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About this Manual

The Sioux Falls City Council Policies & Procedures Manual provides a standardized process for implementing current and new 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 Council actions and practices.

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

Sioux Falls City Council Policies & Procedures Manual

Approved by Resolution 2018
Previous Versions 2014, 2017

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)
CITY COUNCIL MEETING POLICIES

Council Seating and Voting Order

The order of seating of each councilor in the Council Chambers shall be rotated after the new Chair and Vice Chair are elected. The Chair will designate each councilor’s seat for the subsequent 6 to 12 months. The order of seating of the City Council for meetings outside the Council Chambers is not set by tradition.

The City Council Chair will always be seated on the right side of the City Clerk and that the Vice Chair will be seated to the right of the City Council Chair.

The roll call and vote order shall be rotated at each regular 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.

Remote Meeting Attendance

The Council and public value the person-to-person interaction enjoyed at Council meetings and urges 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 requires 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 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 Chair (or in the 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 his/her right to speak when recognized by the Chair, make or second any motion and cast votes.

Changes to Council Meeting Dates/Times

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

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 16-12).
The provisions of the EO will apply to Council members and Council staff. Council members seeking to submit agenda items will notify the appropriate 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. All legislation will be reviewed by the City Attorney’s Office and City Multimedia Support.

Agenda items for Council committees, Informational Meetings, and CIP/Budget Meetings will also be furnished to the City Clerk by 2 p.m. on the Tuesday one week prior to these meetings. Individuals submitting items will identify the topic as it is to appear on the agenda, the name and official title of (the) presenter(s), and name of the individual submitting the request. Once items are approved for inclusion on the agenda (typically the Wednesday prior to a meeting), the meeting clerk will notify the presenter(s)/individual submitting.

Public Input

Each regular meeting of the Sioux Falls City Council is governed by Robert’s Rules of Order unless it conflicts with City Ordinance or Charter. During the public input portion at the start of the regular Council meeting, no person shall be permitted to speak on a topic that appears later in the agenda if public input will be received when that item is up for discussion. Testimony that concerns a resolution or an ordinance’s second reading is only allowed during those specific items. To accommodate and respect all viewpoints, citizen comments are limited by ordinance to no more than five minutes each. (SFCO §30.015).

During a special meeting of the City Council, public input will only be allowed for the agenda item after the staff presentation, but before City Council discussion and voting. Each speaker will be allowed up to five minutes.

Public comment will be received at each City Council budget hearing, informational, committee, task force and working session meeting. The meeting agenda shall conclude with an item called “public comment.” 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. The City Council values input from citizens, and if time allows, the 15-minute minimum should be expanded by the Chair. If time allows, the council may ask the chair to extend the public comment 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 Chair reserves the right to limit the number of speakers during any agenda item following one hour of testimony, but may be overridden by the Council. Any member of the Council may call on a citizen to provide additional public testimony.

A laptop computer and document camera are available to the public for use during the public input portion. Citizens desiring to use the document camera will be assisted by staff during the meeting. 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 no
later than noon the day of the meeting but during office hours;

2. Council staff will scan for viruses and download the file from the USB to the public laptop while the citizen is present;

3. The file will be rejected if it is corrupt or the content contains profanity or nudity;

4. Public input is limited to five minutes and is governed by the Code of Ordinances.

5. Council staff will assist in accessing the file at the Council meeting.

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

Upon a vacancy in a City Council-appointed position, the committee chair with supervisory oversight will appoint 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 councilors from the committee with supervisory oversight unless an insufficient number are unable to participate.

Once the ad hoc 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 ad hoc committee is unable to identify a qualified candidate, the committee chair may restart the applicant search process as prescribed in this procedure.

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

The positions of Assistant City Clerk are currently classified civil service positions, but may be converted to an appointed position upon a vacancy in the position.
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 which cannot be performed in-house by the City Attorney’s Office. The Council may authorize outside legal services if approved by a majority of members present during a regular City Council meeting.
CITY COUNCIL TRAVEL POLICY

General Information

The Council Travel Policy is applicable to the following positions: Sioux Falls City Councillors, Operations Manager, Budget Analyst, City Clerk, Assistant City Clerks, Internal Audit Manager, and Internal Auditors.

Budget Preparation. The Budget Analyst will budget recurring Council travel expenses for South Dakota Municipal League, National League of Cities, and Sioux Falls Area Chamber of Commerce events. 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 Budget Analyst, is the initial step prior to travel.

