



EL DORADO

THE FINE ART OF LIVING WELL

City of El Dorado, KS
220 E. First Avenue
El Dorado, KS 67402
Phone: (316) 321-9100
Fax: (316) 321-6282
www.eldoks.com

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Special City Commission Meeting Agenda
DATE: November 13, 2019

A Special City Commission Meeting is scheduled for November 13, 2019 at 5:00 pm in the Commission Chambers at City Hall, 220 E. First Avenue. The following items will be presented:

I. ITEMS FOR PRESENTATION AND DISCUSSION

- a. Street Naming of Industrial Park Road
- b. Water Sales Policy
- c. Cardboard Recycling Update
- d. Increase Facility Rates
- e. Advisory Boards
- f. Lake Master Plan

II. November 18, REGULAR AGENDA REVIEW

- a. Proclamations
- b. Consent Agenda
 - i. City Commission Minutes
- c. New Business
 - i. Quorum Ordinance
 - ii. 3rd Quarter Financial Report
 - iii. Airport Temporary Note
 - iv. Library Charter Ordinance
- d. Executive Session
 - i. None

III. REPORTS

- a. City Commission Reports
- b. City Manager's Report

2019 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

2018 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: City Clerk Tabitha Sharp & Community Marketing Manager Molly Denton
SUBJ: Increase Facility Rates
DATE: November 6, 2019

Background:

The current Civic Center and Train Depot rental rates were passed by the City Commission in 2015. Since that time the facilities have been well used, and are showing their age. Items to be placed in the CIP for these buildings include, but are not limited to: painting the outside of the Depot; adding a screen and projector at the Depot; replacing chairs and tables at both facilities; replacing the partition doors at the Civic Center; and replacing the parking lot at both facilities. These rates are no longer supporting the facilities' needs and so staff are recommending changes to the price structure.

A policy for fee exceptions was passed by City Commission in 2009, staff have made suggestions for changes to that policy. We have also made changes to the rental agreements for the Depot and Civic Center. All policies are included in the packet.

Policy Issue:

The rental rates for both facilities are comparably lower than other rental spaces in the area. At the Civic Center, there are two rates offered: a breakout room rate and a full facility rate. At the Train Depot, there are two sides available for rent (West and East), both with a different rate. These are depicted in item A in the support documents.

Alternatives:

- A. Increase the rates as shown in Item C.
- B. Provide staff with direction on a rate structure.
- C. Do not make a change.

Fiscal Impact:

Item B shows revenues and expenses incurred from 2016 – 2019. The summary shows the overall fiscal impact.

Trade-offs:

As mentioned, there are several projects that we would like to do involving these rental facilities and without the increase, we will be unable to begin them unless there is available fund balance.

Staff Recommendation:

Increase the rates as shown in Item C.

Commission Actions:

A. Current Rental Rates

Civic Center				
	Price per day	Avg. # Rentals	Deposit Refunded	Total
Church	\$450	50	n/a	\$22,500.00
Full Facility	\$700	38	-\$150	\$20,900.00
Breakout Room (all day)	\$125	14	n/a	\$1,750.00
Breakout Room (< 4 hours)	\$50	20	n/a	\$1,000.00
Approx. Revenue				\$46,150.00

Train Depot			
	Price per day	Avg. # Rentals	Total
West Side	\$35	160	\$5,600
East Side	\$25	95	\$2,375.00
Approx. Revenue			\$7,975.00

B. Revenue and Expenses (2016 – YTD)

Civic Center (as of 10/1/19)					
Year	Full Facility Revenue	B/O Room Revenue	Expenses	Profit/Loss	Largest Expenses Incurred
2019	\$29,350.00	\$1,125.00	\$88,021.43	-\$57,546.43	Carpet, Paint, Renovations for Butler REC
2018	\$37,175.00	\$1,865.00	\$65,290.84	-\$26,250.84	
2017	\$37,375.00	\$2,562.50	\$118,411.45	-\$78,473.95	Civic Center Marquee
2016	\$28,775.00	\$2,800.00	\$54,705.13	-\$23,130.13	

Train Depot (as of 10/1/19)				
Year	Revenue	Expenses	Profit/Loss	Largest Expenses Incurred
2019	\$5,405.00	\$7,295.26	-\$1,890.26	
2018	\$10,665.00	\$7,943.96	\$2,721.04	
2017	\$7,285.00	\$14,931.98	-\$7,646.98	Furnace work, Blinds, New Fridge
2016	\$8,775.00	\$6,119.02	\$2,655.98	

C. Proposed New Rental Rates

Civic Center				
	Price per day	Avg. # Rentals	Deposit Refunded	Total
Church	\$550	50	n/a	\$27,500.00
Full Facility (Monday – Thursday)	\$1,000	18	-\$150	\$15,300.00
Full Facility (Friday & Saturday)	\$1,500	20	-\$150	\$27,000.00
Breakout Room (all day)	\$150	14	n/a	\$2,100.00
Breakout Room (< 4 hours)	\$75	20	n/a	\$1,500.00
Approx. Revenue				\$73,400.00

