



Agenda

Parks, Art, Recreation & Culture Advisory Commission Regular Meeting

Thursday, April 17, 2025 at 5:30 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 990 6701 0473 Password: 295088

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER 5:30 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

VISITORS/PRESENTATIONS (10 minute time limit)

- A. Woodard Canyon Trail Group
- B. Pier One Theatre

RECONSIDERATION

CONSENT AGENDA All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.

- A. Unapproved Regular Meeting Minutes- March 20, 2025 Page 3

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5 minute time limit)

- A. Parks Monthly Report Page 7
- B. PARCAC Staff Report Page 8
- C. Community Recreation Report Page 9

PUBLIC HEARING

PENDING BUSINESS (15 minute time limit)

- A. Policies and Procedures- Recreation Page 14

B. Policies and Procedures- Parks	Page 42
---	---------

NEW BUSINESS (15-20 minute time limit)

A. ADA Transition Plan- Parks	Page 44
---	---------

B. Transportation Safety Action Plan	Page 70
--	---------

INFORMATIONAL MATERIALS

A. 2025 Calendar	Page 73
----------------------------------	---------

B. City Manager's Report- March 24, 2025 City Council Meeting	Page 74
---	---------

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE COMMISSION

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **Thursday, May 15, at 5:30 p.m.** There is a **Work Session scheduled for Thursday, May 15, at 4:30 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

CALL TO ORDER

Session 25-02, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Vice Chair Robert Archibald at 5:30 p.m. on March 20, 2025 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ARCHIBALD, HARRALD, KEISER, PARSLEY & STEFANO

ABSENT: COMMISSIONERS LEWIS, ROEDL (BOTH EXCUSED) & STUDENT REPRESENTATIVE OSTROM

STAFF: RECREATION MANAGER ILLG, PUBLIC WORKS DIRECTOR KORT, LEAD PARKS TECHNICIAN FELICE & DEPUTY CITY CLERK PETTIT

CONSULTING: SHELLY WADE, AGNEW::BECK

AGENDA APPROVAL

Vice Chair Archibald read the supplemental items into the record.

HARRALD/KEISER MOVED TO AMEND THE AGENDA BY MOVING PENDING BUSINESS ITEM A TO IMMEDIATELY AFTER THE CONSENT AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

HARRALD/KEISER MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (3-minute time limit)

VISITORS/PRESENTATIONS (10-minute time limit)

A. Pier One Theater

RECONSIDERATION

CONSENT AGENDA

A. Unapproved Meeting Minutes – February 20th Regular Meeting

HARRALD/KEISER MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

There was no discussion

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS (5-minute time limit)

A. Parks Monthly Report

Vice Chair Archibald introduced the item by reading of the title and deferred to Lead Parks Technician Felice, who provided the following summary:

- Ongoing work at Karen Hornaday Park
 - Mobile restroom slab coming soon
 - Electricians working to get power back to the batting cages
 - Fine tuning campgrounds
- Updates at Jack Gist Park
 - New culvert on the west side of the parking lot
 - New viewing area for the high school field
 - Installed the power pole and put in conduit for electrical wiring
- Other general info
 - Working on policies and procedures for parks
 - Seeking nominations from the art community for a mural on the Nomar wall
 - 6 new ADA benches on Pioneer Avenue

B. PARCAC Staff Report

Vice Chair Archibald introduced the item by reading of the title and deferred to Recreation Manager Illg. Mr. Illg recapped the February 24th and March 10th City Council meetings for the Commission, noting the grant from Homer Foundation Youth Advisory Committee in the amount of \$3,500 for community recreation activities.

C. Community Recreation Report

Vice Chair Archibald introduced the item by reading of the title and deferred to Recreation Manager Illg, who provided a report on the following:

- Programming and Special Events
- New Recreation Programmer – Rafael de la Uz
- Pickleball clinics with visiting instructors on March 23rd and 24th
- East Coast Swing Dance Lessons in February and March
- Community Recreation Adult Basketball League season recap
- Youth ballet classes start in March
- Annual Safe & Healthy Kids Fair on Saturday, May 17th

PUBLIC HEARING

PENDING BUSINESS

A. Comprehensive Plan – Review Comments

Vice Chair Archibald introduced the item by reading of the title and deferred to Shelly Wade of Agnew::Beck. Ms. Wade provided an overview of the schedule for the remainder of the process to adopt the Comprehensive Plan and ultimately begin rewriting Title 21. Discussion topics included:

- Extent of the Planning Commission's authority with the Comprehensive Plan
- Land use and outdoor access
- Green space and conservation
- Reconciling conflict priorities
- HERC redevelopment and Community Recreation
- Quality of life
- Expansion of trails and waterfront access

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. City Manager's Report
February 24, 2025 City Council Meeting
March 10, 2025 City Council Meeting
- B. 2025 Calendar
- C. Homer Foundation Youth Advisory Committee Grant for Community Recreation Activities
Memorandum from Recreation Manager as backup

Vice Chair Archibald noted the informational materials included in the packet.

COMMENTS OF THE AUDIENCE (3-minute time limit)

COMMENTS OF THE CITY STAFF

Public Works Director Kort noted that it was a great meeting.

Lead Parks Technician Felice thanked everyone for a great meeting.

Recreation Manager Illg noted that it was a great meeting, and thanked Deputy City Clerk Pettit for filling in and jumping through all the technical hoops to get the Zoom up and running.

Deputy City Clerk Pettit thanked everyone for a good meeting, noting that this was only his third time or so meeting with the Commission.

