



City and Borough of Wrangell  
Parks and Recreation Advisory Board  
AGENDA

Wednesday, January 11, 2023  
5:30 PM

Location: Assembly Chambers

Parks and Recreation Advisory Board 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 December 7th, 2022.
5. **CORRESPONDENCE**
6. **PERSON'S TO BE HEARD**
7. **BOARD MEMBER REPORTS**
8. **DIRECTOR'S REPORT**  
[A.](#) December 2022 Director's Report
9. **UNFINISHED BUSINESS**  
[A.](#) FY24 Fee Schedule Revisions
10. **NEW BUSINESS**
11. **NEXT AGENDA ITEMS**
12. **ADJOURN**

WRANGELL PARKS & RECREATION ADVISORY BOARD  
REGULAR MEETING December 7th, 2022  
5:30 P.M. ASSEMBLY CHAMBERS  
MINUTES

CALL TO ORDER: 5:30PM

ROLL CALL:

Present: Jeanie Arnold, Nancy Delpero, Marc Lutz, Cindy Martin and Joan Sargent.

Absent: None.

AMENDMENT TO AGENDA: None.

APPROVAL OF MINUTES

- A. Parks & Recreation Advisory Board meeting minutes attached from November 2<sup>nd</sup>, 2022. Nancy Delpero made a motion to approve the minutes as presented. Marc Lutz 2<sup>nd</sup> the motion. All in favor.

CORRESPONDENCE: None.

PERSON'S TO BE HEARD: Community Member, Rosemary Ruoff, commended Parks & Recreation for the upgrades to Shoemaker Park, noting it as the department's "crown jewel". She suggested enhancing the shelter by installing barn doors. Kate indicated the project as listed for the spring.

BOARD MEMBER REPORTS: The board welcomed new member; Marc Lutz; Joan Sargent highlighted the value of the Nature Trail. Dog waste has improved; however, a drainage issue exists, which possibly could be temporarily managed with gravel fill, prior to icy winter conditions.

DIRECTOR'S REPORT: Kate's oral report included the honing of job descriptions with refined titles and fairer, comparable city wages, in preparation for the upcoming budget cycle: (1) "Maintenance Specialist" (2) "Aquatics and Recreation Coordinator." League-based programs are time-intensive and difficult to accomplish. In contrast, open gyms, are achievable with allotted, staff time. The sledding area has been enlarged. Middle schoolers are the target group for future Junior Lifeguard Programs. Expanded weight room offerings are in the planning stages.

UNFINISHED BUSINESS

- A. None

NEW BUSINESS

- A. Discussion and approval of the P&R Fee Schedule Revisions
  - a. A spreadsheet included the (1) Addition of new categories (i.e. Veterans) (2) Increases to some, existing line items (Pool Rental) and (3) Free (Swimmers 6 years & Under.) Kate will refine the data for review/approval at the 1/22 meeting based on group input. Joan suggested increases in RV spots and private swimming lessons. Kate explained the

low cost for RV camping, based on lack of services provided. Cindy suggested specifying the unit rate for rentals such as item “per hour.” Kate will refine the data for review/approval at the 1/22 meeting based on group input.

- B. Discussion and approval of the Weight Room Age Limits & Waiver of Liability
  - a. A motion was made by Marc Lutz to approve weight room use by 13-year-olds, supervised by someone 18 years and older, designated by a parent. Nancy Delpero 2nd the motion. All in favor.
- C. Approval of schedule change for the January Parks & Recreation Meeting from January 4<sup>th</sup> to January 11<sup>th</sup>.
  - a. All in favor of adjusting the schedule.

