

EXECUTIVE ORDER

Subject: Information Gathering by Elected City Officials

This amends Executive Order No. 99-32.

I hereby direct that elected City officials, including City Council members, may obtain information from City employees or City major organizational units in any of the following ways:

- (1) For purposes of informal inquiry, pursuant to City Charter Section 2.05(c), Council members may request information informally from major organizational units or employees thereof for use in their legislative capacities and to respond to constituent requests. Council members' first point of contact for informal requests for information shall be the MOU Directors or the Mayor's Office. City employees, pursuant to the supervision of their MOU director, may distribute any and all such information under these informal requests if the information is a public record or information that is readily obtainable by the public.

- (2) The City Council and its members shall deal with administrative officers and employees within the various major organizational units under the jurisdiction of the Mayor through the Mayor's Office when requesting information which is not readily available and/or requires research or preparation time.

The intent of this policy is to allow elected City officials an opportunity to have their requests for information and corresponding questions answered in an expedient and efficient manner, either through the major organizational unit or through the Mayor's Office.

Source: EO #06-25 (06-07-06) Munson
EO #99-32 (06-30-99) Hanson

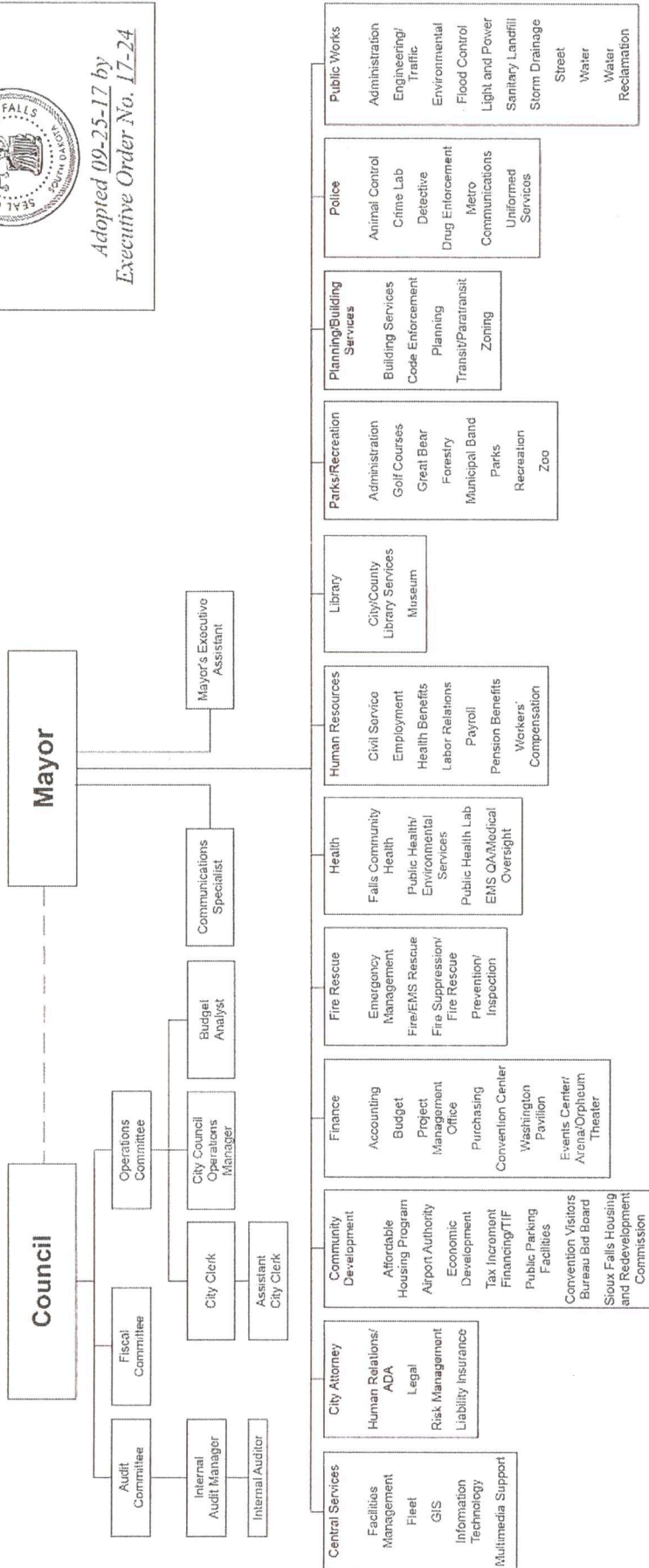
Responsible Party/MOU: _____ Mayor _____

Expiration Date: _____ N/A _____

City of Sioux Falls Organization Chart



Adopted 09-25-17 by
Executive Order No. 17-24



Responsible Party/MOU: _____

Mayor

Expiration Date: _____

May 2018

EXECUTIVE ORDER

Subject: Organization Chart and Major Organizational Units and Their Divisions

This amends Executive Order No. 17-12.

