

CITY COMMISSION POLICY

Policy 1

April 14, 1983

Subject: Summary of Administrative Regulations

Although promulgated as Administrative Regulations (ARs) several of these Regulations have policy elements which are determined by the City Commission. Substantive revisions of these Regulations will require City Commission review and concurrence. The Regulations are summarized in this City Commission Policy.

(AR 5) Travel Expense Policy - The City of Wichita allows travel expense for City employees and employees of the City administrative boards or representatives, including members of appointive commissions and boards, who are required to travel to transact official public business and when attending a professional meeting, conference or training session which promotes the overall job knowledge and comprehension of the individual. The Regulation is supplemental to the City code and state law with respect to travel.

Travel expense policies relating to the City Commission are contained in City Commission Policy 23.

(AR 7) Employment of Professional Services

(AR 7a) Engineering Design Services for Residential Development

(AR 7b) Procedures for Selection of Appraisers for Special Assessment Projects – It is the policy of the City of Wichita to retain necessary consultant services on the basis of demonstrated competence and qualification for the type of services required at fair and reasonable prices. It is also the City's policy to give preference where possible to the selection of individuals or firms with principal offices located in the City of Wichita.

(AR 9) Code of Ethics for Municipal Officials – The Code of Ethics in this Regulation is based on state statutes, portions of the City Code, and the Code of Ethics of International City Management Association. It provides a guide for personal values in municipal service.

(AR 13) Citizen Participation – This Regulation establishes guidelines to provide for the maximum feasible participation by citizens in governmental activities in accordance with a policy adopted by the City Commission on September 12, 1978. The intent is to provide citizens and citizen groups with a capability to raise issues, develop programs, review proposals and interpret government decisions.

(AR 14) Handling of Inquiries and Complaints – This Regulation provides guidelines for handling inquiries and complaints in a manner that citizens making the requests are assured that their views are appreciated and are receiving the proper attention from the City.

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(AR 16) Recognition of Outstanding Achievement – This Regulation sets forth a procedure for recognition of citizens who perform outstanding acts of service, heroism or bravery within the City.

(AR 17) Notification of Street Closings -- The purpose of this Regulation is to prescribe procedures for notification of occupants of properties abutting streets which are to be closed because of construction or maintenance projects and to provide general notice of street closings to the public. The intent is to provide adequate information to affected citizens and agencies to enable them to continue their activities with a minimum of inconvenience during the time the street is closed.

(AR 18) Procedure for Damage Claims and Incident Reports – This Regulation establishes a procedure for processing citizen claims for damage or injury against the City. All claims in excess of \$10,000 require City Commission action if the claim is recommended for favorable action and has been approved by the City Attorney and City Manager.

(AR 23) Nondiscrimination and Equal Employment Opportunity Statement for Contracts – It is the policy of the City of Wichita to require that all contracts, agreements and purchase orders of the City for, and on behalf of the City, for construction, alteration or repair of any public building or public works, or for the acquisition of materials, equipment, supplies or services include provisions to insure that applicants for employment with contractors, subcontractors or vendors are selected, and employees are treated during employment, without regard to race, color, sex, religion, national origin, ancestry, marital status, age or physical handicap except where age or physical handicap are bona fide occupational qualifications.

(AR 24) Transfer of Funds for Non-Budgeted Expenditures – This policy sets forth the procedure for initiating requests for fund transfers to implement new programs and projects when funds are not provided in the current operating budget. Transfers in excess of \$10,000 require the approval of the City Commission.

(AR 27) Appeal of Police Internal Affairs Finding – It is policy of the City of Wichita to: 1) provide a readily accessible procedure for filing complaints alleging police misconducts; 2) promptly and fairly investigate any complaints; 3) advise complainant of investigation findings; and 4) afford the complainant an opportunity to appeal any finding to a review committee. The review committee is composed of the City Manager (or Deputy City Manager), the Chief of Police and the Grievance Officer.

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(AR 32) Notice of Proposed Benefit District – The purpose of this Regulation is to prescribe a policy for specific notification to owners of properties which will be included in a benefit district liable for payment of a proposed construction project. Notification of proposed sidewalk construction, including arterials where the city-at-large pays 100% of the cost, is also to be provided. The intent of this Regulation is to supplement the legal requirements of published notices with a special notice door hanger when practical, or direct mailing when necessary, to advise affected citizens of a proposed project prior to its approval by the City.

(AR 35) Permit Parking at City Hall – It is the policy of the City of Wichita to provide parking to members of boards and commissions, representatives of the news media assigned to cover City Hall, and employees of departments located away from City Hall who regularly drive personal cars to City Hall on official City business. The parking is provided through a bumper decal system and is restricted to metered parking areas of the City Hall Parking Garage and the City Hall surface parking lot.

(AR 38) Deferred Special Assessment Program – It is the policy of the City of Wichita to provide indefinite deferral of payment of special assessments on capital projects based on eligibility criteria set out in Ordinance Nos. 36-660 and 37-000, and as authorized by the Board of City Commissioners.

(AR 47) Management of Real Property – This Regulation establishes uniform procedures for the acquisition, management utilization and disposition of real property by the City of Wichita.

(AR 61) Preparation and Submittal of Applications for Federal and State Grant Programs- The City of Wichita shall seek to obtain and utilize any and all Federal and State grant funds available which are consistent with the comprehensive development program of the City and the current policies of the Board of City Commissioners. Application for and programming of grant funds must be coordinated with the City's annual operating and capital budgets and any comprehensive development plans of the City.

(AR 62) Community Development Act Labor Standards Administrative and Enforcement – The Housing and Community Development Act of 1974 requires that all agencies undertaking construction projects in excess of \$2,000 funded in whole or in part with Community Development Block Grant (CDBG) funds must be in compliance with the Davis-Bacon Act, as amended, the Contract Work Hours and Safety Standards Act and all regulations issued pursuant to these acts and with other federal laws and regulations pertaining to labor standards. This Regulation outlines the areas of responsibility within the City for implementing the labor standards requirements of the CDBG program.

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(AR 64) Guidelines for Use of Minority Business Enterprise on Community Development Block Grant (CDBG) Construction Projects – The City of Wichita ascribes a high priority to the development and support of Minority Business Enterprises (MBE). To insure greater participation by bona fide MBEs on construction projects funded in whole or in part by CDBG grants, the City of Wichita will require that at least 10% of project expenditures go to minority contractors and/or suppliers. The Regulation applies to all construction projects in excess of \$10,000 funded CDBG money.