#### CLOSING

- A. Next agenda items.
  - a. Unfinished business- Approval of the Fee Schedule Revisions
- B. Adjourn meeting.
  - a. Adjourned meeting @ 7:15PM

To: P&R Advisory Board  
 From: P&R Director, Kate Thomas  
 Subject: P&R Department Report  
 Date: January 11, 2023

Pool Maintenance Closure Update: The pool closed for maintenance with a projected re-opening date of January 9th. Much progress has been made towards the priorities identified in our plans, including extensive grout work, valve replacements, chlorine cell, sand filter and heat exchanger maintenance. Staff are still addressing the full scope of work in the pool basin to include a concrete repair. To accommodate contractor availability and the expanded scope of work to include the necessary repairs to the concrete foundation the closure is being extended by at least 6 additional weeks. An update will be provided once the department has a contractor on-board with a projected completion date. In the meantime, the department staff are working to address the remaining grout work and circulation system maintenance that is of priority.

City Park Fireplace and Shelter: R&M engineering has developed the as-built plans for the fireplace, which the first step in designing a replacement for the existing fireplace. Next will be the design work, followed by construction. As with many engineering and construction firms currently, there are numerous projects in the queue. The department does not have a schedule for when the work will be accomplished, however the project has been funded at 70k under the current fiscal year. The hope is to have the project completed this spring/summer. Updates will be provided as they become available.

**Please note the project updates listed in bold, have been pulled from the Capital Facilities Director Update.**

#### **Non-Motorized Transportation System (Mt. Dewey Trail Extension); \$1,094,579**

- Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. The balance of the project funding will be provided through a combination of cash match and in-kind project administration and management labor.
- The compensatory mitigation for wetlands impacts has been identified and will cost the Borough approximately \$24,000 for compliance with US Army Corps of Engineer regulations.
- 65% design was complete in October
- **Update:** 95% design is complete pending some minor details for trail naming and sign language. Staff will review once complete and construction bidding should begin by early February.

#### **High School Fire Alarm System Upgrades; \$773,984**

- Funding for this project is from the Community Development Block Grant (CDBG) in the amount \$494,734, along with a local cash match in the amount of \$279,250.
- **Update:** The construction project was rebid in November and Sitka Electric was awarded the contract. The Agreement and post award submittals are currently in the works.

#### **Recreation Center & Pool HVAC and DDC Upgrades; \$806,712**

- Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is no match requirement for this grant.
- The temperature control upgrades portion of this project is underway under a design-build approach with Meridian Systems. Their design submittal is expected to be delivered by late January.
- **Update:** Engineering design was complete in November, and the competitive bid documents were released. Two bids were received, and the contract was awarded to Schmolck Mechanical as the low bidder. The Agreement and post award submittals are currently in the works.

### **Swimming Pool Exterior Siding Improvements; \$175,000**

- The Borough earmarked \$175,000 of the Lost Revenue Relief Grant funding for this project.
- **Update:** The Architect expects 65% design to be complete by the second week in January.

**Skeet Range Improvements, Phase II.** A successful application was made to the ADF&G Hunter Access Grant Program for grant funding for the next phase of the Skeet Range facility improvements. We anticipate receipt of a formal award by March 2023. As the final project award is determined, a 10% match will be required from the Borough to move the grant agreement forward.

Recreation Programs: Current programming includes Pickleball, Archery, Gym Walkers, and Jiu Jitsu. Registration for Wolfpack Wrestling will begin on the week of January 11<sup>th</sup> with a program start of January 17<sup>th</sup>. Likewise, Children's Dance will be returning late winter, facilitated by Tory Houser. Staff are also working with volunteers to offer an interim solution to arthritis class with the extension of the pool closure. February, the department will host a winter workout challenge with scripted workouts of the week. With the new year and upgrades to the weight room, there is much interest from patrons in learning the ropes of strength training. Volunteers Chad and Sabrina Yoder have been on standby in the mornings to assist with technique and modified movements in strength and mobility workouts.

Job Description Revisions: Job descriptions for the Director, Recreation Coordinator and Maintenance positions have been revised and submitted to the Assembly for approval at their January 10<sup>th</sup> meeting. The Recreation position includes a change to the position title, "Recreation and Aquatics Coordinator". The Maintenance position includes a title change, "Recreation Facility Maintenance Specialist" as well as a reclassification moving the position from Grade 15 to Grade 19. The Director position remains at the current wage and grade, with the most notable changes are to include funding development, maintenance supervision and required certifications. The proposed job descriptions are included in the packet for reference. Review and approval from the Advisory Board is not necessary at this time.

