



City of Clearwater Council Meeting Notice

Tuesday, February 23, 2016 at 6:30pm

129 E Ross Clearwater, KS 67026

www.clearwaterks.org

Please call the Clerk's office at 620-584-2311 or the Kansas Relay Service 800-8766-3777 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

AGENDA

[Please note that the meeting agenda is subject to change during the meeting.]

1. Call meeting to order and welcome

Burt Ussery, Mayor

2. Invocation and flag salute

3. Roll Call

Courtney Meyer, City Clerk

Burt Ussery, Mayor

Laura Papish, Councilmember President

Austin Wood, Councilmember

Paul Clark, Councilmember

Ron Marsh, Councilmember

Chris Griffin, Councilmember

4. Action: Approve February 23, 2016 meeting agenda

5. Public Forum

Pursuant to Ordinance No. 917 and Section 2.08.010 adopted by the governing body and approved by the Mayor on November 24, 2009, members of the public are allowed to address the Mayor and City Council for a period of time limited to not more than five minutes.

6. Action: Approve Consent Agenda

a. Minutes 02/09/16 Council Meeting

TAB A

b. Approve a Credit Card for the Chief of Police

7. Action: Approve a Utility Easement with SKT for the Chisolm Trail Sports Complex

TAB B

8. Action: Approve the Purchase of a 2003 Bucket Truck

TAB C

9. **Action:** Authorize the Mayor to Enter into an Agreement for Financing with Emprise Bank for a 2016 Ford Police Interceptor

TAB D

10. **Action:**

- a. Create a Position of Substitute Assistant for the Community Center
- b. Appoint to the Position of Substitute Assistant for the Community Center

TAB E

11. **Action: Claims and Warrants**

Courtney Meyer, City Clerk

12. **City Administrator Report**

Justin Givens, City Administrator

13. **Council Reports**

14. **Adjournment**

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

Honorable Mayor and City Council

**From: Justin S. Givens,
City Administrator**

Re: Agenda Summary 02 23 2016

- Item 6:**
- a. Approval of Minutes as submitted
 - b. Approve a Credit Card for the Chief of Police – a formal action is required for the Chief to be issued a City Credit Card

-----end of Consent Items

Item 7: SKT has requested a utility easement that would serve Park Glen Estates. The easement would run north to south on the east side of the east access drive. A new line would be put in place that would not interfere with any current or future plans at the park.

Item 8: The city has an opportunity to purchase a bucket truck from SKT for \$20,000. The truck would replace the requested utility bed that was approved for the 2016 budget cycle. Additional funds from the Water and Sewer Reserve would be used to cover the difference of \$12,000.

Item 9: The city is set to take delivery on a 2016 Ford Police Interceptor. The car was approved for the 2016 budget. Staff contacted several lenders and received a quote of 3.15% from Emprise Bank.

Item 10: Staff is proposing a paid substitute assistant for the Senior / Community Center. This position would fill in when necessary to cover the assistant's hours as well as be able to cover those times when neither the director nor assistant are available to be at the center while it is open.

Item 13: Claims and Warrants. A full list of Claims and Warrants will be presented at the meeting on Tuesday.

Items of Note:

We have included information on REAP Elected and Appointed Leadership Workshop. If you are interested in attending please let us know and we will get you registered for one if not all of the sessions.

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
February 9, 2015
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order

Mayor Burt Ussery called the meeting to order at 6:30 p.m.

2. Invocation and Flag Salute

Councilmember Griffin gave the invocation which was followed by the pledge of allegiance and flag salute.

3. Roll Call

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Councilmembers Ron Marsh, Paul Clark, Chris Griffin, and Austin Wood were present.

Laura Papish was absent.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Austin Parker, City Attorney; Bill Hisle, Police Chief; Ernie Misak, Public Works Director; Beki Zook, Recreation Director; Pamela Riggs, Senior Center Director; Gareth Adams, police officer.

