

CITY OF BEL AIRE

BEL AIRE SENIORS POLICY

The City will recognize 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 assist with planning required events (8 or more baseline events, 10 or more special events and 35 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 Senior Staff.
- May utilize current storage facilities at Rec Center.
- Senior Staff 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 Staff and assist with tracking attendance at events.
- Should the Senior Club dissolve, all members will be welcomed into the Senior Center.

Finances – Senior Center

- The 2022 Senior Center Budget shall be \$39,010.
- The City receives \$18,000 from Sedgwick County for senior staff salaries and benefits. (Per Contract)
- The City will allot \$4,000 for 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 Senior Staff daily. 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 events at no charge but those events must be promoted and scheduled through Senior Staff.
- The Senior Club must pay for any costs associated with hiring individuals or others groups for assistance.
Senior Club may request funding for supplies, events, training or meetings where attendance is taken that benefits Bel Aire seniors. Requests for food, speakers, training, trips, etc. will be made in writing or email detailing the event, estimated number of participants and costs. The Recreation Director will then instruct the the Senior Coordinator to order the food and pay the bill, schedule the speaker or event and pay the invoice. Supplies will be ordered from the city's vendor and shared with the club. No reimbursements to the club will be made. The club maintains its own finances and can cover the cost of incidentals or items they do not wish to utilize through the recreation center.
- The Senior Club will provide program information on events to be held at the Rec Center to Senior Staff by the 15th of the month before the event.
- The Senior Club will take attendance at functions held at the Rec Center and shall give those numbers to Rec Staff the day of the event. 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 _____ day of _____, 2022 by the Bel Aire City Council.

Jim Benage, Mayor

Melissa Krehbiel, City Clerk