



City and Borough of Wrangell
Parks and Recreation Advisory Board
AGENDA

Wednesday, March 03, 2021
5:30 PM

Location: VENUE

Parks and Recreation Meeting
5:30 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AMENDMENT TO AGENDA**
4. **APPROVAL OF MINUTES**
 - [a.](#) Parks & Recreation Advisory Board meeting minutes attached from February 3rd, 2021.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**
 - [a.](#) March 2021 Director's Report
9. **UNFINISHED BUSINESS**
 - [a.](#) Wrangell Parks & Recreation Employee Handbook Approval
 - [b.](#) Pet Waste Campaign Proposal & Planning (Discussion)
10. **NEW BUSINESS**
 - a. FY22 Budget Presentation
 - [b.](#) Fee Assistance Program & Application Review
11. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD
REGULAR MEETING FEBRUARY 3rd, 2021
5:30P.M. ZOOM MEETING
MINUTES

CALL TO ORDER: Meeting was called to order at 5:30 PM

ROLL CALL: Haig Demerjian, Joan Sargent, Jeanie Arnold, Liz Bunes, Cindy Martin

AMENDMENT TO AGENDA

- A. Joan Sargent made a motion to discuss bulletin boards under New Business (D). Liz Bunes seconded. Motion passed.
- B. Joan Sargent made motion to add Community Clean-Up under New Business (E). Jeanie Arnold seconded. Motion passed.

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board Meeting Minutes attached from January 20th, 2021.
 - a. Joan Sargent made a motion to approve January minutes. Jeanie Arnold seconded. Motion passed.

CORRESPONDENCE: None

PERSONS TO BE HEARD

- A. Joan Sargent, Zimovia Highway outlined efforts made by St. Francis Cat Shelter to locate property for a portable, 100' x 100' unit. The 501 C3 group is proposing the cat shelter (2023), dog park and dog shelter (2025) be located at the current community garden. Garden plots would remain in use. Cindy mentioned the site had been previously suggested as a cemetery extension.

BOARD MEMBER REPORTS

- Haig inquired about the Saturday schedule. No new action has taken. Kate will follow up with the Board at the March meeting.

DIRECTOR'S REPORT

- Written report is attached to the meeting packet. Further oral delivery was provided. Details below.
- Kate highlighted SEARCH's \$7,000 contribution to promote wellness for employees and patients.
- Possible budget cuts will be reviewed at the March meeting.
- Corona mitigation levels range from Level 1 - Level 4. Current level is 2.

- Lane has received respiratory training and was introduced to ASANA, a project management workflow software.
- Lucy completed 3 years as recreation assistant; now adding lifeguard training facilitation and scheduling tasks.
- Average HS tenure is 2 years. Most adult employees work as a second job or to supplement retirement; some have been employed from 3 to 8+ years.
- A rain garden project at City Park creek will involve transplanting vegetation to filter water, enhancing salmon habitat.
- "Parent and Me" Swim Lessons are popular.
- New elementary programs are a priority.

UNFINISHED BUSINESS

- A. Staff Handbook Review and Discussion
 - a. Discussion was held on the process for reviewing the handbook.
 - b. Board members will submit input to Kate Thomas by February 10th.
 - c. Kate Thomas and Jeanie Arnold will review the Board's feedback and incorporate appropriate changes.
 - d. Following a complete review by the Board and Director, the Handbook will be sent to the Borough Manager and Attorney for review.
 - e. Once a final draft is prepared, the Board will have another opportunity for comment prior to approving the document at the March meeting.

NEW BUSINESS

- A. FY 22 Budget and Department Goals Review and Discussion
 - a. Presentation of information and discussion was held about the upcoming budget season. Challenges lie ahead requiring the department and the board to think creatively about the future of operations and programming.
 - b. The City projects FY21 will end in the black due to Cares Act funding and Sales Tax revenues.
 - c. Top revenue sources are (1) Pool Membership (2) Summer Rec (3) Swim Program for the department.
 - d. Patron participation indicates that the swimming pool and trails are more popular than the gym and programming.
 - e. Kate recommends the narrative portion of the Fee Assistance Application be eliminated.
 - f. Couples' passes don't sell. There is a need to review high, family membership fees. Membership categories have too many options, are messy and cumbersome.
 - g. Membership drives could include (1) "PFD Promotions" (2) "Members Bring a Friend for Free" (3) "Buy 3 swims - get 1 free."
 - h. Brianna is covered as a community contractor @ a 70/30 split. Kate is considering 60/40.
 - i. Recreation Management Software was adopted in 2017. Statistics prior to 2017 may be harder to gather, whereas program and revenue detail back to 2017 is easily accessible from the software.

- j. Although a Needs Assessment will be valuable, the clear void in Wrangell is lack of childcare.
- k. Basketball takes the most time to manage, but is not cost-effective, requiring coordination upwards of 100 volunteer opportunities.
- l. Kate Thomas will gather data on programs participation, revenues, and facility attendance as far back as 2017 to present to the Board and Public in the March meeting.

B. Pet Waste Management Outreach Event Planning

- a. Discussion was held on the challenges of managing dog waste around municipal greenspaces. The Director and Board are working to establish plans to help combat the issue in town. Solutions range from public outreach to education panels and bulletin boards. The Board discussed closing certain areas to dogs should the issue persist. Closures would not be in perpetuity but rather temporarily to create more awareness.
- b. According to the American Veterinarian Association/ Census, Wrangell is home to 500 dogs.
- c. Haig Demerjian noted the golf's course, "No Dog Policy,"
- d. P & R searches for effective improvement at Volunteer Park.
- e. Signs will be posted at the entries of the ballfields stating that closure from (dates) will be necessary if conditions do not improve.
- f. The leash law is rarely followed.
- g. The trail is not the problem; the entry is a priority.
- h. Community markets may be a venue for information.
- i. It was suggested that the area be cleaned prior to the board's pop-up efforts. A map of the priority areas is possible.
- j. KSTK, the Sentinel, Facebook are standard options for promotional media.

C. Summer Recreation Discussion and Planning

- a. Director Kate Thomas spoke about the potential options for running Summer Recreation. She highlighted the fact that childcare is one of most needed services within the community that P&R has a hand in providing. Kate is actively working with staff and the Emergency Operations Center to develop mitigation measures for Summer Recreation.
- b. The community center will be the mothership for drop-offs and pick-ups. Small pods of children will be necessary.
- c. Kate requested that Board Members keep an eye out for potential staff, community members who can facilitate activities and other ideas for programming to enrich the program experience.