Preauthorized. Travel Request Forms for preauthorized travel shall be signed by the Council Chair unless he/she refers the decision to the City Council during a regular meeting. If the travel request is approved by a majority of Council members present, the Council Chair shall sign the request. Preauthorized travel includes events, conferences, and meetings sponsored by the South Dakota Municipal League, National League of Cities, Sioux Falls Area Chamber of Commerce, or an organization of which the City is a member.

All Other Requests. All other travel requests shall be consistent with the Resolution Establishing Legislative Priorities adopted annually by the City Council, the economic goals of the City of Sioux Falls, or provide an educational benefit. These requests will be considered by the City Council during a regular meeting. If the travel request is approved by a majority of Council members present, the Council Chair shall sign the request.

The Council Vice Chair shall act on behalf of the Council Chair in his/her absence or if the 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 Budget Analyst when Travel Reimbursement Claim Forms are not remitted within the stated timeline. The Budget Analyst will be responsible to make sure that Council reimbursement forms are completed within the timeline.

Receipts. The Budget Analyst 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 Council and individuals authorized to travel on their behalf.

City Travel Card. A City travel card will be issued to a 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 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. Travelers are expected to forward all necessary paperwork to the Travel 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 Council’s Travel Policy as outlined herein shall not be entitled for reimbursement beyond what would have been reimbursed through this Travel Policy. The 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 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 Google Maps. No allowance for mileage is made for in-city travel.

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. 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.

<table>
<thead>
<tr>
<th>Meal Reimbursement Times</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving before:</td>
<td>8 a.m.</td>
<td>12 p.m.</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>Returning after:</td>
<td>8 a.m.</td>
<td>1 p.m.</td>
<td>7 p.m.</td>
</tr>
</tbody>
</table>

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.

Education, Travel, and Training Policy

The Council supports the pursuit of training and education by elected officials to better serve their constituents. The Council budget shall include appropriations for education and training for its members. Travel requests for conferences, meetings, and other events must be nonpartisan, educational, and of substantial benefit to the City Council and City of Sioux Falls. Council members
shall report key information following their attendance to an event or conference during a public meeting within a reasonable amount of time after returning.

The Budget Analyst will prepare Council travel requests, convention registrations, hotel reservations, and arrange transportation needs.

Council members and their staff are active in the South Dakota Municipal League and National League of Cities and may attend the organizations’ conferences, conventions, special events, committees, and district meetings.

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

The Council may plan retreats for the purpose of personal growth, group discussions, and training.
Travel Request Form (Example)

Link to Travel Request Template F991006.doc

City of Sioux Falls Travel Request

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>GL No.</th>
</tr>
</thead>
</table>

Purpose:

| Registration | $ | 0 |
| Transportation | 0 |
| Lodging | 0 |
| Per diem rate $0 | 0 |
| Conference rate $0 | 0 |
| Meals | 0 |
| Per diem rate $0 | 0 |
| Taxi/shuttle | 0 |
| *Car Rental | 0 |
| (Provide proof of savings) | 0 |
| Other | 0 |
| Total | $ | 0.00 |

Special Arrangements:

Reimbursement of $__________ will be received from ______________________ (estimated)

Type of Transportation:
- Dept. vehicle
- Motor pool vehicle
- Private vehicle
- Air
- Other

Travel: Begin Date ___________ End Date ___________ Begin Time ___________ End Time ___________

Meeting: Begin Date ___________ End Date ___________ Begin Time ___________ End Time ___________

Supplemental Travel Justification (if traveling more than 24 hours prior to, or after, scheduled meeting)

<table>
<thead>
<tr>
<th>Travel within 24 hours of scheduled meeting:</th>
<th>Travel more than 24 hours prior to, or after, meeting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Air Fare $</td>
<td>Air Fare $</td>
</tr>
<tr>
<td>Hotel $</td>
<td>Hotel $</td>
</tr>
<tr>
<td>Meals $</td>
<td>Meals $</td>
</tr>
<tr>
<td>Total $</td>
<td>Total $</td>
</tr>
</tbody>
</table>

Date ___________________________ Signed ___________________________ (Director/Authorized Signature)

Date ___________________________ Signed ___________________________ (Mayor)

Meal Reimbursement Times

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving before:</td>
<td>8 a.m.</td>
<td>12 noon</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>Returning after:</td>
<td>8 a.m.</td>
<td>1 p.m.</td>
<td>7 p.m.</td>
</tr>
</tbody>
</table>

http://insite/Topics/General Templates/Document Library/Finance (F99100)/F991006.doc
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 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 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 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 taxi 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 percent.
**Registration**—The actual registration cost. *(A registration brochure/agenda must be attached showing the actual costs of registration, hotel, and shuttle/taxi 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 Council traveler(s) will be responsible for ensuring that sales tax is not charged at the time of checkout.** The 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.

