

**KENAI COUNCIL ON AGING  
WORK SESSION – REVIEW OF CODE OF CONDUCT & CENTER FEES  
APRIL 13, 2023 – 3:00 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
**\*Telephonic/Virtual Information Below\***  
[www.kenai.city](http://www.kenai.city)**

1. **CALL TO ORDER**
2. **INTRODUCTION** – Kathy Romain, Senior Center Director
3. **PUBLIC COMMENT** (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)
4. **COMMISSION DISCUSSION**
  - a. Review of Code of Conduct
  - b. Review of Senior Center Fee Schedule
5. **ADDITIONAL PUBLIC COMMENT**
6. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85932221514?pwd=U1VQMm8wNHZ3UFRGN01rUWpmTml1Zz09>

**Meeting ID:** 859 3222 1514

**Password:** 363482

**OR Dial in by your Location:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 859 3222 1514

**Password:** 363482

# KENAI SENIOR CENTER

## Code of Conduct and Ethics

### Our Mission

To serve as a community focal point for senior services where adults 60+ come together for fellowship and program participation, to engage in opportunities for dignity and personal growth, to improve and enrich their quality of life, to support the needs of older individuals, to enhance their independence, and to broaden their involvement within the community.

*Users of the Center are expected to follow standards of independence and behaviors as we strive to support the goals of a welcoming atmosphere and safe environment for all who come through our doors.*

### **Be considerate of people and property:**

- Please follow the COVID-19 guidelines for the Center regarding masks and social distancing. Hand sanitizer is available for your convenience.g. If you are ill, please do not enter the building. This is the best way we can ensure your safety and health.
- Please remember all ADA approved service animals are permitted in the building. Owners are responsible for their animal by keeping the animal close and in control at all times. Service animals must not disrupt other patrons.
- Please know that smoking or vaping is not allowed within the Senior Center building or within twenty (20) feet of the Center building. KMC 12.40 Ashtray stands are located near the sidewalk in front of the Senior Center.
- Please refrain from consuming alcohol on the premises during Senior Center regular hours. Participants who are under the influence will be asked to leave the premises.
- Please refrain from using cell phones within the main dining room. Phone calls may be taken outside or to other less populated areas of the Senior Center. Conversations via speakerphone are discouraged as they can be disruptive to other patrons.
- Please keep in mind the provided items are intended for use at the Center. (Napkins, cream/sugar, etc.) **Please do not take these items for use at home.**
- Please refrain from wearing strong fragrances or hygienic products. Many seniors have allergies or are sensitive to strong odors.
- Please show respect to the staff, volunteers, other participants, and the Senior Center. The Kenai Senior Center promotes a safe and positive place. Harassment, violence or threats will not be tolerated in any form.
- Please dress appropriately and maintain personal cleanliness and good hygiene.
- Please remember solicitation, or selling is not permitted within the Senior Center. If you have something you would like to advertise, feel free to use the community bulletin board.

**Medical Conditions or Issues:** Participants should provide an emergency contact. If a participant experiences a medical or any other problem while on the premises, staff will seek appropriate medical treatment on their behalf. Participants (with care-giver when necessary) should be reasonably oriented and capable of independent decision-making. Participants must take responsibility for their own health, hygiene and care.

