

AGENDA
Fiscal Committee

Monday, March 5, 2012

***4:30 PM
Carnegie

Town Hall

235 West

10th Street

***Committee Meeting will start immediately following the adjournment of the 4:00 p.m. Informational Meeting

1. Call To Order

2. Approval of Minutes

A. Tuesday, January 3, 2012

3. Reports and Updates

A. Discussion on Implementation of Ordinance 75-11 (Contract Approval) by Sue Roust, Interim City Clerk

B. Discussion on Budget Calendar Timeline by David Bixler, Budget Analyst

C. Discussion on Budget Presentation Format by David Bixler, Budget Analyst

D. Discussion on how to spend remaining CIP Budget Funds by Councilor Greg Jamison

4. Open Discussion

5. Adjournment

Date: 2012-03-05
SIRE Meeting ID: 1669
Meeting Type: Committee Meeting
Subtype: Fiscal Committee
YouTube: <https://youtu.be/HmCDmQvRw1Q>
Agenda Item: Not Assigned
Item ID: 62029

The following document(s) are public records obtained from the
City of Sioux Falls.

1st Reading: 08/01/11
2nd Reading: 09/06/11 def.
10/03/11
Date Adopted: 10/03/11
Date Published: 10/07/11
Effective Date: 10/27/11

ORDINANCE NO. 75-11

AN ORDINANCE OF THE CITY OF SIOUX FALLS, SD, AMENDING THE REVISED ORDINANCES OF THE CITY AMENDING THE PROCESS FOR THE APPROVAL OF CONTRACTS.

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

Section 1. That Section 34 ½-1 of the Revised Ordinances of Sioux Falls, SD, is hereby amended to read as follows:

Section 34 ½-1. Authorization of contracts and agreements.

In addition to provisions in city charter section 2.11(c) and 2.12, contracts, agreements and amendments to contracts and agreements that are in excess of state bid limits per vendor, for each calendar year, shall be approved by the city council, except:

- a. emergency procurement contracts specified in city ordinance 34 ½ -8; and
- b. purchases from the state price list as specified in city ordinance section 34 ½ -11; and
- c. purchases for public improvement contracts less than state bid limits per vendor, per calendar year. Public improvements are defined by SDCL 5-18A-1.

Each contract or agreement of the city shall be executed in the name of the municipality by the mayor, or his or her interim successor, and shall be attested by the city clerk. The city clerk shall affix the corporate seal. Any contract or agreement for park purposes may be reviewed by the parks and recreation board prior to council consideration. All contracts in excess of state bid limits that are entered into by the mayor and are not subject to council approval shall be noticed to the city council on the consent agenda under communications. Change orders in excess of state bid limits shall be noticed to the city council on the consent agenda under communications.

Section 2. That Section 34 ½-1.1 of the Revised Ordinances of Sioux Falls, SD, is hereby added to read as follows:

Section 34 ½-1.1. Contracts involving public facilities.

No contract pertaining to the management of the city's public facilities will be valid unless the contract has been authorized by a vote of the city council at a duly assembled meeting. Contracts

for public facilities shall be listed on the regular agenda for separate consideration. Prior to the city issuing a request for proposal, the city council will be given notice by the administration in writing.

Section 3. That Section 34 ½-1.2 of the Revised Ordinances of Sioux Falls, SD is hereby added to read as follows:

Section 34 ½-1.2 Multiple year contracts and agreements.

In addition to provisions in city charter section 2.12, all multiple year contracts and agreements involving the payment of money from appropriations shall be approved by the city council. No contract involving the payment of money from appropriations shall extend past a five year period but may have an option for renewal or renegotiation for up to a subsequent five year period, subject to the approval of the council in office at the time of said option or renegotiations is put into effect. No such contract, option, or renegotiation shall be valid unless approved by the city council.

Section 4. That Section 34 ½-1.3 of the Revised Ordinances of Sioux Falls, SD is hereby added to read as follows:

Section 34 ½ -1.3. Discrimination clause.

All contracts and agreements of the City shall contain a provision that contracts shall not, in the performance of the contract, discriminate or permit discrimination in violation of Federal or State laws or local ordinances because of race, color, sex, age, political or religious opinions, affiliations, or national origin.

Section 5. That Section 34 ½-2 of the Revised Ordinances of Sioux Falls, SD, is hereby amended to read as follows:

Section 34 1/2-2. Budget administration manuals required.