Director Transition and Staffing Update: Director, Kate Thomas has accepted a new position with the Borough as the Economic Development Director. She has already begun planning for the transition starting with revising the job descriptions and announcing the open position immediately after Assembly approval. The Parks & Recreation Director position will be posted for a minimum of two weeks and will remain open until filled. Interviews will be conducted at the end of January, early February with a goal of securing a person for the position no later than the end of January. Kate will remain at Parks & Recreation until a new person has been selected. On-boarding and training will begin as soon as is feasible. Kate is working to establish a training plan along with resources that will help maintain continuity of operations. Likewise, Kate is committed to ensuring a successful finish to the pool maintenance project and subsequent re-opening. Staff and Board Members can expect that Kate will move her work to City Hall no later than mid-march but will be available to the new Director as needed.

**City & Borough of Wrangell****Position Description**

Position: Parks and Recreation Director	Position Number:
Department/Site: Parks and Recreation Facilities	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: 24

**Summary**

Under the general supervision of the Borough Manager or designee; plans, directs, organizes, manages, coordinates, and participates in providing programs, events and activities of recreation, sports, and leisure activities for the community. Manages and evaluates programs, facilities, and staff who provide a wide variety of janitorial, maintenance and program services.

**Distinguishing Career Features**

The Parks and Recreation Director is a supervisory position that integrates recreation services such as but not limited to a swimming facility, athletic programs, interest-based recreation programs, special events and classes. The Director oversees all elements of operation including the year-round maintenance of parks and related facilities, management of full and part-time staff; development and oversight of the department budget, coordination and support of various boards and committees, facilitation of facility use and interest groups. Advancement to Director requires compliance with the qualifications of the position and the ability to establish goals for the section based on community needs assessment, review of the accomplishments of teams and performance of individuals.

**Essential Duties and Responsibilities**

- Responsible for all services and activities of the Parks and Recreation Department.
- Responsible for all park facilities routine maintenance.
- Responsible for the annual development and administration of the overall budgets for all Parks and Recreation departments, departmental functions and special projects. Assists Capital Facilities Director in evaluation of annual facility maintenance and major maintenance/capital project needs related to Parks and Recreation infrastructure.
- Oversees preventative and corrective maintenance workplans related to all Parks and Recreation buildings in support of the Capital Facilities building maintenance.
- Identifies the department's programmatic and operational scope of work, funding needs and funding sources from various local, State, Federal and other sources.
- Plans and participates in the development of the park and recreation master plans that include services, major maintenance, and capital improvement projects.
- Recruits, selects, trains, motivates, schedules, supervises and evaluates full time, part time, seasonal and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plans, organizes, integrates, oversees and participates in developing aquatics, recreation, sports, and leisure programs. Develops, implements, and monitors work plans to achieve recreation service goals and performance measures.
- Continuously monitors and evaluates the efficiency and effectiveness of Department methods, procedures and programs; assesses and monitors workload; identifies and implements opportunities for improvement; reviews with Borough Manager where appropriate.
- Provides staff support to the Borough's Parks and Recreation Advisory Board.
- Provides administrative assistance to the Borough Manager and the Assembly as requested by the Manager.
- Facilitates, oversees, implements, and evaluates results of recreation needs assessments. Identifies, develops, recommends and implements curriculum and activities to meet those needs. Researches

new and innovative programs and trends and adapts and introduces programs to meet community needs.

