

## Executive Order 179

**Subject:      **Agenda Deadlines and Submission of Documents****

### **Purpose**

This order details the requirements necessary to gain placement of ordinances, resolutions, or other items requiring Council action on City Council, Special City Council, or Joint City Council/County Commission meeting agendas for City Council consideration.

### **Deadlines**

All items for consideration at a City Council or Joint City Council/County Commission meeting shall be submitted to the City Clerk’s office no later than 2 p.m. on the Tuesday one week prior to said meeting. If the Tuesday one week prior to the meeting is a holiday, the deadline is 2 p.m. on the last business day preceding that holiday.

Exceptions to the paragraph above include contracts/agreements and notice of change orders submitted pursuant to City Ordinance §36.020(b), in which case the Purchasing Division will notify clerks@siouxfalls.org no later than 3 p.m. on the Wednesday prior to the meeting if there will be any contracts/agreements or notice of change orders forthcoming along with the date of the memoranda. Final submission of said items will be to clerks@siouxfalls.org no later than 12 p.m. on Friday for consideration at the next meeting. If Friday is a holiday, the memoranda will be submitted the preceding business day by 12 p.m. Agenda Approval Forms for Special City Council meetings shall be delivered to the Clerk’s office at least 24 hours prior to the meeting or by 4 p.m. the day prior to the meeting, whichever occurs first.

### **Agenda Approval Form**

An Agenda Approval Form (AAF), prescribed by the City Clerk and complete through “Reviews & Approvals,” is required for all items that will appear on the Regular Agenda and will require City Council action. Exceptions to this are alcohol licenses.

### **Process**

Proposed ordinances, resolutions, and notices of hearing posted with an agenda item must be formatted by Communications and assigned a unique document code prior to routing.

- Ordinances proposing additions, deletions, or amendments to the Code of Ordinances must include one clean, final copy as well as a copy with changes indicated by underscores and deletions indicated by ~~overstrikes~~.
- Any attachment/exhibit identified in the body of the ordinance or resolution must be attached to the proposed ordinance or resolution.
- If the attachment/exhibit is a contract or agreement, then the contract/agreement number must be assigned prior to routing and signed by all parties excluding the Mayor, unless an exception has been granted by the City Attorney’s Office.
- Any required changes to original documents made during the routing and review process must be formatted by Communications.

Agenda Approval Forms are to be completed for each proposed action.

All submitted items will be reviewed/approved by the following (or their designee): 1) Department Director; 2) Finance Director; 3) City Attorney’s Office; and, 4) Mayor. The signature of the City Attorney’s Office on the agenda approval form denotes “approval as to form and legality” of only the proposed ordinance, resolution, or other document per City Ordinance §30.022(b).

Responsible Party/MOU: \_\_\_\_\_ City Council \_\_\_\_\_

Expiration Date: \_\_\_\_\_ N/A \_\_\_\_\_

If an attachment/exhibit requires the signature of the Mayor, the submitting department is responsible for obtaining all signatures unless prior coordination is made with the City Clerk's Office. Such attachments/exhibits will be presented by the submitting department to the Mayor for signature on the effective date of the accompanying ordinance, resolution, or other document.

If the proposed ordinance, resolution, or other document is generated as a result of a private applicant, such applicant will be identified on the Agenda Approval form. Pursuant to City Ordinance 30.022(b) "private applicant shall mean those individuals or businesses that make application to the Planning Commission or Public Works."

All Agenda Approval Forms shall contain a concise statement provided by the submitting department regarding the item background and objective. "Background" shall mean a brief, descriptive summary of the basis for the proposal. "Objective" shall mean the goal or intended outcome of the proposal.

### **Manner of Submission**

Agenda Approval Forms shall be routed electronically. All supporting materials requiring Council action must accompany the submission.

Source: Updated (September 2020) TenHaken  
Renumbered to Executive Order 179 (12-14-18)  
EO #16-02 (04-11-16) Huether  
EO #12-26 (09-19-12) Huether  
EO #12-15 (06-25-12) Huether  
EO #07-37 (08-03-07) Munson  
EO #06-57 (07-17-06) Munson  
EO #95-63 (04-27-95) Hanson

## Executive Order 179

**Subject:      Agenda Deadlines and Submission of Documents**

### Purpose

This order details the requirements necessary to gain placement of ordinances, resolutions, or other items requiring Council action on City Council, Special City Council, or Joint City Council/County Commission meeting agendas for City Council consideration.