Others Present:

Todd Dannenberg and David Fitzgerald, Park Advisory Board; Clifford Pray, Fall Festival Committee; Bryce Allenbach, Aidan Brockman, JT Teeter, Troop 898; Carl Fry, Brittan Morris, Greer Huff, Bayley Baker, Lonnie Stieben, Faith Clouse, Erin Crist, Andy and Juliann Jacobs, Shari Mills, Karen Matzen, Becky Schievelbein, Marc Wilson, and Chery Wright, Residents.

4. Approval of the Agenda

Mayor Ussery called for a motion to approve the February 9th agenda as presented.

Motion: *Marsh* moved, *Wood* seconded to accept the February 9, 2016 agenda with modification. Voted and passed unanimously.

5. Public Forum

None

6. Consent Agenda

Mayor Ussery called for a motion to approve the consent agenda.

Motion: *Griffin* moved, *Marsh* seconded to approve the consent agenda as presented. Voted and passed unanimously.

7. City Park Usage

Todd Dannenburg with the Park Advisory Board presented the before and after pictures of the work done to the softball field at the Chisholm Trail Sports Complex and the City Park that was completed in 2015

again for the audience of tonight's meeting.

Dannenburg then explained what the Park Advisory Board's short term and long term goals were for the parks and the approved improvement for 2016 the Council voted on at the last meeting.

Mayor Ussery asked if anyone had comments or questions about future plans for the park.

Kathleen Smothers, Cliff Pray, Andy Jacobs, Erin Crist, Carl Fry, Juliann Jacobs, and one boy scout spoke up for leaving the open area of the park open and to allow heavy equipment in that section of the park.

Todd Dannenburg for the Park Advisory Board and restated that the Park Advisory Board's recommendations are to not allow the heavy equipment in the park at all.

Mayor Ussery recommended a joint meeting with Fall Festival, Park Advisory, the police chief, fire and EMS directors, and public works director to discuss pros and cons to every location the carnival can be set up at and come back to the Council by the End of April with the list so the Council can make an informed decision.

Councilmember Griffin supported the Mayor's recommendations.

Councilmember Clark mentioned he has been on the Fall Festival Committee when the carnival was held in the street and he didn't see it detract from the Fall Festival at all.

Misak stated the improvements that have been approved for 2016 would not hinder heavy equipment being placed in the park for this year. He asked if the Council would make a decision tonight for 2016 Fall Festival Committee to be able to set the carnival up in the park and come back later this year to decide for future use.

Mayor Ussery stated he has spoken to residents over past last several months and he found a consensus 9:1 the Fall Festival carnival should be in the park. Mayor Ussery believe the Council should be able to make a decision tonight for the 2016 year.

Mayor asked councilmembers if they would be able to make a decision tonight for the Fall Festival carnival 2016 to be in the park or not. Consensus was they could.

Motion: *Griffin* moved, *Marsh* seconded for the Fall Festival has the ability to set up the carnival in the park for 2016 with a requirement that recommendations for future use of the park be made by the last meeting in April to Council. Voting was tied at 2-2. Mayor Ussery was the tie breaker voting yea. Motion passed with a 3-2 (Wood, Clark) vote.

8. Award Contract to Wilson Building maintenance for Cleaning Services

Over the past several years the city has used multiple people for cleaning services of its public buildings. City staff was informed that the cleaning contractor for City Hall was no longer able to perform the duties and the Contractor for cleaning at the Community Center and Library has also informed the City of their decision to stop providing cleaning services. At the December 7, 2015 meeting staff presented an RFP for Cleaning Services and the Governing Body approved the solicitation for proposals. Staff sent approximately 15 proposals to vendors in the metropolitan area. Of those sent out, two companies looked at the buildings and only one company presented a bid for services.

Wilson Building Maintenance of Wichita was the lone bidder to the City. Wilson has a long standing tradition of providing janitorial services in the area. They currently provide janitorial services to Emprise Bank in Clearwater. Wilson is fully licensed and bonded and will provide janitorial services at all three buildings as a fully independent contractor.

Wilson provided a monthly rate of cleaning for each building at \$252.58 which includes weekly cleaning as well as monthly and quarterly requirements. The total cost on a monthly basis will be \$757.74 which is approximately \$30 more per month than what was currently being paid on all three buildings. Savings can be realized in the way of decrease purchases of cleaning supplies. The city was providing those items to our cleaners where Wilson will provide their own cleaning supplies.