COMMENTS OF THE MAYOR/CITY COUNCIL

COMMENTS OF THE COMMISSION

Commissioner Keiser thanked those who helped to ensure a quorum at the meeting in addition for thanking those for taking the Comprehensive Plan so seriously. She also thanked the City Staff for their work.

Commissioner Stefano thanked everyone for a great meeting. She volunteered herself to deliver the report to City Council at their Regular Meeting on March 24th.

Commissioner Harrauld shared that she was struggling with the view from both the federal and state levels regarding parks. She noted that she's appreciative that there's a lot of support garnered for parks on a local level in the City of Homer.

Commissioner Parsley apologized for being tardy. He noted that he had Comprehensive Plan remarks that he would submit, and stated that it was a great meeting.

Commissioner Archibald noted that it was a good meeting, adding that he didn't expect to Chair the meeting this evening.

ADJOURNMENT

There being no further business to come before the Commission, Vice Chair Archibald adjourned the meeting at 7:07 p.m. The next regular meeting is **Thursday, April 17, 2025 at 5:30 p.m.** A Worksession is scheduled for 4:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

Zach Pettit, Deputy City Clerk II

Approved:_____



City of Homer

www.cityofhomer-ak.gov

Public Works

3575 Heath Street
Homer, AK 99603

publicworks@cityofhomer-ak.gov

(p) 907- 235-3170

(f) 907-235-3145

Memorandum

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION

FROM: CHAD FELICE, PARKS MAINTENANCE COORDINATOR

DATE: April 17th, 2025

SUBJECT: PARKS REVIEW FOR March

KAREN HORNADAY PARK PLAYGROUND

- Cleaned up campsites
- Swore in by the police Chief to write citations for camping if needed
- Getting the pay station set up for camping
- Fine tuning the pad for the mobile restroom
- Started to put up signage for camping
- Electricians working on running power in the conduit that was put in
- Lot of time and work in the campground
- Ordered fire rings for campsites
- Got hydroseeding set up

JACK GIST PARK

- Power is installed to pole
- Set up for concrete pad

GENERAL INFORMATION

- Installed the signs for the story trail
- Working on the policies for parks
- Received nominations for Nomar wall
- Working on a memo for a fee schedule for special events
- Starting set up to get SST's online
- Working on things for serve the city
- Angie is starting 4/14
- Some light trail prep for summer



MEMORANDUM

Item Type: Informational Memorandum
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: April 7, 2025
From: Mike Illg, Recreation Manager/Staff Liaison

The following City Council resolutions and ordinances activity relevant to the Park, Arts, Recreation and Culture Advisory Commission since the last PARCAC regular meeting on March 20, 2025.

March 24, 2025 City Council Regular Meeting

Ordinance 25-29, An Ordinance of the City Council of Homer, Alaska Amending the FY25 Capital Budget by Appropriating an Additional \$3,200 from the Homer Accelerated Roads and Trails (HART) Trails Fund for Change Order No. 1 to Kinney Engineering Task Order 24-01 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. **Introduced.**

April 14, 2025 City Council Regular Meeting

Ordinance 25-29, An Ordinance of the City Council of Homer, Alaska Amending the FY25 Capital Budget by Appropriating an Additional \$3,200 from the Homer Accelerated Roads and Trails (HART) Trails Fund for Change Order No. 1 to Kinney Engineering Task Order 24-01 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. **TBD.**

Resolution 25-xxx, A Resolution of the City Council of Homer, Alaska, Supporting the Efforts of the Homer Area Beekeepers Association to Promote “No Mow May” for the Protection of Pollinators. **TBD.**

RECOMMENDATION: Informational Only.



MEMORANDUM

Item Type: Informational Memorandum Community Recreation
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: April 9, 2025
From: Mike Illg, Recreation Manager/Staff Liaison

Programming & Special Events: Please view the monthly calendar for reference of the programs, activities and special events provided. Some news and highlights to share:

Staff organized a **Summer Field Use meeting** to coordinate KPBSD field use. There are many different awesome organizations, programs and requests to use the school turf and fields and part of the Community Recreation responsibilities include scheduling and organizing them. The calendar of activities will be on line on the Community Recreation website.

Public Works Maintenance crew is prepping the HERC gym with some painting as we will soon be installing the **new volleyball net** brackets on to the wall.


Recreation Programmer de La Uz has started a new **Pickleball Ladder League** on Tuesday nights at the HERC. All of the available participant's slots quickly filled up and the 8-week league will surely be something we will continue and expand.

Community Rec has brought back the **Family Pickleball Time** at the HERC. Previously this was once a month but we are now offering every Saturday, 5-7pm for youth 3rd-12th grade (for free) who must have a parent/adult/guardian (fees apply) present and participating with them. This is a strategic effort to help encourage family based activities.

Facilitated a meeting to community members who are interested in being involved and organized in offering some ongoing year round **Youth Basketball** opportunities. This would include possible camps, rec league, open gym, etc. More information as this evolves.

We are beginning to look into offering **summer programs** with all of our partnering agencies, contracted instructors and volunteers. These activities will take place at Homer High (pending availability) and the HERC facility/campus.

