

Jorgensen, Tamara

From: David, Jim
Sent: Thursday, July 31, 2014 11:23 AM
To: Hogstad, Lorie; Jorgensen, Tamara
Subject: Exec Order Filing

§ 31.002 POWERS OF THE MAYOR.

The mayor shall have the power to prescribe executive order for an interim successor and for the creation of departments of the administration, as provided in city charter §§ [2.03](#) and [4.01](#). The mayor shall also have the power to prescribe rules and regulations that the mayor deems necessary or expedient for the conduct of employees in departments and administrative agencies subject to his or her authority. The mayor shall have the power to revoke, suspend or amend any executive order, provided the executive order do not conflict with city charter or ordinance. **All executive order shall be filed with the city clerk.**

Jim David, Legislative/Operations Manager
Office of City Council
235 W. 10th St., Sioux Falls, SD 57104
jdavid@siouxfalls.org . Phone: 605-367-8085

EXECUTIVE ORDER

Subject: Executive Order Rules and Regulations

This amends Executive Order No. 06-03.

Pursuant to authority under the charter and ordinances of the City of Sioux Falls, the Mayor will prescribe rules and regulations dealing with the administration of the City through executive orders.

All executive orders shall be reviewed by the director of the major organizational unit initiating the order, the City Attorney, the Director of Human Resources, and the Director of Finance prior to the Mayor signing the order. Any executive order proposed by the Mayor may be circulated at his discretion.

Human Resources shall maintain the Mayor's executive orders.

Source: EO #17-08 (02-02-17) Huether
EO #06-03 (02-16-06) Munson
EO #95-06 (02-01-95) Hanson

Jeff Brekke

From: Janet Brekke <janetfbrekke@gmail.com>
Sent: Wednesday, February 07, 2018 3:00 PM
To: Jeff Brekke
Subject: Fwd: Ordinance Information
Attachments: Ord 36-15.pdf; ATT00001.htm

Please copy email and attachment.

Ps; sorry about al these copies. I am catching p on some things. Thanks!

Sent from my iPad

Begin forwarded message:

From: "Greco, Tom" <TGreco@siouxfalls.org>
Date: January 26, 2018 at 3:43:47 PM CST
To: "janetfbrekke@gmail.com" <janetfbrekke@gmail.com>
Subject: Ordinance Information

Janet,

It was nice speaking to you yesterday. As I mentioned, feel free to stop by any time to look at the Executive Orders. If there are particular ones we can also e-mail. You also asked for a reference to the ordinance that covers the filing of minutes for boards, commissions, etc...

Below is our current ordinance regarding filing minutes for all boards and commissions. As you can see, it was amended on April 14, 2015. Among other changes, it deleted the requirement to file such minutes with the clerk's office. I also attached the strike-through version for reference. Thanks, Tom

§ 30.026 RULES FOR BOARDS AND COMMISSIONS.

Bylaws or rules of procedure for any agency, authority, board, committee, commission, or district must contain the following:

(a) Each member of a city agency, authority, board, committee, commission, or district shall, upon assuming office, receive orientation materials regarding, at a minimum, the form of city government, the city's conflicts of interest ordinance, the state open meeting laws and the basic rules of parliamentary procedure. These materials shall also be available online.

(b) A uniform format for the agenda shall be established. A printed agenda shall be prepared in advance of all meetings of city agencies, authorities, boards, committees, and commissions. Each agenda shall contain, at a minimum, the time and place of the meeting and specific descriptions of the topics to be discussed.

(c) A uniform format shall be established for the taking of minutes. The draft minutes for a meeting shall be posted on the City website within ten working days following the meeting. A set of approved minutes of all meetings of city agencies, authorities, boards, committees, and commissions shall be kept and maintained by the City staff liaison to the agency, authority, board, committee, or commission. Minutes shall contain, at a minimum, a record of attendance, actions taken, numerical results of votes taken and specific descriptions of items discussed.

(d) Each city agency, authority, board, committee, and commission shall conduct a review of its by-laws to reflect any changes in governing law on at least an annual basis. Such review of the by-laws shall be noticed as a regular agenda item and be reflected in the minutes.

(1992 Code, § 2-26.1) (Ord. 82-97, passed 11-17-1997; Ord. 102-07, passed 6-18-2007; Ord. 36-15, passed 4-14-2015)

Thomas Greco

City Clerk

City of Sioux Falls . Carnegie Town Hall . 10th & Dakota

235 West 10th Street . Sioux Falls, SD 57104

tgreco@siouxfalls.org

PH: 605-367-8081

<http://www.siouxfalls.org/council/city-clerk>

<http://www.siouxfalls.org/election>

1st Reading: _____
2nd Reading: _____
Date Adopted: _____
Date Published: _____
Effective Date: _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SIOUX FALLS, SD, AMENDING THE CODE OF ORDINANCES OF THE CITY BY REVISING § 30.025 CREATION OF AGENCIES, AUTHORITIES, COMMITTEES, BOARDS, COMMISSIONS, AND DISTRICTS AND § 30.026 RULES FOR BOARDS AND COMMISSIONS.

