



City Commission Agenda Item

Meeting Date: January 6, 2026

From: Randy Frazer, City Manager

Item: Approve agreement with South Central Kansas Area Agency on Aging (SCKAAA) at the Senior Citizens Center

Motion: A Resolution authorizing the City of Arkansas City to approve the agreement between the City of Arkansas City and the South Central Kansas Area Agency on Aging, Inc. for personnel management services and use of space at the Senior Citizens Center. **(Voice Vote)**

Background: The South Central Kansas Area Agency on Aging (SCKAAA) is under contract with the Kansas Department for Aging and Disability Services (KDADS) to provide nutrition services to senior residents across a ten-county region, including congregate meals, home-delivered meals, and nutritional education.

The City of Arkansas City owns and operates the Senior Citizens Center at 320 S. A Street. For many years, the City and SCKAAA have worked collaboratively to provide senior nutrition services at this location. This agreement formalizes the responsibilities of each party related to personnel management, facility use, and operational coordination, ensuring continued compliance with state and federal requirements while maintaining uninterrupted service to local seniors.

Summary of Agreement: Under the proposed agreement

- Personnel Management:
 - The City will provide personnel management services for staff supporting SCKAAA's nutrition programs.
 - All personnel will remain City employees, governed by City personnel policies.
 - SCKAAA will reimburse the City monthly for payroll and related employment costs based on an annually approved budget.
- Facility Use:
 - The City will provide space at the Senior Citizens Center for meal preparation, storage, congregate dining, and meal distribution.
 - The City will remain responsible for building maintenance and utilities.
 - SCKAAA will operate within established hours and holidays outlined in the agreement.
- Equipment, Commodities, and Supplies:
 - SCKAAA will provide and maintain kitchen equipment, food commodities, and supplies necessary for program operations.
- Donations and Accounting:
 - Donations and fees related to nutrition services will be accounted for in accordance with SCKAAA and City procedures, with fundraising activities kept separate between the two entities.
- Reporting and Compliance:
 - SCKAAA will remain responsible for regulatory reporting to state and federal agencies, with the City providing supporting operational information as needed.
- Term and Termination:
 - The agreement term runs from **July 1, 2025, through September 30, 2026**, with a 30-day written termination provision for either party.
- Insurance and Indemnification:
 - Each party will maintain appropriate insurance coverage and indemnify the other for claims arising from their respective operations.

Commission Options:

1. Approve the Resolution
2. Disapprove of the Resolution
3. Table the Resolution for further discussion

Fiscal Impact:

- **Direct Cost:** No new direct cost to the City
- **Funding Source:** SCKAAA reimburses the City for personnel-related expenses

☒ Included in budget ☐ Grant ☐ Bonds ☐ Other Not Budgeted

Attachments: Resolution & Agreement.

Approved for Agenda by:

A handwritten signature in black ink, appearing to read 'R. Frazer', is written over a horizontal line.

Randy Frazer, City Manager