### Deadlines

All ~~reports, communications, ordinances, resolutions, or other matters to be submitted to the City Council~~ items for consideration at a City Council or Joint City Council/County Commission meeting shall be ~~delivered~~ submitted to the City Clerk's office no later than 2 p.m. on the Tuesday one week prior to ~~the City Council's~~ aid 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.

Exceptions to the paragraph above include contracts/agreements and notice of change orders submitted pursuant to City Ordinance §36.020(b), in which case the Purchasing Division will notify clerks@siouxfalls.org no later than 3 p.m. on the Wednesday prior to the meeting if there will be any contracts/agreements or notice of change orders forthcoming along with the date of the memoranda. Final submission of said items will be to clerks@siouxfalls.org no later than 12 p.m. on Friday for consideration at the next meeting. If Friday is a holiday, the memoranda will be submitted the preceding business day by 12 p.m. Any contract approval items to be considered under communications to the City Council on the consent agenda shall be delivered to the City Clerk's office no later than 12 noon on Thursday for consideration at the next Tuesday meeting.

Agenda Approval Forms for Special City Council meetings shall be delivered to the Clerk's office at least 24 hours prior to the meeting or by 4 p.m. the day prior to the meeting, whichever occurs first.

### Agenda Approval Form

An Agenda Approval Form (AAF), prescribed by the City Clerk and complete through "Reviews & Approvals," is required for all items that will appear on the Regular Agenda and will require City Council action. Exceptions to this are alcohol licenses.

### Process

Proposed ordinances, resolutions, and notices of hearing posted with an agenda item must be formatted by Communications and assigned a unique document code prior to routing.

- Ordinances proposing additions, deletions, or amendments to the Code of Ordinances must include one clean, final copy as well as a copy with changes indicated by underscores and deletions indicated by overstrikes.
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- Any required changes to original documents made during the routing and review process must be formatted by Communications.

Agenda Approval Forms are to be completed for each proposed action.

Responsible Party/MOU: \_\_\_\_\_ City Council \_\_\_\_\_

Expiration Date: \_\_\_\_\_ N/A \_\_\_\_\_

All submitted items will be reviewed/approved by the following (or their designee): 1) Department Director; 2) Finance Director; 3) City Attorney's Office; and, 4) Mayor. The signature of the City Attorney's Office on the agenda approval form denotes "approval as to form and legality" of only the proposed ordinance, resolution, or other document per City Ordinance §30.022(b).

If an attachment/exhibit requires the signature of the Mayor, the submitting department is responsible for obtaining all signatures unless prior coordination is made with the City Clerk's Office. Such attachments/exhibits will be presented by the submitting department to the Mayor for signature on the effective date of the accompanying ordinance, resolution, or other document.

If the proposed ordinance, resolution, or other document is generated as a result of a private applicant, such applicant will be identified on the Agenda Approval form. Pursuant to City Ordinance 30.022(b) "private applicant shall mean those individuals or businesses that make application to the Planning Commission or Public Works."

All Agenda Approval Forms shall contain a concise statement provided by the submitting department regarding the item background and objective. "Background" shall mean a brief, descriptive summary of the basis for the proposal. "Objective" shall mean the goal or intended outcome of the proposal.

### **Manner of Submission**

Agenda Approval Forms shall be routed electronically. All supporting materials requiring Council action must accompany the submission.

Departments proposing additions to the City Council Meeting agenda (including revisions and repeals) for City Council action shall submit to the City Clerk's office:

1. ~~One copy of the document with changes to the ordinance or resolution. Changes shall be indicated by underscores and deletions indicated by overstrikes;~~
  2. ~~One clean copy of each document; and~~
  3. ~~One completed Agenda Approval Form (attached) must accompany each internal item being submitted to the City Clerk for placement on a City Council agenda. All pertinent documents must be submitted at the same time with the agenda item (maps, contracts, supplemental memorandums, etc.).~~
- ~~● Ordinance and Resolution titles must be typed as they appear in the title of the actual Ordinance or Resolution with the following exceptions:
    - ~~You do not need to include the verbiage: "An Ordinance of the City of Sioux Falls amending the revised ordinances ..."~~
    - ~~Bond Ordinance titles on the AAF need only stipulate the type of bond, who it is being issued to, and the dollar amount(s).~~
    - ~~Items received from the Planning Commission Meeting should indicate if the item was approved or denied.~~~~
  - ~~For Resolutions that do not require a Notice of Hearing, the 'DOH' (date of hearing) is the meeting date.~~
  - ~~Except for items approved by the Planning Commission, all administrative items must have the signatures of the Director or Director's Designee, the Finance Director/Designee, and the City Attorney/Assistant. Planning Commission items must be signed by the Director of Planning and Building Services.~~
  - ~~The department submitting the item will obtain the Mayor's signature for administrative items.~~
  - ~~Contracts and agreements must have the agreement number assigned prior to submission to this office for City Council review. Contracts and agreements must be electronically attached to their corresponding ordinance/resolution in the Multimedia Support/Clerk's shared drive for inclusion on the Electronic Agenda.~~