I hereby direct the following:

1. That the attached chart titled "City of Sioux Falls Organization Chart" represents the administrative organization of the City and the major organizational units and their divisions.

Source: EO #17-24 (09-25-17) Huether
EO #17-12 (02-02-17) Huether
EO #16-23 (09-06-16) Huether
EO #14-33 (07-29-14) Huether
EO #14-03 (03-12-14) Huether
EO #13-01 (01-17-13) Huether
EO #12-11 (05-08-12) Huether
EO #11-50 (12-14-11) Huether
EO #11-08 (01-27-11) Huether
EO #08-42 (11-12-08) Munson
EO #08-09 (02-12-08) Munson
EO #07-57 (12-05-07) Munson
EO #07-44 (10-10-07) Munson
EO #07-11 (02-14-07) Munson
EO #06-68 (10-24-06) Munson
EO #06-65 (09-18-06) Munson
EO #06-63 (08-31-06) Munson
EO #06-29 (06-12-06) Munson
EO #05-29 (09-15-05) Munson
EO #05-17 (04-21-05) Munson
EO #05-04 (01-12-05) Munson
EO #04-33 (05-07-04) Munson
EO #04-05 (02-13-04) Munson
EO #02-78 (12-23-02) Munson
EO #02-52 (05-28-02) Munson
EO #02-05 (02-05-02) Hanson
EO #01-24 (12-06-01) Hanson
EO #00-08 (03-02-00) Hanson
EO #99-44 (11-26-99) Hanson
EO #99-25 (05-05-99) Hanson
EO #97-35 (12-17-97) Hanson
EO #97-03 (01-02-97) Hanson
EO #96-04 (01-18-96) Hanson

Responsible Party/MOU: _____ Mayor _____

Expiration Date: _____ May 2018 _____

EXECUTIVE ORDER

Subject: CIP Construction Project Responsibility

This amends Executive Order No. 05-03.

I hereby order that the following administrative procedures be implemented:

The City Engineer shall be responsible for all city construction projects involving capital funds upon their approval for placement in the Capital Improvement Plan. The City Engineer shall have final authority regarding all design and construction aspects of the project, including, but not limited to selection of design consultants, review of contract documents, bidding, contract award, contract compliance supervision, processing of change orders, final project approval, and final consultant evaluation (if applicable).

Source: EO #12-16 (06-26-12) Huether
EO #05-03 (01-06-05) Munson

Responsible Party/MOU: _____ Public Works _____

Expiration Date: _____ N/A _____

EXECUTIVE ORDER

Subject: City of Sioux Falls Procedures for Construction Management at Risk

This amends Executive Order No. 01-02.

Section 1. Purpose.

The following procedures are established for the solicitation and award of construction management at risk (CMAR) contracts.

Section 2. State Law.

Procedures for selection of CMAR services shall comply with SDCL Sections 5-18B-42 through 5-18B-45.

Section 3. Resolution.

The City Council shall, by resolution, determine that it is in the best interest of the public to utilize the services of a construction manager and the CMAR services would not unreasonably duplicate and would be in addition to the normal scope of separate architect or engineer contracts.

Section 4. Selection Committee.

There shall be a Selection Committee established by the Director of Public Works.

Section 5. Request for Proposals.

Public Works shall prepare a Request for Proposals (RFP) for CMAR services. The RFP shall contain, at a minimum, the following elements:

1. The identity of the purchasing agency.
2. A description of the proposed public improvement.
3. A description of the required qualifications of the construction manager.
4. An outline of the submittal procedure, proposal and interview evaluation criteria including relative weights, and procedures for making awards.
5. The proposed terms and conditions for the construction management services contract, including a description of the scope of services, to be provided.
6. The RFP shall indicate that a registry of all submitted proposals will be maintained containing the names of submitting firms and the name of the firm awarded the contract. The RFP shall also indicate the proposal and professional service contract of the firm awarded the work are deemed public records and will be available to the

public upon request, except for proprietary and confidential information. Proposals of firms not awarded the contract are nonpublic records and will remain confidential.

