

CITY COMMISSION POLICY

**Policy 8
December 18, 1990**

Subject: Citizen Participation; Councils, Boards and Commissions

It is the policy of the City Council of the City of Wichita to encourage citizen participation in all aspects of government and community life in order to achieve a sense of awareness, identity and responsibility among all residents of the City.

Objectives

- The City of Wichita will:
1. provide equal opportunity for citizens to participate in the governmental decision-making process by enabling persons to become directly involved in the civic processes of City government.
 2. provide the Citizen Participation Organization and appointed boards and commissions with information and resources to supply meaningful input into the decision-making process for neighborhoods and the City as a whole.
 3. make the process of government and public management more understandable through the provision of an aggressive program of public information dissemination to the community.

Procedure

The following procedures are available to accomplish the objectives:

1. Providing opportunities for citizens to appear and speak to the City Council on issues affecting them.
2. Providing and maintaining a structure of elected and appointed boards, commissions and councils with sufficient staff support for ongoing citizen input pertaining to City government processes.
3. Providing for programs and processes to continually inform the public and media of the affairs of City government.

Annual Report

To assist the City Council in monitoring the activities of elected and appointed councils, boards and commissions, the chairperson and ex officio staff member of each council, board or commission will submit an "annual report" through the City Manager to the City Council. The form of the annual report is outlined in Administrative Regulation 13.

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Rules and Objectives

All councils, boards and commissions elected or appointed by the Mayor and the City Council shall conform to the state statutes or other local ordinances pertaining to such councils, boards and commissions and in addition thereto shall conform to the following rules and regulations:

1. All councils, boards and commissions shall operate under bylaws approved by the City Council. Prototype bylaws will be provided to each board upon which to base its bylaws.
2. All councils, boards and commissions having an annual budget will have it approved by the City Council. The annual City audit will include an audit of all separate administrative boards with the cost of such audit to be prorated to the boards. Budget or program adjustments of the Library Board, Art Museum Board, Metropolitan Transit Authority and Airport in excess in \$10,000 will be approved by the City Council.
3. All employee positions and salaries utilized by councils, boards and commissions exclusive of certain employees of the Metropolitan Transit Authority will be established by resolution of the respective councils, boards and commissions and approved by the City Council and will be eligible to enjoy all benefits as governed by the personnel procedures as established in the "City of Wichita Administrative Personnel Policy and Procedure Manual".
4. The following boards will have the authority to appoint their director:
 - a. Library
 - b. Art Museum
 - c. Metropolitan Transit Authority
 - i. Jointly with the City Manager
 - d. Airport
 - e. Health
 - i. Jointly with City Council and County Commission
5. All employees of councils, boards and commissions, exclusive of the Metropolitan Transit Authority union employees, will be included in the employees' retirement program.
6. All existing applicable Administrative Regulations issued by the City Manager, as shown in the attachments to this Policy, will be complied with by the respective councils, boards and commissions. Each new Administrative Regulation issued will indicate the councils, boards and commissions that will be adhering to the new Regulation.
7. All purchasing, accounting, treasury services, investments, payroll, personnel recruitment and records, and budget administration will be provided by the City Manager and the Department of Finance for all councils, boards and commissions unless specifically exempted upon appeal to and approval by the City Council. Appropriate charges may be made for the services provided.

Administrative Coordination

Administrative Regulation 13 provides detailed and additional procedures for implementation of this Policy.

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Administrative Regulations - - Compliance by boards and commissions not required.

- AR 3 Departmental Coordination
- AR 4 Appointment of Acting Department Director in Absence of Director
- AR 5 Travel and Training
- AR 7 Employment of Professional Services
- AR 7a Engineering Services for Subdivision Improvements
- AR 7b Procedures for Selection of Appraisers for Special Assessment Projects
- AR 7c Consultant Selection for Minor Projects
- AR 9 Speeches by City Officials
- AR 12 Distribution of Reports and Policy Statements
- AR 17 Notification of Street Closings
- AR 20 Procedure for Damage Claims and Incident Reports
- AR 21 Contracts – Termination, Penalties and Renewal Provisions
- AR 22 Contract Change Orders
- AR 26 Mailing Procedures
- AR 29 Development Policy for Public Improvements
- AR 30 Water Department Pavement Repairs Resulting from Third-Party Damage
- AR 31 Internal Procedure for Processing Applications for Water and Sewer Service Outside the City Limits