Motion: *Clark* moved, *Griffin* seconded to award cleaning services contract to Wilson Building Maintenance. Voted and passed unanimously.

9. Year-End Report – Community Center

Senior/Community Center Director Riggs presented the Community Center 2015 year-end report. The Senior/Community Center is operating at a Level 2 status with funding from the Department on Aging as a Level 1 until funds are available to move up.

The year-end report will be posted on the website for residents to view.

10. Year-End Report – Public Works

Public Works Director Misak presented the 2015 year-end report. Misak reported the department did over 11,400 meter reads, over 750 work orders, maintained approximately 14 miles of sewer mains, 30 blocks received crack sealing, and the street sweeper logged 290 miles.

The year-end report will be posted on the website for residents to view.

11. 2015 Year End Financials

Meyer presented the 2015 financials and stated the only fund that was amended was the Bond and Interest fund. Meyer asked if Council had any questions. Council had no questions

12. Claims and Warrants

Meyer presented the claims and warrants in the amount of \$43,659.37.

Motion: *Griffin* moved, *Clark* seconded to pay the claims and warrants in the amount of \$43,659.37. Voted and passed unanimously.

13. City Administrators Report

- Administration
 - Staff received several positive comments and feedback from residents for the Windmill. We will plan on putting one together this month as well.
 - Staff met and reviewed a portion of the updated personnel manual. It is anticipated that it will be presented to the Governing Body at the second meeting in February or first meeting in March.
 - We have received on quote from Central Glass and are waiting for a few other for the glass above the entryway into the Council Chambers. This will help with heating and cooling expenses.
 - Staff has met again with Triple B Construction including sub-contractors and is awaiting a bid for work on the building next door.

- Unfortunately, there is nothing to report on the backstop. EMC has had several local contractors out and has received our two bids.
- Public Works
 - Staff has been working on the gun range at the WWTF
 - Continued work on putting millings down in alleys
 - Started some crack filling while we had a good weather window.
- Parks and Recreation
 - Baseball sign-ups went to the school today.
 - Daddy Daughter Date Night had approximately 40 couples sign up and was considered a successful event.
- Library
 - Story Time and Lego Club are tomorrow.
 - The board has invited several interested citizens to the next board meeting to fill the vacancy.
- Community Center
 - Will host Tax Day on February 22nd – a free service for those needing tax help.
 - Will be hosting an I.D. Theft Seminar on February 16th
 - The Center will be hosting the Quilts of Valor program on Presidents Day, February 15th at 3:00.
- Police
 - The new patrol vehicle will be delivered in the first part of March (Ford Pursuit SUV)
 - Staff will be looking at Financing Options for the vehicle for approval at the next meeting
 - Officers secured and served a search warrant after movers for one of the apartment complexes found drug paraphilia during an eviction.

City Hall will be closed Monday, February 15th in observation of Presidents Day

14. Council Reports

Griffin had nothing to report.

Marsh had nothing to report.

Clark had nothing to report.

Wood mentioned there large pieces on asphalt in the alley behind his house and asked if public works would be picking them up. Misak said yes.

Ussery had nothing to report.

15. Adjournment

With no further discussion Ussery called for a motion to adjourn.

MOTION: *Marsh* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously
The meeting adjourned at 9:16 p.m.

CERTIFICATE

State of Kansas }
County of Sedgwick }
City of Clearwater }

I, Courtney Meyer, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the January 26, 2015 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 9th day of February 2016.

Courtney Meyer, City Clerk

Unapproved

**City of Clearwater
City Council Meeting
February 23, 2016**

TO: Mayor and City Council
SUBJECT: Authorize a Credit Card for the Chief of Police
INITIATED BY: City Administrator
PREPARED BY: City Administrator
AGENDA: New Business

Background: Department heads are provided City of Clearwater credit cards for use in purchasing goods and services as well as other reimbursable expenses. It is necessary for the Governing Body to authorize department heads to receive the credit cards.