BE IT ORDAINED BY THE CITY OF SIOUX FALLS, SD:

Section 1. That Section 30.025 of the Code of Ordinances of Sioux Falls, SD, is hereby amended to read:

§ 30.025 CREATION OF AGENCIES, AUTHORITIES, COMMITTEES, BOARDS, COMMISSIONS, AND DISTRICTS.

- (a) The council may create agencies, authorities, committees, boards, commissions and districts to assist in the conduct of the operation of the city government with those duties as the council may specify not inconsistent with the city charter, ~~or Code of Ordinances,~~ or state law.
- (b) Membership and selection of members shall be as provided by the council if not specified by the city charter, ~~or Code of Ordinances,~~ or state law.
- (c) Any agency, authority, committee, board, commission or district so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the council, unless specifically provided by law.
- (d) No agency, authority, committee, board, commission or district so appointed shall have powers other than advisory to the council or the mayor except as otherwise specified by the city charter, ~~or Code of Ordinances,~~ or state law.
- (e) Except as otherwise provided by this Code or state law, any person appointed to any city agency, authority, board, committee, commission or district ~~authorized by this Code~~ shall not serve more than two consecutive full ~~or partial~~ terms of office on the agency, authority, board, committee, commission or district. An appointed person may continue to serve on a city agency, authority, board, committee, commission or district for up to an additional four months after the expiration of his/her term of office until a replacement is appointed and approved. If any person is appointed to serve an unexpired term and serves less than one-half of that remaining unexpired term, then that person would be eligible to serve an additional two consecutive full terms of office. Staggering the terms of office for any board member by appointment to a shorter term is hereby authorized to ensure boards will have experienced members at any given time. If a member is appointed to serve a staggered term that is less than one-half of a full-term for that board, then that member is eligible to serve an additional two consecutive full terms of office.

- (f) Citizen appointees who miss more than 50% of the board meetings in any calendar year may be removed by the mayor for cause.
- (g) Except as otherwise provided by this Code or state law, the council may remove any member of an agency, authority, board, committee, commission or district appointed by the council for cause.
- (h) Members of agencies, authorities, boards, committees, commissions or districts shall be registered voters of the city unless otherwise specified.
- (i) Any vacancy on any board shall be filled for the unexpired term of the member vacating the board in the same manner as is required for a regular appointment.

Section 2. That Section 30.026 of the Code of Ordinances of Sioux Falls, SD, is hereby amended to read:

§ 30.026 RULES FOR BOARDS AND COMMISSIONS.

Bylaws or rules of procedure for any agency, authority, board, committee, commission, or district must contain the following:

- (a) Each member of a city agency, authority, board, committee, commission, or district shall, upon assuming office, receive a CD of orientation materials regarding, at a minimum, the form of city government, the city's conflicts of interest ordinance, the state open meeting laws and the basic rules of parliamentary procedure. These materials shall also be available online.
- (b) A uniform format for the agenda shall be established. A printed agenda shall be prepared in advance of all meetings of city agencies, authorities, boards, committees, and commissions. Each agenda shall contain, at a minimum, the time and place of the meeting and specific descriptions of the topics to be discussed.
- (c) A uniform format shall be established for the taking of minutes. The draft minutes for a meeting shall be posted on the City website within ten working days following the meeting. A set of approved minutes of all meetings of city agencies, authorities, boards, committees, and commissions shall be kept and maintained by the City staff liaison to the agency, authority, board, committee, or commission. filed with the city clerk. Minutes shall contain, at a minimum, a record of attendance, actions taken, numerical results of votes taken and specific descriptions of items discussed.
- (d) Each city agency, authority, board, committee, and commission shall conduct a review of its by-laws to reflect any changes in governing law on at least an annual basis. Such review of the by-laws shall be noticed as a regular agenda item and be reflected in the minutes.

Date adopted: _____.

Mayor

ATTEST:

City Clerk

EXECUTIVE ORDER

Subject: Official Seal of the City of Sioux Falls

This amends Executive Order No. 06-58.

I hereby direct the following:

1. That the City Clerk shall keep the official seal of the City of Sioux Falls.
2. That the Licensing Specialist may keep a duplicate of the seal.
3. That the official seal may only be used for City business.
4. No seal, other than one affixed by the City Clerk's Office or the Licensing Specialist, shall be considered an official seal.

Source: EO #13-13 (04-05-13) Huether
EO #06-58 (07-17-06) Munson
EO #96-09 (03-06-96) Hanson

Responsible Party/MOU: _____ City Council

Expiration Date: _____ N/A