City of Homer Community Rec April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Color Key BLACK =Homer High BLUE =Homer Middle PURPLE =HERC RED =Cancellation	1 9-10am ALASKA STRONG FITNESS CLASS at HERC 3:15-5pm YOUTH BALLET at HERC 5-7pm PICKLEBALL LADDER LEAGUE at HERC 6:30-8:30pm VOLLEYBALL at HMS 7-9pm INTRO TO PICKLEBALL at HERC	2 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 11am-1pm INTRO TO PICKLEBALL at HERC 2-4pm FLEX PE at HERC 4:30-7PM KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS	3 9-10am ALASKA STRONG FITNESS CLASS at HERC 4:30-6:30pm 4.0/4.5 Skill level PICKLEBALL OPEN PLAY at HERC 6:30-8:30pm VOLLEYBALL at HMS 6:30-8:30pm INTERMEDIATE PICKLEBALL OPEN PLAY at HERC	4 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 1-3pm CENTER at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC	5 9:30-11:30am INTRO TO PICKLEBALL at HERC 5-7PM Drop In FAMILY PICKLEBALL at HERC
6 4-6pm BASKETBALL at HHS 6:30-8:30pm VOLLEYBALL at HHS	7 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm INLET WINDS BAND at HHS	8 9-10am ALASKA STRONG FITNESS CLASS at HERC 3:15-5pm YOUTH BALLET at HERC 5-7pm PICKLEBALL LADDER LEAGUE at HERC 6:30-8:30pm VOLLEYBALL at HMS 7-9pm INTRO TO PICKLEBALL at HERC	9 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 11am-1pm INTRO TO PICKLEBALL at HERC 2-4pm FLEX PE at HERC 4:30-7PM KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS	10 9-10am ALASKA STRONG FITNESS CLASS at HERC 4:30-6:30pm 4.0/4.5 Skill level PICKLEBALL OPEN PLAY at HERC 6:30-8:30pm VOLLEYBALL at HMS 6:30-8:30pm INTERMEDIATE PICKLEBALL OPEN PLAY at HERC	11 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC	12 9:30-11:30am INTRO TO PICKLEBALL at HERC 5-7PM Drop In FAMILY PICKLEBALL at HERC
13 4-6pm BASKETBALL CANCELLED 6:30-8:30pm VOLLEYBALL CANCELLED	14 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm INLET WINDS BAND at HHS	15 9-10am ALASKA STRONG FITNESS CLASS at HERC 3:15-5pm YOUTH BALLET at HERC 5-7pm PICKLEBALL LADDER LEAGUE at HERC 6:30-8:30pm VOLLEYBALL at HMS 7-9pm INTRO TO PICKLEBALL at HERC	16 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 11am-1pm INTRO TO PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS	17 9-10am ALASKA STRONG FITNESS CLASS at HERC 4:30-6:30pm 4.0/4.5 Skill level PICKLEBALL OPEN PLAY at HERC 6:30-8:30pm VOLLEYBALL at HMS 6:30-8:30pm INTERMEDIATE PICKLEBALL OPEN PLAY at HERC	18 6-7am MORNING BB at HERC 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 4:30-7PM KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC	19 9:30-11:30am INTRO TO PICKLEBALL at HERC 5-7PM Drop in FAMILY PICKLEBALL at HERC
20 4-6pm BASKETBALL at HHS 6:30-8:30pm VOLLEYBALL at HHS	21 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 3-4:30pm YOUTH PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm INLET WINDS BAND at HHS 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm INLET WINDS BAND at HHS	22 9-10am ALASKA STRONG FITNESS CLASS at HERC 3:15-5pm YOUTH BALLET at HERC 5-7pm PICKLEBALL LADDER LEAGUE at HERC 6:30-8:30pm VOLLEYBALL at HMS 7-9pm INTRO TO PICKLEBALL at HERC	23 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 11am-1pm INTRO TO PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS	24 9-10am ALASKA STRONG FITNESS CLASS at HERC 4:30-6:30pm 4.0/4.5 Skill level PICKLEBALL OPEN PLAY at HERC 6:30-8:30pm VOLLEYBALL at HMS 6:30-8:30pm INTERMEDIATE PICKLEBALL OPEN PLAY at HERC	25 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC	26 9:30-11:30am INTRO TO PICKLEBALL at HERC 5-7PM Drop in FAMILY PICKLEBALL at HERC
27 4-6pm BASKETBALL at HHS 6:30-8:30pm VOLLEYBALL at HHS	28 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm INLET WINDS BAND at HHS 6:30-8:30pm BASKETBALL at HMS 6:30-8:30pm INLET WINDS BAND at HHS	29 9-10am ALASKA STRONG FITNESS CLASS at HERC 3:15-5pm YOUTH BALLET at HERC 5-7pm PICKLEBALL LADDER LEAGUE at HERC 6:30-8:30pm VOLLEYBALL CANCELLED 7-9pm INTRO TO PICKLEBALL at HERC	30 6-7am MORNING BB at HHS 9-10am POLAR POWER FITNESS CLASS at HERC 9-11am Drop in PICKLEBALL at HERC 11am-1pm INTRO TO PICKLEBALL at HERC 4:30-7pm KARATE at HERC 4:30-8pm Drop in PICKLEBALL at HERC 6:30-8:30pm BASKETBALL at HMS	DISCLAIMER: ALL ACTIVITIES ARE SUBJECTED TO CHANGE OR BEING CANCELLED WITH LIMITED NOTIFICATION		

CITY OF HOMER COMMUNITY REC PRESENTS:

DROP IN FAMILY PICKLEBALL

ONGOING-STARTS 4/5/25

SATURDAYS
5-7pm

HERC GYM

EVERY SATURDAY!



FOR PARTICIPANTS 3RD
GRADE TO ADULTS!

Pickleball for youth, teens and adults! Kids 3rd-8th grade **MUST** have an adult present. Two courts for mixed ages and one court for adults only. No drop offs please & register before playing.