Analysis: Based on previous practice and the Purchasing Policy, Department Heads are allowed to carry city credit cards with a limit of \$1,000 for routine purchases.

Financial:

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Authorize a Credit Card for the Chief of Police in the amount of \$1,000;
- 2) Authorize the Card with Modifications;
- 3) Not Authorize the Card
- 4) Table the Matter for Further Study;
- 5) Take No Action.

Attachments: None

**City of Clearwater
City Council Meeting
February 23, 2016**

TO: Mayor and City Council
SUBJECT: Grant an Easement to SKT
INITIATED BY: City Administrator
PREPARED BY: City Administrator
AGENDA: New Business

Background: SKT provides cable, internet, and phone to businesses and residential properties in Clearwater. SKT has requested an easement from the city to install new service to Park Glen Estates.

Analysis: The proposed easement would run north to south from Ross to the Park Glen Estates property thru the Chisolm Trail Sports Complex. The proposed utility easement is 20' wide and is designed to be east of the drive going thru the sports complex. The easement would not interfere with any current facilities or proposed future plans for the park area. SKT has an option for the installation of a new service line that would run from 4th Street thru the existing homes which would require the removal of fences and trenching the line in thru backyards.

Financial: Cities routinely grant easements at no charge to utility companies for service to its citizens. The city does receive a 3% franchise fee from SKT for allowing the company to operate within the city limits.

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Grant the Easement as Presented;
- 2) Grant the Easement with Modifications;
- 3) Table the Matter for Further Study;
- 4) Take No Action.

Attachments: SKT Easement (2-pages) Easement Diagram (1-page)

GRANTOR	CITY OF CLEARWATER
GRANTEE	THE SOUTHERN KANSAS TELEPHONE COMPANY, INC.
TYPE OF DOCUMENT	UTILITY EASEMENT-GRANT
RECORDING FEE	\$ _____
MTG REG TAX	\$ _____
TOTAL AMOUNT	\$ _____

RETURN ADDRESS	CITY OF CLEARWATER 129 E. ROSS AVENUE P.O. BOX 453 CLEARWATER, KANSAS 67026
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UTILITY EASEMENT GRANT

This Utility Easement made and entered into by the City of Clearwater, Kansas, a Municipal Corporation (Grantor), in their capacity as owner of the real property described below, for and in consideration of one dollar, the receipt of which is hereby acknowledged, and other valuable consideration, does hereby grant and convey to the (Grantee) The Southern Kansas Telephone Company, Inc., a corporation located in Sedgwick County, Kansas, a 20 foot wide permanent utility easement for the purpose of construction and maintenance of public utilities, as depicted in the attached Exhibit A. The centerline of said 20 foot utility easement is described as follows, to-wit:

Beginning at the Northeast corner of the Northwest Quarter of Section 25, Township 29 South, Range 2 West of the Sixth Principal Meridian, Sedgwick County Kansas; thence on an assumed bearing of South 88 degrees 39 minutes and 54 seconds West along the North line of said Northwest Quarter, a distance of 210.02 feet; thence South perpendicular to said North line a distance of 34.0 feet to the South line of Ross Avenue road right of way, which is the Point of Beginning; thence South 0 degrees 30 minutes 23 seconds East, a distance of 1330.12 feet to a point of termination on the North line of Park Glen Estates, said point of termination is 222.92 feet West of the Northeast corner of Lot 4 Block 2 of said Park Glen Estates. Said tract contains 0.61 acres.

This grant is made on the following terms:

This grant of an easement is binding upon and inures to the benefit of the parties hereto and their successors, heirs and assigns.

Executed this _____ day of _____, 2016.

By _____
MAYOR, Burt Ussery
City of Clearwater, Kansas

Accepted by vote of the City Council of the City of Clearwater, Kansas on the _____ day of _____, 2016 and executed by its Mayor on this _____ day of _____, 2016.