- AR 32 Notice of Proposed Benefit District
- AR 33 City Hall Emergency Actions Plan
- AR 37 Space Utilization and Contractor Coordination at City Hall
- AR 38 Deferred Special Assessment Program
- AR 43 Use of City-Owned Vehicles
- AR 46 Forms Design and Procurement
- AR 47 Management of Real Property
- AR 48 Property and Equipment Accounting (Airport only)
- AR 49 Color and Marking of City Vehicles/Equipment
- AR 50 Central Graphics
- AR 52 Establishment of a \$5,000 Petty Cash Fund
- AR 53 Cash Controls
- AR 54 Emergency Purchases
- AR 57 The Russell E. McClure Internship Award Program
- AR 59 Construction Projects (Airport only)
- AR 66 Official Motor Pool Working Capital Fund
- AR 67 Equipment Working Capital Fund
- AR 72 WSU Community Service Project Fund Policies and Procedures
- AR 73 Administration of Alarm Ordinance
- AR 75 Utility Coordination on Major Public Works Construction Projects
- AR 78 Cleanup, Restoration or Replacement Following Construction
- AR 80 Construction on River Banks

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Administration Regulations - - Boards and Commissions will attempt to comply.

- AR 1 Administrative Regulations, Manuals and Department Head Letters
- AR 2 Office Procedures and Agenda Preparation – City Manager’s Office
- AR 6 Payment of Mileage for Use of Personal Vehicle
- AR 9 Code of Ethics for Municipal Officials
- AR 10 Attendance of Staff and Department Directors at Commission Meetings
- AR 11 Monthly Departmental Reports
- AR 13 Citizen Participation
- AR 14 Handling of Inquiries and Complaints
- AR 15 Display of National, State and City Flags at Half-Staff
- AR 16 Recognition of Outstanding Achievement
- AR 18 Citizen Rights and Services Division/Board
- AR 19 Requests for Legal Assistance
- AR 23 Nondiscrimination and Equal Employment Opportunity Statement for Contracts
- AR 24 Transfer of Funds for Non-Budgeted Expenditures
- AR 25 Use of Mailing Lists and Mechanical Addressing of Mail
- AR 27 Appeal of Police Internal Affairs Findings and Creation of the City Manager’s Review Board
- AR 28 Snow Emergency Procedures
- AR 34 City Hall Meeting Rooms
- AR 35 Permit Parking at City Hall
- AR 36 City Hall Security
- AR 39 Policy Prohibiting Sexual Advances and Sexual Harassment
- AR 39A Policy Prohibiting Discriminatory Harassment, Intimidation and Insult
- AR 40 Energy Conservation Management Plan
- AR 41 Energy Emergency Plan
- AR 42 Capital Improvement Program (CIP) Administrative Committee
- AR 44 Parking of City-Owned Vehicles in Central Business District and Use of Parking Parking Meter Zones
- AR 45 Storage and Destruction of Records
- AR 48 Property and Equipment Accounting (MTA-Art Museum only)
- AR 51 Audiovisual Presentations
- AR 55 Garnishments, U.S. Levies, and Wage Assignments for Child Support
- AR 56 Data Processing and Management Information Systems
- AR 58 Employee Assistance Program

Administration Regulations - - Boards and Commissions will attempt to comply.

- AR 59 Construction Projects (MTA-Art Museum only)
- AR 60 Compliance with Section 3 of the Housing and Urban Development Act Of 1968
- AR 61 Preparation and Submittal of Applications for Federal and State Grant Programs
- AR 62 Community Development Act Labor Standards Administration and Enforcement
- AR 63 Administration of Community Development Block Grant Program and Eligibility Guidelines

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AR	64	Guidelines for Use of Minority Business Enterprises on Community Development Block Grant Construction Projects
AR	65	Federal and State Privacy and Security Regulations
AR	68	Stationery Stores Working Capital Fund
AR	69	Audit of City Programs
AR	70	Kansas Open Records Law
AR	71	Employee Suggestion Awards Program
AR	74	Specialized Equipment Pool
AR	76	Union Policy on Cost Determination
AR	77	AIDS in the Work Place
AR	79	City-Wide Public Information Program
AR	81	Smoking Policy