Train Depot			
	Price per day	Avg. # Rentals	Total
West Side	\$70	160	\$11,200.00
East Side	\$50	95	\$4,750.00
Approx. Revenue			\$15,950.00

Summary

Facility	Current Revenue	Increased Revenue (approx.)	Average Expenses	Profit/Loss (approx. with new rates)
Civic Center	\$46,150.00	\$73,400.00	\$81,607.21	-\$8,207.21
Train Depot	\$7,975.00	\$15,950.00	\$9,072.56	\$6,877.44

El Dorado Civic Center
Rental Fee Exceptions/Clarifications

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~~Request for waiver of the Civic Center rental fees, other than those specifically waived below, requires completion of the Civic Center Resource Application. The request will be granted or denied based on the results of the Impact model. Follow up information will also be required from anyone to which a waiver is granted and must be completed within 30 days after the use of the facility. Failure to submit the follow up information will result in the entity being billed for the rental fee and ineligibility for future waivers.~~

~~*Deposits are not eligible for the waiver~~

Governmental Entities

~~USD 490 – rental fee shall be equal to the amount USD 490 would charge the City to rent a facility.
Bluestem Schools – rates will not be free or reduced~~

~~Unified School Districts –~~

- ~~• Rental fee shall be \$ _____ (amount defined by City Commission)~~

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~~Butler County-~~

- ~~• Fee waived for elections.~~
- ~~• Fee shall be waived if the county agrees to set up and clean up.~~
 - ~~○ Opting out of set up and clean up will result in the application of the non-profit fee~~

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~~Butler Community College-~~

- ~~• Rental fee shall be \$ _____ (amount defined by City Commission)~~

~~is equal to the amount BCC charges the City to rent facilities.~~

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~~Outside Governments- non-profit rental fee applies~~

Special Events

~~Governors One Shot Turkey Hunt – non-profit rental fee applies
Frontier Western Day Celebration – non profit rental fee applies
Christmas with Friends – non-profit rental fee applies
Camp Host Meeting – non-profit rental fee applies~~

Non-Profit Entities

A non-profit rate is available for full facility rentals only. Organizations must provide proof of their non-profit status to receive the discount. The discount given is 20% of the rental fee.

Originally adopted by the City Commission 12/21/2009

El Dorado Partner Entities

El Dorado Inc., ~~El Dorado Chamber of Commerce and El Dorado Main Street-~~

- ~~Rental fee waived for Annual Meetings~~
 - ~~This waived rental fee may be applied toward another reservation if no Annual Meeting is held at facility.~~
 - ~~The non-profit rental fee shall apply to other uses of the facility, unless otherwise provided in a written agreement by the City Commission.~~
 - ~~Non-profit rental fee applies to all other events~~
- ~~Chamber of Commerce-~~
- ~~Rental fee waived for Annual Meeting~~
 - ~~Non-profit rental fee applies to all other events~~

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Other City Associated Events

~~Reservations held at the facility that have an association with the City, may be eligible for a waived rental fee. These reservations must request approval from the City Manager.~~

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Special Events

~~Events held annually at the facility or special events requesting a discounted rental rate are at the discretion of the City Manager.~~

~~All other reservations that request a discounted or waived rental free are at the discretion of the City Managers approval.~~

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~~*Not sure what to put under Special Events – the two lines above basically say the same thing. Should we remove special events all together and just leave the last line?~~

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Physical Address:
El Dorado Civic Center
201 E. Central
El Dorado, KS 67042

Business Address:
El Dorado City Hall
220 E. 1st Ave.
El Dorado, KS 67042

El Dorado Civic Center Rental Agreement Form

Lessee Information

Event Date(s):	Purpose:
Responsible Party:	Organization:
Email:	Address:
Contact Phone:	
Name and Address for deposit refund check (if different than above):	

Event Information

Room Requested: ☐ Breakout Room (meeting room) ☐ Full Facility (banquet room, kitchen, serving room and breakout rooms)	
Start Time (including set-up):	Close Time (including clean-up):
Marquee Sign Display Message:	
Estimated Attendance:	Will Admission be Charged? Y N
Will Food be Served? Y N	Will Alcohol be Served? Y N
Will you need WIFI? Y N <i>(available by request at the time of your reservation)</i>	

Rental Policies and Procedures

Reservation and Payment:

- Reservations will be made on a first come first serve basis. Reservations will only be confirmed when the written application and \$25 deposit has been returned.
- The rental fee must be paid in full two weeks prior to the event. If the payment is not received within the time limit, the reservation will be subject to cancellation.
- Payments can be made using cash, credit, or check. Checks must be written to the City of El Dorado.
- Cancellations must be given 2 weeks from scheduled event for a full refund. Cancellations given 1 week from scheduled event will receive a refund in half of the amount paid. NO refunds will be submitted if the cancellation is less than six days regardless of amount paid. If the cancellation is due to a medical emergency or death, written notice is required and will be at management discretion. Cancellations will result in forfeiture of the \$25 rental deposit.
- Rental fees will be assessed based on the following:

Area of Rental Per Day	Monday - Thursday	Friday & Saturday
Breakout Room Rental Fee (>4 hours)	\$150	\$150
Breakout Room Rental Fee (<4 hours)	\$75	n/a

Area of Rental Per Day	Monday - Thursday	Friday & Saturday
Full Facility Rental Fee	\$850	\$1,350
Deposit (refundable)	\$150	\$150

- A copy of a debit/credit card and valid driver's license is required to hold for any damages, stolen property or lost keys.
- Non-profit rates available for full facility rentals only. Organization must provide proof of their status. Discount is 20% off. A \$200 discount for Monday-Thursday rentals and \$300 discount for Friday-Saturday rentals.
- An additional charge of \$150 will apply if the stage is requested to be moved or taken down.
- Additional charges will apply for our staff to make changes to set up after it is complete.

- Sunday is currently not available to rent.

Decorations: _____ (Initial)

- **NO** nails, tape, tacks or staples are allowed on the Civic Center walls. Blue Painters tape is an acceptable adherent.
- **NO** Glitter, confetti, hay and straw are allowed to be used for decorating within the facility.
- **NO** Kegs, coolers, or drink machines are allowed in the building unless they remain on the bare concrete floor in the receiving room on the east side of the building.
- **All** decorations, equipment, foods, supplies, etc. are to be unloaded at the east overhead door. (No exceptions.)
- No tables, chairs or other abrasive items are allowed on the dance floor.
- Renter is responsible for bringing all decorating materials including ladder, scissors, tape, etc.
- **All** candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
- **All** items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
- No fork lifts or pallet jacks of any kind are allowed in the Civic Center building.
- **Failure to comply with any of the aforementioned decoration rules will result in a forfeiture of the entire Clean-up and Damage Deposit.**

Set-up and Clean-up: _____ (Initial)

- The City will be responsible for set-up and tear down of all tables and chairs. Set-up will be completed in accordance with the Lessee's requests. If the lessee requests additional set-up changes beyond those reflected on the initial set-up form, they will be charged at \$50 per-hour.
- **The lessee is responsible to clean floors, tables and kitchen. Including sweeping, disposing of all trash, and wiping down surfaces. The lessee is responsible to leave the facility in the same condition it was found.**
- Renter is responsible for removal of all trash to the dumpsters on the east side of the building.
- Renter is responsible for cleanup of excessive spills or accidents. Failure to do so will result in additional charges.

Damages: _____ (Initial)

- Lessee agrees to return the premises of the El Dorado Civic Center in the same condition as rented from the Center. The City will inspect the premises to its satisfaction after the lessee's use. Any damage or excessive cleanup needs, noted by the inspector, to the Civic Center building and/or grounds will result in additional charges. **Any damage in excess of the pre-paid fee will be charged to the lessee.** The lessee shall pay the balance of the costs within ten days of the receipt of a statement for repairs or replacement. It is the responsibility of the lessee to ensure that the caterer provides proper cleanup. **In the event of no detected damage or excessive cleanup, the designated portion of the deposit will be mailed to the renter within 30 business days following the completion of the lessee's use of the facility.**

Alcohol Policy: _____ (Initial)

- The El Dorado City Commission promotes the use of the Civic Center for any and all events.
- The City Manager or his designee must approve all events at which alcoholic or malt beverages will be served. The City Manager or his designee has the authority to make special regulations for any such event, which may be more restrictive than those included in the original contract.
- Any caterer charging a fee for alcoholic or malt beverages must be licensed with the State of Kansas and approved by the City Manager or his designee.
- The lessee will be responsible for providing adequate supervision for the dispensing and serving of alcoholic beverages to guests attending the event.
- All guests attending an event serving alcoholic beverages must be 21 years of age except:
 - If an individual is employed for the event to perform a service i.e. entertainment, catering, etc.
 - If an individual is accompanied by a parent, legal guardian or other relative over the age of 21.
- The City Manager has the authority to deviate from the administrative policy.
- Any violation of the policy will result in the immediate termination of the event.

Key Request and Event Walk Through: _____ (Initial)

- An entrance key is available for Civic Center renters. A copy of a valid credit card will be required when the key is picked up.
- A Walk Through is required for any weekend, evening or multi day event. The Walk Through will be completed between 3:00-4:30PM on the business day prior to the event (or the day of the event for weekday evening events).
- When the event is over, clean-up has taken place, and all doors are securely locked, drop the key into the drop box in the corridor.
- The lessee or person 21 years of age or older designated by the lessee is required to pick-up the key during the event walk through.
- All doors (interior and exterior) must be locked and the key must be returned to the drop box in the Civic Center entrance upon the completion of the rental period. Failure to return the facility key will result in a \$500 replacement fee charged to the credit card on file.