D. Bulletin Boards

- a. Joan Sargent suggested that the pool lobby bulletin be used more intentionally for community advertisements and P&R program fliers. Community announcements are great services that P&R can showcase.
- b. Liz Bunes suggested more photography of participants enjoying P&R programs. She highlighted the existing posters as a model.

- c. The Advisory Board bulletin needs to be updated with new members. New board members are encouraged to submit a photo and short bio. Jeanie Arnold and Joan Sargent have done so. Kate needs to print and publish the new ones. Kate will reach out to Liz with an outline of bio content.
 - d. Kate indicated the amount of staff time required to change the bulletin boards was prohibitive. Highlighting the reason behind painting the bulletins and establishing stock posters as media that will be changed out quarterly or bi-annually.
- E. Community Clean-Up
- a. Kate noted events are already underway by:
 - i. SE Beasts/ Wrangell Burial Assistance
 - ii. HS Senior Project
 - iii. WCA I-GAP may suggest priorities to choose from.
 - b. P & R's focus is the downtown corridor.
 - c. Kate informed the Board that she proposed a Borough wide clean up to focus on the downtown corridor in preparation for increased resident and visitor traffic with the change of the season.
 - d. Kate suggested that the Board join as group in support of the other cleans ups.

ADJOURN

- The meeting adjourned at 7:35 PM
- Next Meeting is scheduled for March 3rd, 2021

AGEDNA ITEMS

- FY22 Budget Presentation and Workshop
- Employee Handbook Final Review and Approval
- Review of Membership Fee Structure
- Review and revision of the Fee Assistance Application

To: Borough Manager, Lisa Von Borgen
 CC: Borough Assembly, P&R Advisory Board
 From: P&R Director Kate Thomas
 Subject: P&R Department Report
 Date: March 3rd, 2021

FINANCIAL & FACILITY ACCESS REPORT

COMPARISON	MONTH	2019	2021	%
ATTENDANCE	January	1076	664	62 %
REVENUES	January	\$7,292.63	\$2,908.91	40%
*please note that the facility closed on 2/24/21 in response to COVID19.				
ATTENDANCE	February	1180	572	48%
REVENUES	February	\$4,928.24	\$2,700.41	55%

FACILITY MAINTENANCE REPORT

Lane Fitzjarrald has done an excellent job maintaining the routine custodial and preventative maintenance tasks associated with his position. Additionally, considerable progress has been made towards completing pending corrective maintenance assignments. Completed work assignments include but are not limited to: mounting equipment storage racks in weight room, repairs and modifications to the pool thermal covers, calibration of the johnson controls, light replacement in the racquetball court, downed tree removal, fan belt repairs in the HVAC system, picnic table inventory, locker repairs, equipment storage, snow removal, protective cover installation for electrical outlets, park bulletin board repairs, men's lobby toilet repairs, spray down system improvements, chlorine probe replacement and more.

Lane continues to utilize two software programs for managing work assignments. He is also engaged in staff communications through the online scheduling platform. During periods of downtime Lane is preparing for the Certified Pool Operator course, by reading the course literature and performing practice equations that will be included in the final exam.

RECREATION REPORT

Lucy Robinson has been working diligently to ensure that staff trainings are facilitated in a safe and productive manner. New training resources are being explored for purchase to improve capacity and better simulate real time rescues. Lucy continues to manage several COVID conscious programs including, Parent & Me, Pickleball and Archery. Winter Rec is the latest program that launched the week of February 22nd, following the Youth Lap Swim activity. Parent & Me is seeing lower numbers for enrollment than the first session. Factors affecting enrollment for this session are still being explored. Archery has shown positive attendance rates, while Pickleball is showing an uptick of activity from the first evening it was offered.

As for future programming, Lucy is currently developing the framework for a COVID conscious Summer Recreation program, along with Swim Lessons. Staff recruitment will begin in March. To be able to offer programming the Department must obtain employment interest from community members. Likewise, a successful and safe summer season is contingent on having adequate numbers of committed staff who are trained in the department's mitigation measures.

In between front desk operations, aquatics facility supervision and program planning, Lucy is managing much of the staff communications, media outreach and lifeguard training. Recently, Lucy has been asked to assist with media content and design for facility imagery, signage, and pet waste outreach.

COVID MITIGATION PLAN

Parks & Recreation recently reviewed its mitigation plan for updates to include details about private rental reservations. Included in the new development of content is a mitigation matrix which highlights how operations may change if community risk levels increase or decrease. All associated documents are available online at <https://www.wrangellrec.com/info/dept/default.aspx>.

With the recent positive case, P&R deployed its COVID plan to close facilities for 10 days to allow for testing and contact tracing. The facility will resume operations on March 8th, pending that no further restrictions are required by the community risk levels and associated mitigation measures.

FEE ASSISTANCE APPLICATION

The Director is proposing a review of the Fee Assistance Program and Application. Revisions to the Fee Assistance Program were implemented in 2016 and again in 2018. There are improvements yet to be made that will help streamline the program and increase its accessibility to the public. Currently the application requires an essay which is being proposed for review, along with income thresholds for awards. The Director is proposing that the Advisory Board establish a committee to review the current program for improvements. Resources have been included for reference which include, the current application along with a comparable program through the Juneau Recreation Department. Further discussion will be facilitated under New Business in the March meeting agenda.

Thanks to Michelle Jones, The Episcopal Church (Alice Roney) and Waterbody (Angie Flickinger) for their recent contributions to the Fee Assistance Fund. Currently the fund has a balance of \$2,222.75.

FY22 BUDGET & PROJECTS

Department budgets are due to the Finance Department on March 8th, 2021. Meetings with the Borough Manager to review each departments proposal will take place between April 1-2. All drafts will go before the Assembly for review between April 9th & 16th. P&R has already met with Capital Facilities to discuss operational maintenance needs and major maintenance projects. Currently, the budget is being refined. An overview of the projected budget with historical detail will be presented to the Advisory Board at the March meeting. Any recommendations from the board are encouraged at the time of the presentation.

REGIONAL TRAILS PLANNING & SCORP

The Director has been invited by Alaska Trails to be a regional facilitator of discussions to establish recommendations for the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and the Alaska Trails -Trails Investment Strategy. Included in this report is an overview of the concept and specific tasks facilitators will be responsible for. As well, a PowerPoint slide has been included in the Advisory Board packet to help create a better understanding of this effort.

The current SCORP update led by RTCA provides the long overdue opportunity for a legitimate, comprehensive, project-focused, locally driven process for guiding investments and strategies for outdoor recreation. This includes addressing needs for infrastructure like parks and trails, for open space acquisition, but also for broader strategies for funding, marketing, and partnership building. To reach

these outcomes, RTCA and the Division of Parks are establishing a statewide group of SCORP Advisors and a set of regional and sub-regional working groups.

