Once items are forwarded to City Council members, staff action is considered complete unless directed otherwise by one or more City Council members.

Any written or verbal communication received in the City Council Office and directed to the City Council will be forwarded to each City Council member in a timely manner. Any written communication that relates to an agenda item will be delivered to each City Council member and the City Clerk’s Office prior to the meeting.

City Council Webpages

Individuals can access the City Council webpage directly at www.siouxfalls.gov/council or by clicking the link on the main City page. The City Council webpage is managed by the Office of Policy and Budget and will include City Council member biographical and contact information, legislative priorities, and other information as needed. The webpage will also include links to the City Clerk and Internal Audit webpages.

Invitations to Events

Requests for City Council member attendance at events should be sent to the Office of Policy and Budget by the requesting organization at least two weeks before the event. Any event to which a quorum of the City Council (five of the nine members) is invited will be placed on the City Council’s Meeting and Events Calendar at the direction of the Office of Policy and Budget according to SDCL 1-25-1.

Press Releases

Unless there is objection from a City Council member, an Office of Policy and Budget employee may initiate press releases, media alerts, and events on behalf of the City Council as a body. The City Clerk and Internal Audit offices may initiate press releases, media alerts, and media events related to their duties. City Council employees should not assist in a press release, media alert, or event that disparages any City Council member; or promotes or opposes pending legislation or policy not adopted by the City Council. This provision shall not preclude an individual City Council member from sending a press release or media alert on their own behalf or for hosting a media event.

Spending, Equipment, Supplies, and Allowances

Section 2.04 of the Charter allows for the City Council to receive their actual and necessary expenses incurred in the performance of their duties. **The Council Spending Policy is intended to**

provide guidelines for the appropriate use of, and accountability for, the expenditures of city funds while conducting the official business of the City Council. Any expense or reimbursement shall be in accordance with the approved city council budget and this policy. Any expense associated with travel shall be governed by the City Council Travel Policy.

If a council member or council employee makes a purchase for which he or she is seeking reimbursement, and if the city purchasing card was not used for the expense, they must submit an itemized receipt and complete a city reimbursement form detailing the expense. The receipt must include an itemized list of what was purchased and how the expense was paid. A receipt cannot be handwritten.

In the event of a missing or unavailable receipt, a Missing Receipt Affidavit must be filed with the reimbursement form. The reimbursement form and any attachments shall be submitted to the Finance Department by the budget analyst with a copy of the completed form sent to the council chair and vice chair.

A city council employee shall use their city purchasing card in accordance with this policy and any other city policies that govern its use. Prior to any item purchase that exceeds \$250, but is less than \$1,000, the City Clerk, Internal Auditor or Chief Administrative Officer must approve the purchase with notice provided to the city council chair and vice chair and budget analyst. Any amount that exceeds \$1,000 must be approved by the chair or vice chair in consultation with the budget analyst.

The following are considered prohibited expenses:

1. Political contributions.
2. Personal (non-city business) meals, travel, or entertainment.
3. Personal items or gifts.
4. Food, supplies, and materials for nonbusiness-related special events such as birthdays, holiday celebrations, employee anniversaries, etc. except to the extent that it is associated with department employee appreciation events.
5. Alcoholic beverages.
6. Unsubstantiated expenses.
7. Purchase of gift cards.

A bereavement recognition expense on behalf of the City Council shall not violate this policy.

Each City Councilor may be issued a laptop or tablet, mobile phone, and related accessories while serving on the City Council. Additional requests for equipment will be considered at a public meeting. City Councilors must return all equipment issued by the City of Sioux Falls at the end of their term. Office supplies, including paper, letterhead, envelopes, and business cards, must be ordered through the Office of Policy and Budget.

Members of the City Council receive a \$100 monthly car allowance and \$125 monthly cellular phone stipend (see Cellular Telephone Stipend below). Beginning on May 27, 2024, the City

Council Chair and Vice Chair may each receive an additional \$200 monthly car allowance to reflect the additional mileage incurred by the council member for in-city travel. A logo-wear allowance of \$150 per calendar year is available to City Council members and City Council staff. Logo wear must be ordered [during the month of July](#) through the Office of Policy and Budget.

Meeting Rooms

There are several meeting rooms in Carnegie Town Hall available for use by City Council members to meet with constituents, staff, and other stakeholders. The main floor includes a multipurpose room with tables and seating available for up to 16 individuals. The main floor also includes a small conference room capable of seating five adjacent to the City Clerk's Office. Neither main floor conference rooms include audio-visual presentation equipment. The basement level includes a conference room capable of seating 13 individuals and includes a Webex Room Kit and telephone for remote meetings as well as a computer for presentations. Also in the basement is a City Council member workstation that includes a computer docking station and workspace.