\$5 OR MEMBERSHIPS FOR ADULTS
FREE FOR YOUTH (3RD-12TH GRADE)





KPBSD posts flyers as a community service. Such posting does not constitute an endorsement for or against the materials and viewpoints expressed in them.



The background is a vibrant yellow with a pattern of small white dots. At the top, there are stylized blue and red clouds with black outlines. Yellow stars and black motion lines are scattered around. On the right side, a female superhero character with brown hair, wearing a black mask, a pink and white suit, and a long pink cape, stands with her hands on her hips. The main title is written in large, bold, green letters with black outlines.

BE A SPORTS HERO!



HELP PROTECT OUR TRACK & TURF!

DO wear correct footwear.
DO place litter in trash.
DO make sure facility is clean & tidy.
DO make sure you take ALL of your items with you.
DO report any damage or vandalism immediately.
DO arrive & leave on time for your activity.
DO have fun & be safe!

NO drink other than water allowed on track & turf.
NO food or gum allowed on track & turf.
NO animals or pets on track & turf.
NO bikes, strollers or wheels on track & turf.
NO loitering or hanging out unsupervised.
DO NOT use any equipment without adult approval & supervision.
DO NOT climb on goals, fences or netting.
DO NOT place sharp or heavy objects on track & turf.

We NEED everyone's help to take care of our local track and turf facilities so it will last a long time for the school's sports program and community activities.

Let's all do our part and make this important space a fun, safe and welcoming place to be!





MEMORANDUM

Item Type: Memorandum Establishing Parks & Recreation Policies/Procedures
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: April 8, 2025
From: Mike Illg, Recreation Manager/Staff Liaison

Back in April 2024, City Council passed Resolution 24-019 that summarize their work session with PARCAC with a list of recommendations for PARCAC to pursue. This was followed up with Memorandum CC-24-027 from Councilmembers Erickson and Davis requesting PARCAC to develop policies a document for parks and community recreation operations. This task was delayed due to the many ongoing efforts for PARCAC to go through including: the SWOT Analysis, developing Strategic Goals & Plans and of course the recent Comprehensive Plan update.

The City of Homer Parks (a division within the Public Works Department) staff has worked on and submitted their initial input and recommendation. And Community Recreation (a division within the Administration Department) staff has worked on and submitted their initial input and recommendations.

Recommendation: Review the draft information for the creation of policies/procedures for parks and community recreation and determine what should remain, removed, modified and/or added.



MEMORANDUM

Item Type: Informational Memorandum Establishing Parks & Recreation Policies
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: February 11, 2025
From: Mike Illg, Recreation Manager/Staff Liaison

Back in April 2024, City Council passed Resolution 24-019 that summarize their work session with PARCAC with a list of recommendations for PARCAC to pursue. This was followed up with Memorandum CC-24-027 from Councilmembers Erickson and Davis requesting PARCAC to develop policies document for parks and community recreation operations.

The City of Homer already has some policies established in city code (ex. special events, beach policy, camping, fee schedule, etc) and there are some existing internal operational procedures that both parks maintenance and community recreation utilize. I suggest we begin consolidating with what is already in code and staff will begin documenting existing procedures to include as well.

There are some parks and recreation categories that may need to be considered and implemented. We can tailor policies categories from staff recommendations and community needs/input but it would be ideal to cover as much as possible. Additionally, staying updated with industry best practices and legal requirements is crucial for effective comprehensive municipal parks and recreation management.

Recommendation: Review the draft list and determine what categories should remain, removed and added. Staff will then bring back information for PARCAC to review.

Parks

1. **Park Access and Hours:** Policy on park accessibility and permitted hours of use.
2. **Facility Reservations:** Procedures for reserving park facilities or recreation spaces for events.
3. **Code of Conduct:** Rules and expectations for visitor behavior within parks and recreation areas.
4. **Safety and Emergency Procedures:** Protocols for handling emergencies, including first aid, evacuation plans, and coordination with emergency services.

-
5. **Environmental Conservation:** Policies promoting the protection and conservation of natural resources within parks.
 6. **Alcohol and Tobacco Policies:** Regulations regarding the consumption of alcohol and tobacco products within park premises.
 7. **Permitting for Special Events:** Procedures for obtaining permits for special events, festivals, or gatherings in parks.
 8. **Maintenance and Landscaping:** Protocols for routine maintenance, landscaping, and upkeep of park facilities.
 9. **User Fees and Charges:** Policies outlining fees for facility rentals, programs, or services provided by the parks staff.
 10. **Safety and Emergency Procedures:** Protocols for handling emergencies, including first aid, evacuation plans, and coordination with emergency services.
 11. **Maintenance and Landscaping:** Protocols for routine maintenance, landscaping, and upkeep of park facilities.
 12. **Accessibility:** Guidelines for ensuring parks and recreational facilities are accessible to individuals with disabilities.
 13. **Animal Control Policies:** Rules governing the presence and behavior of pets within parks.
 14. **Programming and Activities:** Procedures for organizing and conducting recreational programs, classes, and events. Requirements for Recreational Use Agreements (RUA)
 15. **Security Measures:** Measures in place to ensure the safety and security of park visitors.
 16. **Volunteer Programs:** Procedures for recruiting, training, and managing volunteers involved in park activities such as existing Adopt –a-Park/Adopt-a-Trail
 17. **Policy on Vandalism and Graffiti:** Measures to prevent and address vandalism or graffiti within parks.
 18. **Public Outreach and Communication:** Strategies for communicating with the public about park updates, events, and policies.
 19. **Park Master Plan:** Long-term vision and planning for the development and improvement of parks within the municipality.
 20. **Memorial Infrastructure:** Process for apply for memorial benches, plaque, etc. on city property.
 21. **Beach Policy**
 22. **Camping Policy**

Community Recreation

These policies and procedures contribute to the effective planning, implementation, and management of municipal recreation programs, fostering a positive and inclusive environment for participants.