City of Kenai  
Fiscal Year 2023 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2021 Grade</u>	<u>FY2022 Grade</u>	<u>FY2023 Grade</u>	<u>FY2021 Full Time Equivalent Positions</u>	<u>FY2022 Full Time Equivalent Positions</u>	<u>FY2023 Full Time Equivalent Positions</u>
<b><u>Building Department</u></b>	Building Official/ Manager	22	22	22	1.00	1.00	1.00
	Building Maintenance Lead Technician	19	19	19	0.66	0.66	0.66
	Building Maintenance Technician	17	17	17	0.66	0.66	0.66
<b><u>Library</u></b>	Library Director	23	23	23	1.00	1.00	1.00
	Administrative Assistant III	15	15	15	1.00	1.00	1.00
	Library Assistant	11	11	11	3.00	3.00	3.00
	Library Aide (52 week 40 hr/week position)	8	8	8	1.00	1.00	1.00
	Library Aide (52 week 14 hr/week position)	8	8	8	1.05	1.05	1.05
	Library Aide (52 week 25 hr/week position)	8	8	8	0.62	0.62	0.62
	Janitor	3	3	3	0.35	0.45	0.45
<b><u>Parks, Recreation &amp; Beautification Department</u></b>	Parks and Recreation Director	22	22	23	0.96	0.96	0.96
	Assistant Parks and Recreation Director	-	-	19	-	-	0.88
	Parks and Recreation Maintenance Technician	14	14	14	1.92	1.92	1.92
	Parks and Recreation Laborer	6	6	6	0.98	0.98	0.98
	Temporary Parks and Recreation Maintenance Leader	T3	T3	T6	0.40	0.40	0.40
	Temporary Parks and Recreation Maintenance Worker	T1	T1	T5	1.77	1.77	2.06
	Temporary Parks & Grounds Gardener	T2	T2	-	0.29	0.29	-
	Administrative Assistant I	13	-	-	0.50	-	-
	Administrative Assistant III	-	15	-	-	0.95	-
	Recreation Center Worker	-	3	3	-	3.00	3.00
<b><u>Dock</u></b>	Street Foreman	21	21	21	0.04	0.04	0.04
	Equipment Lead Operator	19	19	19	0.04	0.04	0.04
	Equipment Operator	16	16	16	0.19	0.19	0.19
<b><u>General Fund Totals</u></b>					<b>92.85</b>	<b>96.46</b>	<b>96.09</b>
	<b><u>Water and Sewer Fund</u></b>						
<b><u>Water</u></b>	Public Works Director	28	28	28	0.09	0.09	0.09
	Administrative Assistant III	-	15	15	-	0.09	0.09
	Utility Foreman I/II	21	21	21/22	0.50	0.50	0.25
	Utility Lead Operator	19	19	19	0.50	0.50	0.50
	Utility Operator I/II	15/18	15/18	15/18	1.00	1.00	1.50
	Accounting Technician I	15	15	15	0.25	0.25	0.25
	Administrative Assistant I	13	13	13	0.15	0.15	0.15
<b><u>Sewer</u></b>	Public Works Director	28	28	28	0.09	0.09	0.09
	Administrative Assistant III	-	15	15	-	0.09	0.09
	Utility Foreman I/II	21	21	21/22	0.50	0.50	0.25
	Utility Lead Operator	19	19	19	0.50	0.50	0.50
	Utility Operator I/II	15/18	15/18	15/18	1.00	1.00	1.50
	Accounting Technician I	15	15	15	0.25	0.25	0.25
	Administrative Assistant I	13	13	13	0.16	0.16	0.16
<b><u>Sewer Treatment Plant</u></b>	Public Works Director	28	28	28	0.12	0.11	0.11
	Administrative Assistant III	-	15	15	-	0.11	0.11
	Utility Foreman I/II	21	21	21/22	1.00	1.00	0.50
	Utility Lead Operator	19	19	19	1.00	1.00	1.00
	Utility Operator I/II	15/18	15/18	15/18	1.00	1.00	1.00
<b><u>Water and Sewer Fund Totals</u></b>					<b>8.10</b>	<b>8.39</b>	<b>8.39</b>
	<b><u>Airport Fund</u></b>						
<b><u>Administration</u></b>	Airport Manager	25	25	25	1.00	1.00	1.00
	Administrative Assistant II	14	14	14	0.67	0.67	0.67
<b><u>Airfield</u></b>	Airport Operations Supervisor	20	20	20	1.00	1.00	1.00
	Airport Operations Specialist	16	16	16	1.00	1.00	1.00
	Seasonal Equipment Operator	16	16	16	0.83	0.83	0.83
	Temporary Equipment Operator	T16	T16	T16	0.19	0.19	0.39
<b><u>Other Buildings &amp; Areas</u></b>	Planning Director	21	23	23	0.30	0.30	0.30
	Building Maintenance Lead Technician	19	19	19	0.17	0.17	0.17
	Building Maintenance Technician	17	17	17	0.17	0.17	0.17