**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 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 flight times. Meal time hours are as follows:

<table>
<thead>
<tr>
<th>Meals Allowable</th>
<th>When Leaving Before</th>
<th>When Returning After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8 a.m.</td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12 p.m.</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5 p.m.</td>
<td>7 p.m.</td>
</tr>
</tbody>
</table>

**Taxi/Shuttle**—Estimated cost of taxi/shuttle.

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

**Signed**—This section must be signed by the Council Chair or Vice Chair.
Travel Reimbursement Claim Form
(For Travel as of January 1, 2014)

All receipts and City credit card slips supporting your reimbursement must be attached.

Name: ___________________________ Dept.: ___________________________ GL No.: ___________________________

Destination: ___________________________ 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 City Credit
City Credit Card Expenses Accounts Payable

Private vehicle: ___________________________ (Total miles at Motor Pool Rate or IRS Rate)

Starting mileage: ___________________________ Ending mileage: ___________________________

Fuel purchases: ___________________________

Lodging: ___________________________

Taxi/shuttle service: ___________________________

Parking: ___________________________

Airplane: ___________________________

Baggage: ___________________________

Registration: ___________________________

Other: ___________________________

Meals claimed: ___________________________

Breakfasts x ___________________________ $0.00 (Less 20% of per diem rate)

Lunches x ___________________________ $0.00 (Less 30% of per diem rate)

Dinners x ___________________________ $0.00 (Less 50% of per diem rate)

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

City Credit Card
Food Purchases

Subtotal: ___________________________ $0.00

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

Total claim: ___________________________ $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: ___________________________
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 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 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/seminary.

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.

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Maximum Occupancy (# persons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use with tables and chairs</td>
<td>City Council Chambers 60</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room 53</td>
</tr>
<tr>
<td>Use with chairs only</td>
<td>City Council Chambers 130</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room 115</td>
</tr>
<tr>
<td>Standing room only</td>
<td>City Council Chambers 200</td>
</tr>
<tr>
<td></td>
<td>Multi-Purpose Room 160</td>
</tr>
</tbody>
</table>

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 Council may revoke permission to use the facility if it is needed for 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 his or her 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 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.org
Carnegie Town Hall Reservation Form

Please complete the following:

<table>
<thead>
<tr>
<th>Name of Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Organization:</td>
</tr>
<tr>
<td>□ Public (government)</td>
</tr>
<tr>
<td>□ Nonprofit</td>
</tr>
<tr>
<td>□ Private</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Requested date of use:</td>
</tr>
<tr>
<td>Time: From: To:</td>
</tr>
<tr>
<td>Approx. number of attendees:</td>
</tr>
<tr>
<td>Purpose of Event:</td>
</tr>
<tr>
<td>Room(s) to be reserved:</td>
</tr>
<tr>
<td>□ Council Chambers</td>
</tr>
<tr>
<td>□ Multi-Purpose Room</td>
</tr>
<tr>
<td>This event is open to the public:</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No</td>
</tr>
<tr>
<td>There will be an admission charge:</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No</td>
</tr>
<tr>
<td>Requested audio/visual support:</td>
</tr>
<tr>
<td>□ Microphones</td>
</tr>
<tr>
<td>□ Projector</td>
</tr>
<tr>
<td>□ Document Projector</td>
</tr>
</tbody>
</table>

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.

Signed: _________________________ Name: _________________________ Date: _________________________

For Office Use

<table>
<thead>
<tr>
<th>Inter-Office Review:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Facilities Management</td>
</tr>
<tr>
<td>□ Multimedia Services</td>
</tr>
<tr>
<td>□ Finance</td>
</tr>
<tr>
<td>City Clerk’s Office:</td>
</tr>
<tr>
<td>Approved by:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Staff on duty during event:</td>
</tr>
</tbody>
</table>

Remarks:

Please return this form to the City Clerk
In-Person: 235 W 10th Street, Sioux Falls, SD 57105
By Mail: P.O. Box 7402, Sioux Falls, SD 57117-7402
By E-mail: clerks@siouxfalls.org