The regional and subregional working groups will include public land managers, local government park and recreation departments, tourism organizations, Native organizations, recreation-focused non-profits, user groups. Their specific tasks:

- Develop regional-scale outdoor recreation goals and strategies
- Identify specific priority projects and actions needed reach these goals
- Play an active role in carrying out identified priorities
- Gather and incorporate relevant existing plans that inform the steps above

Alaska Trails – the statewide nonprofit – has created comparable working groups as part of the Alaska Long Trail and Alaska Trails Initiative (ATI). In addition, Alaska Trails is now creating trails/outdoor recreation working groups in SE Alaska under contract to the USFS. Like the SCORP, ATI working groups focus on collaborative planning, decision-making and expertise of key individuals in each region.

While SCORP addresses Outdoor Recreation as a whole, and the Alaska Trails' projects focus on trails, in most cases there is significant overlap in the goals, interests and expertise of the potential working group members for both SCORP and Alaska trails. In the interest of maximizing the time and participation of the regional working group members, the agreement among the leadership of all three projects is to collaborate on the assembly of the working groups.

EMPLOYEE HANDBOOK

This project is nearing its completion. The agenda statement recommending approval on the final draft is included in the Advisory Board packet.

PET WASTE CAMPAIGN

A written proposal and outline of actions discussed at the last board meeting is included in the Advisory Board packet.

USER RATES & MEMBERSHIP DRIVE

A copy of the rates sheet for daily entry, punch cards, memberships and facility rentals has been included in the packet for reference. Membership drive/benefits ideas include free monthly weight room orientation, monthly weight room class, members bring a friend for free, free youth open swim once a week, free for children under 3, member with the most scans wins a free day pass, first visit is free, fee assistance promotion and sponsorship.

NEEDS ASSESSMENT

In the coming months, Parks & Recreation plans to survey the community for input on facility improvements, priority programming, customer service impacts, operating feedback and more. Included in the survey will be an evaluation of facility hours to better understand the user preferences for the weekend schedule and areas of use.

City and Borough of Wrangell

Parks and Recreation Facilities/Participation

Fee Schedule

Approved by Resolution No. 06-19-1469

Category	Description	Rate
Pool, Weight Room, Showers	4 Years and Under	\$ 2.00
	5 Years to 17 Years	\$ 3.00
	18 Years and Older	\$ 5.00
	Seniors: 65 Years+	\$ 3.00
	Families	\$ 12.00
	Disabled	Free
	Towels	Free
	10 Punch Pass	10% Discount
	20 Punch Pass	20% Discount
Pool Passes	Youth - 1 Month	\$ 27.00
	Youth - 6 Months	\$ 119.00
	Youth - 1 Year	\$ 195.00
	Adult - 1 Month	\$ 45.00
	Adult - 6 Months	\$ 198.00
	Adult - 1 Year	\$ 324.00
	Senior - 1 Month	\$ 27.00
	Senior - 6 Months	\$ 119.00
	Senior - 1 Year	\$ 195.00
	Family - 1 Month	\$81.00 + \$6.75 each youth
	Family - 6 Months	\$356.00 + \$30.00 each youth
	Family - 1 Year	\$583.00 + \$50.00 each youth
	Single Adult Family - 1 Month	\$45.00 + \$6.75 each youth
	Single Adult Family - 6 Months	\$198.00 + \$30.00 each youth
	Single Adult Family - 1 Year	\$324.00 + \$50.00 each youth
<i>Definition of Family: Up to two domestic partnership adults and their children</i>		
Pool Rentals w/o Nessie	Lockers per Month / per Year	\$10 / \$100
	0-15 People with 2 Guards	\$50.00 /hr
	16-30 People with 3 Guards	\$75.00 /hr
	31-45 People with 4 Guards	\$100.00 /hr
	46-60 People with 5 Guards	\$125.00 /hr
	46-60 People with 6 Guards	\$150.00 /hr
Pool Rentals w/ Nessie	0-15 People with 3 Guards	\$75.00 /hr
	16-30 People with 4 Guards	\$100.00 /hr
	31-45 People with 5 Guards	\$125.00 /hr
	46-60 People with 6 Guards	\$150.00 /hr

City and Borough of Wrangell Parks and Recreation Facilities/Participation Fee Schedule

Approved by Resolution No. 06-19-1469

Category	Description	Rate
Recreation Programs	Youth Basketball	\$ 50.00
	Wolfpack Wrestling	\$ 50.00
	Summer Recreation	\$15/day
	Co-ed Softball	Variable
	Co-ed Adult Wallyball	Variable
	Lifeguard Class	Variable
	WSI Class	Variable
	Swim Lessons	\$ 50.00
Community Center Rentals	Gymnasium Per Hour	\$ 30.00
	Gymnasium Day	\$ 170.00
	Classroom Per Hour	\$ 25.00
	Classroom Day	\$ 140.00
	Kitchen Per Hour	\$ 25.00
	Kitchen Per Day	\$ 140.00
	Table + 6 Chairs	\$10.00/set
	Bounce Houser	\$ 20.00
	Tot Gym Toys	\$ 5.00
Park Rentals	Park Shelter Reservation - Up to 3-Hrs	\$ 15.00
	Park Shelter Reservation - Over 3-Hrs	\$ 30.00
RV Park Rentals	Non-Electric Site / Night	\$ 20.00
	Site with Electric Hook-Up / Night	\$ 30.00
Kayak Storage Unit	Month	\$ 10.00
	Annual	\$ 100.00

Agenda Item A Unfinished Business

Wrangell Parks & Recreation

**WPR Advisory Board
AGENDA ITEM
March 3rd, 2021**

INFORMATION:

The Parks & Recreation Director has worked with the Advisory Board to establish an Employee Handbook specific to the part time temporary employees who support operations at the Recreation Facility & Swimming Pool. The Handbook's purpose is to present clear information to employees about the Department's mission and core values, hiring practices, employment expectations and other pertinent information that will enhance workplace consistencies specific to Parks & Recreation. These policies have been drafted in accordance with the City & Borough's Personnel Policies that govern employees of all permanent and temporary positions across departments. All board members and the Recreation Coordinator have been provided an opportunity to review the handbook and offer suggestions for revisions, exclusions, and additions. The Department Director has accounted for those recommendations in the final document included in the board packet. Following the Advisory Board's approval of the Employee Handbook, the Director will request a review from the Borough Manager and legal team prior to it being elevated to the Borough Assembly for final approval.