The mayor shall develop, promulgate, and update a manual or manuals containing procedures for administering the budget, including but not limited to the following: budgeting, purchasing, and accounting. All manuals relating to the procedures for administering the budget shall be subject to council approval by resolution per city charter section 5.09.

Section 6. That Section 34 ½-8 of the Revised Ordinances of Sioux Falls, SD, is hereby amended to read as follows:

Section 34 ½-8. Emergency award of contract without advertising.

The mayor, or his or her interim successor, may make an emergency procurement without advertising the procurement if rentals are not practicable and there exists a threat to public health, welfare, or safety or for other urgent and compelling reasons. Failure to abide by the bid provisions in a timely manner is not an emergency. An emergency procurement shall be made

with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of particular contractors shall be included in the contract file and shall be provided to the city council within seven days of the award of the contract.

Section 7. That Section 34 ½-9 of the Revised Ordinances of Sioux Falls, SD, is hereby amended to read as follows:

Section 34 ½-9. Negotiation of contract when no bids received.

If after advertising for bids for purchase of materials, supplies or equipment and no bids are received, the mayor, or his or her interim successor, may negotiate a contract for the purpose of the materials, supplies or equipment at the most advantageous price. However, the materials, supplies or equipment shall meet the specifications of the original advertisement bids. The mayor, or his or her interim successor, shall contact and attempt to obtain competitive quotations from at least three suppliers. The mayor shall maintain a record of the names of the suppliers, the quotations received and the procurement procedures used in purchasing. The contract may include a procedure for adjusting prices to meet changing market conditions not within the control of the vendor. The adjustments may not result in increases in the profit of the vendor and shall be supported by a written justification filed with the purchasing agent of the city.

Section 8. That Section 34 ½-10 of the Revised Ordinances of Sioux Falls, SD, is hereby amended to read as follows:

Section 34 1/2-10. Negotiation of contract when firm competitive bids not received.

If after advertising for bids for the purchase of materials, supplies or equipment and firm competitive bids are not received, the mayor, or his or her interim successor, may reject all bids and negotiate a contract for the purchase of the materials, supplies or equipment at the most advantageous price, provided that the materials, supplies or equipment meet the specifications of the original advertisement for bids. The mayor, or his or her interim successor, shall contract and attempt to obtain competitive quotations from at least three suppliers, the quotations received and the procurement procedures used in purchasing. The contract may include a procedure for adjusting prices to meet changing market conditions not within the control of the vendor. The adjustments may not result in increases in the profit of the vendor and shall be supported by written justification filed with the purchasing agent of the city.

Date adopted: 10/03/11.

Mike T. Huether
Mayor

ATTEST:

David Bixler
Interim City Clerk

Date: 2012-03-05
SIRE Meeting ID: 1669
Meeting Type: Committee Meeting
Subtype: Fiscal Committee
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2013 BUDGET TIMELINE