Administrative/Legislative/IT Support

Administrative support to City Council members is generally provided by the Office of Policy and Budget. Administrative services, including coordinating schedules, receipt of telephone messages and citizen requests, processing mail, travel, information technology work orders, copying, and printing are provided as needed. ~~The City Council Budget Analyst processes all travel requests and travel claims per the City Council Travel Policy.~~

Parking

City Council members are issued a parking permit valid for use while conducting official City business at all public parking meters, time zones in the downtown area, and in all City-owned public parking lots and ramps. The permit shall be properly displayed on the vehicle dash or hanging from the rearview mirror so that it is clearly visible from the exterior. All vehicles must be properly parked. The permits will not be valid in locations specifically designated as reserved parking, loading or delivery zones, secure areas, or in other locations or at times prohibited by City Ordinance. The City Council will also be issued one permit for use by City Council staff. This provision is governed by the most recent version of Executive Order 201, Parking Permit for the Mayor, Mayor's Office staff, and the City Council.

Cellular Telephone Stipend

- I. **Purpose:** To establish a policy for authorizing a cellular phone stipend for City Council members who use their personal cellular telephone to conduct City business and to alleviate the need for City Council members to carry two cellular phone devices.
- II. **Background:** City Council members are frequently contacted by constituents either through phone or email. Technology can significantly improve the accessibility of City Council

members. Cellular phones are often practical and economical, especially for safety services and emergency communications, and can enhance productivity.

III. General:

- A. The City Council recognizes the need for a limited number of City-owned cellular telephones to be used to conduct City business where it is not practical for City Council members to use other communication devices.
- B. In order to reduce the cost of acquiring, issuing, monitoring, and maintaining City-owned cellular phones, the City Council establishes a “cellular telephone stipend” to cover the approximate cost incurred to use their personal cellular telephones for City business.
- C. To receive the stipend, City Council members shall acquire a cellular phone of their choice, subscribe to a cell plan of their choice, and in their own name and for which they shall be financially responsible.
- D. IRS regulations require that the cellular phone stipend contemplated by this policy be taxed as ordinary income.
- E. Prohibited Use.

IV. Allowance Levels

- A. \$125.00 per month allowance (cell phone).
 - B. City Council members shall receive the monthly cell phone stipend payable in 26 equal biweekly installments.
- V. City Council members will acknowledge this policy using a form provided by the Budget Analyst.

New City Council Member Orientation

The Chief ~~of Legislation and Policy~~ Administrative Officer coordinates an orientation process for all newly elected City Council members. The orientation process includes general “onboarding” ~~administrative requirements~~ as well as introductory presentations by city department leaders and tours of various city facilities. ~~office and field visits with other elected officials, staff, and partner organizations.~~ Newly elected City Council members will receive detailed information about the orientation process and how to schedule it within a week following the official canvass of election results.

The short time between election day and the start of terms is extremely busy for newly elected City Council members. Accordingly, it is important that the limited time is used wisely to ensure they are administratively ready to assume their duties. To this end, the Chief Administrative Officer ~~of Legislation and Policy~~ will prepare an onboarding plan for new City Council members that includes, at a minimum, the tasks and topics listed below.

To be completed prior to the start of terms:

- Open Meetings Laws and Procedures (City Attorney)
- Ethics and Conflict of Interest (City Attorney)
- Public Records (City Attorney)
- Human Resources and IT Onboarding
- City Council Policies and Procedures (Budget Analyst; Chief Administrative Officer of Legislation and Policy; ~~and~~, City Clerk and Internal Auditor)
- City Council Meeting Procedures (City Clerk)

Not later than four months after assuming office:

- Budget
- Financial Procedures
- Capital Projects Planning
- Land Use Ordinances, Policies, and Procedures
- Public Safety
- Public Health
- Public Works
- Business Regulations

Budget

The City Council budget is a component of the General Fund Operating Budget. The City Operating Budget year follows the calendar year. Beginning January 1, the new budget is in place, the preceding year's budget has expired, any unused funds revert to the General Fund—fund balance. There is no fund carryover, goods and service cannot be prepaid before delivery.

The City Council Department consists of three programs: 1) City Council, 2) City Clerk, 3) Internal Audit. Each of these programs generate their own budget annually. Each program manager submits their budget to the Budget Analyst who compiles the expected annual expenditures of the department. The City Council program budget is generated by the Budget Analyst. Any extraordinary budget requests will include justification. If a City Councilor expects to incur travel expense for a nonrecurring event, the City Councilor should let the Budget Analyst know before June 1. The Budget Analyst reviews each program's budget. The Budget Analyst review is for accuracy and consistency, not approval. The Budget Analyst can make suggestions to budgets but has no authority of adding or removing items.

The Budget Analyst will provide a summary of the department budget to the entire City Council for their review. Changes to any program budget will be routed through the Operations Committee. The City Council budget for the subsequent year is due to the Finance Office by June 20 for inclusion in the Mayor's recommended budget. The Budget Analyst will provide a department summary during the budget hearings in August, annually.

The City Council will schedule a working session in January of each year. This meeting will

provide an opportunity for City Councilors to discuss the upcoming budget and other financial-related issues.

