

*City of Wichita*



*City Council  
Advisory Board  
Information*

## Arts Council

### **Staff Contact:**

**Director, Arts & Culture Division**

**Who:** The Arts Council was established by City ordinance in 1966. In May of 1983 the board became a 501 C(3). The organization is operated by a Board of Directors. The current board consists of community advocates, members of business, philanthropy, education, the arts, and local government. Present board membership consists of 25 members and 6 ex-officio members. The Director of CityArts provides staff support and direction for the board.

**What:** The Arts Council was formed to act as an advisory board on arts matters for the City. The Arts Council has served as the financial vehicle for the 2003 and 2004 Wichita Aviation Festival. They also provide the following programs for the community:

- Annual Art Awards
- Arts and Humanities Month – October
- Cultural calendar
- Bach's Lunch
- ArtScene Magazine
- Grants and Scholarships

**When & Where:** The Arts Council meets the second Thursday of each month at noon at the CityArts building.

**Why:** The Council is designated by the City to serve as the focal point for coordinating the visibility of and promoting/marketing cultural arts in the community. The Council and the City will work cooperatively to carry out the cultural arts plan of the City.

## Design Council

### **Staff Contact:**

**Director, Arts & Culture Division**

**Who:** The Design Council was formed by City ordinance to advise the City Council on matters of aesthetic excellence of Wichita's built environment. The Design Council consists of 15 design professionals from 5 separate disciplines including architects, landscape architects, engineers, artists (including one graphic design member) and citizens-at-large.

**What:** The Design Council hopes to improve the quality of life for all citizens of Wichita by establishing the highest aesthetic standards possible. The Design Council reviews Capital Improvement Projects (CIP) and Industrial Revenue Bond (IRB) projects and makes recommendations to the City on projects which should be considered for enhancement and to ensure adequate funding for CIP projects.

**When & Where:** The Design Council meets the third Thursday of each month at 11 a.m. at the CityArts building.

**Why:** The Design Council established guidelines for the City to use when developing new projects. These guidelines serve a dual purpose of creating a consistent visual image while saving

maintenance and labor costs. The Design Council reviews projects in the early stages of development and makes recommendations on enhancements, adequate budgets, and compliance with the established guidelines. Review by the Design Council professionals encourages consultants/designers to find innovative cost-effective solutions to create memorable public spaces and to set higher design standards as a result of review by their peers.

### **Art Advisory Committee**

**Staff Contact:**

**Director, Arts & Culture Division**

**Who:** The Art Advisory Committee consists of the directors of the various cultural attractions and arts organizations through out Wichita and Sedgwick County.

**What:** Created by the Arts Council, the Art Advisory Committee advises the Arts Council in the development and implementation of a plan to coordinate the community cultural resources for all museums/attractions/arts organizations in Wichita/Sedgwick County.

**When & Where:** The Art Advisory Committee meets bi-annually at the CityArts building.

**Why:** "To assist and advise the Arts Council in the leadership and coordination of community cultural resources for the purpose of advancing the arts and culture in Wichita/Sedgwick County."

This group is asked to meet when input from all the organizations is needed on major issues concerning arts and culture in Wichita. The responsibilities of the Art Advisory Committee provide recommendations through its members. This includes community calendar of events, establishment of joint marketing programs for the attractions/organizations, coordination of exhibits, development of a strategic plan for increased participation and attendance, and establishment of strategies and programs to support and encourage increased cultural tourism revenue.