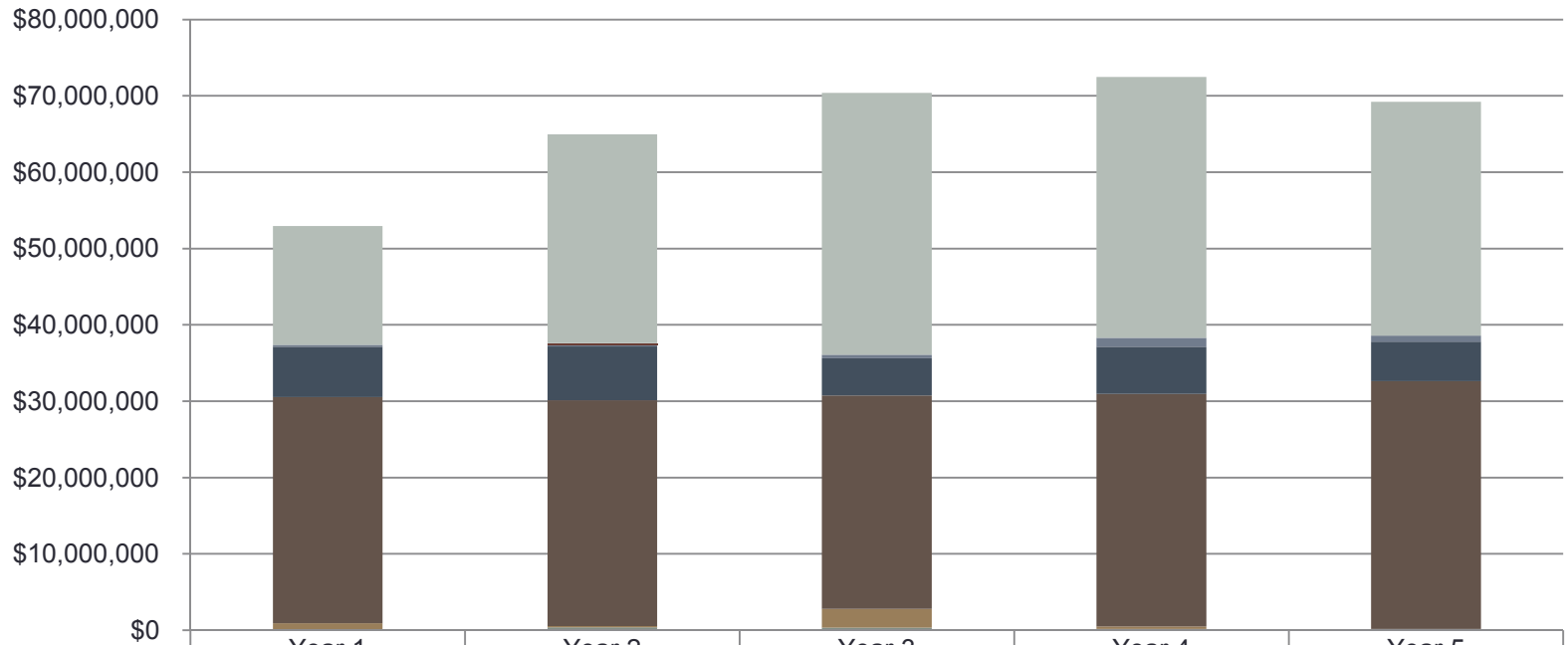
Timeline / CIP & OCEP Budgets

- June 25 – Mayor provides CIP and OCEP budgets
- July 2 – Fiscal Committee Budget Analyst provide Executive Summary of changes
- July 11 – Potential CIP working session. Budget Analyst provide in-depth analysis of changes within the Capital Budgets.