The City Council will schedule a mid-year financial outlook during the informational meeting scheduled on the third Tuesday of May. The City Council will review the year-to-date financials, and projections for the remainder of the year. This is a separate meeting from the monthly financial status report, or the external audit report of prior year. In accordance with City Ordinance 36.026, the City Council shall hold at least one working session each year in June to discuss the subsidy agreements proposed in the mayor's recommended budget for the ensuing fiscal year.

City Council Staff Administration

Given the part-time status of City Council members, appointive mid-management City Council staff members are expected to operate with a tremendous degree of competence, initiative, and teamwork to ensure day-to-day operations of the City Council are conducted in accordance with local and state laws, established policies, and job descriptions.

City Council Staff

City Council staff play an important role in the day-to-day operations of the City Council. The staff ~~is~~are located on the main and basement floors of Carnegie Town Hall and perform a range of duties in support of the City and individual Council Members. The staff, collectively referred to as "City Council Staff" is organized into three offices: City Clerk's, Internal Audit, and Policy and Budget with the Chief Administrative Officer overseeing the City Clerk's and Policy and Budget offices.

The Chief Administrative Officer has supervisory oversight of the Budget Analyst, City Clerk and Executive Support Coordinator. The City Council shall have direct oversight of the Chief Administrative Officer and Internal Auditor, but their annual performance review will be managed by the Operations Committee Chair with input from each council member. In addition to staff management, the Chief Administrative Officer will also be responsible for the day-to-day operations of the City Council and legislative research and drafting.

Office of the City Clerk: The City Clerk is appointed by the City Council and supervises two Assistant City Clerks who are classified civil service employees. The general duties of the office are:

- Providing Notice of Meetings of the City Council
- Preparing Agendas and Minutes
- Conducting City Elections
- Raffle and Bingo Registrations
- City Records Management Program

- City Council Redistricting
- City Council Public Records Officer

Office of Policy and Budget: This office consists of the [Chief of Legislation and Policy](#), Executive Support Coordinator, and the Budget Analyst, which are appointed by the City Council. The general duties are:

[Chief of Legislation and Policy](#)

- ~~Day-to-day City Council Operations~~
- ~~Legislative Research and Drafting~~
- ~~Constituent Communications Support~~
- ~~Administrative Support to Council Members~~

Budget Analyst

- Prepare and manage the annual budget for City Council operations, analyze submissions and requests, identify problems, and propose solutions
- Monitor budget performance, financial forecasts and rate models, statistical data points, debt service covenants, and investment performance, report to the City Council about current trends and developments.
- City Budget Research and Reporting Research and analyze complex data, extract and define relevant information, and develop critical decision-making reports and financial models
- Advise the City Council of fiscal impacts of legislation requiring City Council action.
- ~~Program Evaluation~~

Executive Support Coordinator

- Perform administrative support duties in support of the City Council.
- Monitor City boards, commissions, and committees and provide timely updates to the City Council and Chief of Legislations and Policy.
- Prepare press releases and social media posts, as assigned, in accordance with the City Council's Policies and Procedures Manual.

Office of Internal Audit: This office consists of an Internal Auditor, appointed by the City Council, and an outside internal audit firm. The general duties of the office are:

- Implementation of the Annual Audit Plan
- Preparation and Presentation of Audit Reports

- Fraud Prevention and Detection Program

City Council Hiring Policies

Upon a vacancy in a City Council-appointed position, the Operations Committee will serve as a hiring committee and recommend a candidate(s) for consideration by the full City Council. If a member of the Operations Committee is unable to participate, the Chair and Vicecommittee eChair with personnel oversight will appoint a City Council member(s). The Chief Administrative Officers supervisor may also be part of the hiring committee. ~~an ad hoc committee tasked with recommending a candidate(s) for consideration by the full City Council. The ad hoc committee will be comprised of City Councilors from the committee with supervisory oversight unless an insufficient number are unable to participate.~~

Once the ad hoc hiring committee is constituted, it will coordinate with the Human Resources Department in its hiring efforts including job postings, applicant screening, and interviews. Once the committee has chosen a candidate(s), the City Council will have an opportunity to meet the candidate(s) and discuss her/his qualifications during an executive session if the position is classified as mid-management. If the ad hoc hiring committee is unable to identify a qualified candidate, the committee chair may restart the applicant search process as prescribed in this section procedure.

The City Council will formally appoint the preferred candidate during a regular meeting by motion.

The position of Assistant City Clerk is currently classified as a civil service position but may be converted to an appointed position upon a vacancy in the position.

Code of Conduct

It is the policy of the City Council to provide a workplace free of harassment and unlawful discrimination within the City Council Office. The City Council strives to create and maintain a work environment in which its employees are treated with dignity and respect. The work environment should be characterized by mutual trust and the absence of intimidation, humiliation, harassment, oppression, and exploitation. The City Council and its employees shall comply with this policy.

Outside Legal Services

The City Council recognizes that from time to time it is necessary to engage the professional services of outside law firms and/or attorneys to assist with specialized or complex matters that cannot be performed in-house by the City Attorney's Office. The City Council may authorize outside legal services if approved by a majority of members present during a regular City Council meeting.