-
1. **Program Development:** Procedures for designing, developing, and evaluating recreation programs that cater to the community's needs and interests.
 2. **Registration and Enrollment:** Policies for participant registration, enrollment periods, and any associated fees.
 3. **Age and Eligibility Criteria:** Guidelines specifying age or eligibility requirements for participation in various programs.
 4. **Program Fees and Refunds:** Policies regarding program fees, payment schedules, and procedures for issuing refunds.
 5. **Scholarship/Voucher Program**
 6. **Inclusion and Accessibility:** Procedures to ensure that recreation programs are inclusive and accessible to individuals with disabilities.
 7. **Health and Safety Protocols:** Guidelines for maintaining participant safety during program activities, including emergency response plans.
 8. **Staff Training and Development:** Policies related to the training, certification, and professional development of recreation program staff.
 9. **Facility Use for Programs:** Procedures for reserving and utilizing municipal facilities for recreation programs.
 10. **Equipment and Supplies:** Guidelines for the procurement, maintenance, and proper use of equipment and supplies used in recreation programs.
 11. **Marketing and Promotion:** Strategies for marketing and promoting recreation programs to the community, including outreach and advertising.
 12. **Evaluation and Assessment:** Procedures for assessing the success and impact of recreation programs, including participant feedback and performance metrics.
 13. **Partnerships and Collaborations:** Policies regarding collaborations with external organizations or businesses for program support or sponsorship.
 14. **Cancellations and Program Changes:** Procedures for communicating and managing program cancellations, changes, or rescheduling.
 15. **Code of Conduct for Participants:** Rules and expectations for participant behavior during recreation programs.
 16. **Background Checks for Staff/Volunteers/Contracted Instructors:** Policies outlining the necessity and process for conducting background checks on individuals working with program participants.
 17. **Volunteer Programs:** Procedures for recruiting, training, and managing volunteers involved in park activities.
 18. **Contracted Instructors:** Procedures for recruiting, training, and managing contracted instructors involved in recreation activities.
 19. **Risk Management:** Protocols for identifying, assessing, and mitigating risks associated with recreation programs.

-
20. **Youth Protection Policies:** Measures to ensure the safety and well-being of children participating in youth-focused programs.
 21. **Program Advisory Committees:** Guidelines for establishing and involving community members in program advisory committees for feedback and input (aka PARCAC)

**CITY OF HOMER
HOMER, ALASKA**

Erickson/Aderhold

RESOLUTION 24-019

A RESOLUTION OF THE HOMER CITY COUNCIL SUMMARIZING THE
JOINT WORKSESSION WITH THE PARKS, ART, RECREATION, AND
CULTURE ADVISORY COMMISSION AND STATING ACTION ITEMS
FOR THE COUNCIL AND COMMISSION

WHEREAS, The Homer City Council and Parks, Art, Recreation, and Culture Advisory
Commission (PARCAC) held a joint worksession on January 17, 2023; and

WHEREAS, Agenda items for the worksession included joint training, discussion topics
outlined in a memorandum and email from Councilmember Erickson, and discussion on
PARCAC appointments; and

WHEREAS, Discussion during the worksession included PARCAC developing a strategic
plan, the proposed new multiuse community recreation center, long-term planning and needs
assessment for Homer's parks, promoting arts in the community and the configuration of the
commission relative to an arts focus, review of city code related to PARCAC responsibility and
review, and park and community recreation policies; and

WHEREAS, Councilmembers Erickson and Davis provided Memorandum CC-24-027 to
city council at its January 22, 2024 regular meeting summarizing the worksession; and

WHEREAS, Current city council process is to follow-up joint worksessions and special
topic discussions (council "champion" work) with informational memoranda followed by
resolutions for action.

NOW, THEREFORE, BE IT RESOLVED that the Homer City Council requests PARCAC
complete the following tasks during the 2024 calendar year, with support from staff and city
council as appropriate:

- Develop a strategic plan to guide commission work through 2024 and beyond that includes indoor recreation and outdoor parks, trails, and sidewalks.
- Develop and review policies related to community recreation and parks.
- Develop a prioritized list of parks and recreation needs and associated costs that the city council the city manager can use when evaluating the Capital Improvement Plan and preparing annual budgets.
- Evaluate the role that PARCAC should play in promoting the arts in Homer.
- Review the recreation fee schedule and evaluate opportunities for a scholarship fund.

BE IT FURTHER RESOLVED that city council, led by parks and recreation champions, and aided by city staff, will complete the following tasks during the 2024 calendar year:

- Continue evaluation of a new multi-use community recreation center, requesting input from PARCAC as appropriate.
- Review city code and prepare ordinance(s) that clarify PARCAC's review role related to proposed new subdivisions, sidewalks, parks, and trails. Send introduced ordinances to PARCAC, and other commissions as appropriate, for review before final reading.

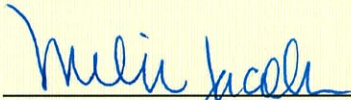
PASSED AND ADOPTED BY THE CITY COUNCIL OF HOMER, ALASKA, THIS 12th day of February 2024.