Non-Refundable Deposit Information: _____ (Initial)

- A \$25 deposit is required to reserve the facility, and must be paid by cash or check. The deposit will be deducted from the total rental fee. In the event of cancelation, the fee will not be refunded to the lessee unless deemed appropriate by Civic Center management.
- If any Civic Center property is missing upon completion of event, an automatic \$100 will be deducted from the possible \$150 Clean-Up and Damage Deposit. This includes the HDMI, VGA, sound cords and rechargeable batteries that are provided for use for the projection and sound equipment.

General Building Policies: _____ (Initial)

- Use of illegal drugs, smoking, and/or gambling is not permitted in the El Dorado Civic Center.
- Only those rooms specified on the agreement will be available for use by the lessee.
- All minors on the premises must have adequate adult supervision.
- The City of El Dorado cannot be responsible for accident, injury or loss/damage of personal property.
- Rules and regulations are subject to change at the City's discretion.
- The Fire Department has the right to walk-through the building at any point during the event to check the occupancy and ensure compliance with the fire code.
- The lessee signing this agreement agrees to be the responsible party.
- All activities shall end at 1:00am on the date following the final day of the lease agreement unless special permission has been granted and approved by the Civic Center management. **All guests, decorations, and items not provided by the Civic Center must be out of the building by the designated time or the lessee will be subject to an additional charge.**

Hold Harmless Agreement: _____ (Initial)

- The lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of El Dorado, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Civic Center space except to the extent any such claims may arise from any act or omission of the City of El Dorado.

I have read the procedures for use of the El Dorado Civic Center and agree to abide by the regulations set forth by the City of El Dorado. I assume responsibility for any damages that might occur during my use of the facility.

Signature of Responsible Party

Date

Name of Responsible Party

Lessee Reminders

Civic Center Outer Doors

- East Door is unlocked from the inside
- West Door is locked and unlocked from the outside
- When unlocked check handicap buttons to ensure they are functioning properly

General Policies

- No Parking in Fire Lanes
- Use of illegal drugs, smoking, and/or gambling is not permitted in the El Dorado Civic Center
- Only those rooms specified on the agreement will be available for use
- All minors on the premises must have adequate adult supervision
- **All activities shall end at 1:00 a.m. on the date following the final day of the lease agreement unless special permission has been granted and approved by the Civic Center Management. All guests, decorations, and items not provided by the Civic Center must be out of the building by the designated time or the lessee will be subject to an additional charge.**

Decorations

- **NO** nails, tape, tacks or staples are allowed on the Civic Center walls. Blue Painters tape is an acceptable adherent.
- **NO** glitter, confetti, hay and straw are allowed to be used for decorating within the facility.
- **NO** Kegs, coolers, or drink machines are allowed in the building unless they remain on the bare concrete floor in the receiving room on the east side of the building.
- **All** decorations, equipment foods, supplies, etc. are to be unloaded at the east overhead door. (No exceptions.)
- No tables, chairs or other abrasive items are allowed on the dance floor.
- Renter is responsible for bringing all decorating materials including ladder, scissors, tape, etc.
- **All** candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
- **All** items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
- **No** fork lifts or pallet jacks of any kind are allowed in the Civic Center building.
- **Failure to comply with any of the aforementioned decoration rules will result in a forfeiture of the entire Clean-up and Damage Deposit.**

Post Event Checklist

- ☐ All trash has been moved to the dumpster on the east side of the building
- ☐ Ensure all floors, tables and kitchen areas are clean including sweeping, disposing of all trash, and wiping down surfaces
- ☐ Excessive spills and accidents have been cleaned
- ☐ All sound equipment has been returned to the media room and are turned off
- ☐ All HDMI, VGA and sound cords have been returned to media room
- ☐ All lights and projectors are turned off
- ☐ All doors are locked
- ☐ Catering equipment has been removed and kitchen appliances turned off
- ☐ Keys are deposited in the drop box

For non-emergency issues contact: DO NOT CONTACT 911 FOR CIVIC CENTER ISSUES!

- 316-321-9100 (during regular business hours)
- 316-323-4214 (after hours)

Physical Address:
El Dorado Train Depot
430 N. Main
El Dorado, KS 67042

Business Address:
City of El Dorado
220 E. 1st Ave
El Dorado, KS 67042

Office use only:

- ☐ Paid R# _____
☐ Reservation on Website

Train Depot Rental Agreement Form

Lessee Information

Event Date(s):	
Responsible Party:	
Organization (if applicable):	Address:
Contact Phone:	Email:

Event Information

Room Requested (West or East):			
Event Description:			
Is this a public event?	Yes	☐	No ☐
Will you need WIFI?	Yes	☐	No ☐ (WIFI available by request at the time of your reservation)

Rental Policies and Procedures

Reservation and Payment:

- Reservations will be made on a first come first serve basis. Reservations will only be confirmed when the written application and rental fee have been returned. **A major credit card and a valid driver's license is required at time of reservation for the facility and key deposit.**
- Payments can be made using cash, credit or check. Checks must be written to the City of El Dorado.
- Cancellations must be given 2 weeks from scheduled event for a full refund. Cancellations given 1 week from scheduled event will receive a refund in half of the amount paid. NO refunds will be submitted if the cancellation is less than six days regardless of amount paid. If the cancellation is due to a medical emergency or death, written notice is required and will be at management discretion.
- The KEY must be picked up by 5:00 p.m. on the day of your reservation. Weekend reservations must pick up the key by 5:00 p.m. the Friday before. Key is due back to our office the following business day.**
- Rental fees will be assessed based on the following:

<i>Area of Rental</i>	<i>Capacity (approx.)</i>	<i>Rental Fee (per day)</i>
East Room	15-25	\$50
West Room	60-75	\$70
Full Facility		\$100

The rental of the El Dorado Train Depot Facility is subject to the following provisions:

- The use of the facility must be confined to that stated in the event description above.
- The Lessee signing the agreement for the use of the facility will be responsible for all persons entering the facility which they are using regardless of whether or not all those entering are members of the group which has been permitted to use the facility. Only the specific section of the facility mentioned in the agreement is to be used by the group. This includes the community room, kitchen, restrooms, and lawn area.
- Use of tobacco, illegal drugs or disorderly conduct is prohibited.
- All groups must observe all post regulations in the rental facility.

5. The rental fee must be paid in advance of facility use to the City of El Dorado. Failure to pay the rental fee will be reason enough to deny the use of the facility by the group or organization.
6. Any and all events with minors in attendance must provide adequate supervision for all underage attendees. The City reserves the right to refuse use of the facility by any groups not in compliance with this regulation if they feel it is in the City's best interest to do so.
7. The lessee is responsible to leave the facility in the same condition it was found. This includes removal of all trash to outside dumpster, wiping down tables and chairs, returning tables and chairs to the storage area, and sweeping the floors.
8. Renter is responsible for cleanup of excessive spills or accidents.
9. City will inspect the premises to its satisfaction after the lessee's use. Any damage or excessive cleanup needs, noted by the inspector, to the Depot building and/or grounds will result in a charge to the credit card on file. The lessee shall be notified of the additional fee to be assessed to the card. It is the responsibility of the lessee to ensure that the caterer provides proper cleanup. In the event of no detected damage or excessive cleanup, the credit card and license information on file will be securely shredded at no expense to the Lessee.
10. An entrance key is available for Depot renters. When the event is over, clean-up has taken place, lights are off and all doors are securely locked, return the key to the drop box on the east side of the City Hall building. Failure to return the facility key will result in a \$500 replacement fee charged to the credit card on file.
11. The following policies apply to all decorations:
 - a. **NO** nails, tape, tacks or staples are allowed on the Depot walls. Blue painters tape is an acceptable adherent.
 - b. **NO** glitter, confetti, hay or straw are allowed to be used for decorating within the facility. Candles are also prohibited unless granted a permit by the El Dorado Fire Department.
 - c. **NO** items which may cause damage to the facility floor or grass are permitted. Porta-potties are allowed but must remain on the paved parking lot surface.
 - d. Bouncy Houses are strictly prohibited unless special permission is requested and granted by the City.
 - e. **Failure to comply with any of the aforementioned decoration rules will result in a loss of all facility usage privileges.**
12. The City of El Dorado cannot be responsible for accident, injury or loss/damage of personal property.
13. Rules and regulations are subject to change at the City's discretion.
14. The Fire Department has the right to walk-through the building at any point during the event to check the occupancy and ensure compliance with the fire code.
15. The lessee signing this agreement agrees to be the responsible party.

Hold Harmless Agreement

- The lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of El Dorado, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Depot space except to the extent any such claims may arise from any act or omission of the City of El Dorado.

I have read the procedures for use of the El Dorado Train Depot and agree to abide by the regulations set forth by the City of El Dorado. I assume responsibility for any damages that might occur during my use of the facility.

Signature of Responsible Party

Date

Name of Responsible Party

Lessee Reminders

General Policies

- No Parking in Fire Lanes.
- Use of illegal drugs, smoking, and/or gambling is not permitted at The Depot.
- Only those rooms specified on the agreement will be available for use.
- All minors on the premises must have adequate adult supervision.