City Council Travel Policy

Education, Travel, and Training Policy

The City Council supports the pursuit of training and education by elected officials and its staff to better serve their constituents. Travel requests for conferences, meetings, tours and other events must be nonpartisan, educational, and related to the city council's policy-making role. For purposes of this policy, any nonprofit organization under Section 501(c) of the United States Internal Revenue Code is not considered a partisan organization. City Council member(s) shall report key information following their attendance to an out-of-town conference or training event when the cost exceeds \$500. The report shall be presented during a public meeting within a reasonable amount of time after returning.

The ~~Budget Analyst~~[Executive Support Coordinator](#) will prepare City Council travel requests, convention registrations, hotel reservations, and arrange transportation needs.

City Council members will be reimbursed for appropriate travel expenses according to the City Council's travel policy when on City business.

The City Council may plan retreats for the purpose of personal growth, group discussions, and training.

General Information

The City Council Travel Policy is applicable to the following positions: Sioux Falls City Councilors, Budget Analyst, Chief ~~Administrative Officer~~[of Legislation and Policy](#), [Executive Support Coordinator](#), City Clerk, Assistant City Clerks, and Internal Auditor.

Budget Preparation. The Budget Analyst will budget recurring City Council travel expenses for South Dakota Municipal League, National League of Cities, and Sioux Falls Area Chamber of Commerce events. City Council members and staff should submit expected nonrecurring travel costs for the upcoming fiscal year prior to June 30 to the Budget Analyst.

Travel Request Form. A Travel Request Form is required for travel outside city limits *only* if there is an expense to the City. This form, which is managed by the [Executive Support Coordinator](#)~~Budget Analyst~~, is the initial step prior to travel.

Preauthorized: Travel Request Forms for travel shall be signed by the City Council Chair unless they refer the decision to the City Council during a regular meeting. If the travel request is approved by a majority of City Council members present, the City Council Chair shall sign the request. Preauthorized travel include events, training, conferences, and meetings of the State of South Dakota, or any organization of which the City is a member or has an existing contract or agreement [if the council member is not in their final year of their term of office](#). Preauthorized travel may also include ground travel within a 350-mile radius of the City of Sioux Falls that relates to the City Council's policy-making role.

All Other Requests: All other travel requests shall be consistent with the City Council's policy-making role. These requests will be considered by the City Council during a regular meeting. If the travel request is approved by a majority of City Council members present, the City Council Chair shall sign the request.

The City Council Vice Chair shall act on behalf of the City Council Chair in their absence or if

the City Council Chair is requesting travel.

Travel Reimbursement Claim Form. This form must be filed with Finance within 30 calendar days from the return date of travel. A notice will be sent to the [Executive Support Coordinator](#) ~~Budget Analyst~~ when Travel Reimbursement Claim Forms are not remitted within the stated timeline. The ~~Budget Analyst~~[Executive Support Coordinator](#) will be responsible to make sure that City Council reimbursement forms are completed within the timeline.

Receipts. The ~~Budget Analyst~~[Executive Support Coordinator](#) will be responsible for reviewing all receipts to ensure that charges are accurate and reasonable. Reimbursement will not be made for expenses incurred in violation of the policy or without an approved Travel Request Form. This policy applies to both City Council and individuals authorized to travel on their behalf.

City Travel Card. A City travel card will be issued to a City Council traveler and may be used for payment of registration, airline tickets, lodging, and any other expenses associated with the authorized travel except meals. If City Council staff is accompanying the travel, staff will be issued the City travel card. Receipts **must** be obtained for any credit card charges. **In the event that a City travel card is not available, the traveler will be expected to use their personal credit card as a condition of travel.** Reimbursement for all allowable expenses will be made to the authorized traveler upon remittance of their receipts, along with a Travel Reimbursement Claim Form.

Note: The City Procurement Card is not to be used for travel expenses.

Airline/Hotel Reservations. All hotel reservations and airline tickets **must** be purchased through the ~~traveler's designated Travel Coordinator~~[Executive Support Coordinator](#). Travelers are expected to forward all necessary paperwork to the ~~Travel Coordinator~~[Executive Support Coordinator](#) as early as possible so that airline tickets may be purchased a **minimum** of three weeks prior to travel. Authorized travelers who incur additional airline/hotel reservation expenses by not following the City Council's Travel Policy as outlined herein shall not be entitled for reimbursement beyond what would have been reimbursed through this Travel Policy. The City Council suggests air travel must depart and arrive at the Sioux Falls Regional Airport. Additionally, no travel expenses will be reimbursed until after trip is completed and a Travel Reimbursement Claim form has been submitted.

City Vehicle (Motor Pool System). City vehicles are to be used by City Councilors and their staff when available. City travel cards are to be used for fuel purchases when out of town. When fueling motor pool vehicles in Sioux Falls, always use one of the four designated Fleet fueling locations, not commercial gas stations.