Section 6. Advertisement of RFP for CMAR Services.

Notice of any request for proposals shall be advertised in accordance with the provisions of SDCL 5-18A-14.

Section 7. Procedure for Submitting and Evaluation of Proposals and Interviews.

The RFP shall have, at a minimum, the following submittal requirements:

1. Cover letter that summarizes the proposal.
2. Proposed project team including availability during anticipated term of project.
3. Proposed team structure.
4. History of proposed team working together.
5. Approach to cost, schedule, and quality control.
6. Relevant company experience with projects of similar type and scale.
7. Résumés of key team members including detail of applicable experience.
8. Statement of financial strength/stability, bonding capacity, and insurance coverage.

The RFP submittals will be evaluated by the Selection Committee on the following criteria:

1. Company background and applicable experience.
2. Project approach and management capabilities.
3. Financial and bonding capacity.
4. Other factors deemed applicable.

The RFP shall list the relative weight given to each criteria. The Selection Committee shall invite at least two, but no more than four, CMAR firms deemed most qualified for interviews.

Interviewed firms will be required to submit additional information including, but not limited to, general conditions and fee.

Interview responses will be evaluated by the Selection Committee on the following criteria:

1. Experience, qualifications, and availability of proposed team leaders.
2. Broader team structure.
3. History of project team working together on similar projects.

4. Technical work process.
5. Proposal, interview response.
6. General conditions and fee.
7. Other factors deemed applicable.

The RFP shall list the relative weight given to each criteria. The Selection Committee will rank the firms according to the interview criteria.

Section 8. Acceptance of Proposal.

After obtaining and evaluating proposals and interviews, the Selection Committee may accept the proposal it considers the most advantageous to the City. Acceptance of a proposal shall be by written notice to the construction manager submitting the accepted proposal and by simultaneously notifying in writing the other construction managers that their proposals were not accepted.

Unless all proposals are rejected, the City shall enter into negotiations of a fee for services with the construction manager who submitted the highest scoring proposal. If negotiations are not successful, the City shall enter into negotiations with the next firm deemed most advantageous to the City by the Selection Committee.

Upon successful negotiations with a firm, the City may enter into a contract with the selected firm.

Section 9. Rejection of Proposals.

The City reserves the right to reject any or all proposals submitted. The RFP shall include this clause.

EXECUTIVE ORDER

Subject: Risk Management

I. Purpose

Risk Management is the process of making and implementing decisions that will minimize the adverse effects of accidental losses on an organization. The purpose of this policy is to provide general parameters for risk management activities within the City of Sioux Falls.

II. Process

The Risk Management process involves the following elements:

- A. Risk Management Administration: Developing and implementing techniques to carry out and monitor the risk management function.
- B. Risk Identification: Identifying organization resources that are subject to accidental loss and services and assets that could cause a loss.
- C. Risk Evaluation: Placing a value on potential losses by determining how frequently a loss is likely to occur and how severe it could be.
- D. Loss Control: Examining and selecting methods of dealing with exposure by controlling or eliminating the risks.
- E. Risk Funding: Evaluating and selecting ways to pay for losses that do occur.

III. Administration

- A. Responsibilities: The Risk Management function at the City of Sioux Falls is multifaceted and involves all departments and employees. The principal individuals and their most significant responsibilities are as follows:
 1. Risk Manager: The Risk Manager is responsible for facilitating and coordinating the City's Risk Management Program. This individual will update Risk Management policies and programs, facilitate risk evaluation and loss control efforts, oversee the City's Safety and Workers' Compensation programs, have primary responsibility for processing liability and property claims, and retaining appropriate records.
 2. City Attorney: The City Attorney's main responsibility will be to review all contracts entered into by the City to identify and reduce contractual liability being assumed by the City. The City Attorney will also provide guidance and assistance in the investigation, settlement, and defense of claims against the City.
 3. Director of Finance: The Director of Finance is responsible for maintaining contracts and the fixed assets list.
 4. Department Directors and Supervisors: Department directors and supervisors have primary responsibility for working with the Risk Manager to develop and oversee risk management and safety activities in each of

their respective departments/divisions. These individuals shall be responsible for exposure identification in their operations.