MAYOR, BURT USSERY
CITY OF CLEARWATER, KANSAS

ATTEST:

SEAL:

CITY CLERK, COURTNEY MEYER

ACKNOWLEDGEMENTS

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

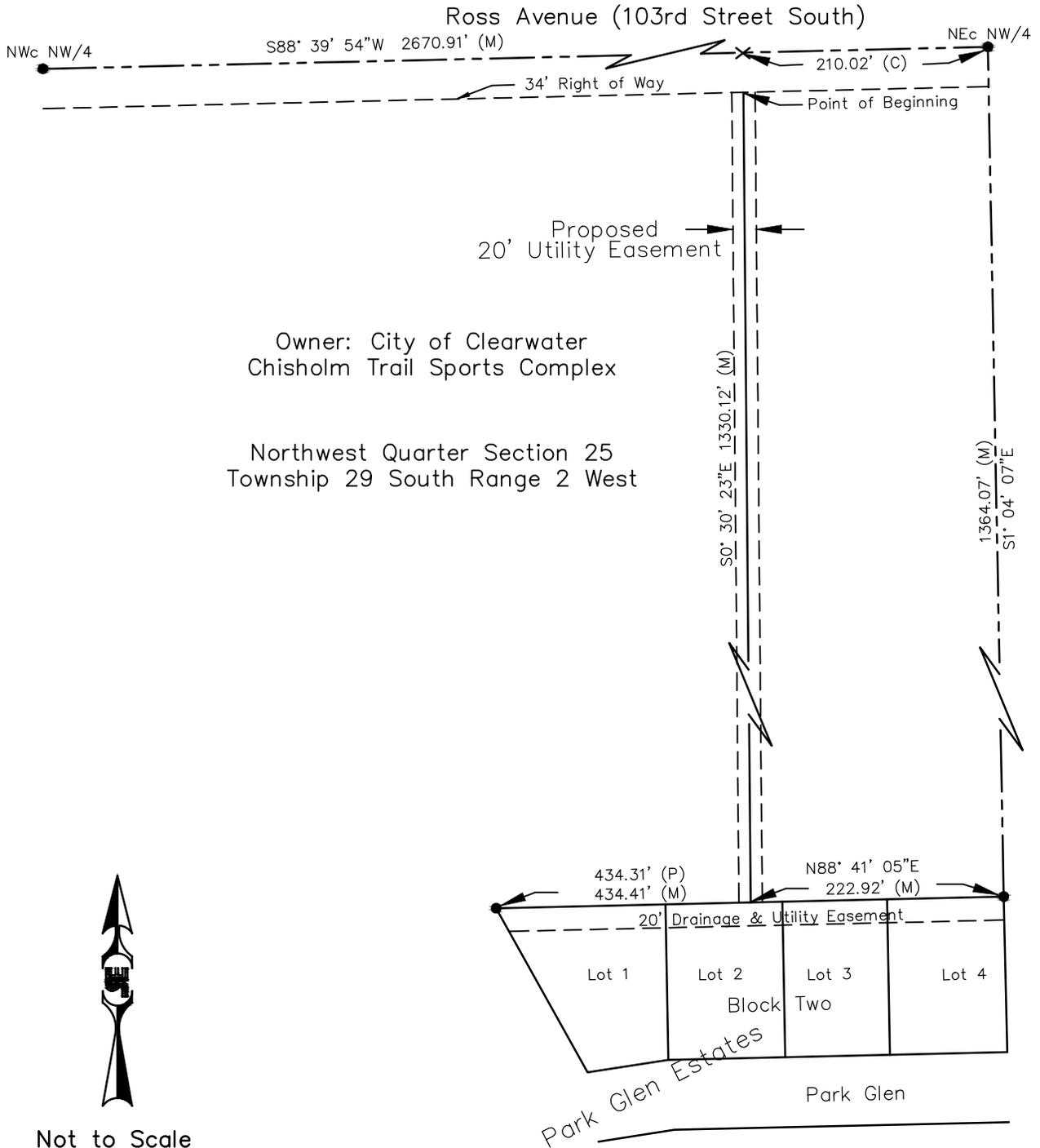
BE IT KNOWN BY ALL PERSONS that on this _____ day of _____, 2016, came Burt Ussery who is known to me to be the Mayor of the City of Clearwater, Kansas who executed the foregoing Easement.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Notary Public