ATTACHMENTS:

1. Wrangell Parks & Recreation Employee Handbook

RECOMMENDED ACTION:

Move to approve the Wrangell Parks & Recreation Employee Handbook as presented.

2021

Wrangell Parks & Recreation Employee Handbook



Wrangell Parks & Recreation
Parks & Recreation
P.O. Box 531
Wrangell, Alaska 99929
www.wrangellrec.com
(907) 874-2444

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Department Overview

Introduction

Enriching families, building healthier lifestyles, developing lifelong skills, reducing stress, and creating a sense of belonging are just a few of the benefits gained from participating in the City & Borough of Wrangell Parks & Recreation programs. The Department prides itself on providing quality enrichment, educational and social programs in the areas of sports, health and wellness, aquatics, youth and senior development and special events for all ages, individuals, and families alike. Staff play a critical role in empowering the Department to meet its mission and embody the core values. This resource will set the framework of expectations for your experience on the job, helping to create consistencies and a positive working environment for all.

Mission Statement

Wrangell Parks & Recreation supports active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.

Vision Statement

Wrangell Parks & Recreation will create a lifetime of memorable experiences for residents and visitors.

Core Values

“Build Relationships”

We build joyful relationships with a diversity of patrons and strengthen our network with other organizations which enhances our success.

“Integrity”

We become stronger by sharing information and experiences, reflecting on our successes and failures in our decision making.

“Embrace Change”

We face challenges and crisis with positive resolve, supporting each other and the community of Wrangell at large. We enthusiastically consider and develop new ideas and programs.

“Sustainability”

We work diligently to maintain our programming, facilities, customer service and affordability.

“Value Community”

We develop programs that embrace all in our community and offer opportunities for people of different physical, social, and cultural backgrounds.

“Educate”

We commit to seek knowledge on current trends and to teach the community the importance of healthy living.

Job Classifications

Director

The Parks & Recreation Programs Director is a supervisory management position that integrates recreation services such as but not limited to a city swimming facility, sports programs, interest-based recreation programs, and classes.

Recreation Coordinator

The Recreation Coordinator's task is to supervise and support in instructing various recreational programs and classes, and to help the community through developing and promoting the same. They fill the role of Head Lifeguard, supervising the facility and staff in the evenings and during Director absences.

Light Maintenance & Custodian

The Light Maintenance and Custodian is responsible for the upkeep of Wrangell's Parks & Recreation Facilities. They perform custodial and light maintenance duties at the swimming pool, community center and at all parks.

Head Lifeguard

The Head Lifeguard has added responsibilities of management and supervision in addition to the tasks of monitoring pool safety, enforcing pool rules, and providing first aid. They supervise and coordinate staff to ensure safe use of the pool facility, along with teaching learn to swim lessons. The Head Lifeguard also must be ready to supervise the total facility operation in the absence of the Recreation Coordinator or Director.

Lifeguard

Lifeguards supervise, protect, and maintain order and safety in the swimming pool environment, as well as encouraging compliance with pool policies. They also perform facility custodial duties and teach learn to swim lessons.

Recreation Assistant I & II

The Recreation Assistant II is the first level of the Recreation Assistant career path. The Recreation Assistant I is the second level of the Recreation Assistant career path. The Recreation Assistant's task is to assist the Recreation Coordinator in planning and implementing youth activities and various other recreational activities and programs.

General Employment Information

Hiring

1. The City of Wrangell is an equal opportunity employer.
2. To be considered for employment, person(s) must be 15 years of age and an application for appointment must be completed and on file at City Hall.
3. Applications will be reviewed by department supervisors and selected applicants will be interviewed for open positions.
4. Applicants will be hired based upon interview performance, experience, knowledge, availability, and candidate's ability to perform job responsibilities.
5. Before an applicant can be officially employed and begin work, the following must be completed:

- a. If under the age of 18, a Minor Work Permit must be completed and signed by a guardian and approved by the state.
- b. Applicant must present their social security card and valid driver's license or picture ID card to the Parks & Recreation Office. A photocopy of these documents will be made to accompany the I-9 Employment Eligibility Verification form required by the U.S. Department of Justice Immigration and Naturalization Service.
- c. Applicant must complete State of Alaska and Federal Tax Forms, Direct Deposit Form, Personnel Policy Acknowledgement Form, Personnel Transaction Form and Emergency Contact Form.
- d. Copies of all certifications must be on file with the Department.
- e. Permanent staff must complete a drug screening test and criminal background check. Any other staff working directly with youth without direct management supervision must complete a criminal background check.

At Will Employment

All organized recreation, summer seasonal and part time employees are of an “at will” nature. This term means that the employee may resign at any time and the City as the employer may discharge the employee at any time with or without cause. An at will employee should not expect numerous warnings and progressive discipline. As a series of minor infractions or just one major infraction, may lead to immediate termination of employment without warning.

Employee Benefits, In-Services, and Physical Conditioning

As an employee of Wrangell Parks & Recreation you will receive a facility membership for the length of time you are employed. Along with a membership, you are offered a locker to store your personal belongings and lifeguarding equipment.

All lifeguard and recreation staff are provided with an hour of paid continued education through the Department's weekly in-service training program. This offering is consistent with industry best practices providing lifeguards and other non-aquatics staff with routine opportunities to maintain your technical and theoretical first responder skills. Absences from the weekly in-services must be communicated to your supervisor by telephone. Email or text do not constitute an approved absence. To maintain an active employee status, you must attend 75% of in services in a month.

Non-aquatics staff who work within the swimming pool and recreation facility are also required to attend staff meetings. All facility staff must be trained to the standard of CPR/AED and extrication skills required to assist in an emergency.

Training and in-service sessions follow an annual schedule with flexibility to tailor training to the needs of the team overall. Parks & Recreation holds a progress-based growth mindset when it comes to managing employees. The Department's management team strives to ensure the success of all individuals.

You are compensated for in-service training as well as one hour of weekly physical conditioning. Conditioning must be in the form of swimming. You are encouraged to use the pool and weight room to stay healthy emotionally and physically. Try to do this before or after your shifts.

Onboarding & Training

Onboarding is the foundation of employment. It gives new employees a glimpse of what its really like to work for Parks & Recreation. A well-structured onboarding process encourages employee engagement and retention. The phases of onboarding include introduction, development, and retention.

During the introduction phase of employment, you are introduced to key players within the Department. You will have an opportunity to meet with supervisors who facilitate introductions with maintenance personnel and other lifeguard and non-aquatics staff. Second to key introductions, you are provided with a more detailed review of your job description, core policies and routine procedures. This sets the framework for progress in your position.