Decorations

- **NO** nails, tape, tacks or staples are allowed on the Depot walls. Blue painters tape is an acceptable adherent.
- **NO** glitter, confetti, hay and straw are allowed to be used for decorating within the facility. Candles are also prohibited unless granted a permit by the El Dorado Fire Department.
- **NO** items which may cause damage to the facility floor or grass are permitted. Porta-potties are allowed but must remain on the paved parking lot surface.
- Bouncy Houses are strictly prohibited unless special permission is requested and granted by the City.
- **Failure to comply with any of the aforementioned decoration rules will result in a loss of all facility usage privileges.**

Post Event Checklist

- ☐ All trash has been removed to the outside dumpster
- ☐ Ensure all floors, tables and chairs areas are clean and returned to the storage area including sweeping, disposing of all trash, and wiping down surfaces
- ☐ Excessive spills and accidents have been cleaned
- ☐ All lights are turned off
- ☐ All doors are locked
- ☐ Keys are returned to City Hall or deposited in the drop box at City Hall.

For non-emergency issues contact:

316-321-9100 (during regular business hours)
316-323-4214 (after hours)

2018 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
 FROM: City Clerk Tabitha Sharp
 SUBJ: Advisory Board Appointments
 DATE: November 6, 2019

Background:

The following boards have open positions currently.

Advisory Board	Number of Seats	Term	Notes
BOA	3	Follows Commission Term	Mayor – Vince had appointed Robbie Pollard Commissioner Lewis – Britt Moore Commissioner Wilkinson – Dave Stewart
CTC	4	December 2021	Staff have provided recommended changes to the board.
EFABC	3	December 2021	2 members and one alternate
El Dorado Inc.	2	Follows Commission Term	Mayor has automatic seat Commissioner Lewis – Gregg Lewis Commissioner Wilkinson – Kim Smith
El Dorado Inc. Housing	2	Follows Commission Term	Ex-Officio – Can be anyone on the City Commission
El Dorado Main Street	1	Follows Mayor's Term	Mayor holds the spot per Main Street By-laws
Library	1	December 2023	Nancy Wagner had to resign because of KPERS requirements. Judith Cole is eligible for one more term. Herb Llewellyn is eligible for two more terms. Staff are recommending changes to the Mayor's appointment.
Parks and Recreation	3	December 2021	Brett Remsberg and Tyson Nielsen's terms are expiring and there was one unfilled position
Sales Tax	7	2020	2 – Mayor 1 – per Commissioner
Vice Mayor	1	2020	Last two were Kendra and Gregg

Policy Issue:

The City Commission must approve advisory board appointments and the proposed charter ordinances.

Alternatives:

Not applicable.

Fiscal Impact:

Each advisory board has the ability to influence decisions regarding the budget, the Commission must ensure that they choose individuals who will be responsible board members who will consider the ramifications of their recommendations on the citizens.

Trade-offs:

None

Staff Recommendation:

The Commission should provide the names of individuals who would be willing to serve on these Advisory Boards and Committees.

Commission Actions:

The Commission will take official action on these nominations at a regular meeting.

Board of Appeals/Code Review		
Term Limit: No Limit	Term Length: 2 or 4 years	Appointed By: Commission

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
		Scott	Pechin				Secretary, Bldg. Official
1	12/31/2019	Robbie	Pollard	3rd	2018	2013	Appt'd by Mayor Haines (2-year term)
2	12/31/2021	Eddie	Dean Jr.	3rd	2018	2010	Appt'd by Comm. Badwey (4-year term)
3	12/31/2021	Matt	Grange	1st	2018	2017	Appt'd by Comm. Guthrie (4-year term)
4	12/31/2019	Britt	Moore	1st	2017	2017	Appt'd by Comm. Lewis (4-year term)
5	12/31/2019	Dave	Stewart	3rd	2015	2007	Appt'd by Comm. Wilkinson (4-year term)

Quorum

3

	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

Important Notes:

Per bylaws: Members must be qualified to make decisions on matters pertaining to building construction and not be employees of the jurisdiction. Board should consist of individuals from diverse backgrounds; new members should be similar to those being replaced

Discusses building code adoption, methods of construction and training

Meetings are held quarterly, as needed, and are usually on a Tuesday during lunchtime.

Board of Zoning Appeals		
Term Limit: No Limit	Term Length: 3 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
	Jay	Shivers				Secretary, Planning and Zoning Dir.
1 12/31/2020	Eddie	Dean Jr.	4th	2017	2008	
2 12/31/2021	Brad	Long	1st	2019	2019	Seat Will Be Appointed by Planning Commission
3 12/31/2020	Shane	Krause	2nd	2018	2015	
4 12/31/2021	Jim	Phillips	3rd	2016	2010	
5 12/31/2021	Kevin	Mulvaney	1st	2016	2016	***

Quroum

3

	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

*Includes a partial term

Important Notes:

***Per state statute: at least one member needs to be a resident outside of the city's limits

***Per zoning code, one member will be appointed by Planning Commission

Discusses zoning variance requests

Meets as needed with no set schedule

Convention & Tourism Committee		
Term Limit: No Limit	Term Length: 2 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
	Matt	Guthrie				Ex-Officio
	Molly	Denton				Secretary, Marketing Manager
1 12/31/2020	Karen	Anderson	1st			Private Citizen
2 12/31/2020	Deanna	Bonn	1st			
3 5/1/2020	Seth	Turner	1st	2017	2017	Lake Representative
4 12/31/2019	Natalie	Donges	4th	2018	2013	Owner of Deer Grove RV Park (B)
5 12/31/2019	Jean	Plummer	5th	2018	2010	Private Citizen
6 12/31/2019	Ross	Viner	1st	2018	2018	
7 12/31/2019	Randy	Just	2nd	2018	2016	USD 490 Representative
8						Holiday Inn
9 12/31/2020	Tiya	Tonn	1st	2019	2019	Kansas Oil Museum
*Includes a partial term						
Quroum 6						
						Seat is up for renewal
						Open/Vacant Seat due to resignation or non-renewal
						Renewal Application Received
						New Application Received

Important Notes:

(B) At least four members must be representative of businesses connected to hotel/motel industry

Makes recommendations regarding programs and expenditures for the promotion of conventions and tourism

Meets every other month on the second Tuesday at 4:00. Meeting location varies.

EFABC		
Term Limit:	Term Length:	Appo

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
1 12/31/2019	Kendra	Wilkinson	1st	2019	2019	
2 12/31/2019	Vince	Haines	2nd	2018	2015	
12/31/2019	Gregg	Lewis	2nd	2019	2018	Alternate Member

	Seat is up for
	Open/Vacancy
	Renewal Application
	New Application

El Dorado Inc.		
Term Limit: No Limit	Term Length: 4 years	Appointed By: Commissioner

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
1	12/31/2019	Gregg	Lewis	1st	2015	2015	Appt'd by Comm. Lewis (#2)
2	12/31/2019	Kim	Smith	1st	2015	2015	Appt'd by Comm. Wilkinson (#4)
3	12/31/2019	Vince	Haines	1st	2018	2015	Mayor Automatic Seat
4	12/31/2019	Lindsay	Mills	1st	2018	2018	Appt'd by Comm. Guthrie (#1)
5						2018	Appt'd by Comm. Badwey (#3)

Quorum One-third plus one of the total

	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

Important Notes:

Goal - further economic development of the El Dorado community in measurable ways: increased employment, business volume, etc.
 Meets on the fourth Thursday of each February, March, April, May, June, August, September and October of each year at 3:30p.m.
 There is also a November meeting, which is usually held on the 2nd or 3rd Thursday. Meetings are held other months, as needed.

El Dorado Inc. Housing		
Term Limit: No Limit	Term Length: Duration of term	Appointed By: Commission

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
1	12/31/2019	Vince	Haines	1st	2015	2015	Ex-Officio
2	12/31/2019	Gregg	Lewis	1st	2015	2015	Ex-Officio

Important Notes:

Meets as needed with no set schedule

	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

Joint Corrections Advisory Board**Term Limit: No Limit****Term Length: 3 years****Appointed By: Commission**

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
1	5/1/2018	Curt Miles	Zieman Erpelding	8th	2019	2000	Staff Representative City Rep for County Board



Seat is up for renewal

Open/Vacant Seat due to resignation or non-renewal

Renewal Application Received

New Application Received

Library Board		
Term Limit: 2 Consecutive	Term Length: 4 years	Appointed By: Commission

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
		Vince	Haines				Ex-Officio
1	5/1/2020	David	Worley	1st	2017	2017	Serving Partial Term, eligible for 2 Full Terms
2	5/1/2021	Nancy	Wagner	2nd	2017	2013	Resigned due to KPERS requirement
3	12/31/2021	Rachel	Norris	1st	2018	2018	
4	5/1/2021	Susan	Holthaus	2nd	2017	2013	
5	12/31/2021	Richard	King	1st	2014	2014	
6	12/31/2020	Judith	Cole	1st	2015	2014	1st was partial, is now serving first full term
7	12/31/2019	Herb	Llewellyn	1st	2018	2018	Serving Partial Term, eligible for 2 Full Terms

Quroum

4

	Seat available for new or renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

*Includes a partial term (prefers to not include partial terms as part of term limits)

Important Notes:

Per bylaws, board members must be residents of El Dorado

Makes and directs library policy, in accordance with State Statute; promotes library interests;

selects and provides direction to the Library Director; administration and control of library funds and equipment

Meetings are held monthly, on the second Monday of each month at 4:30

Planning Commission		
Term Limit: No Limits	Term Length: 3 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
	Jay	Shivers				Secretary, Planning and Zoning Dir.
1 12/31/2020	David	Lewis	2nd	2018	2015	
2 12/31/2021	Scott	Leason	3rd	2016	2011	
3 12/31/2021	Gerald	Watson	2nd	2016	2013	
4 12/31/2021	Brad	Long	2nd	2016	2013	
5 12/31/2020	Scott	Hackler	1st	2018		Outside City Rep.
6 12/31/2021	Kelly	Tetrick	1st	2017	2017	
7 5/1/2020	Kyle	McLaren	2nd	2017	2014	Outside City Rep.
8 12/31/2021	Steve	Fellers	1st	2019		
9 12/31/2020	Dave	Stewart	2nd	2018	2016	