- Determines program facility, equipment and supply needs, optimizing the use of available space and resources. Oversees and monitors the purchase, distribution, care, use and maintenance of equipment and supplies. Maintains current supply and equipment inventories.
- Develops and implements Department policies, procedures, and fee schedules; evaluates equity and adequacy of policy and fee schedules on an on-going basis; make recommendations for revisions as needed.
- Develops, communicates, and implements program schedules. Evaluates preliminary program schedules for registration and cost breakeven. Develops, oversees, and monitors registration and fee collection processes.
- Maintains close contact with school officials, community groups, non-profits and agency leaders regarding program offerings and coordination of services.
- Responds to and resolves sensitive and difficult public inquiries and complaints.
- Plans, designs, schedules, and implements events, classes, activities, shows, and tours for a diverse population of community members. Coordinates special programs such as, but not limited to, conferences, speakers, presenters, and exhibits.
- Researches, identifies and develops marketing and publicity plans and strategies for the Borough's aquatics and recreation services. Develops, promotes and publicizes media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.
- Works with instructors, event leaders, presenters, volunteers or personally implements programs. Assures that adequate supplies, props, fixtures, and other materials are available to support programs.
- Maintains and updates financial, statistical, and program-specific data, reports, and records. Develops and maintains website, rec-management software and databases of program information, including demographic information of participants and the community in general.
- Prepares a variety of complex analytical and statistical written reports and correspondence, along with other administrative communications.
- Coordinates use and scheduling of facilities and fields with schools, community organizations, and sports groups.
- Assures safe and efficient operation of facilities such as swimming pools and community use centers. Identifies, directs, and resolves facility management/maintenance issues.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge of**

- Theories, principles, practices, techniques, and procedures governing recreation program origination, selection, design, and delivery
- Current trends in the field of recreation, sport, and leisure activity programs.
- Research design and data collection methods for identifying program demand and trends.
- Principles of human resource management, supervision, training and performance evaluation.
- Principles of facility supervision, facilitation, and preventative maintenance.
- Recreational, social and cultural needs of the community.
- Rules, principles and safety standard requirements applicable to leading individuals in aquatics, recreation, sports and outdoor activity.
- Computer skills to operate Office 365 and various other programs and software.

#### **Abilities**

- Requires the ability to plan, organize, manage and integrate the activities of a large recreation program to meet City and Borough business and public service objectives.
- Requires the ability to plan, implement, and evaluate recreation programs and make sound recommendations for improvement. Organizes work, sets priorities and exercises sound independent judgment within areas of responsibility.

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations.
- Requires the ability to negotiate effectively on behalf of the Borough.
- Requires the ability to conduct program needs assessment to identify potential recreation programs.
- Requires the ability to develop and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity.
- Requires the ability to identify, mitigate and respond to risks associated with aquatics and recreation programs to reduce potentially harmful outcomes to participants and the Borough.
- Requires the ability to facilitate activities with small and large groups in a variety of programs.
- Requires the ability to coordinate and participate and partner with other community organizations to design and implement programs.
- Requires the ability to work cooperatively with senior citizens.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Borough.

### **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a classroom, swimming pool, sports court, park, trail or similar environment engaged in work of a moderately active nature. Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe customers who are performing physical activity.

### **Education and Experience**

The position typically requires a bachelor's degree in physical education, human services, recreation, or a related field and three years of progressively responsible experience in the administration of recreational programs and social and cultural programs and services, including management and supervisory experience. Experience in parks and recreation facilities planning, as well as developing, planning, and implementing, and facilitating sports programs is required. An equivalent combination of relevant education and experience may be considered.

### **Licenses and Certificates**

- Must possess a valid Alaska driver's license or ability to gain one upon hire.
- Requires a Certified Pool Operator license or ability to gain one upon hire.
- Lifeguard Instructor certification is preferred.
- Swim Program Coordinator or Instructor is preferred.

### **Working Conditions**

Work is performed indoors at the swimming pool and community center where relative risks occur. Exposure to pool treatment chemicals may occur. Physical exertion may be required when assisting with pool rescues. Seasonal recreation programs may require additional hours spent outside the swimming pool and community center.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*



**City & Borough of Wrangell****Position Description**

Position: Recreation and Aquatics Coordinator	Position Number:
Department/Site: Parks and Recreation Facilities	FLSA: Non-exempt hourly
Evaluated by: Parks and Recreation Director	Salary Grade: 12

**Summary**

The Recreation and Aquatics Coordinator performs a wide variety of programming duties including planning, coordinating, and facilitating recreation and aquatics programs, activities, events and classes within the swimming pool, community center, parks, and trails of the Parks & Recreation Department.