Acting Public Works Director (ULCC)  
Acting City Engineer (Subcommittee)

1. Arkansas-Louisiana Gas Company (now Aquila Networks) – Division Manager
2. City of Wichita – Director of Public Works
3. City of Wichita – Director of Water & Water Pollution Control, and Wichita Gas Utility (now Water & Sewer Department)
4. The Gas Service Company (now Kansas Gas Service Company) – Division Manager
5. Kansas Gas & Electric Company (now Westar) – Regional Manager
6. Southwestern Bell Telephone Company (SBC) – Division Manager
7. Wichita-Sedgwick County MAPC – Director of Planning
8. Air Capital Cablevision, Inc. (now Cox Communications) – Manager of Franchising & Development
9. Sedgwick County - Director of Public Works/Engineer

By ordinance the Subcommittee consists of delegates from:

1. Public Works Engineering
2. Public Works Maintenance
3. Western Union Telegraph Co. (now Telcove – limited facilities in R/W)
4. KGE (now Westar)
5. Southwestern Bell Telephone (now SBC)
6. Gas Service Company (now Kansas Gas Service Company)
7. Arkla Gas Service Company (now Aquila Networks)
8. Department of Water and Water Pollution Control (now Wichita Water & Sewer Department)
9. Cable T.V. (now Cox Communications)
10. Traffic Engineering
11. County Public Works Engineering
12. Railroads
13. McConnell Air Force Base

Subcommittee meetings are attended by any utility, company or organization with facilities located in public rights-of-way. This may include AT&T, various pipeline companies, USD 259, rural water, rural electric, etc.

**What:** The primary focus of the ULCC is to set policy and guidelines, develop design and location standards for utility construction in public rights-of-way, develop liaison systems among the City, County and private utility operations; promote safety in construction; and minimize public

inconvenience caused by construction in public rights-of-way. The ULCC Subcommittee reviews individual projects under design and coordinates utility relocations.

**When & Where:** The ULCC meets quarterly (February, May, August and November) on the first Monday of the month at 2:00 p.m. in the West Conference Room on the 8th floor of City Hall. The ULCC Subcommittee meets monthly on the third Thursday of the month at 11:00 a.m. in the South Conference Room on the 8th floor of City Hall.

**Why:** The ULCC and Subcommittee were created in response to concerns regarding use of public rights-of-way, safety issues, and project delays. The regular meetings allow continuous interaction between the users of the public rights-of-way and City/County personnel in order to promote the safe and efficient management of our public areas.

## **Information Technology/Information Services Advisory Board (IT/IS Advisory Board)**

### **Staff Contact:**

**Chief Information Officer (CIO)**

**Who:** The IT/IS Advisory Board is comprised of six department directors and the CIO, all appointed by the City Manager. The regular members of the board are: Administrative Services Director, Police Chief, Director of Finance, Director of Water & Sewer, Chief Information Officer, Director of Parks and Recreation, and the Director of Libraries. The CIO and Chairperson may also request attendance by staff from other departments as needed.

**What:** The primary focus of the IT/IS Advisory Board is to provide senior leadership and oversight to the IT/IS function. This board may create other sub-boards and committees as is required. In general the board deals with high-level strategic issues only. Activities of the IT/IS Advisory Board include, but are not limited to, the following:

- Approval of all IT/IS standards, guidelines and policies.
- Validation and contribution to creation of IT/IS vision and strategies, business plans, and financial models.
- Prioritization of major IT/IS works plans and initiatives.
- Conflict resolution for departments to "appeal" IT/IS decisions or to ask for exceptions to standards, guidelines and policies.
- Approval of projects and purchases in excess of \$10,000. This approval is in addition to approvals required by City of Wichita ordinances/laws or internal processes.

**When & Where:** The IT/IS Advisory Board has a standing meeting the third Wednesday of every month at 8:00 in the IT/IS Conference Room on the 9th floor of City Hall.

**Why:** Since 2000, an major initiative for the City has been IT centralization. The Chief Information Officer position was created in 2000 and is responsible for providing a central point of contact between departments and IT. It is a City-wide initiative to improve the organization through the use of technology.

## **District Advisory Boards...**

A new millennium and a new milestone for citizen involvement for the City of Wichita. The newly established District Advisory Boards (DABs) mark a new era in citizen participation for the City of Wichita. DABs will be lead by the District Council Member and will consist of eleven additional members appointed by the City Council.