Quorum

5

*Includes a partial term

	Seat available for new or renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

Important Notes:

*** To fulfill statutory obligation: two members must reside outside of but within three miles of city limits

Makes recommendations for the preparation, development and adoption of the comprehensive plan; formulates zoning and subdivision regulations; and holds public hearings for proposed zoning changes and makes recommendations to the City Commission
Meetings are held monthly, as needed, on the fourth Thursday of the month at 6:30. Schedule may be slightly altered during Holidays

Main Street Advisory Board		
Term Limit: No Limit	Term Length:	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
	David	Dillner				Voting Member
1 12/31/2019	Vince	Haines	1st	2015	2015	Ex-Officio (follows term of office)

Appointees are per Main Street Bylaws

	Seat available for new or renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

Important Notes:

Meetings are held monthly on the fourth Tuesday at noon

REAP		
Term Limit: No Limits	Term Length: 1 year	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Notes
	Vince	Haines			Ex-Officio
	Kurt	Bookout			
	David	Dillner			

Recreation Advisory Board		
Term Limit: No Limits	Term Length: 2 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
	Kevin	Wishart				Secretary, Parks and Rec Dir.
	Kendra	Wilkinson				Ex-Officio
1 12/31/2019						Steve resigned Jan 14, 19
2 12/31/2019	Brett	Remsberg	2nd	2018	2016	
3 12/31/2020	Russ	McCaig	4th	2017	2011	
4 12/31/2019	Tyson	Nielsen	1st	2018	2018	
5 12/31/2020	Loren	Anthony	5th	2017	2009	
Quorum		3				Seat available for new or renewal Open/Vacant Seat due to resignation or non-renewal Renewal Application Received New Application Received

Important Notes:

No specific requirements for membership

Makes recommendations concerning recreation programming; long term needs; long term planning and other duties as determined by the Commission

Meetings held bi-monthly (except for summer months) on the third Wednesday of each month at 6:00. Special meetings on occasion

Sales Tax		
Term Limit: No Limits	Term Length: 1 year	Appointed By: Commission

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
		Tammy	Schaffer				Finance Director
		Tabitha	Sharp				Secretary, City Clerk
1	12/31/2019	Andy	Waller	4th	2019	2015	Appt'd by Mayor Haines
2	12/31/2019	Steve	Funk	1st	2019	2019	Appt'd by Mayor Haines
3	12/31/2019	Lindsay	Mills	1st	2019	2019	Appt'd by Comm. Guthrie
4	12/31/2019	Mel	Arnold	1st	2019	2019	Appt'd by Comm. Wilkinson
5	12/31/2019	Victoria	Humig	1st	2019	2019	Appt'd by Comm. Badwey
6	12/31/2019	Dan	Davis	4th	2019	2015	Appt'd by Comm. Lewis
7	12/31/2019	Scott	Leason	1st	2019	2019	Appt'd by Planning Commission

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	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

Important Notes:

No specific requirements for membership

Considers requests for use of excess sales tax collections and makes recommendations. Purpose of excess sales tax collected is additional street rehabilitation; additional property tax reduction and capital expenditures

Meets 2-3 times a year (as needed, to make a recommendation) in January/February

CHARTER ORDINANCE NO. ____

A CHARTER ORDINANCE EXEMPTING THE CITY OF EL DORADO, KANSAS,
FROM K.S.A. SECTION 12-1222, AND PROVIDING SUBSTITUTE AND
ADDITIONAL PROVISIONS ON THE SAME SUBJECT

Section 1. The City of El Dorado, Kansas, a city of the second class, by virtue of the power vested in it by Article 12, Section 5, of the Constitution of the State of Kansas, hereby elects to exempt and does exempt itself from and makes inapplicable to it K.S.A. 12-1222, which section is not applicable uniformly to all cities of the second class and the legislature, not having established classes of cities for the purpose of imposing tax limitations and prohibitions, and provides substitute and additional provisions as hereinafter provided.

Section 2. The governing body of the City of El Dorado, Kansas, is hereby authorized and empowered to appoint any of its members to the Library Board to serve as the ex-officio.

Section 3. Publication. This Charter Ordinance shall be published once each week for two consecutive weeks in the official city newspaper.

Section 4. Effective Date. This Charter ordinance shall take effect 61 days after the final publication unless a sufficient petition for a referendum is filed, requiring a referendum to be held on the ordinance as provided in Article 12, Section 5 of the Constitution of the State of Kansas, in which case this Charter ordinance shall become effective upon approval by a majority of the electors voting thereon.

PASSED by the Governing Body of the City of El Dorado, Kansas, on this 18th day of November, 2019.

Vince Haines, Mayor

ATTEST:

Tabitha Sharp, City Clerk

APPROVED AS TO FORM:

Ashlyn Lindskog, City Attorney