Following the introductory phase, employees are empowered to develop their skills through a series of shift shadowing experiences. Depending on the role you have been hired to fulfill, you may be required to work under the supervision of another more senior employee during an opening, daytime or closing shift. Likewise, lifeguards are scheduled to gain experience in all core aquatics activities; lap swims, fitness classes, club/team practices, and open swims.

After you have completed the initial stages of development, supervisors will evaluate your readiness to work independently. If necessary, further training opportunities will be provided.

Employee retention is paramount, encouraging stability and a higher level of functioning in day-to-day operations. Wrangell Parks & Recreation values its staff and strives to provide opportunities for meaningful engagement and growth. Supervisors are committed to building positive rapport and healthy relationships with all team members. Beyond in-service training and the benefit of paid physical conditioning, you may advance from your entry position to a higher level of seniority by way of experience, training, and certifications. You may be invited to obtain the American Red Cross Lifeguard Management certification and/or the Jeff Ellis Swim Instructor credential.

Employee Performance & Evaluation

Employee Conduct

Wrangell Parks & Recreation employees are its ambassadors and are expected to reflect a professional image. All employees should be conscious of the City's public duty and their part in the discharge of that duty. You are expected to conduct yourself with the highest degree of professionalism and integrity both during work hours and off duty hours.

Employee Expectations

Below is a list of general expectations for you to follow:

1. Report to work at the assigned time, ready for work.
2. Be flexible in adapting to revisions in work schedules, as requested or as required.
3. Apply your best efforts to assigned duties, to take initiative in completing tasks and, if requested, to volunteer to assist other employees.
4. Contact your supervisor as soon as possible if you are unable to report to work or to report to work on time.
5. Accurately complete and submit time sheets and submit them to your supervisor by the stated deadline.
6. Become proficient at operating the equipment and computer hardware/software that your supervisors define as being necessary for the job.
7. Gain knowledge of policies and procedures that define your job.
8. Check equipment and supplies for safety before and after use.
9. Clean and properly store equipment and supplies at the end of your shift.

10. Avoid internet or social media activity that provides commentary on or opinions of Wrangell Parks & Recreation policies, procedures, programs, and facilities.
11. Avoid internet activity that is unprofessional or that reflects poorly on the Department or City of Wrangell at large.

Professional Appearance

Personal appearance creates the first and sometimes only impression the public has concerning our Department. To promote a positive work image, employees are expected to meet reasonable standard of neat appearance and good grooming appropriate to their classification.

As a lifeguard, you will receive a staff shirt that must be worn at all times. It is to be neat, freshly laundered not ragged or torn, sleeves are not to be cut off. Conservative walking shorts or pants (blue jeans without tears are acceptable) must be clean and in good repair. Cutoffs, short-shorts, halter/swimsuit type tops, are not allowed. Pool staff may wear tennis shoes, sandals or aqua shoes ensuring that they are clean and suitable for use on deck. Cell phones and other electronic media are not permitted while on duty, unless directly used as part of program or activity.

Staff shirts represent our Department, even when you are not working. They should not be worn in conjunction with the use of alcohol, tobacco or any illegal or unethical behavior.

Performance Evaluations

Staff are evaluated for each position they hold within a calendar year. Evaluations are based on the performance of assigned duties and responsibilities outlined in your job description. Additional considerations weighed during evaluations are listed under the above section entitled, Employee Expectations. Satisfactory evaluations will be accompanied by a one-step wage increase. Merit increases may be provided in addition to the traditionally offered annual step increase.

Evaluations are to be conducted:

- A minimum of one time annually. No sooner than 7 business days prior to the employee's last day of assignment. No later than 7 business days after the employee's assignment has ended.

Your work performance will be informally assessed on an ongoing basis throughout the course of your employment. This ongoing assessment enables supervisors to craft a specific and intentional evaluation for you. You will be shown a copy of the evaluation and your supervisor will explain the evaluation process to you. Positive reinforcement will be offered routinely. As constructive feedback is identified it will be in written and/or oral form, delivered in a timely manner.

Other Considerations

Scheduling

You are scheduled based on your availability along with Department needs. Each member of the Parks & Recreation team is expected to fulfill a minimum of 6 hours of work within the workweek. Employees who have the most consistent availability will be given priority during scheduling. Other considerations for shift priority include seniority, in-service attendance, and an ongoing commitment to physical conditioning.

You will be assigned a work schedule by your supervisor and shall report on time for each assignment. Monthly work schedules will be posted by the end of the third week of the month for the subsequent

month. For example, the schedule will be published in the third week of February for the entire month of March.

Attendance & Tardiness

Attendance is mandatory for all orientations and in-service meetings. If you are unable to report to work at the established starting time, proper notification shall be given to your immediate supervisor with as much notice as possible. This means a phone call and explanation so that the situation is expected and can be responded to. Failure to do this will heighten your infraction. Excused absences are those that meet the Department requirements and have been approved by your immediate supervisor prior to the absence.

You are not permitted to leave your work location without proper authorization from your immediate supervisor. All employees are expected to be at their assigned workstations and ready to perform their work by the regularly scheduled starting or return from lunch and break times. Habitual tardiness and failure to report to work shall be cause for disciplinary action up to and including discharge. Habitual tardiness can be defined as 10 minutes or more later than your scheduled shift, in three or more instances within a three-month period.

Substitutions & Time Off Requests

Employees unable to work an assigned shift are responsible for finding a substitute to work the assigned hours. You must make your shift available on the scheduling software and actively seek coverage from a qualified staff. Any staff filling in must request the available shift they wish to fill.

Supervisors will approve the master schedule of any changes and substitutions. Always inform supervisors of any substitutions. The staff member who assumes the available shift is now responsible for covering that shift or finding a substitute if necessary.

If you cannot find a sub, you must show up for work unless you are unfit to do so. Staff members who sick are discouraged from coming to work. The health of the facility is very important. To that end, if an employee is unwell and cannot find a substitute you should communicate with your supervisor. The supervisor will work to resolve the issue either in conjunction with you or independently.

You must submit request for days off at least two weeks prior to the requested day of absence. If the status of your availability should change, please notify a supervisor as far in advance as possible by updating your availability in the scheduling platform and sending written notification. Whenever possible you are asked to find a fellow employee to fulfill the shift for which you will be absent.