My Appointment Expires: _____

Exhibit A



Not to Scale



8615 W. Frazier, Suite 2 • Wichita, Kansas 67212
Phone (316) 722-4472 Fax (316) 722-4479

**City of Clearwater
City Council Meeting
February 23, 2016**

TO: Mayor and City Council
SUBJECT: Consider the Purchase of a Used Bucket Truck
INITIATED BY: Director of Public Works
PREPARED BY: City Administrator
AGENDA: New Business

Background: For 2016, the Public Works Department programed in \$8,000 for a utility bed to be placed on one of the existing trucks in the fleet. Staff was approached with the opportunity to purchase a used bucket truck from SKT prior to being listed on Purple Wave. The bucket truck comes with a utility bed and would double as a service vehicle. The Public Works Department uses lifts to trim trees in the right of way and place flags and banners during holidays. The department also has to work in conjunction with other contractors to install lights during the holidays as well as repairing of lights that cannot be reached safely such as the traffic signal for the pedestrian cross walk at City Park.

Analysis: The bucket truck offered from SKT is a 2003 Ford F-550 2wd with approximately 45,000 miles on it. It has an ETI Lift with a working height of 32' which was certified as recent as 2015. Bucket trucks are required to be certified every year. The truck does have a utility bed and would be used as a service vehicle for the water department. With the addition of a bucket truck to the fleet staff would be able to more safely trim trees within the right of way as well as hang banners and flags and would not be dependent upon other organizations for the installation of holiday decorations.

Financial: \$8,000 was earmarked in the budget for the utility bed in the Water Department. That amount with an additional \$6,000 from each of the Water and Sewer Utility Year End transfer would cover the cost of the bucket truck.

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Authorize the Purchase of the Bucket Truck at \$20,000;
- 2) Not Authorize the Purchase of the Bucket Truck;
- 3) Table the Matter for Further Study;
- 4) Take No Action.

Attachments: None

**City of Clearwater
City Council Meeting
February 23, 2016**

TO: Mayor and City Council
SUBJECT: Authorize an Agreement with Emprise Bank for the Lease
Purchase of a Police Vehicle
INITIATED BY: City Administrator
PREPARED BY: City Administrator
AGENDA: New Business

Background: In the 4th Quarter of 2015, the Police Department ordered a 2016 Ford Police SUV. The vehicle was budgeted as part of the fleet replacement program and will replace one of the cruisers that was rotated out of service. The city has used lease/purchasing financing to minimize upfront cost in purchasing vehicles, which allows the fleet to be rotated easier when vehicles begin to have higher mileage.

Analysis: The lease purchase option allows the city to budget a smaller amount on a yearly basis and minimize the impact of new vehicles on the overall operating budget. This is especially useful will interest rates remain low. Staff reached out to several banks and finance companies for quotes on financing options. The city budgets payments for 36 months for each vehicle. The quotes received are as follows:

Lender	APR	Monthly Payment
Ford Motor Company	5.65%	830.37
Home State Bank	4.00%	806.01
Emprise Bank	3.15%	792.88

The City currently has two other vehicles on lease purchase options. The 2013 Tahoe and a 2013 Chevy Truck. The 2012 Tahoe was paid off last year.

Financial: The payments for the patrol vehicles are budgeted in line item 100.402.4150.761.007 The new vehicle will require yearly payments of \$9,514.56 for 36 months with a total cost of \$28,543.68 which is \$1,521.68 over the delivered price. The total of all lease purchase payments for the Police Department for 2016 would be \$17,925.82. In 2016 the budgeted amount for all lease purchase payments was \$35,000

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Authorize a Lease/Purchase Agreement with Emprise Bank for the financing of a new patrol vehicle;
- 2) Authorize a Lease/Purchase Agreement with another Lender;
- 3) Not Authorize the Lease Purchase Agreement;



257 North Broadway
P.O. Box 2970
Wichita, Kansas 67201•2970
316•383•4400

February 17, 2016

City Clerk
City Hall
129 E. Ross Ave., PO Box 453
Clearwater, KS 67026

RE: Police Patrol Vehicle Financing
Formal Lease/Purchase Proposal

OBLIGOR: **City of Clearwater, Kansas**

- This is a Lease/Purchase Contract; \$1.00 purchase price at the end of the lease.
- Fixed interest rate for the term.