CITY OF HOMER



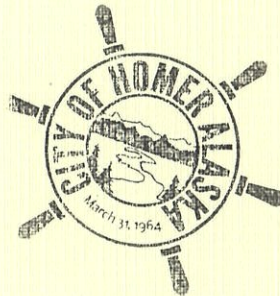
KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A





MEMORANDUM

Proposed Strategic Plan for Parks, Art, Recreation and Culture Advisory Commission (PARCAC), Plus Two Items for Possible Council Action

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: January 17, 2024
From: Council Members Erickson and Davis

Based on the January 15, 2024 Joint Worksession with PARCAC, as well as previous meetings held with PARCAC members, we recommend that council support PARCAC beginning work on a Strategic Plan, ideally to be completed this calendar year, that would address some or all of the following:

- Questions related to community recreation (support for new rec center, including possible capital campaign; how to identify our clientele; what role do schools play & does this need to be adjusted; how to set fees in a way that encourages participation; best ratio of staff to volunteers)
- Updated parks plan, with long term needs lists that Council can use when preparing annual budgets.
- The role of PARCAC in promoting the arts in the community. Should PARCAC always include a member or members whose focus is the arts?

Three addition items were identified, two of which may require Council action (in coordination with staff):

1. Update city code to ensure that sidewalks (in addition to parks and trails) are explicitly identified as falling under PARCAC's auspices.
2. Update city code to require that PARCAC be given the opportunity to review proposed new subdivisions for recommended trail and/or sidewalk facilities, and associated easements, prior to the preliminary plat being sent to the Borough for approval.
3. Develop a policies for community recreation and parks.

DRAFT List of categories for City of Homer Community Recreation Policies and Procedures document

Community Recreation

These policies and procedures contribute to the effective planning, implementation, and management of municipal recreation programs, fostering a positive and inclusive environment for participants.

1. Program Development:

While supporting existing programmatic functions, staff will continue to pursue new programs, special events, activities and other related functions to meet the community needs and requests as determined by relevant factors. These factors include: potential risk factors, time and location availability, cost of equipment needed, staff and/or volunteer availability, instructor fees (if required) and overall community interest. If a program has declining participation, it may be cancelled for more popular program that engages more participants. As staff time and resources allows, formal feedback and evaluation forms will be available on the website to assist with improving services.

2. Registration and Enrollment:

All participants are required to register and enroll by completing a registration/release **before** participating in any Recreation Program preferably through the software program but paper registration is also currently allowed. So programs have limited space and it is a “first come, first serve” approach when accepting participants. When applicable and if a fee is required, all participants must pay a participation fee through a drop in, punch cards, monthly memberships and year-long memberships as approved within the City of Homer’s fee schedule. **Reference: A (Registration Form)**

3. Age and Eligibility Criteria:

Due to safety concerns and risk management, some recreation programs will have age limitations for participants. Currently, the regular ongoing drop in programs (basketball, volleyball, pickleball, fitness class, ping pong, soccer and ultimate Frisbee) are for participants enrolled in 7th grade and/or 13 years of age up to adults. Participants in 7th and 8th grade require the presence of a guardian. There are also age/grade specific programs in addition to a gender specific activities for example: girls’ basketball camp. **Reference: B (Age Limits)**

4. Scholarship/Voucher Program

Currently the recreation program currently has a scholarship voucher program for youth only participants only. **Reference: C and D (application and guidelines)**

5. Inclusion and Accessibility:

The recreation program follows all City of Homer policies and procedures related to inclusion and accessibility in addition to working closely with the city's ADA Coordinator. Staff and volunteers will be proactive and vigilant to address any potential barriers and respond accordingly for participants.

6. Health and Safety Protocols:

Staff and volunteers will provide general supervision and at time direct supervision for all recreation programs and will have basic knowledge of the location of first aid kits, AED machines and emergency exits. Staff and volunteers will be proactive to address any potential unsafe situation and will report all issues and injury reports as required.

7. Staff Training and Development:

As resources and time allows, staff will attend and/or participate in educational, training, certifications and conferences relevant to the municipal recreation industry. Additional training and development may be required from the City of Homer.

8. Facility Use for Programs:

The recreation program will follow the detailed MOU agreement with the Kenai Peninsula Borough School District that allows use of the Homer High School and Homer Middle School facilities and equipment for indoor and outdoor educational and recreational programs. The City of Homer's Homer Educational and Recreation Complex (HERC) gymnasium and activity room is only used for affiliated City of Homer Community Recreation programs and activities per City Council Resolutions 13-095 & 18-006. **Reference E and F (Resolutions)**

9. Program Fees and Refunds:

It is the City of Homer's effort to ensure all recreation programs are affordable and accessible to all. All participation fees are determined by the City of Homer's fee schedule with a determined range for contractor instructor and special event fees depending upon the actual cost of the program. Refunds are only allowed if a program is cancelled or due to an extenuating circumstance. Staff may issue credit in lieu of refund request. **Reference: G (Fee Schedule)**

10. Equipment and Supplies:

The recreation program will follow the detailed MOU agreement with the Kenai Peninsula Borough School District that allows use of the Homer High School and Homer Middle School facilities and equipment for indoor and outdoor educational and recreational programs. Staff will follow the city's procurement process in addition to inspecting all equipment and replace as needed as resources allow.

11. Marketing and Promotion:

Staff will utilize multiple outlets to promote all programs and activities as time and resources allow. These outlets include: design, printing and posting flyers through community and local schools, emails, city's website pages, city calendars, city's social

media pages, some paid advertisements and publicity articles and interviews. Additional promotional outlets may include third party calendar of events, Chamber of Commerce, public meeting announcements and local businesses.