If you need to take a leave of absence for work, medical, school, athletics, or other personal reasons you may do so. Staff who are not actively engaged in the weekly schedule of shifts waive the right to receive employee benefits while you are inactive. You are encouraged to return to operations as soon as you are able. Communication is paramount leading up to a leave of absence, as well as your return to work. Department supervisors relay on staff communications to adequately plan for activities, events, and programming.

Staff Bulletin & Communication

Take the time to review schedules, programs and notices posted on the scheduling software hosted online. Please check communications each time you report to work for new postings. The scheduling software is a vehicle for employees to communicate with each other and their supervisors. Staff are expected to remain engaged with the scheduling and communication software while you are in active status.

Incident Management

Safety Overview

Safety is our number one priority, and it is critical that all employees think safety first. Prevention is the key to assuring safe conditions for our customers and employees. Employees are required to check all equipment prior to use and notify their immediate supervisor if there is a problem. Unsafe equipment shall not be used for any reason. Proper program supervision is essential to provide a safe environment and program for our participants. The immediate supervisor of the program will conduct appropriate staff training.

Bloodborne Pathogens

Wrangell Parks & Recreation is committed to providing a safe and healthful work environment for all staff. Due to the nature of holding a first responder position employees may have exposure to blood or other potentially infectious materials and therefore must comply with procedures and work practices outlined in the Departments Bloodborne Pathogens Exposure Control Plan to ensure your safety. Employees can obtain a Hepatitis B vaccine at no cost if you do not already have the immunization. If you decline to receive the vaccine you must complete the “Declination to receive Hepatitis B Vaccination” form listed in the control plan. Likewise, if you have already obtained the Hepatitis B Vaccine it should be documented and filed with the Department.

Participant Injury

Our primary concern is for the safety of the participant and the employee. In the event of injury to a participant, your primary role is to stabilize the individual and call for assistance if needed. In the event of a serious injury, call 911 and notify the Parks & Recreation office and/or supervisor if after regular business hours. If the participant is under the age of 18, you are required to notify the participant’s guardian. Likewise, if a participant is an adult, requiring definitive care, you should make every attempt possible to notify the participant’s family.

Where appropriate, provide necessary equipment and/or supplies to the individual for self-treatment. If appropriate, provide care. You are required to operate within the scope of your training and/or certification. For example, lifeguards are not trained or permitted to administer medication. In this case, staff may retrieve medication and provide it to the participant for self-administration.

Employee Injury

If you are injured while on duty: seek the appropriate level of assistance. If needed, call 911. Notify your supervisor immediately. All workplace injuries must be reported within 24 hours of occurring as required by the City of Wrangell’s insurance policy and workers compensation standards. Reports are completed and filed both from the employer and employee.

Reporting Inappropriate Conduct

Staff must report inappropriate conduct to their supervisor as soon as feasible. Wherever possible you should take initiative to respectfully educate customers if they are in violation of policy.

The following circumstances should be reported to your supervisor:

1. Activity that is not in compliance with policies and procedures.
2. Inappropriate conduct between staff and participants.

3. Inappropriate conduct between staff members.

Incident Reporting

Incident reports should be completed as close to the incident as possible but should not exceed 24 hours from the time of the incident. Gather basic data - name, address, and telephone number of injured parties along with basic description of what happened. Fill out incident reports completely, accurately, and promptly. Incident reports are to be reviewed by the supervisor and submitted to the Parks & Recreation office as soon as possible. Supervisor should obtain more information if necessary. Where appropriate, supervisor should make a follow up call to inquire as to the status of the injured party.

Receipt of Wrangell Parks & Recreation Employee Handbook

I acknowledge that I have received a hard copy and/ or reviewed an electronic copy of the City of Wrangell Parks & Recreation Employee Handbook. I understand and acknowledge the Handbook is also available at my worksite, upon request from my program supervisor/director, in the Parks & Recreation Office (located in the Recreation Facility & Swimming Pool), and online under the Department Information tab (www.wrangellrec.com). I agree to comply with the policies and procedures contained in the manual as part of my employment relationship and in consideration for compensation and benefits provided by the Department.

These policies and procedures supersede any previous policies and procedures, written or oral, which may exist within the Department.

I further understand that failure to comply with these policies and procedures may result in my employment termination. I understand that this Handbook does not in any way modify the “at will” nature of my employment with the Department.

I understand that the Department may amend these policies and procedures at its discretion and that such change may affect me. Any and all amendments to this manual must be in writing and signed by the Parks & Recreation Director. Oral modifications and/or amendments to these policies and procedures are prohibited and unenforceable.

Employee Name (*print*)

Employee Signature

Date:

WRANGELL PARKS AND RECREATION
PET WASTE MANAGEMENT OUTREACH
SPRING OF 2021

INTRODUCTION: Wrangell Parks & Recreation spends considerable time, money, and resources managing pet waste in parks every spring, although efforts are not just limited to the springtime. The Department would like to engage the public more intentionally to encourage them to take part in the principles of good stewardship in parks. To do that, the Director, Recreation Coordinator and Advisory Board have established plans for a concentrated campaign effort that is subject to launch mid-March. While some of the avenues in which the team has proposed to reach the community have affiliated expenses, proper education and outreach comes at cost. Conceptually, the expenses of this effort will provide a return on investment as the public begins increasing their stewardship and commits to the “Scoop your Poop Pledge”. Funds may be drawn from the Helping Our Parks program.

- ❖ KSTK On Air Advertisements & Social Media Boosts
 - March 8th through April 9th
- ❖ Sentinel Newspaper Advertisements
 - March 18th & 25th
 - April 1st & 8th
- ❖ Proposed Team Clean Up
 - Friday, April 2nd in the afternoon @ Volunteer Park
 - Staff and Board
- ❖ Proposed Market Outreach
 - Saturday, April 3rd
 - Staff hosting table at market.
 - Showcase information and request community members make the scoop your poop pledge.
 - Include a drawing to win a new dog leash and treats.
 - Distribute free dog bag dispensers for leashes.
- ❖ Proposed Park Outreach day
 - Saturday, April 3rd
 - Board members host a pop kiosk at the entrance to Volunteer Park Nature Trail.
 - Showcase information and request community members make the scoop your poop pledge.
 - Include drawing to win new dog leash and treats.
 - Distribute free dog bag dispensers for leashes.
- ❖ Elementary School Drawing Contest
 - Select grade levels.
 - Winner receives a gift certificate for one large pizza.
 - Winner receives an end of school ice cream party for their class.
 - All entries receive one FREE pool pass.
 - Drawing contest through the Month of April.
 - Public voting period narrows down winners.
 - Advisory Board selects winner.
- ❖ Scoop your poop pledge!
 - I pledge to scoop the poop, at least once a week rain or shine.
 - I pledge to scoop the poop on walks every time.
 - I pledge to bag it and put it in the trash.