The DABs will provide feedback and input on City policies, programs and projects. DABs will assist with issues ranging from large items, such as the City operating budget, to specific zoning cases impacting a neighborhood. DABs will convene in the evenings to provide easy access to local government. In addition, DABs will develop goals and special projects to directly serve the citizens in the district.

### **What will DABs do?**

- Review and advise the District Council member on capital improvements, planning, etc.
- Review and make recommendations on local traffic concerns.
- Serve as an informational exchange and make recommendations to the District Council member on zoning and land use matters.
- Establish an effective method to disseminate and communicate information of interest to residents of the District.
- Advise the District City Council member on appointments to City advisory boards/commissions.
- Work closely with neighborhood organizations, homeowners associations and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community.
- Serve as a vehicle for citizen involvement, education and input; and a forum for citizens to provide comments and direction to address issues of concern for the District and community.

### **How are DABs different from CPO?**

DABs will have more responsibility than the former Citizen Participation Organization. First, DAB members are appointed and will work directly with the City Council Member. Second, DAB will be active in special projects, establishing and achieving goals in the district and providing critical feedback on issues directly to the Council Member. And finally, DABs will be able to establish special task groups to investigate areas of interest for their districts.

### **Where is the City at with the DABs?**

The DAB members have all been appointed and received orientation. All DABs are meeting regularly and hearing about issues in their districts. The next step for DABs will be to establish goals for the District and to continue to receive orientation on City services.

## **When will the DABs meet?**

The schedule is as follows:

Districts I, II, V and VI will meet on the first Monday of each month. The third Monday will be the second monthly meeting if needed.

Districts III and IV will meet on the first Wednesday of each month. The third Wednesday will be the second monthly meeting if needed.

## **Where will the DABs meet and Who is the Staff Contact?**

Districts I, III, IV and VI will meet at neighborhood centers that have been designated as the future neighborhood city halls. The centers will soon be renovated to accommodate activities for the neighborhood city halls. In addition to an office for each neighborhood assistant who staffs the DAB, office space will be available for OCI and Health inspectors, community police, community education and other city departments. Computer banks with internet access will be provided for use by neighborhood residents and City Staff. A large community meeting room will be available for DABs and other neighborhood groups as well as conference rooms for use by City Staff. The City will continue to expand services from these sites. In the near future, staff for Districts II and V will also be officed in their respective districts. Currently, staff for these districts are located in the City Manager's Office.

Neighborhood Assistants serve as the Staff contact and are each assigned a separate district.

### **District I**

Atwater Neighborhood City Hall  
Address: 2755 E. 19th  
Staff Contact: Virdena Gilkey  
Phone: 303-8017  
Fax: 303-8022

### **District II**

Staff Contact: Donte Martin  
Phone: 268-4351  
Fax: 268-4519

### **District III**

Colvin Neighborhood City Hall  
Address: 2820 S Roosevelt  
Staff Contact: Vicki Mork  
Phone: 303-8029  
Fax: 303-8035



**District IV**

Stanley/Aley Neighborhood City Hall

Address: 1749 S. Martinson

Staff Contact: Brandon Kauffman

Phone: 303-8008

Fax: 303-8014

**District V**

Staff Contact: Dana Brown

Phone: 268-4351

Fax: 268-4519

**District VI**

Evergreen Neighborhood City Hall

2700 N. Woodland

Staff Contact: Terri Dozal

Phone: 303-8042

Fax: 303-8049

# City of Wichita

## DISTRICT ADVISORY BOARD

### Administrative Policies/By Laws for Boards

**1. Creation:** The District Advisory Boards were established by the City Council by adoption of Chapter 2.61 of the Code of the City of Wichita which became effective on January 3, 2000. District Advisory Boards are created for each City Council District And shall be designed according to the District number.

**2. Purpose:** The primary purpose of the District Advisory Boards is to provide the City Council, City Staff and the District Council member advice and recommendations on matters of public policy, citizen involvement, and problems or issues specific to the District served.