EQUIPMENT: **2016 Police Patrol Vehicle**

Acquisition Cost: \$27,022.00; Down Payment: \$0; Trade In: \$0;
Principal Balance: \$27,272.00 (includes a \$250.00 origination fee)
Terms offered: Three (3) years @ 3.15% (fixed rate) = \$792.88 payment,
Payment Mode: Monthly in Arrears;
First Payment Date: at closing with the remaining 35 payments due monthly thereafter.

* This is a proposal only and is not a commitment to finance. Payments are estimated. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.

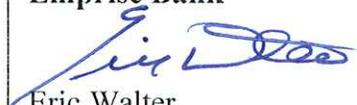
* Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor may result in the actual expense incurred by the bank for legal fees being passed on to the Obligor.

* This transaction must be credit approved, all documents properly executed and returned to Emprise Bank and the transaction funded on ALL proposals on or before May 20, 2016. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligee or its assignees, then Obligee or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety.

*This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.

*OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE 10,000,000 LIMIT.

Emprise Bank



Eric Walter
VP, Commercial Lending

City of Clearwater, Kansas

Signature:

Typed Name & Title:

Date:

- 4) Table the Matter for Further Study;
- 5) Take No Action.

Attachments: Lease Purchase Agreement (1-page) Police Fleet Information (1-pages)

Actual and Estimated Future Budget Payments									
Vehicle	2016	2017	2018	2019	2020	2021	2022	2023	2024
2016 INTERCEPTOR	7,135.92	9,514.56	9,514.56	1,106.96		13,500	13,500	13,500	
2013 TAHOE	4,794.94				13,500	13,500	13,500		
2013 TRUCK	5,994.96			13,500	13,500	13,500			13,500
2012 TAHOE			12,000	12,000	12,000			13,500	13,500
Total Year	17,925.82	9,514.56	21,514.56	26,606.96	40,500	40,500	27,000	27,000	27,000

Mid-Year Replacement Project Budget Payments									
Vehicle	2016	2017	2018	2019	2020	2021	2022	2023	2024
2016 INTERCEPTOR	7,135.92	9,514.56	9,514.56	1,106.96		10,125	10,125	10,125	10,125
2013 TAHOE	4,794.94				10,125	10,125	10,125	10,125	
2013 TRUCK	5,994.96			10,125	10,125	10,125	10,125		
2012 TAHOE			9,000	9,000	9,000	9,000			10,125
Total Year	17,925.82	9,514.56	18,514.56	20,231	29,250	39,375	30,375	20,250	20,250

**City of Clearwater
City Council Meeting
February 23, 2016**

TO: Mayor and City Council
SUBJECT: Create a Position and Appoint a Part – Time Substitute Assistant
for the Community Center
INITIATED BY: Senior Center Director
PREPARED BY: City Administrator
AGENDA: Consent Agenda

Background: The Senior/Community Center employs one full time person, (the Director) and one part-time person (Assistant). On occasion, for various reasons neither the Director nor Assistant have been available for work at the Center.

Analysis: If neither person is available the center is closed or volunteers are sought out at the last second to open and close the center. The appointment of a Part-Time Substitute Assistant that could be scheduled in when conflicts arise as well as called upon when needed would smooth operations and ensure the hours of operation for the Community/Senior Center.

Financial: The appointment of this person would be budget neutral as the hours worked would be equivalent to the already programed in hours for the Assistant. The addition of the position would also help to eliminate overtime incurred by the Director. The position would pay \$7.50 per hour and would not be eligible for benefits from the city.

Legal Considerations: Review and Comment as Necessary

Recommendations/Actions: It is recommended the City Council:

- 1) Create the position of Substitute Assistant and Appoint the Position;
- 2) Create the position and direct staff to post the job opening;
- 3) Table the Matter for Further Study;
- 4) Take No Action.

Attachments: None