

CITY OF BEL AIRE

BEL AIRE SENIORS FUNDING POLICY

There will be two senior groups – Senior Center and Senior Club

Organization – Senior Center:

- The City Council shall act as the Senior Center Board of Directors (Per Contract)
- The City Manager shall appoint a Senior Director. (Per Contract)
- The Senior Center shall form a Planning Committee consisting of 4 – 7 members annually in January.
- The Planning Committee shall meet semi-annually with Senior Center Staff to plan required events (8 or more baseline events, 10 or more special events and 34 or more educational events). Senior Staff shall assist in meeting these requirements. (Per Contract)
- The Director, or designee, will attend required meetings for the County, administer the budget, be available to meet with the planning committee, supervise any Senior Center employees, track attendance of events and any other requirements from Sedgwick County.
- All activities will be promoted under Bel Aire Senior Center. (Per Contract) i.e. flyers, website, newspapers, channel 7 etc.
- The Recreation Center and City Hall are available for senior activities.

Organization – Senior Club:

- The Senior Club may remain a 501c3 and elect an executive board as well as officers.
- The Senior Club, of its own accord, may contract with individuals or other groups for assistance at their own expense.
- The Senior Club may utilize the Bel Aire Recreation Center for monthly dinners or other events. These events will be promoted and scheduled with the Rec Director.
- May utilize current storage facilities at Rec Center.
- The Senior Director will be available to meet with the Senior Club or their board when requested, assist with activities upon mutual agreement between the Senior Club and Senior Director and assist with tracking attendance at events.

Finances – Senior Center

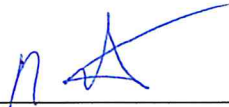
- The 2015 Senior Center Budget shall be \$28,700.
- The City receives \$18,000 from Sedgwick County for senior staff salaries and benefits. (Per Contract)
- The City will allot \$5,000 for the Senior Center events, training and instructors.
- The City Council may adopt a fee structure with input from the senior members.
- Certain activities or training may require additional fees to those attending to cover the cost of the training, transportation, etc.

- Senior Center members may take on fundraising to pay for expenses not covered by the City or special projects. That money will be deposited separately and can be used for special functions, donations, etc.
- Any unspent funds at the end of the year shall be returned to the General Fund.
- The Senior Center will take attendance at functions and shall give those numbers to the Senior Director monthly. Attendance at functions only requires the first and last name of the person attending the event as required by Sedgwick County Department of Aging. Each Senior Center participant must complete a membership form as required by the Sedgwick County Department of aging. This form only needs completed once per year.

Finances – Senior Club

- The Senior Club will have its own financial accounts and be responsible for fundraising, expenses and accounting.
- The Senior Club may use the Rec Center for social events at no charge but those events must be promoted and scheduled through the Rec Director.
- The Senior Club must pay for any costs associated with hiring individuals or others groups for assistance.
- Senior Club will receive an annual appropriation as budgeted each fiscal year from the City in January for future activities.
- Any unspent funds at the end of the year shall be returned to the City.
- The Senior Club will present a semi-annual report to the City Council detailing the events held, number of those attending as well as an accounting of how the City funds were spent. The first report shall be due by June 15th and the second report by December 15th.
- The Senior Club will provide program information on events to be held at the Rec Center to the Senior Director by the 15th of each month.
- The Senior Club will take attendance at functions held at the Rec Center and shall give those numbers to the Senior Director monthly. Attendance at functions only requires the first and last name of the person attending the event as required by Sedgwick County Department of Aging. Each Senior Club participant must complete a membership form as required by the Sedgwick County Department of Aging. This form only needs completed once per year.

Adopted this 20 day of March, 2018 by the Bel Aire City Council.



David Austin, Mayor



Stacey Cook, City Clerk