

CITY COMMISSION POLICY

Policy 18
September 30, 1975

Subject: Dedicatory Plaques

From time to time the City of Wichita dedicates various public buildings and other facilities such as bridges. It is the purpose of this Policy to establish a standard for the wording of dedicatory plaques installed on the public facility.

It is the policy of the City of Wichita to place the following data on dedicatory plaques for buildings:

1. Name of Facility. The name will be designated by the City Commission in accordance with City Commission Policy 13, Naming of Public Facilities. In the event the facility is named for a distinguished Wichita citizen, a brief identification of the person honored will be included.
2. Year of Dedication. Only the year will be used unless it is possible to determine in advance the exact date of the dedication. In that event, the full date including month, day, and year may be used.
3. Name of City Commissioners. Under the heading "City Commissioners," the names of the Mayor, Vice Mayor and Commissioners at the time of dedication will be listed. Following a line or ornament, the year of initiation and year of dedication will be indicated. (Example: 1966-1975) Immediately below this date, all Commissioners serving during the period from initiation Commissioners will be listed.
4. Names of Administrative Board Members. In the event an administrative board such as the Public Building Commission is associated directly with project development, the names will be entered in the same manner as for the City Commissioners showing the names of the board members at the time of dedication followed by those who served on the board from project initiation through dedication.
5. Name of the City Manager. Name as of the date of dedication.
6. Name of the Department Director. The name of the department director at time of dedication.
7. Name of Architect and/or Engineer. Firm name will be used.
8. Name of Contractor. Firm name will be used.

It is the policy of the City of Wichita to place the following data on dedicatory plaques for bridges:

1. Name of bridge.
2. Year of dedication.
3. Names of the City Commissioners at the time of dedication.
4. Name of the City Manager.
5. The design load of the bridge.