

# Procedure Guidelines

## June 29, 2017

### General – City Employees

- 1010 Tuition Aid Program
- 1012 Residency Incentive Program for New Full-Time Employees
- 1020 Employee Recognition Program
- 1021 Employee Relief Fund
- 1025 Community Service Award
- 1035 Employee Volunteer Activities
- 1036 Volunteer for City Activities
- 1038 Police Officer Referral Program for City Employees
- 1040 Purchase of Personal Items
- 1045 Flag Etiquette
- [1055](#) Concealed Weapons/Firearms on City Property
- [1065](#) Employee Bike to Work Program
- 1070 Employee Parking
- 1075 Correcting Errors in Leave Balances
- [1080](#) Smoking Ban in City-Occupied Facilities and Operated Vehicles
- 1085 Gifts and Gratuities
- 1090 Healthy Vending
- 1095 Health Insurance Extension for Dependents of City Employees Killed in the Line of Duty

### Office of the City Manager

- 2010 Board of Directors Agenda Preparation
- [2020](#) Management Authority
- 2025 Citizen Complaints and Board of Directors Action Requests
- 2040 Records Center Management
- [2050](#) Freedom of Information Act Requests
- 2060 Municipal Cable Television System
- [2061](#) Retention of Videotape Recordings of Little Rock City Board of Directors Meetings
- [2080](#) Board of Directors/Staff Relations
- [2085](#) Board of Directors Events
- [2090](#) Grants Procurement, Development, Compliance and Accountability
- 2095 Post-Issuance Compliance Procedures for Tax-Exempt Qualified Obligations

### Finance

- 3010 Budget Transfers
- [3015](#) Annual Contracts (APOs)
- [3020](#) Travel Expenses
- 3021 Purchase of Personal Items and Personal Expenses Reimbursement Request
- [3022](#) Personal Long Distance Telephone Calls
- [3030](#) Car Allowance
- 3035 Internet Allowance
- [3040](#) Inventory of Equipment
- [3050](#) Sale of City Property
- [3060](#) Petty Cash and Petty Charge
- 3065 Red Flag Rules

- [3070](#) Billing Individuals Causing Damage to City Facilities
- [3075](#) Recovery of Cost for Hazardous Material Response
- [3080](#) Accepting Financial Institution Drafts (Checks)
- [3090](#) Activity (Special Project) Closing
- [3110](#) Fine Refunds
- [3120](#) Voucher Check Scheduling
- [3130](#) Solicitation Permits – Non-Profit Organizations
- [3140](#) Licensing of Profit Making Solicitations
- [3150](#) Classification of Employees versus Independent Contractors
- [3155](#) Equipment Leases
- [3160](#) Print Shop Services

### **Little Rock Police Department**

- [4010](#) Telecommunications System
- [4011](#) Central Control Systems
- [4015](#) 800 MHZ Radio System Installation and Programming Work Orders

### **Fleet Services**

- [4020](#) Fleet Unit Administration
- [4030](#) Accident Review Committee
- [4050](#) Fleet Unit Accidents
- [4055](#) Utilization of City-Owned Fleet Units
- [4060](#) Additional Fleet Unit Purchases
- [4065](#) Fleet Unit Disposal
- [4070](#) Replacement Fleet Unit Purchases
- [4080](#) Preventative Maintenance
- [4085](#) Fleet Unit Anti-Idling
- [4090](#) Fleet Unit Repairs and Maintenance

- 4100 Fleet Unit Pool
- 4200 Fleet Unit Abuse

### **Public Works**

- 5010 Regulatory (Stop, Yield, Etc.) Signage Requests
- 5020 Fire Lane Signage
- 5030 Traffic Signal Installation
- 5040 Parking Removal
- 5050 Permit Refund
- 5060 Code of Compliance for City Projects
- 5070 Landfill Credit Policies

### **Parks and Recreation**

- 6020 Special Events in the Parks
- 6030 Bands, Oration-Speeches in the Parks

### **Planning and Zoning**

- 7010 Quality Growth
- 7020 Special Improvement District Assessment
- 7030 Zoning Enforcement (Includes Extraterritorial Areas)
- 7040 Mapping and Graphics
- 7060 Notification Procedures: Voluntary Annexation
- 7070 Subdivision Enforcement (Includes Extraterritorial Areas)
- 7075 Disposition of City-Owned Properties within the "Original City"
- 7080 Investigation and Confirmation of Non-Conforming Uses

### **Housing and Neighborhoods**

- 7085 Boarding and Securing Structures
- 7090 Graffiti Removal

### **Information Technology**

- 8010 Digital Equipment and Software Systems
- 8020 City-Wide Networks
- 8025 Disaster Recovery Plan
- 8030 Records Retention for Facebook
- 8035 Mobile Device Security