Personal Vehicle [and Mileage Reimbursement](#) and City Council Staff. The use of personal vehicles when a City vehicle is available is discouraged. The City Councilors and their staff will be reimbursed at the current motor pool rate. Reimbursement for mileage will be based on mileage from Sioux Falls to the destination city ~~from using~~ Google Maps. [City Travel cards are not to be used for fuel purchases on Personal Vehicles](#)

Hotel Allowance. Hotel/motel charges will be reimbursed at conference rates or maximum per diem rates as shown in the *Federal Register*, whichever is applicable. Reimbursement for hotel

charges shall not exceed the quoted or published conference rates or maximum per diem rates as shown in the *Federal Register*, whichever is applicable.

Meal Allowance. All in-state travel and all out-of-state travel will be reimbursed at the City's Meal Reimbursement Rates. **City Council travelers will not be allowed to use the City travel card for meal purchases.** The following chart will need to be used to determine what meals can be claimed.

Meal Reimbursement Times			
	Breakfast	Lunch	Dinner
Leaving before:	8 a.m.	12 noon	5 p.m.
Returning after:	8 a.m.	1 p.m.	7 p.m.

Also, travelers will not claim meals for reimbursement that were provided as part of the conference or otherwise received by them at no personal expense as may be provided by any other person or entity.

High Risk Activities. Social activities are often identified and included as part of work-related travel. Some conferences (or sponsors) may even offer the opportunity for participation in high-risk activities. High-risk activities are those activities with an increased risk of causing significant harm or even fatality. High-risk activities include, but are not limited to, scuba diving, hang gliding, race car driving, ziplining, horseback riding, rock or wall climbing, bungee jumping, parasailing, off-roading, or mechanical bull riding.

City Council employees who knowingly and voluntarily elect to disregard their own safety and engage in high-risk activities represent a significant concern. It is a reasonable safety expectation that city council employees refrain from engaging in high-risk activities while traveling. Where city council employees knowingly disregard safety and voluntarily elect to engage in high-risk activities, they:

- Understand the danger involved of engaging in such activity;
- Understand that engaging in such activity may result in a finding of misconduct, which may result in discipline;
- Assume the personal risk from that high-risk activity;
- Recognize that any injury does not arise out of or in the course of their employment; and
- Recognize their employment is not a major contributing cause, but rather a personal decision and assumed risk.

City Council employees understand while there is no compensable Workers Compensation coverage for engaging in high-risk activities in violation of this policy, any injury from high-risk activities may be considered for eligible coverage under the employee's health, disability, or other applicable insurances (if any).

Travel Request Form (Example)

[Link to Travel Request Template F991006.xlsx](#)

City of Sioux Falls Travel Request

Request No. _____

If airline is involved, form must be received by Travel Coordinator 21 days prior to travel.

Name	Dept.	GL No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose: _____

Destination: _____

Type of Transportation:		<input type="checkbox"/> Dept. vehicle	<input type="checkbox"/> Private vehicle
		<input type="checkbox"/> Motor pool vehicle	<input type="checkbox"/> Air
		<input type="checkbox"/> Other	
Travel:	Begin Date _____	End Date _____	
	Begin Time _____	End Time _____	
Meeting:	Begin Date _____	End Date _____	
	Begin Time _____	End Time _____	

Registration

Transportation

Gas

Mileage miles _____ x .40 = _____ \$0.00

Airfare

_____ \$0.00

Baggage

Lodging # nights _____ x rate _____ = _____ \$0.00

Meals (Check one)

☐ In State \$51 ☐ Out of State \$ \$65

Breakfast _____ x 20% = _____

Lunch _____ x 30% = _____

Dinner _____ x 50% = _____

_____ \$0.00

Taxi/shuttle

Car rental

Other

Total

_____ \$0.00

Comments: _____

Meal Reimbursement Times

	Breakfast	Lunch	Dinner
Leaving before:	8 a.m.	12 noon	5 p.m.
Returning after:	8 a.m.	1 p.m.	7 p.m.

Reimbursement of _____ will be received
(estimated)

from _____
(government/organization)

Form Completed By _____

Approved By _____

☐ Overtime Expense (Fire/Police Only)

Signed _____

(Mayor, if over \$1,000)

[https://insite.sioxfalls.org/sites/ss/General Templates/Document Library/Finance \(F9910\)/F991006](https://insite.sioxfalls.org/sites/ss/General%20Templates/Document%20Library/Finance%20(F9910)/F991006)

Instructions for Completion of Travel Request Form

A Travel Request Form is required for travel outside city limits *only* if there is an expense to the City.

The ~~Travel Coordinator~~Executive Support Coordinator will process the Travel Request Form and keep the original on file; a copy will be returned to the department once a tracking number has been assigned to it.

The instructions for completing the Travel Request Form are as follows:

Name—Name of authorized individual(s) traveling.

Department—Department that is paying for expenses of the travel.

GL No.—General Ledger number that is budgeted for the travel with project number when applicable.