Timeline – Operating Budgets

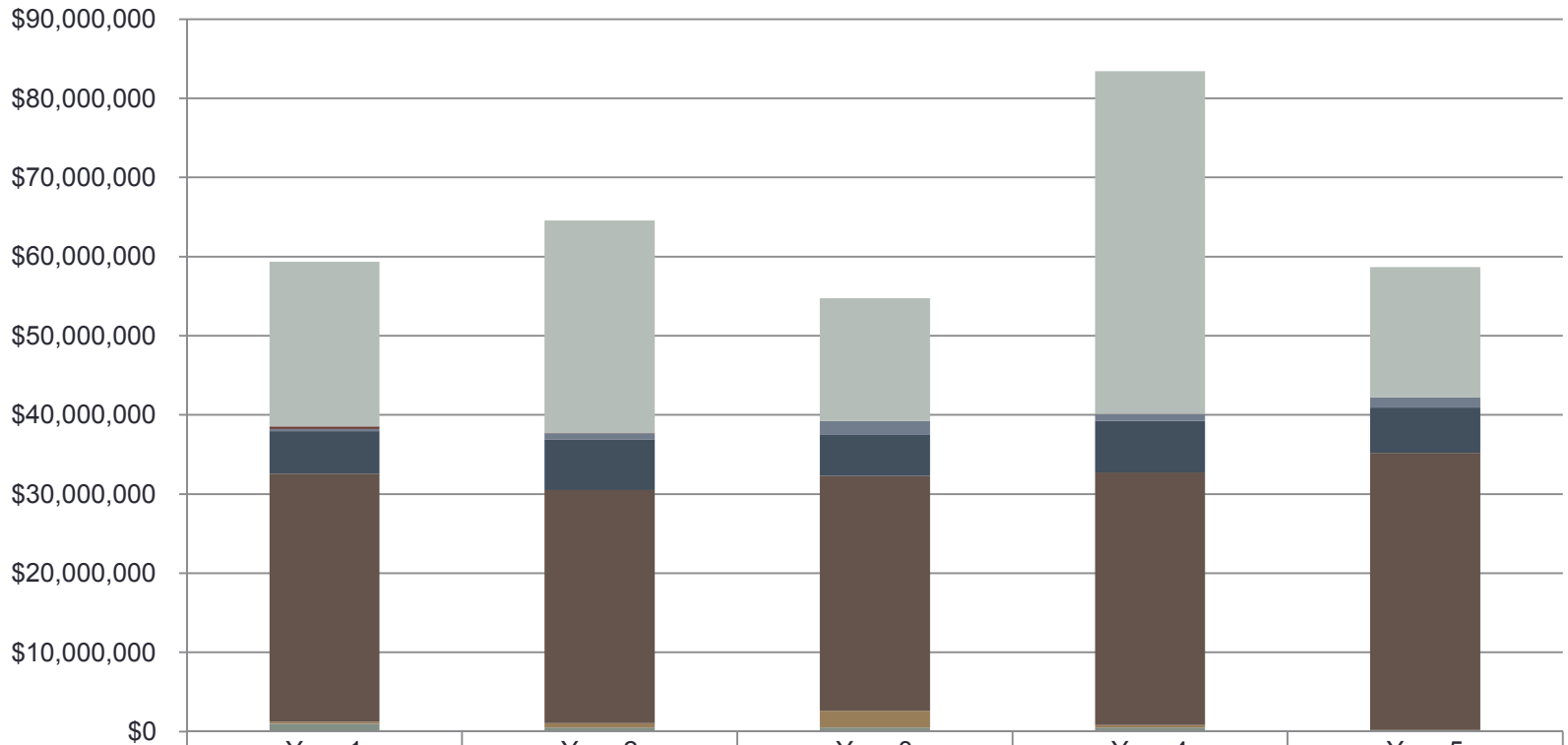
- **July 26** – Budget Address
- August 6 – Fiscal Committee Budget Analyst provide Executive Summary of Operating Budget
- **Budget Hearings: August 13 / August 20 / August 27**
- Council working session – after 2nd budget hearing
- **August 29 – Amendments due to City Clerks office**
- **September 5 – Council working session (proposed amendments) – review Budget Analyst findings**
- **September 10 – Budget Resolution**