**3. Functions:** In addition to providing advice and recommendations to the District City Council member and City Council, the functions of each District Advisory Boards will include, but not be limited to:

1. Review and provide advice/comment on capital improvements and planning issues.
2. Review and make recommendations on local traffic concerns.
3. Formulate programs within the District to encourage and strengthen citizen involvement to foster effective relations with local government on behalf of individuals, community groups, neighborhoods, and businesses within the District.
4. Serve as an informational exchange and make recommendations to the District City Council member and the Metropolitan Area Planning commission on zoning and land use matters.
5. Establish and implement an effective method to disseminate and communicate information of interest to residents of the district served.
6. Advise the District City Council member regarding appointments to City advisory boards and commissions.
7. Work with neighborhood organizations, homeowner associations, and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community.
8. Serve on ad hoc committees, task forces and study groups that may be created by the District Advisory Board on matters for District agendas.
9. Serve in close cooperation and coordination with District Council member and City staff as informal ombudsman roles for the District, and liaisons for public access to the City Council/Staff on issues of importance to the community.
10. Serve as a vehicle for citizen involvement, education and input; a forum for citizens to provide comments and direction to address issues of concern for the District served and the community.

The actions of the District Advisory Boards shall be advisory only. District Advisory Boards and their members shall have no authority over City Staff or authority to speak on behalf of the District, obligate the District, or to carry out activities on behalf of the District without appropriate approvals.

**4. Membership and Terms:** Each District Advisory Board shall be comprised of eleven (11) members. The membership of each District Advisory Board shall reflect the demographics of the citizens of the District, including geography, gender, ethnic and racial diversity, neighborhood, business, and community interests.

The selection of the members of each District Advisory Board and the filling of vacancies shall be determined by the individual District City Council member for each District under the procedures established by Ordinance. Members shall serve a term of one year, provided that the term shall expire at the end of the term of office for the appointing District Council member. Members may be reappointed by successive terms, not to exceed eight consecutive years. Members may be removed from office by the City Council under the procedures established by Ordinance for nonattendance at three consecutive meetings, or absence at more than one third of the meetings in any twelve-month period of time.

**5. Meetings and Procedures:** Each District Advisory Board shall meet at least once each month. Meetings shall be held the first week of each month; each district establishing the specific day of the week. If necessary, the Advisory Boards may meet on the third week of each month to consider planning and land use matters. Additional meetings may be called by the District City Council member, or by a majority of the District Advisory Board by giving notice to all members and staff of the date, time, place and purpose of the meeting. Unless noticed to the contrary, all meetings shall begin at 7 p.m. and end no later than 10 p.m. Whenever possible, all meetings shall be held at their designated locations within the District served.

All meetings of the District Advisory Board and its sub-committees are subject to the Kansas Open Meetings Act, requiring notice of the date, time, and location of the meeting. Cameras and recording devices shall be allowed at meetings, subject to the reasonable direction of the Chair to allow the orderly conduct of the meeting.

It is the policy of the City to allow public participation on items coming before the District Advisory Board. Following the presentation of the item and before action by the District Advisory Board, the item shall be open for discussion by the members of the public. Each public member shall be subject to a limitation of five minutes for each presentation, unless extended by the majority of the District Advisory Board. The Chair shall have the discretion to reasonably limit the length or number of public presentations when unduly repetitious, not germane to the issue, or in the event the unusual length of business or time constraints require such limitation.

All meetings of the District Advisory Boards and their sub-committees shall be conducted in accordance with Robert's Rules of Order Revised, except where superseded by Ordinances of the City or Bylaws modified and approved by the City Council. Where there is no conflict with the established parliamentary authority, the District Advisory Board may establish such additional rules of conduct for its members as is deemed reasonable and appropriate.

**6. Quorum and Voting:** A majority of the members appointed and qualified at any given time shall constitute a quorum of each District Advisory Board. All actions and recommendations of the District Advisory Board shall be made by a majority of the members in attendance and voting at the time of the vote. No actions shall be taken in the name of the District Advisory Board where a quorum of less than fifty percent of its membership is present. No proxy votes shall be permitted in the conduct of the District Advisory Board's business.