Purpose—Reason for the travel.

Destination—The travel destination.

Type of Transportation—List one of the following:

- ***City Vehicle***—Authorized City Council travelers should use a City motor pool vehicle when available. The department will be charged the current motor pool rate. If the motor pool vehicle needs to be refueled, this expense will be charged to the motor pool fund and not to the department. The City vehicle can be obtained through Fleet and vehicle scheduling on InSite.
- ***Private Vehicle***—If a City vehicle is available and the City Council traveler does not use it, the traveler will be reimbursed at the current motor pool rate.
- ***Air Travel***—In an effort to seek the lowest prices for airfare and lodging and most efficiently utilize tax dollars, the City Travel Administrator will use bidding services whenever possible. These services may require the employee to travel the day immediately before and after the conference and may require that they leave as early as 6 a.m. or as late as 10 p.m. Legitimate business commitments surrounding these travel dates, as well as any additional hotel and meal expenses, will be factored in when determining whether a bidding service is the most cost-effective choice for each travel request. One baggage fee is allowable and payable by the City.
- ***Information to Include on Travel Request***—Name exactly how it appears on picture ID, mobile number, and date of birth. Travelers may **not** specify a carrier or flight for personal reasons; i.e., frequent flier miles.

- **Complimentary Hotel Shuttle Services** are to be used to/from the airport when available. When not available, [a taxicar service](#) may be used **only** to/from the airport or meetings away from the hotel and a receipt must be obtained for reimbursement.
- **Passport.** If a passport is required for City business travel and the employee does not currently have one, the City will reimburse employee for passport fee. The City shall reimburse for tips up to [15-20](#) percent.

Registration—The actual registration cost. (A registration brochure/agenda must be attached showing the actual costs of registration, hotel, and shuttle/[taxi-car](#) service offered. The provided meals should also be shown.)

Transportation—The estimated cost of the transportation amount. Airline baggage fees shall be included in the cost of the airfare.

Lodging—

- Actual expenses for lodging for conventions/conferences will be reimbursed at the single rate unless there are two or more travelers per room.
- The City travel credit card, along with a tax exemption card, must be used for all **in-state** motel/hotel accommodations to avoid sales tax payments. **The City Council traveler(s) will be responsible for ensuring that sales tax is not charged at the time of checkout.** The City Council traveler(s) will be required to repay any sales tax charges for **in-state** accommodations.
- Expenses not authorized for reimbursement; i.e., personal phone calls* or movies will be deducted on the Travel Reimbursement Claim Form.
- When travel is approved for other than conventions/conferences where a motel/hotel rate is not listed, the maximum per diem rates as shown in the *Federal Register* will be followed.
- [Any personal damage to a hotel will be the responsibility of the traveler and may result in disciplinary action.](#)

Meals—

- All in-state travel and all out-of-state travel will be reimbursed at the City's Meal Reimbursement Rates.
- Meals provided in registration fees will be deducted from the authorized per diem amount. The breakdown of the reimbursement will be 20 percent for breakfast, 30 percent for lunch, and 50 percent for dinner. The City shall reimburse for tips up to [15-20](#) percent.

- If a business lunch/dinner is available at an additional cost and exceeds the per diem amount, reimbursement will be for the actual amount.
- Meals reimbursed for air travel will be based on actual when a traveler arrives at the airport flight times. Mealtime hours for all travelers are as follows:

<i>Meals Allowable</i>	<i>When Leaving Before</i>	<i>When Returning After</i>
<i>Breakfast</i>	<i>8 a.m.</i>	<i>8 a.m.</i>
<i>Lunch</i>	<i>12 noon</i>	<i>1 p.m.</i>
<i>Dinner</i>	<i>5 p.m.</i>	<i>7 p.m.</i>

TaxiCar Service/Shuttle—Estimated cost of taxi, /shuttle and ride share.

- Car service can be taken to/from the airport and be reimbursed in lieu of parking.
- Tips – of up to 20% will be allowed. Anything charged over that percentage on the city travel card will be deducted from the per diem due to the traveler. If a personal card is used, reimbursement will be made up to 20%.
 - NO CASH TIPS ARE ALLOWED AND WILL NOT BE REIMBURSED.

Car Rental—The estimated cost of a car rental. Written justification of a savings to the City must be shown showing costs of a taxicar service/shuttle vs. the costs of a rental car and must be preapproved by the City Council Chair or Vice Chair. This must be submitted with the Travel Request Form.

Other—This would include any additional expenses not previously listed.

Total—The total of estimated costs.

Travel Begin—Actual date/time of departure.

Travel End—Actual date/time of return.

Meeting Begin—Actual date/time of start of meeting.

Meeting End—Actual date/time of end of meeting.

Special Arrangements—Any additional arrangements such as an extended stay in conjunction with travel, confirmation numbers, or travel arrangements between departments.