**Distinguishing Career Features**

The Recreation Coordinator's task is to supervise and support in instructing various recreation and aquatics programs and classes, and to help the community through developing and promoting the same.

**Essential Duties and Responsibilities**

- Assists the Parks & Recreation Director in developing annual goals and work plans to include recreation and aquatics programming for all ages within the community.
- Facilitates and instructs various recreation and aquatics programs.
- Recommends and develops activities for children in grades K-12 as well as young children, adults and seniors.
- Assists with scheduling staff for swimming pool and community center operations.
- Prepares purchase recommendations for aquatics and recreation equipment and supplies to the Parks & Recreation Director.
- Recommends program expenses for the budget each fiscal year.
- Promotes and publicizes recreation and aquatics programs through fliers, radio broadcasts, newspaper articles and/or interviews and any other media programs utilized by the department.
- Performs head lifeguard duties including deck surveillance, water chemistry tests and act as a shift supervisor in the absence of the Director.
- Develops and oversees team of instructors within the learn-to-swim program and instructs lessons in support the overall mission of the program.
- Develops training plans and conduct weekly in-service safety meetings for lifeguard and recreation staff in accordance with American Red Cross standards. Tracks and documents all in-service meetings.
- Supports Director in recruiting, on-boarding, and training new staff.
- Performs administrative tasks and front desk duties including fee collection, attendance tracking, daily and weekly deposits, data entry, program registration, membership sales, and reservation management.
- Assists the Parks & Recreation Director with development and review of new and existing policies specific to recreation and aquatics programs and operations.
- Assists with sponsorship programs to increase revenues and program opportunities.
- Promotes and maintains positive community relations and acts as a role model for customer service.
- Performs other duties as assigned in support of the overall function of the department.

**Qualifications****Knowledge and Skills**

- Requires knowledge of recreation and aquatics programs and program development for all age groups.

- Requires general knowledge of national lifeguard standards and best practices. As well as basic knowledge of daily responsibilities in aquatics centers.
- Requires general knowledge of swimming strokes and learn to swim standards.

### **Professional Abilities**

- Requires ability to work flexible and extended hours base on program, staffing and facility needs. Must be able to work the various hours that the facilities are open (hours may vary from 5:30am-10pm, Sunday through Saturday).
- Requires the ability to identify, mitigate and respond to risks associated with aquatics and recreation programs to reduce potentially harmful outcomes to participants and the Borough.
- Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
- Requires the ability to conduct program needs assessments to identify potential recreation programs.
- Requires the ability to build rapport with patrons of a broad age range and recreational interest.
- Requires the ability to work independently and collaboratively with volunteers, staff and the Director
- Requires the ability to adapt well to change, remain flexible and solution oriented.
- Requires the ability to learn computer programs including but not limited to Excel, Word, PowerPoint and Outlook.
- Ability to instruct Lifeguard, CPR and First Aid classes for employees and the public.

### **Physical Abilities**

- Incumbent must be able to function effectively indoors and outdoors in a classroom, sports court, park, trail or similar environment while engaged in physical activity.
- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Must be physically able to swim and perform other lifeguard duties such as in water rescues and CPR/AED.

### **Education and Experience**

- Requires high school diploma.
- Two years of recreation and/or aquatics experience is preferred.

### **Licenses and Certificates**

- Requires American Red Cross Lifeguard/First Aid Certificate and a CPR/AED Certificate.
- Requires Lifeguard Instructor certification or ability to gain one upon hire.
- Requires Swim Instructor Trainer certification or ability to gain one upon hire.
- Requires the ability to instruct Learn to Swim lessons or ability to gain certification to do so upon hire. Must possess a valid Alaska driver's license or ability to gain one upon hire.
- Certified Pool Operator Certificate or Aquatics Facility Operator Certificate preferred.