❖ COSTS ASSOCIATED WITH OUTREACH EFFORTS

KSTK Advertisements	\$425
Sentinel Newspaper Advertisements	\$200
Dog Bag Dispensers for Distribution	\$300
Information Poster on Park Bulletin	\$100
Informational Flyer	In Kind
Pizza Gift Certificate	\$75
Ice Cream Party	\$50
Pool Pass Voucher	In Kind
Dog Leash and Treats for Drawing	\$50 (potential donation)
Table Cover(s) for Market	\$175 (each)
Total Outreach Expenses	\$1,375



What is Fee Assistance Program?

The Wrangell Parks and Recreation Department believes that everyone should have the opportunity to participate in the scheduled activities, programs and classes our Department offers. For this purpose we are pleased to offer a Fee Assistance Program with an application for financial support for those who may not be able to afford the fees associated with such activities/programs and facilities.

Parents, guardians or the participants themselves are able to fill out the application. The information reflected in the financial section must be based on the income of the parent(s)/guardian(s) of the participant applying. If the patron applying for assistance is over the age of 18, and living independently, they must complete the financial section according to their individual income.

Applications will be accepted throughout the year with financial assistance funds available based on the calendar year. Applicants are limited to financial assistance for one activity, or punch card, per annual quarter. If you do not participate in the activity for which you receive assistance, you will not be eligible to apply for the following year. The department encourages applicants to submit their applications well in advance as there are limited funds. Additionally, this allows for the director to carefully review the application.

This application is compiled of a participant information section, financial section and written essay. **All sections of the application** must be completed before the application is reviewed. Eligibility will be determined and verified within **5 business days**. If accepted, your discount will be based primarily on your household income. Those applying for assistance to participate in an activity will be expected to pay the discounted fee at the time of registration. Completing this application does not constitute registration for an activity or punch card. Please complete the appropriate registration form separately and send to the Parks & Rec Department, along with your proof of income; W2, pay stub, bank statement, or statement from employer.

The information contained on this application will be reviewed by the Director of Parks and Recreation and shall remain confidential. Please allow a minimum of 5 business days for your application to be processed.

If you have questions or concerns, please feel free to contact the Director of Parks and Recreation, Kate Thomas @ 907-874-2444.



Applicant Information

Date: _____

Participant's Name: _____ DOB: _____

Participant's Name: _____ DOB: _____

Participant's Name: _____ DOB: _____

Guardian's Name: (if participants are under the age of 18) _____

Address: _____

Work Phone: _____ Home Phone: _____

Email Address: _____

Name of Activity: _____

Total Cost of Activity/Punch Card: _____

Household Size: _____

Please Check Box Below:

Activity ☐

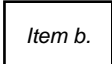
Recreation Punch Card ☐

Aquatics Punch Card ☐

Household Members: up to two domestic partnership adults and their children who live in a single dwelling unit who share financial resources, along with room and board.

Income is defined as: cash receipts from all sources before taxes, including; wages and salaries, self-employment revenues less operating expenses, payments from public assistance, government or private pensions, income from dividends and all other forms of income.

Household Member		Salary and Wages	Alimony and Child support	Food Stamps, Unemployment or other income	Retirement, Pensions, Social Security	Dividends and Investments	Total <u>Annual</u> Income
Self							
Spouse							
Other							
Other							
27 Total Household <u>Annual Income</u>					\$		



“Why is recreation important to you? And, how will recreation benefit you throughout your life?”
Please answer the above question in a 100-250 Word Essay

[illegible]



Written By: _____

The completion of a Fee Assistance Application does not constitute automatic receipt of assistance, regardless of household income. Eligibility for assistance will be determined within 5 business days of submittal. The Staff at the Parks and Recreation Department reserves the right to deny assistance approval for any reason. Failure to accurately represent household income could result in denial of assistance for current application and potentially future applications. Applicants will be notified by phone or by mail.

I certify that I have reviewed the information on the Fee Assistance Application and the information is correct to the best of my knowledge.

Applicant Signature _____ Date _____

Guardian Signature _____ Date _____



Persons in Household	Annual Income	Annual Income	Annual Income	Annual Income	Annual Income
1	\$0-\$16,720	\$16,720-\$18,720	\$18,720-\$20,720	\$20,720-\$22,720	\$22,720-\$24,720
2	\$0-\$21,920	\$21,920-\$23,920	\$23,920-\$25,920	\$25,920-\$27,920	\$27,920-\$29,920
3	\$25,120-\$27,120	\$27,120-\$29,120	\$29,120-\$31,120	\$31,120-\$33,120	\$33,120-\$35,120
4	\$35,320-\$37,320	\$37,320-\$39,320	\$39,320-\$41,320	\$41,320-\$43,320	\$43,320-\$45,320
5	\$35,520-\$37,520	\$37,520-\$39,520	\$39,520-\$41,520	\$41,520-\$43,520	\$43,520-\$45,520
6	\$40,720-\$42,720	\$42,720-\$44,720	\$44,720-\$46,720	\$46,720-\$48,720	\$48,720-\$50,720
7	\$45,920-\$47,920	\$47,920-\$49,920	\$49,920-\$51,920	\$51,920-\$53,920	\$53,920-\$55,920
Assistance Per Activity	75%	50%	30%	20%	10%
Assistance Per Facility Punch Card	100%	75%	60%	40%	30%



P&R Youth Scholarship Application Form



Item b.

All fields must be completed before turning in your application. Please read all the instructions on the back of this application prior to filling out the form.

Due to the Covid-19 pandemic, we have broadened the scope of what the scholarship funds will pay for. In addition to activity scholarships, if your child is in need of supplies (such as outdoor wear, clothing, technology, etc.) to engage in healthy activities this summer, **please attach a brief explanation**. Youth, up to 18 years of age and/or through high school, unless the program is intended for disabled youth, in which case the program may serve youth no older than 20 years of age. The maximum funding level per child is \$300 per fiscal year (July 1- June30) for summer camp activities/and Covid related support and \$100 for organized sports activities (ie: team registration fees).

Incomplete forms will be returned.