Supplemental Travel Justification—This section should be completed if the authorized individual(s) is departing more than 24 hours prior to, or after, the scheduled meeting. Additional expenses incurred while en route to/from destination cannot exceed the total expense that would be incurred if the individual would have traveled within the 24-hour time frame before/after the scheduled meeting.

Date—The date the City Council Chair or Vice Chair signs the Travel Request Form.

Signed—This section must be signed by the City Council Chair or Vice Chair.

Travel Reimbursement Form (Example)

[Link to Travel Reimbursement Claim Template F991007.xlsx](#)

Travel Reimbursement Claim Form (For Travel as of January 1, 2019) <i>All receipts and City credit card slips supporting your reimbursement must be attached.</i>

Name: _____ Dept.: _____ GL No.: _____

Destination: _____ Travel Request No.: _____ Project No.: _____

Departure Time: _____ Date: _____ Return Time: _____ Date: _____

Was a motor pool vehicle used? ☐ Yes ☐ No (GL No. 851-08-24-125-000-000-44-000-443500)

	Cash/ Traveler's Credit Card Expenses	City Credit Card Charges/ Accounts Payable
Private vehicle: _____ (Total miles at 40 cents/58 cents per mile.)	_____	_____
Starting mileage: _____ Ending mileage: _____		
Fuel purchases:	_____	_____
Lodging :	_____	_____
Taxi/shuttle service:	_____	_____
Parking:	_____	_____
Airplane:	_____	_____
Baggage:	_____	_____
Registration:	_____	_____
Other:	_____	_____

Meals claimed:	_____	Breakfasts	x	_____	=	\$0.00
				<small>(20% of per diem rate)</small>		
	_____	Lunches	x	_____	=	\$0.00
				<small>(30% of per diem rate)</small>		
	_____	Dinners	x	_____	=	\$0.00
				<small>(50% of per diem rate)</small>		

Leaving before: 8 a.m. 12 p.m. 5 p.m.
 Returning after: 8 a.m. 1 p.m. 7 p.m.

Total Meal Per Diem: _____ \$0.00

Other (explain): _____

Subtotal: _____ \$0.00

Less total of all food purchases on City credit card: _____ \$0.00

(Explain): _____

Total claim: _____ \$0.00 _____ \$0.00

*I hereby certify under the penalties of perjury that the above-listed expenses were incurred
 in the performance of official business of the City of Sioux Falls, South Dakota.*

Signed: _____

[https://insite.siouxfalls.org/sites/ss/General Templates/Document Library/Finance \(F9910\)/F991007](https://insite.siouxfalls.org/sites/ss/General%20Templates/Document%20Library/Finance%20(F9910)/F991007)

Instructions for Completion of Travel Reimbursement Claim Form

A **Travel Reimbursement Claim Form** must be completed and filed with the ~~traveler's-designated Travel Coordinator~~Executive Support Coordinator within thirty (30) days from the travel end date. The form must include all receipts for items paid using the City travel cards and items paid on personal cash (cash or credit card) if reimbursement is needed. All receipts must have the traveler's name and the Travel Request No. written on them.

The form must include all receipts for items paid using the City travel cards and items paid on personal card (cash or credit card) if reimbursement is needed. All receipts must have the traveler's name and the Travel Request No. written on them. **If a City travel card is given to the traveler, it must be given to the ~~Travel Coordinator~~Executive Support Coordinator before a reimbursement can be processed.**

Name—Name of authorized individual(s) traveling.

Department—Department that is paying for expenses of the travel.

GL No.—General Ledger number that is budgeted for the travel, including Project number if applicable.

Destination—The travel destination.

Travel Request No.—This number is found in the right-hand corner of the *Travel Request Form*. This number is assigned by Finance during processing of the *Travel Request Form*.

Departure Time—Actual time authorized individual(s) departed for travel. If travel is extended for personal time, the return time for per diem purposes is to be stated as the end of time of the training/seminary.

Departure Date—Date authorized individual(s) departed for travel.

Return Time—Actual travel time authorized individual(s) returned from travel. If travel is extended for personal time, the return time is to be stated as the end of time of the training/seminar.

Return Date—Date authorized individual(s) returned from travel.

Was a motor pool vehicle used? Yes ☐ No ☐ (This would include **only** vehicles checked out of the motor pool system on InSite.) The GL No. to be used on receipts for fuel for motor pool vehicles is GL No. 851-08-24-125-000-000-44-000-443500.

The actual expenses must be listed in the appropriate areas in the bottom portion of the form. There is a column for **Personal Expenses** (those paid in cash) and a column for **City Credit Card Charges/POs**. The expenses are to be subtotaled. Any personal payment from the City travel credit card is to be deducted from the subtotal figure in the **Personal Expenses** column. The total claim amount will be the difference of these two amounts. Any **Personal Expenses**, with the exception of

meals, require a receipt to be reimbursable. **No personal purchase may be made on the City travel credit card (i.e., clothing, alcohol, etc.).**

If no receipt can be obtained, a perjury statement form must be signed by the authorized individual(s) prior to submittal of the claim.