### **Working Conditions**

Work is performed indoors at the swimming pool and community center where relative risks occur. Exposure to pool treatment chemicals may occur. Physical exertion may be required when assisting with pool rescues. Seasonal recreation programs may require additional hours spent outside the swimming pool and community center.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**City & Borough of Wrangell****Position Description**

Position: Recreation Facility Maintenance Specialist	Position Number:
Department/Site: Parks and Recreation Facilities	FLSA: Non-exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 19

**Summary**

The Recreation Facility Maintenance Specialist is responsible for the day to day custodial and maintenance duties of all the Parks & Recreation facilities including the swimming pool, community center, parks & trails. Occasionally works with other Borough departments, assisting with special projects. Works independently or cooperatively with others under the daily direction and supervision of the Parks & Recreation Director.

**Distinguishing Career Features**

The position performs a wide range of maintenance services and is responsible for the upkeep of Wrangell's Parks & Recreation Facilities. Performs mid-level technical maintenance, troubleshooting and repair of building systems and equipment. May be required to work extended hours, as determined by management or facility need.

**Essential Duties and Responsibilities**

- The Recreation Facility Maintenance Specialist performs a wide range of skilled work in the repair and maintenance of facility structures, their building systems and equipment for all Parks & Recreation facilities.
- Assists the Parks & Recreation Director in identifying future facility improvement needs and projects.
- Inspects facilities, systems, equipment, and supplies, on a regular basis for the purposes of identifying and accomplishing priorities for maintenance and repair.
- Complies with all safety requirements and practices.
- Performs maintenance and repair of all building structures and their systems, including but not limited to, electrical, heating, cooling, ventilation, plumbing systems, carpentry work for construction, and other maintenance and repair tasks; performs mid-level technical maintenance and repair tasks as appropriate.
- Receives work requests through work order and/or direct contact. Keeps work order data entry current and maintains computerized maintenance records.
- Investigates and troubleshoots problems with facilities and equipment, and coordinates problem resolution as appropriate; responds to emergency breakdowns, and repair delinquent equipment on a timely basis.
- Implements and schedules preventative maintenance for all Parks & Recreation facilities, equipment, and systems, including heating and air systems, ventilation systems, digital and pneumatic controls, fire alarm systems, fire extinguishers, and weight and cardio equipment.
- Troubleshoots and resolves or oversees resolution of routine maintenance problems, such as structural problems, basic mechanical and plumbing or other equipment malfunctions.
- Monitors, operates, and troubleshoots the pneumatic and digital HVAC control systems present in the Swimming Pool building.

- Maintains pool chemistry tests, safe chemical handling, water balancing and circulation systems at proper levels, along with monthly water data reports.
- Monitors, maintains, and completes repairs of pumps, motors and valves at the swimming pool.
- Maintains aquatics, recreation, and park facilities to include janitorial responsibilities, general maintenance, trash removal, mowing and landscaping duties and exterior building maintenance.
- Performs maintenance work as required in support of and in preparation for recreational programs, events or activities at assigned facilities.
- Maintains adequate inventory of necessary spare parts and serviceability of necessary maintenance supplies and equipment; purchase materials, supplies and/or equipment as appropriate. Prepares and maintains records on all maintenance activities and keeps all facility Operations & Maintenance manuals up to date.
- Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Assures the facilities stay in compliance with OSHA, EPA and Building and Fire Code, and other regulatory requirements.
- This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- May be required to work extended hours, as determined by management or facility needs.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies, to facilitate and sustain department operations. Must be willing to work odd hours as required by the work environment.
- Keeps track of budget and spending for maintenance accounts.
- Performs other job-related duties and responsibilities that support the overall objectives of the position, or as assigned.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. Occasionally assists other department crews as manpower needs arise.