Members shall discharge the responsibilities of their office and shall vote on all matters coming before the District Advisory Board, except in those matters announced to the Chair in which the member declares a conflict of interest, in which case the member may abstain. Members so abstaining shall be counted for the purpose of determining a quorum. Unless a member audibly votes to the contrary or announced an abstention, silence in voting shall be recorded as an affirmative vote.

In the absence of a quorum at any meeting, the Chair may adjourn the meeting to a specific time, date, and place, which shall be publicly announced. (Refer to Section 5). The lack of a quorum shall not preclude the remaining members from hearing from the public present on any item and reporting such public comments to the full District Advisory Board.

**7. Agenda and Order of Business:** The agenda for each meeting shall be prepared by designated staff or the District City Council member, and provided to the members and the City Manager and made available to the public prior to each meeting. Upon approval of two thirds of the member's present, additional items may be added to the agenda at the meeting provided that such business will not extend the meeting beyond the established time limitation for meetings (Refer to Section 5).

A regular order of business shall include a Call to Order, Approval of Minutes, Considerations of the items of business generally organized by subject matter, and Review of other matters by the District Council member and/or City Staff. Each District Advisory Board shall have the discretion to establish a public agenda to consider statements from the public on topics not covered in the agenda, provided that such public agenda shall not be used to discuss matters of personnel, litigation, and specific violations of laws and ordinances.

**8. Officers and Staffing:** The District City Council member shall serve as the Chairperson of the District Advisory Board. The District City Council member shall not serve as a voting member of the District Advisory Board but may engage in debate and

discussion, except for various matters, such as planning and zoning, coming before the City Council for public hearing. The Chairperson shall serve as the presiding officer and direct the conduct of the meeting and preserve the order and decorum of the meeting. The Chair shall decide all questions of order, based on the Roberts Rules of Order Revised, subject to an appeal to the majority of the District Advisory Board.

The District Council member shall appoint a first and second Chair *Pro Tem* to serve in the absence or abstention of the Chair. The first Chair *Pro Tem* shall serve when the District Council member is absent or not participating in a particular agenda item. The second Chair *Pro Tem* shall serve in the absence or abstention of both the District City Council member and the first Chair *Pro Tem*. During such absence or abstention, the Chair *pro tems* shall perform the duties of an act in the place of the Chair with authority of the Chair. Further, the Chair *pro tems* shall serve as full-voting members of the District Advisory Board and have the right to make motions and engage in debate and discussion.

Administrative services for the District Advisory Boards shall be provided from the City's Office of Neighborhood Services, appointed by and responsible to the City Manager, through the appropriate department head. Such staff shall prepare and coordinate the agenda, take minutes of the meetings, distribute documents, and perform such other administrative/clerical duties as are necessary for the reasonable and efficient operations of the District Advisory Board, as directed by the City Manager. Legal services shall be provided by the Department of Law.

**9. Sub-Committees:** Each District Advisory Board may establish such standing or special sub-committees as are necessary for the efficient and effective operation of the District Advisory Board. Such sub-committees (by whatever name) may be established to address specific District issues of concern, consider and make recommendations to the District Advisory Board or District Council member on certain topics regularly coming before the District Advisory Board, or serve certain coordination functions. Appointments to the sub-committees shall be made by the District City Council member in consultation with the District Advisory Board members. Nothing in this Policy is intended to prevent a District City Council member from appointing special task forces to advise the individual District Council member on particular matters.

**10. Conflict of Interest and Quasi-Judicial Proceedings:** Members of the District Advisory Boards are subject to the conflict of interest provisions of State law and City Ordinances, and shall disclose such conflicts or abstain from participation as required by law. District City Council members generally do not participate in discussion and voting on specific agenda items in which the City Council member may later serve as a decision-maker in a quasi-judicial proceeding. This does not preclude the District City Council member from participation in discussion on general policy matters of concern to the City or District.

*Note: Questions of interpretation of the above Policies and ByLaws may be referred to the City Attorney for response and/or clarification.*