2011 - 2015 Capital Budget by Year and Program



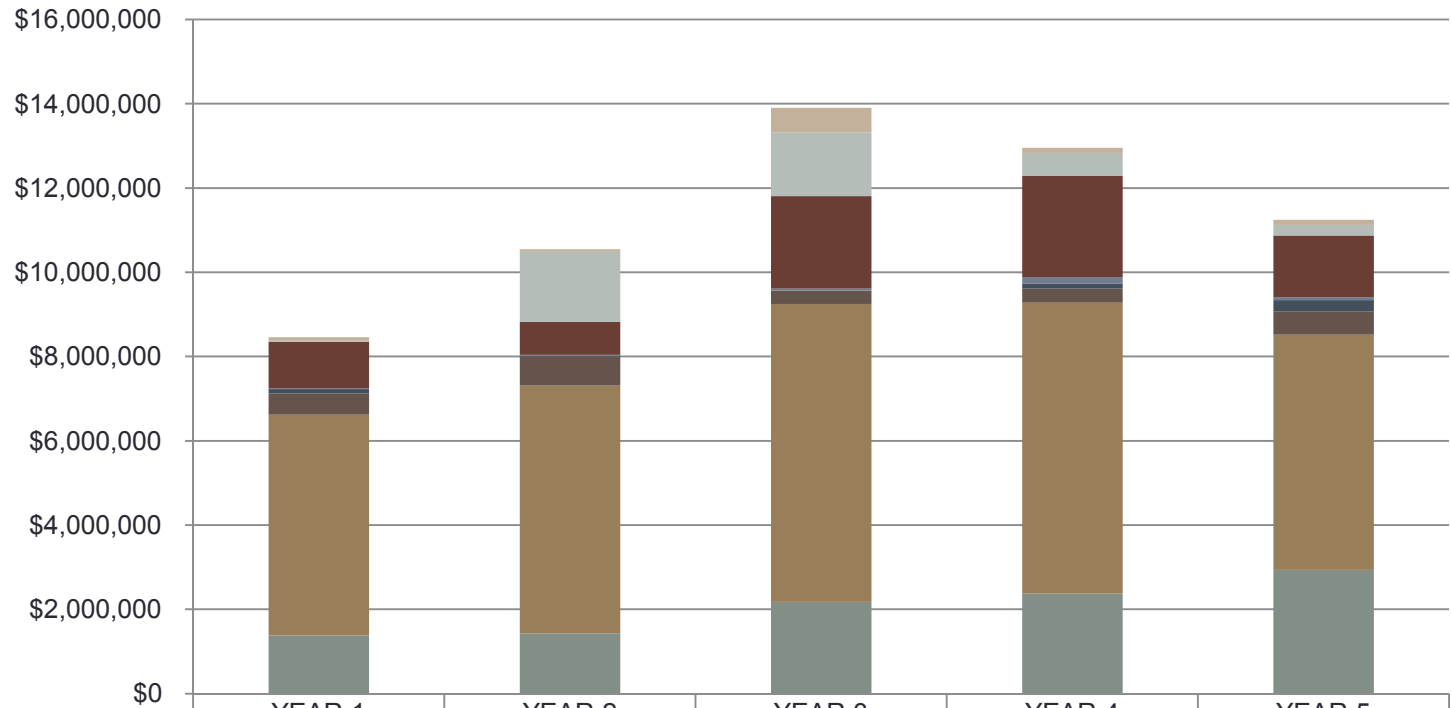
	Year 1	Year 2	Year 3	Year 4	Year 5
Enterprise / Internal Service	\$15,585,500	\$27,362,000	\$34,292,875	\$34,163,300	\$30,619,875
Transit	\$0	\$235,410	\$0	\$0	\$0
Urban & Economic Development	\$227,109	\$171,000	\$477,800	\$1,160,927	\$792,900
Culture & Recreation	\$6,615,132	\$7,072,529	\$4,886,582	\$6,158,930	\$5,196,308
Highways & Streets	\$29,589,189	\$29,604,414	\$27,946,026	\$30,474,823	\$32,456,264
Public Safety	\$829,017	\$166,478	\$2,450,848	\$324,900	\$166,478
General Government	\$107,749	\$356,567	\$346,367	\$182,989	\$0