## **Qualifications**

### ***Knowledge and Skills***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Experience applying the principles of building maintenance and repair and knowledge of materials associated with the construction and maintenance of buildings.
- Building automated control systems and components.
- Methods, tools, materials, and equipment used in all phases of facilities maintenance and repair.
- Basic mathematics, including calculations using fractions, percent, and ratios, to record and compute precise measurements.
- Interpret technical manuals, engineered drawings and specifications, safety rules, operating and maintenance instructions, and procedure manuals.
- Personal computer experience in Windows-based applications for data processing and spreadsheet development and other software as utilized by the department such as work order generation and inventory tracking software, or the ability to learn such software applications.
- Experience in maintenance hazards and safety practices related to building trades, including applicable OSHA standards and safe operation of tools, equipment, and vehicles.

- Experience in maintaining swimming pools and the associated systems, equipment and facilities operation, or ability to learn.
- Experience in maintaining step and run and aggregate trail systems and infrastructure, or ability to learn.

### ***Abilities***

- Skills are required to perform the duties of the position, with the potential to upgrade skills in order to meet changing job conditions.
- Ability to perform a wide range of physical and manual tasks in both indoor and outdoor environments.
- Broad range of mechanical, electrical, plumbing and carpentry skills.
- Requires sufficient computer and writing skills to prepare reports.
- Ability to perform record keeping functions.
- Ability to communicate professionally and effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.
- Apply commonsense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Adapt to situations that are frequently not anticipated or planned for.
- Ability to work in a safe manner and work independently with minimal direct supervision.

### ***Physical Abilities***

- Strength and mobility to operate hand and power tools, mobility to drive a motor vehicle to various site locations; stamina to perform sustained physical labor including standing, walking, climbing, and working in confined or awkward spaces. Stooping, bending, and squatting is required on a regular basis.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Must be able to work from and perform complicated and physically demanding tasks from ladders, scaffolds, powered manlifts, and other elevated areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive, read and write, and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.
- Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with proper equipment, often reaching from awkward positions using hand-eye coordination to insert parts

### ***Education and Experience***

- Any combination of education, training, and experience which demonstrates an ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. A typical qualifying entrance background would be four years' experience in the skilled trades.
- A variety of maintenance, equipment operation and construction experience.
- Requires a high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to building maintenance technologies is preferred.

### ***Licenses and Certificates***

- Requires a valid Alaska Driver's License.
- Requires the ability to successfully obtain a Certified Pool Operator certificate offered, when course is available, after probation period.
- Requires the ability to complete respirator fit testing.

### **Working Conditions**

- Work is performed indoors and outdoors where safety considerations exist from physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold.
- Employees may perform work alone or as part of a team and may be subject to callout. Employees may be exposed to; varying noise levels; dust, fumes or airborne particles, electrical shock and hazardous chemicals found in the pool treatment process with appropriate personal protective equipment.
- Employees may perform work on slippery or uneven surfaces, on ladders, and equipment with moving parts.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

# Agenda Item A Old Business

## Approval of the P&R Fee Schedule Revisions

WPR Advisory Board

AGENDA ITEM

January 11, 2023

**INFORMATION:** The City & Borough of Wrangell has adopted a practice of reviewing all fees within the schedule leading up to the adoption of a new fiscal year budget. Parks & Recreation has taken the initiative to review its fee schedule well in advance in preparation for budget season.

Included in the packet is a list of current fees with recommended changes. Some of those changes reflect reductions, whereas other line items have recommended increases such as rental fees for the swimming pool and community center gymnasium. There are new categories which showcase new age group definitions including a category for veterans, as well as equipment available for add-ons to rental reservations.

<p><b>Example for changing fees</b></p> <p><b>(should be highlighted with old fee in brackets -- New categories are also in red &gt;&gt;)</b></p>	<p><b>[200.00] \$300.00</b></p>
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### ATTACHMENTS:

1. P&R Fee Schedule (excel)

**RECOMMENDED ACTION:** Motion to approve the proposed changes to the P&R Fee Schedule.

## PARKS AND RECREATION FACILITIES/PARTICIPATION

	<b>Child</b>	<b>6 Years old and under</b>
	<b>Youth</b>	<b>7 years to 13 years</b>
	<b>Young Adult</b>	<b>14 years to 17 years</b>
	<b>Adult</b>	<b>18 years to 64</b>
	<b>Senior</b>	<b>65 years and older</b>
<b>Pool, Weight Room, Showers</b>	[4 years and under] 6 Years and Under	[2.00] FREE
	[5 years to 17] 7 Years to 12 Years	[3.00] 2.00
	<b>13 Years to 17 Years</b>	<b>\$3.00</b>
	18 Years and Older	\$5.00
	Seniors: 65 Years+	\$3.00
	<b>Veterans</b>	<b>\$3.00</b>
	Families	\$12.00
	[Disabled] Persons with disabilities	Free
	Towels	Free
	10 Punch Pass	10% Discount
	20 Punch Pass	20% Discount
<b>Pool Passes</b>	<b>Youth - 1 Month</b>	<b>\$18.00</b>
	<b>Youth - 6 Months</b>	<b>\$80.00</b>
	<b>Youth - 1 Year</b>	<b>\$130.00</b>
	Young Adult, Senior & Veterans - 1 Month	\$27.00
	Young Adult, Senior & Veterans- 6 Months	\$119.00
	Young Adult, Senior & Veterans - 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>		
<b>Pool Rentals w/o Nessie</b>	Lockers per month / per year	\$10.00 / \$100.00
	[0-15] Up to 20 People with 2 Guards	[\$50.00] \$75.00/hr
	[16-30] 21-40 People with 3 Guards	[\$75.00] \$100.00/hr
	[31-45] 41-60 People with 4 Guards	[\$100.00] \$125.00/hr
	[46-60] 61-80 People with 5 Guards	[\$125.00] \$150.00/hr
	46-60 People with 6 Guards-Duplicate	[\$150.00] \$175.00/hr
	<b>Aquatics Inflatable (Nessie) per hour</b>	<b>\$50.00</b>
	<b>Water Polo Equipment per hour</b>	<b>\$25.00</b>
<b>Pool Rentals w/ Nessie-</b>	Up to 20 People with 3 Guards	[\$75.00] \$125.00/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
<b>Recreation Programs</b>	Youth Basketball	\$50.00
	Wolfpack Wrestling	\$50.00
	<b>Youth Sports Programs</b>	<b>\$50.00</b>
	<b>Youth Recreation Programs</b>	<b>Variable</b>
	Summer Recreation	\$15.00/day
	<b>Adult Sports &amp; Recreation Programs</b>	<b>Variable</b>
	Co-ed Softball	Variable
	Co-ed Adult Wallyball	Variable
	Lifeguard Class	Variable
	WSI-Class	Variable
	<b>Swim Camp</b>	<b>75.00</b>
	<b>Private Swim Lessons 30 minutes</b>	<b>30.00</b>
	Swim Lessons	\$50.00
<b>Community Center Rentals</b>	Gymnasium per hour	[30.00] \$40.00
	Gymnasium per day	[170.00] \$220.00
	Classroom per hour	\$25.00
	Classroom per day	\$140.00
	Kitchen per hour	\$25.00
	Kitchen per day	\$140.00
	Table + 6 Chairs per day	\$10.00/set
	Bounce House per hour	\$20.00
	<b>Inflatable Movie Screen per hour</b>	<b>\$20.00</b>
	<b>Volleyball Net and Equipment per hour</b>	<b>\$20.00</b>
	<b>Pickleball Equipment per hour</b>	<b>\$20.00</b>
	<b>[Tot Gym Toys] Basketballs/ Tot toys per use</b>	<b>\$5.00</b>



Park Rentals	Park Shelter Reservation - [Up to 3-hrs] half day	[\$15.00] \$20.00
	Park Shelter Reservation - [Over 3-hrs] full day	\$30.00
	Covered Basketball Court - half day	\$20.00
	Covered Basketball Court - full day	\$30.00
RV Park Rentals	Non-Electric Site / per night	\$20.00
	Site with Electric Hook-Up / per night	\$30.00
Kayak Storage Unit	Month	\$10.00
	Annual	\$100.00
end of section		