

**CITY COMMISSION POLICY**

**COUNCIL PROCEEDINGS**

**Journal 154**

**October 19, 1993**

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Staff recommends 2.9% interest rate for homeowners below 50% median income, 5.9% interest rate for homeowners between 50% and 80% median income, and 7.9% interest rate for homeowners above 80% median income.

Currently there are 209 active loans. Approximately \$290,000 is available for new loans. At least 116 new loans would be made. These funds are restricted and can only be used for this purpose.

**Mayor Broadfoot**

Mayor Broadfoot inquired if anyone wished to be heard and no one appeared.

**Motion**

Cole moved that the lower interest rates be approved and staff be authorized to implement the changes. Motion carried 7 to 0.

**City Council Agenda**

**Council Trip Policy**

**Report on City Council Conference Trip Policy**

Continued from October 12, 1993.

Council Members Cole and Reeser reviewed the Item.

Council Members have represented Wichita's interests and individual members have served on policy committees, boards of directors, and in other elected/appointed leadership positions in the Kansas League of Cities.

Sharing of information and ideas provides an excellent orientation for newly elected Council Members and revitalizes and stimulates more experienced officials. The personal investment of time and effort by the Council Members ultimately benefits the citizens of the Wichita community.

The compensation for Wichita City Council Members does not equal the time and effort dedicated to serving Wichita residents and improving the quality of life in the community. In addition to the Council's salaries/benefits, funds are budgeted annually for conference travel expenses. These funds are budgeted with the expectation that Council Members will take advantage of opportunities to improve their knowledge of municipal

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issues and develop their leadership skills through participation in meetings and conferences.

Other cities (including Kansas City, Hutchinson, and Topeka) frequently provide for spouses' travel expenses.

Official foreign visits to Wichita's Sister Cities are funded from a separate Sister Cities account. These funds are generated through a portion of the local guest (hotel/motel) tax and do not represent General Fund revenues.

### **Gary Rebenstorf**

Director of Law, answering a question, said that based upon the language of the City Code, no travel authorization can take place except by the City Council at the City Council meeting.

Unusual trips and last minute requests can be taken and the expenses submitted to the Council for approval.

### **Mayor Broadfoot**

Mayor Broadfoot inquired if anyone wished to be heard and no one appeared.

### **Motion**

Ferris moved that the revised Policy be approved. Motion carried 7 to 0.

### **Appointments**

#### **Appointments to Mayor's Advisory Committee/Naming of Public Facilities**

### **Motion**

Ferris moved the appointment of Randy Phillips (Ferris) be approved. Motion to be carried 7 to 0.

### **Council Member Reeser**

Council Member Reeser suggested that the Committee get started as soon as possible so this matter can be wrapped up as soon as possible.

#### **Appointments to Board of Code Standards and Appeals**

### **Motion**

Reeser moved that the appointment be deferred one week. Motion carried 7 to 0.

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**Policy 23**  
**October 19, 1993**  
**Supersedes: AR 5A**  
**November 20, 1978**

### **Subject: City Council Travel Expense Policy**

During their terms of office, City Council Members can expect to make a number of trips on City business which are reimbursable under law. The trips include attendance at certain meetings, business in the state or national capitals and other travel. Some local expenses are also allowable such as entertainment of distinguished visitors to the City.

Budgeted travel for Council Members shall be approved at the time of adoption of the annual budget. The number of Council Members authorized to attend each conference is determined at the time of adoption of the annual budget. A monthly report of Council travel shall be provided to the City Manager by the City Council Aide.

#### Travel Authorization

1. Section 2.04.090 of the City Code provides:  
...”No individual Commissioner shall incur any expense by travel or otherwise for the city except at the direction of the majority of a quorum of the Commission. Such approval shall be obtained prior to incurring the expense, except in the most unusual cases.”
2. Travel expenses incurred by members of the City Council are governed by state statute. It is necessary that expenses be estimated prior to travel by utilizing form 000-020—Travel/Training Authorization (Expense Report). Upon return from travel, actual expenses shall be reported to the Controller in the Expense Report section of form 000-020. The Controller shall retain a record that funds have expended for travel.

#### Allowable Expenses

All expenses when traveling as an official representative of the City at an authorized conference or meeting are reimbursable for the inclusive period for the conference or meeting to include:

#### Transportation

1. A City Council Member may be allowed an amount not more than the coach-class round trip airplane fare for out-of-state travel, except in those instances in which only first class fare is available.
2. City-owned vehicles may be used for travel within the state of Kansas, and cities adjacent to the boundaries thereto when at all practicable. Except for the cities adjacent to the state of Kansas, City-owned vehicles will not be used for out-of state travel without prior

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approval. City credit cards will be used for all gasoline and oil purchases when a City vehicle is used.

Kansas Turnpike charges will also be paid by credit card. Application for use of City-owned vehicles shall be made in accordance with Administrative Regulation 43, entitled, "Use of City-owned Vehicles".

3. City Council members may travel by privately owned vehicles within or out of the state.
  - a. Travel by private vehicle within the state is reimbursable at the rate of \$.25 per mile, plus turnpike tolls.
  - b. Reimbursement for travel by private vehicle out-of-state shall be limited to coach-class airline ticket and shall not include lodging, meals and other expenses enroute that would not be paid if commercial transportation were used.
4. Taxi fare for travel required at the conference location.
5. If the rental of a vehicle from a private agency is necessary and justified (when neither City nor private vehicle is used), the City will not pay for personal use, e.g., sightseeing.

### Hotel or Lodging Expenses

6. City Council Members will be allowed an amount not greater than the cost of a medium-priced single room for lodging while traveling at the expense of the City. No provision shall be made for an advance or reimbursement or lodging expenses for other than the Council Member unless authorized in advance by a majority of a quorum of the Council. Laundry and dry cleaning are reimbursable expenses only if they are itemized by receipt and upon the condition that the Council Member is on a trip of three or more days. All lodging expenses must be supported by receipts.

### Meals

7. City Council Members traveling for the City on overnight trips will be allowed expenses for meals. Meal expenses shall be estimated and included on the Travel/Training Authorization (Expense Report). Estimates of the cost of meals should be made in accordance with AR 5. The Expense Report shall contain the actual meal expense of the trip.

No reimbursement will be made for entertainment or for meals of persons other than City Council Members unless approved by a majority of a quorum of the Council.

### Fees, Registration, Dues, Tuition, Banquets, Etc.

8. The City of Wichita shall bear the cost of fees, dues and conferences or meeting registration expenses. Such expenses must be verified, when possible, by a program or

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bulletin setting forth such fees or dues. In the event that such fees include cost of meals, the proper amount will be deducted from the meal expense allowance.