Name of Child:	Date of birth:	Age:	Gender:
Parent/ Guardian name:	Email:	Phone #:	
Mailing address:			
Name of Program/Activity/Need			Total Cost:
Program Beginning Date		Program Ending Date	
Agency to receive Funding:			
Agency Contact Person:		Agency Phone#:	
Agency Mailing Address		Agency Email:	
Have you applied for funding from the program agency? If so, how much did you receive?			
Does your child qualify for reduced or free lunch with the school district?			
Is the child in OCS custody or a foster child:			
Number of wage earners in household:		Number in household (including yourself):	

Report all household income for the past 12 months from date of application

Income Type	Parent Information	Office Use Only	Income Type	Parent Information	Office Use Only
Gross Wages			Social Security		
Unemployment			Public Assistance		
Disability Benefits			Total Income		

By my signature below, I affirm that the information provided herein is complete, true and accurate to the best of my knowledge and belief.

Parent/Guardian Signature _____ Date _____

Office Use Only

Date application was received:	Percentage Eligible for:
Interagency (OCS) Team Representative Approval Yes No	Amount Funded:
Name of OCS Representative	Internal Receipt #:
Date Program Agency Contacted	PO Journal Entry
Date Parent/Guardian Contacted	Date Check request submitted:



P&R Youth Scholarship Application Form



Item b.

Notes:

The Youth Scholarship program is designed to provide financial assistance (maximum \$300 per child, per fiscal year) to youth who may not otherwise be able to participate in youth activities. All forms must be turned into Parks & Recreation during the registration period of the program or activity. Forms turned in after the program is over, or more than 1 week prior to registration, will not be processed and will be returned.

Covid Hardship: Due to the Covid-19 pandemic, we have broadened the scope of what the scholarship funds will pay for. In addition to activity scholarships, if your child is in need of supplies (such as outdoor wear, clothing, technology, etc.) to engage in healthy activities this summer, please attach a brief explanation.

Special Note: If for any reason your child does not use the scholarship for the requested activity, please notify Parks & Recreation as soon as possible. If the scholarship has not been used within 90 days, the scholarship amount will be returned to the general scholarship fund. You may reapply for another scholarship.

Eligibility: Youth, up to 18 years of age and/or through high school, unless the program is intended for disabled youth, in which case the program may serve youth no older than 20 years of age. The maximum funding level per child is \$300 per fiscal year (July 1-June30) for summer camp activities and \$100 for organized sports activities (ie: team registration fees).

Registration: Completing a scholarship form DOES NOT register a child for the program. Please complete the registration form separately and send to the agency. Parks & Recreation will not accept or forward on any outside agency's registration forms. If awarded a scholarship, Parks & Recreation will notify the agency.

Late fees: Any late fees incurred will be the responsibility of the parent/guardian and will not be paid for by this program.

Process: Complete the Youth Scholarship application form as instructed on the reverse side. Only 1 child and 1 activity per form.

Notification: You will be notified when the application is approved or denied.

Foster Children: Foster children will receive full funding. Scholarships applications should be submitted through Office of Children's services who will forward it on to Parks & Recreation.

Questions: If you have questions about the scholarship application or process, contact Amanda Lovejoy at 907-586-0426 between the hours of 8am-4:30pm. Applications can be mailed to 155 S. Seward St or dropped off at the Zach Gordon Youth Center. Forms can also be faxed to 586-4589 or emailed directly to Amanda.lovejoy@Juneau.org.

The number of people in the household and the yearly household income will determine the level of scholarships.

NOTE: Incomplete applications will not be processed and will be returned. Parks & Recreation is not responsible for incomplete applications or program registration forms.



2019 Alaska Federal Poverty Level (FPL)

ANNUAL GUIDELINES

Number in Immediate Family	100% FPL	133% FPL	138% FPL	150% FPL	185% FPL	200% FPL	300% FPL	400% FPL
1	\$15,600.00	\$20,748.00	\$21,528.00	\$23,400.00	\$28,860.00	\$31,200.00	\$46,800.00	\$62,400.00
2	\$21,130.00	\$28,102.90	\$29,159.40	\$31,695.00	\$39,090.50	\$42,260.00	\$63,390.00	\$84,520.00
3	\$26,660.00	\$35,457.80	\$36,790.80	\$39,990.00	\$49,321.00	\$53,320.00	\$79,980.00	\$106,640.00
4	\$32,190.00	\$42,812.70	\$44,422.20	\$48,285.00	\$59,551.50	\$64,380.00	\$96,570.00	\$128,760.00
5	\$37,720.00	\$50,167.60	\$52,053.60	\$56,580.00	\$69,782.00	\$75,440.00	\$113,160.00	\$150,880.00
6	\$43,250.00	\$57,522.50	\$59,685.00	\$64,875.00	\$80,012.50	\$86,500.00	\$129,750.00	\$173,000.00
7	\$48,780.00	\$64,877.40	\$67,316.40	\$73,170.00	\$90,243.00	\$97,560.00	\$146,340.00	\$195,120.00
8	\$54,310.00	\$72,232.30	\$74,947.80	\$81,465.00	\$100,473.50	\$108,620.00	\$162,930.00	\$217,240.00

MONTHLY GUIDELINES

Number in Immediate Family	100% FPL	133% FPL	138% FPL	150% FPL	185% FPL	200% FPL	300%	400% FPL
1	\$1,300.00	\$1,729.00	\$1,794.00	\$1,950.00	\$2,405.00	\$2,600.00	\$3,900.00	\$5,200.00
2	\$1,760.83	\$2,341.91	\$2,429.95	\$2,641.25	\$3,257.54	\$3,521.67	\$5,282.50	\$7,043.33
3	\$2,221.67	\$2,954.82	\$3,065.90	\$3,332.50	\$4,110.08	\$4,443.33	\$6,665.00	\$8,886.67
4	\$2,682.50	\$3,567.73	\$3,701.85	\$4,023.75	\$4,962.63	\$5,365.00	\$8,047.50	\$10,730.00
5	\$3,143.33	\$4,180.63	\$4,337.80	\$4,715.00	\$5,815.17	\$6,286.67	\$9,430.00	\$12,573.33
6	\$3,604.17	\$4,793.54	\$4,973.75	\$5,406.25	\$6,667.71	\$7,208.33	\$10,812.50	\$14,416.67
7	\$4,065.00	\$5,406.45	\$5,609.70	\$6,097.50	\$7,520.25	\$8,130.00	\$12,195.00	\$16,260.00
8	\$4,525.83	\$6,019.36	\$6,245.65	\$6,788.75	\$8,372.79	\$9,051.67	\$13,577.50	\$18,103.33

Each additional person add \$5,530 annually/\$460 month

Instructions for Update:

~Visit US Department of Health & Human Services at <http://aspe.hhs.gov/poverty> - guidelines (effective 01/31/2019)

~02/01/19 Effective use in APA office. (06/01/16-300% FPL effective at APA)

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AnchorageProjectAccess.org