2012 - 2016 Capital Budget by Year and Program



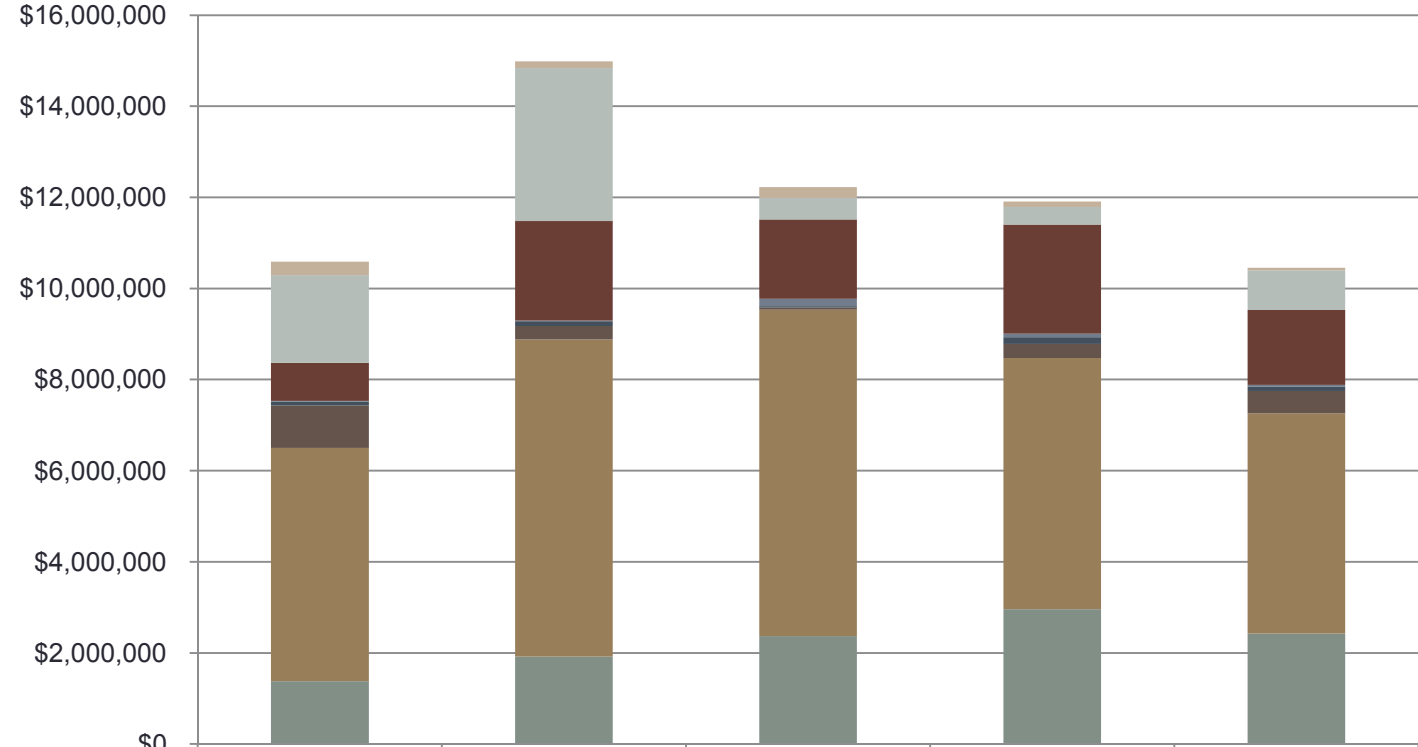
	Year 1	Year 2	Year 3	Year 4	Year 5
Enterprise / Internal Service	\$20,817,500	\$26,856,875	\$15,545,800	\$43,316,875	\$16,481,000
Transit	\$320,760	\$47,200	\$0	\$28,320	\$0
Urban & Economic Development	\$276,000	\$752,000	\$1,725,927	\$815,000	\$1,260,000
Culture & Recreation	\$5,369,129	\$6,389,496	\$5,178,601	\$6,530,868	\$5,739,200
Highways & Streets	\$31,342,248	\$29,460,630	\$29,698,607	\$31,905,602	\$35,024,574
Public Safety	\$230,000	\$548,975	\$2,102,475	\$333,950	\$168,975
General Government	\$987,749	\$501,585	\$500,000	\$500,000	\$0

2011 - 2015 OCEP Budget by Year and Program



	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
URBAN & ECONOMIC DEVELOPMENT	\$82,891	\$66,016	\$586,269	\$119,240	\$123,289
TRANSIT	\$25,175	\$1,662,500	\$1,512,590	\$541,585	\$250,040
PUBLIC SAFETY	\$1,110,170	\$780,662	\$2,192,446	\$2,410,102	\$1,466,136
PUBLIC HEALTH	\$17,200	\$17,600	\$45,695	\$146,675	\$70,300
HIGHWAYS & STREETS	\$106,390	\$18,756	\$8,006	\$120,258	\$265,163
GENERAL GOVERNMENT	\$497,301	\$694,301	\$314,223	\$338,105	\$551,855
ENTERPRISE / INTERNAL SERVICE	\$5,239,744	\$5,888,302	\$7,071,900	\$6,901,143	\$5,582,500
CULTURE & RECREATION	\$1,382,534	\$1,422,640	\$2,173,772	\$2,377,778	\$2,939,947

2012 - 2016 OCEP Budget by Year and Program



	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
URBAN & ECONOMIC DEVELOPMENT	\$292,476	\$149,705	\$236,400	\$125,068	\$57,927
TRANSIT	\$1,925,000	\$3,352,500	\$472,695	\$384,600	\$875,400
PUBLIC SAFETY	\$837,904	\$2,184,675	\$1,740,350	\$2,393,721	\$1,637,945
PUBLIC HEALTH	\$17,800	\$13,500	\$166,475	\$77,000	\$46,200
HIGHWAYS & STREETS	\$78,756	\$106,006	\$28,690	\$146,168	\$92,530
GENERAL GOVERNMENT	\$935,895	\$293,874	\$49,950	\$313,819	\$490,600
ENTERPRISE / INTERNAL SERVICE	\$5,118,912	\$6,961,241	\$7,158,922	\$5,512,937	\$4,831,003
CULTURE & RECREATION	\$1,382,067	\$1,922,272	\$2,372,078	\$2,957,729	\$2,426,292