| Source: Updated (September 2020) TenHaken  
Renumbered to Executive Order 179 (12-14-18)  
EO #16-02 (04-11-16) Huether  
EO #12-26 (09-19-12) Huether  
EO #12-15 (06-25-12) Huether  
EO #07-37 (08-03-07) Munson  
EO #06-57 (07-17-06) Munson  
EO #95-63 (04-27-95) Hanson

### Executive Order Approval

Revise

Create New

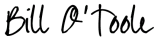

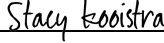

Rescind

EO Number: 179 EO Owner: City Council

EO Title: Agenda Deadlines and Submission of Documents

**Comments:**

Please see changes as noted on the overstruck/underscore version.

Signed by:	Date:	Signed by:	Date:
<small>DocuSigned by:</small>  <small>6DE948908EB2487...</small>	9/11/2020		
<small>DocuSigned by:</small>  <small>83A349BC135D45E...</small>	9/15/2020		
<small>DocuSigned by:</small>  <small>D127CD57038B456...</small>	9/15/2020		
 <small>7174C9069B60401...</small> Paul TenHaken	9/15/2020		

## Certificate Of Completion

Envelope Id: BEBB9B946C7C4FD3AE41B19C430C6A68

Status: Completed

Subject: Please DocuSign 179.pdf

Source Envelope:

Document Pages: 7

Signatures: 4

Envelope Originator:

Certificate Pages: 2

Initials: 0

Cathy Bianchi

AutoNav: Enabled

CBianchi@SIOUXFALLS.org

Envelopeld Stamping: Enabled

IP Address: 206.176.35.1

Time Zone: (UTC-06:00) Central Time (US & Canada)

## Record Tracking

Status: Original

Holder: Cathy Bianchi

Location: DocuSign

9/10/2020 3:34:58 PM

CBianchi@SIOUXFALLS.org

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Sioux Falls

Location: DocuSign

## Signer Events

## Signature

## Timestamp

Cathy Bianchi

**Completed**

Sent: 9/10/2020 3:51:27 PM

cbianchi@siouxfalls.org

Viewed: 9/10/2020 3:52:03 PM

City of Sioux Falls

Signed: 9/10/2020 3:53:20 PM

Security Level: Email, Account Authentication (None)

Using IP Address: 206.176.35.1

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Bill O'Toole

DocuSigned by:  
  
6DE948908EB2487...

Sent: 9/10/2020 3:53:22 PM

botoole@SIOUXFALLS.org

Viewed: 9/11/2020 8:07:22 AM

City of Sioux Falls

Signed: 9/11/2020 8:13:59 AM

Signing Group: Director of HR

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 206.176.35.1

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Shawn Pritchett

DocuSigned by:  
  
83A349BC135D45E...

Sent: 9/11/2020 8:14:02 AM

SPritchett@siouxfalls.org

Viewed: 9/11/2020 9:17:39 AM

City of Sioux Falls

Signed: 9/15/2020 8:27:38 AM

Signing Group: Director of Finance or Facilities

Signature Adoption: Drawn on Device

Security Level: Email, Account Authentication (None)

Using IP Address: 206.176.35.1

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Stacy Kooistra

DocuSigned by:  
  
D127CD5703BB456...

Sent: 9/15/2020 9:27:40 AM

stacy.kooistra@siouxfalls.org

Viewed: 9/15/2020 9:46:13 AM

City of Sioux Falls

Signed: 9/15/2020 6:31:34 PM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

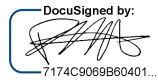
Using IP Address: 206.176.35.1

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

**Signer Events**

Paul TenHaken  
 pth@siouxfalls.org  
 Mayor  
 City of Sioux Falls  
 Signing Group: Mayor Printed Name  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

Signature Adoption: Uploaded Signature Image  
 Using IP Address: 206.176.35.1

**Timestamp**

Sent: 9/15/2020 6:31:36 PM  
 Viewed: 9/15/2020 7:11:02 PM  
 Signed: 9/15/2020 7:11:08 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Signing Complete	Security Checked	9/15/2020 7:11:08 PM
Completed	Security Checked	9/15/2020 7:11:08 PM

**Payment Events****Status****Timestamps**