- B. Record Retention: In accordance with the City Record Retention and Record Destruction Manual, Risk Management will maintain the following records:
 - 1. Workers compensation files
 - 2. Safety training files
 - 3. General liability claim files
 - 4. Property claim files
 - 5. Inventory of real property with insurable values to include buildings, contents, and fine art collections
- C. Accident/Incident/Claims Reporting Procedures: Accidents, injuries, incidents, and claims will be reported and investigated as described in the Supervisor's Accident Reporting Manual.
 - 1. Liability Claims Procedure:
 - a. Departments must notify the Risk Management Division of any incidents involving bodily injury and/or property damage to the public.
 - b. Potential claimants should be referred to the Risk Management Division.
 - c. All claims against the City involving the public for bodily injury and/or property damage are coordinated through the Risk Management Division.
 - 2. Workers' Compensation Claims Procedure:
 - a. Employees must notify their supervisor when they have been injured in the course of their employment.
 - b. Supervisors will submit required reporting forms to the Risk Management Division within 48 hours of the injury or illness.
 - c. The Risk Management Division is responsible for the administration and handling of the workers' compensation claims.
 - 3. Damage to City Property:
 - a. The Police department and other City departments will forward reports and information to the Risk Manager.
 - b. Affected departments will bill the responsible parties for damages.
 - c. Risk Management will monitor processes to ensure that the City receives reimbursement for damages owed them.
 - 4. Safety Hazard Reporting:
 - a. Citizen Complaints: Departments receiving notice from the public of a hazardous condition, for which their department is not responsible for overseeing, should direct the call to Risk Management for resolution.

C. Risk Analysis:

1. The Risk Manager will, in conjunction with others, analyze risk and potential losses, examining potential frequency and severity of each identified risk or potential loss.
2. The Risk Manager, in consultation with others, shall periodically review City property, equipment, and operations to ensure that these items are protected from loss by appropriate mechanism (insurance, self-insurance, etc.)

D. Loss Control:

1. The City will examine and select the best methods for dealing with exposure and potential losses. These methods include, but are not limited to, policies and procedures, insurance and self-insurance, and transferring risk to other parties.
2. The prevention of work-related injuries will be given precedence over operation productivity whenever necessary. Management will provide, to the greatest degree possible, all mechanical and physical facilities required for personal safety and health in keeping with the highest standard.

V. Risk Funding

- A. The City of Sioux Falls may decide to purchase insurance, self-insure, change policies, or use a combination of measures to control exposures.
- B. The City of Sioux Falls may carry the following insurance policies to finance losses:
 1. Property Insurance
 2. Flood Insurance
 3. General Liability
 4. Auto Liability
 5. Law Enforcement Liability
 6. Public Officials Liability
 7. Public Employee, Finance Officer, and Accounting Manager Bonds
- C. The City of Sioux Falls maintains a Liability Fund and a Workers' Compensation Fund. These funds are maintained through cost allocations to City departments.

- b. Employee Concerns: Employees are encouraged to talk to their supervisor about any safety hazard in an effort to get the problem resolved. If an employee feels he/she cannot report the hazard directly to the supervisor, they may contact the department's safety representative or Risk Management.

IV. Risk Identification, Evaluation, and Control

A. Types of Risk:

1. Physical Property: This includes real property such as buildings and grounds and personal property such as vehicles, tools, office equipment, furniture, public records, and cash.
2. Loss of Income: Local governments receive through taxes, fees, charges for services, licenses and permits, fines, penalties, interest bearing accounts and securities, and other sources. Any event that causes temporary or permanent disruption of income would create a financial loss.
3. Human Resources: Job-related injuries and illnesses can cause losses stemming not only from medical expenses, but also from costs of replacing the employee temporarily or permanently and from decreased productivity while the employee is gone.
4. Legal Liability: Every service that a public entity provides and every action it takes exposes it to losses from potential lawsuits.

B. Risk Identification:

1. Department directors and supervisors, in coordination with the Risk Manager, shall be responsible for identifying loss exposures in their operations.
2. The Risk Manager will facilitate the following to identify risks:
 - a. Conduct regular inspection of facilities and processes.
 - b. Interact regularly with department directors, supervisors, and key personnel to extract relevant information.
 - c. Monitor claims and losses.
 - d. Review relevant documents (contracts, insurance policies, property inventories, etc.).
 - e. Review, monitor, and evaluate policy and procedures as appropriate.