Carnegie Town Hall Use Policy

Purpose

The intent of this policy is to make the Carnegie Town Hall available and as accessible as possible to other government and public agencies and related community activities and to safeguard the building, furnishings, and equipment.

Configuration	Maximum Occupancy (# persons)	
	City Council Chambers	Multi-Purpose Room
Use with tables and chairs	60	53
Use with chairs only	130	115
Standing room only	200	160

Guidelines

1. The City Council and City staff will be given first priority so that they can conduct their meetings and other necessary activities in the Carnegie Town Hall. The City Council may revoke permission to use the facility if it is needed for City Council or City purposes.
2. A reservation form will be completed by all sponsors of functions held at the Carnegie Town Hall. A person in charge of the event or meeting must be designated at the time the reservation form is signed. This person will act as the person responsible and will be the principal contact. One copy of the reservation form must be signed and returned to the City Clerk's Office.
3. The Carnegie Town Hall may be available from 8:30 a.m. to 4:30 p.m., Monday, Wednesday, Thursday, and Friday excluding federal holidays.
4. For City-sponsored meetings that are scheduled before 8:30 a.m. or after 4:30 p.m., a City staff member must be assigned to the meeting, designated by their MOU, and:
 - Make arrangements for the meeting.
 - Be responsible for opening the building.
 - Be present for the duration of the meeting.
 - Verify cleanup is completed.
 - Be responsible for security.
 - Lock the facility and complete and sign off on the checklist.
5. No food preparation is allowed at the Carnegie Town Hall. Catered events will be allowed

in the Multi-Purpose Room; however, event coordinators are responsible for food setup and cleanup. No food preparation will be allowed in the City Council Chambers unless special permission is given by the Council leadership.

6. The fact that an organization is permitted to meet at the Carnegie Town Hall does not in any way constitute an endorsement of that group's policies or beliefs. Groups may not use the name of the Carnegie Town Hall or the City of Sioux Falls in any way that implies City endorsement or sponsorship of the group's activities.
7. The City Council reserves the right to determine whether a proposed use of the facilities is appropriate and to give or withhold permission for such use.
8. City equipment in the City Council Chambers may be operated by *authorized City personnel only*. City-owned web streaming and video recording equipment is *only* available for use during meetings of the City Council, Planning Commission, and other meetings identified by ordinance or Executive Order. Based upon staff availability, the microphone system, projector, and/or document projector may be requested.
9. During the event, please honor any barriers and stay in the public areas.
10. Organizations are prohibited from moving equipment or furniture in City Council Chambers and will be responsible for the cost of repairing damage to furniture, furnishings, equipment, and fixtures, or for extraordinary cleaning required as a result of the meeting. The City of Sioux Falls will bill organizations for the cost of repairs or cleaning.
11. Failure to comply with these guidelines may result in denial of future use of the facility and/or immediate removal from the building.

Reservations

The Carnegie Town Hall facilities may be reserved by non-City of Sioux Falls entities by completing a reservation form. City of Sioux Falls entities will arrange for facility use on the City's internal scheduling website.

Reservation forms are available by contacting the City Clerk's Office at: Carnegie Town Hall, 235 West 10th Street, Sioux Falls, SD 57104; OR 605-367-8080 (phone); 605-367-8070 (fax); OR clerks@siouxfalls.gov.

CARNEGIE TOWN HALL
RESERVATION FOR BUILDING USE

Please complete the following:

Name of Organization:			
Type of Organization:	<input type="checkbox"/> Public (government) <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private		
Contact Person:		Phone:	
Email Address:			
Mailing Address:			
Requested date and times::		From:	To:
Approx. number of attendees:			
Purpose of Event:			
Room(s) to be reserved:	<input type="checkbox"/> Council Chambers	<input type="checkbox"/> Multi-Purpose Room	
Open to the public:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Admission Charge:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requested A/V support:	<input type="checkbox"/> Microphones	<input type="checkbox"/> Projector	<input type="checkbox"/> Document Camera

I have read the above information and agree that it is correct. I have read the policy regarding the use of Carnegie Town Hall, and I agree to abide by its rule and regulations.

I agree to hold harmless the Carnegie Town Hall, its staff, the City Council, or the City of Sioux Falls for any unforeseen accidents or injury during the scheduled rental period.

I agree to be responsible for damages to the Carnegie Town Hall resulting from our use of the building.

Signature

Name

Date

For Office Use	
Inter-Office Review: <input type="checkbox"/> Facilities Management <input type="checkbox"/> Multimedia Services <input type="checkbox"/> Finance	City Clerk's Office: <div style="display: flex; justify-content: space-between;"> Approved by: _____ Date: _____ </div> <div style="border-top: 1px solid black; padding-top: 5px;">Staff on duty during event: _____</div>
Remarks:	

Please return this form to the City Clerk
 In-Person: 235 W. 10th Street, Sioux Falls, SD
 57104. By Mail: P.O. Box 7402, Sioux Falls, SD
 57117-7402 By E-mail: clerks@siouxfalls.gov