12. Evaluation and Assessment:

As time and resources allow, staff will consider creating and utilizing an evaluation and assessment process to solicit participant feedback to improve overall services and experience.

13. Partnerships and Collaborations:

The recreation program will continue to engage in the existing community partnerships while pursuing additional opportunities to support respective programmatic goals. A formal program sponsorship guideline/application is currently not available but the recreation is able to accept donations to support specific programs and/or overall operations. Businesses, non-profit organizations and community members are also able to sponsor and support the recreation program as approved volunteers.

14. **Cancellations and Program Changes:** Procedures for communicating and managing program cancellations, changes, or rescheduling will include: emails, text, phone, website, public service announcements and word of mouth.

15. **Code of Conduct for Participants:** Rules and expectations for participant behavior during recreation programs. All participants are required to follow all of the recreation programs code of conduct and expectations as detailed in the participation/registration form. **Reference: A (Registration Form)**

16. Background Checks for Staff/Volunteers/Contracted Instructors:

In addition to completing a volunteer application, all staff/volunteers/contracted instructors must complete a school district approved background check and an online concussion awareness training course. These documents are required for renewal every two years.

17. **Volunteer Programs:** Procedures for recruiting, training, and managing volunteers involved in recreation activities. Volunteers are essential to the operations of the recreation program and are typically recruited through existing recreation programs. Volunteers assist with overall operations including: opening, closing, supervising, scheduling, collecting fees, assisting with registration and at times cleaning. Volunteer incentives include waiving participation fee for the activity they are operating and the ability to reserve the HERC gym and/or activity room with a minimum number of participants for staff approved recreation activity. **Reference: H (Volunteer expectations)**

18. **Contracted Instructors:** The utilization of contracted instructors is an integral part of the recreation program and is a venue to offer specialized recreation programs that staff and volunteers cannot. Instructors will meet and discuss with staff the options

for adequate and available time, location and equipment. Staff and instructor will negotiate an agreement for operations with the understanding that all fees should remain affordable to participants and within the city's fee schedule parameters. In addition to completing an instructor application, all participants must complete a KPBSD approved background check and an online concussion awareness training course.

19. Risk Management: Protocols for identifying, assessing, and mitigating risks associated with recreation programs. Staff, volunteers and contracted instructors will generally inspect all premises and equipment with the expectation to report any existing of potential safety concerns. Additionally, staff will follow all established risk management and emergency protocols as directed by the city administration. Staff will also be familiar with consulting with the city's risk management provider AML-JIA as needed.

20. Program Advisory Committees: Staff will submit information, solicit feedback and input as necessary for the established Parks, Arts, Recreation and Culture Advisory Commission (PARCAC). This advisory body acts in an advisory capacity to the City Manager and the City Council on matters involving:

- City Parks
- Recreation Facilities
- Public Beaches and Trails
- Support of the Arts
- Acquisition, maintenance and disposition of works of art
- Land Use and Future Development related to Parks and Recreation Facilities
- The administration of the public arts fund established by HCC 18.07.090.

(Exhibit A) City of Homer Community Recreation
Registration Form

NAME: _____ ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER
 ADDRESS: _____ HOME/CELL # _____
 _____ WORK #: _____
 E-MAIL _____ CITY OF HOMER RESIDENT? ☐ YES ☐ NO

Participant's Name	Class Title	Date(s)	Fee

Total Amount Paid _____

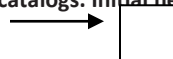
Payment is non-refundable. Classes will not be prorated. Payment for all classes MUST accompany registration form. Make checks/money orders payable to City of Homer Community Recreation or to instructor as noted in class descriptions under "Fees." For more information, call Community Recreation at 235-6090.

CONSENT TO EMERGENCY TREATMENT OF MINOR

If the participant is a minor child, the undersigned parent or legal guardian consents to the said minor child participating in classes and authorizes the City of Homer Community Recreation to obtain any and all necessary emergency medical care or treatment for the minor child, if reasonable attempts to notify the parent or legal guardian are unsuccessful.

Permission for Photo/Video

From time to time, the local news media and the Community Recreation program will take photos or video of program participants for promotional publication purposes. I hereby agree to recording of voice, appearance, activities, and participation in any program that participant, guardian or adult is involved in. I am also aware that pictures may be posted on the Community Recreation's website and/or catalogs. Initial here if you do not grant permission



 Participant Signature (if over 18 years old)

 Date

As parent or guardian of _____

 Parent's/Guardian Signature

 Date

**CITY OF HOMER COMMUNITY RECREATION
HOMER EDUCATION RECREATION CENTER
AND
KENAI PENINSULA BOROUGH**

**WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK, COVENANT NOT
TO SUE, AND DEFENSE AND INDEMNIFICATION AGREEMENT**

NOTE: This form must be read and signed before participating in or observing any activity sponsored by the City of Homer Community Recreation Programs (“Community Recreation”) held at Kenai Peninsula Borough (“Borough”) facilities and the City of Homer Education Recreation Center (“HERC”). **Please read this entire document before signing.**

In consideration of the City permitting my entry and participation into the Community Recreation’s Activities at the Borough facilities and for the use of these facilities, equipment, programs, and classes, or the observation thereof, and in exchange for the City of Homer (“City”) operating the HERC, providing staff members, and permitting my entry and/or use of the HERC I hereby agree to the following:

I. DEFINITIONS.

As they are used in this Waiver and Release of Liability, Assumption of Risk, Covenant not to Sue, and Defense and Indemnification Agreement (“Agreement”), the following terms have meaning stated:

1. “City” means the City of Homer, Alaska and its employees, officials, officers, agents, directors, administrators, staff members, volunteers, subsidiaries, successors, representatives, attorneys, independent contractors, and all other related persons and associated organizations.
2. “HERC” means the City of Homer Education and Recreation Center, located at 500 Sterling Highway, Homer, AK, and includes a two-story structure consisting of three distinct spaces (a lower level gymnasium wing, an upper level classroom wing, and a center two-story space that connects the two wings) and encompasses 4.3 acres.
3. “Borough” means the Kenai Peninsula Borough, the Kenai Peninsula Borough School District (“KPBSD”) and their officers, board members, directors, administrators, employees, agents, insurers, sureties, attorneys, officials, officers, staff members, volunteers, subsidiaries, successors, representatives, attorneys, independent contractors, and all other related persons and associated organizations.
3. “Activities” means any City sponsored events, programs, or classes, at the Borough’s facilities, including but not limited to: (1) athletic, artistic, adventure,

and/or sporting activities, (2) afterschool programs, (3) camps, (4) instructional classes or lessons, (5) gaming, and (6) cultural events. It also includes the use of the HERC's fitness facility, equipment, fitness programs, classrooms, sports programs, recreation programs, education classes, sports clubs, gaming, and all other classes and events offered at the HERC.

4. "Claims, suits, and actions" will be construed liberally to mean any and all actions at law or equity, including but not limited to, accounts, bonds, causes of action, charges, claims, contracts, damages, demands, executions, expenses, indemnities, liabilities, losses, penalties, proceedings, and suits of any nature. This includes any related request for an award of attorney's fees or costs.

II. RISK ACKNOWLEDGMENT AND ASSUMPTION OF RISK.

I ACKNOWLEDGE AND AGREE ON BEHALF OF MYSELF OR MY CHILD(REN) OR ON BEHALF OF MYSELF AND MY CHILD(REN):

1. I understand that use of Community Recreation's or the Borough's equipment, participation in Community Recreation sponsored Activities, and entry or use of the Borough's property or facilities related thereto involves certain risks, both known and unanticipated, which could result in **ILLNESS, PERSONAL INJURY, INCLUDING MENTAL AND EMOTIONAL INJURIES, BODILY INJURY, SUBSTANTIAL BODILY INJURY, CONCUSSION, DISFIGUREMENT, PERMANENT DISABILITY, PARALYSIS, OR DEATH TO MYSELF OR MY MINOR CHILD** or damage or loss of personal property.
2. I hereby acknowledge that I understand the nature of Community Recreation sponsored Activities, and believe that I am, and/or my child(ren) are, qualified and in proper physical condition to utilize Community Recreation. I further agree that if at any time, I believe participation is unsafe with respect to my or my child(ren)'s physical condition, the equipment, or facilities, it shall be my responsibility to immediately discontinue participating.
3. I understand that use of the HERC facilities, Community Recreation's or the Borough's equipment, participating or engaging in Community Recreation sponsored Activities, or entry or use of the Borough facilities related thereto have risks that are either unknown or are not readily foreseeable. These risks may be caused by my own actions or inactions, by the actions or inactions of other facility users, by the condition of Community Recreation's or the Borough's equipment, the condition of the Borough or City property or facilities, the way in which

Community Recreation sponsored Activities take place, or due to the negligence or other wrongful acts or omissions of the City or the Borough or their employees, officials, officers, agents, directors, administrators, staff members, volunteers, subsidiaries, successors, representatives, attorneys, independent contractors, and all other related persons and associated organizations.

4. I EXPRESSLY ASSUME AND PROMISE TO ACCEPT ALL RISKS OF MY PARTICIPATION IN THE ACTIVITIES OR USE OF BOROUGH FACILITIES OR EQUIPMENT, WHETHER KNOWN AND UNKNOWN, AND AGREE TO ASSUME ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I or my minor child(ren) incur to the extent permitted by law as a result.

III. WAIVER AND RELEASE OF LIABILITY AND COVENANT NOT TO SUE.

In exchange for the use of or entry on the HERC and Community Recreation facilities or property and participation in Activities, I, for myself, my child(ren), my personal representatives, heirs, executors, assigns, and next of kin, HEREBY VOLUNTARILY AND UNCONDITIONALLY WAIVE, RELEASE, FOREVER DISCHARGE, AND COVENANT NOT TO SUE the CITY OF HOMER and the KENAI PENINSULA BOROUGH and their employees, officials, officers, agents, directors, administrators, staff members, volunteers, subsidiaries, successors, representatives, attorneys, independent contractors, and all other related persons and associated organizations from all liability, claims, suits, actions, demands, losses, for damages arising out of my or my child(ren)'s use of the Borough's facilities or participation in Community Recreation Activities. THIS WAIVER AND RELEASE OF LIABILITY INCLUDES ANY CLAIMS, SUITS, OR ACTIONS WHICH ALLEGE NEGLIGENT ACTS OR OMISSIONS BY THE CITY OR THE BOROUGH.

IV. INDEMNIFICATION, HOLD HARMLESS, AND DUTY TO DEFEND.

1. I agree to INDEMNIFY, HOLD HARMLESS, and DEFEND THE CITY OF HOMER, its City Council members, the Mayor, its employees, officials, officers, agents, directors, administrators, staff members, volunteers, subsidiaries, successors, representatives, attorneys, independent contractors, and all other related persons and associated organizations from any and all claims, suits, and actions arising as a result of my use of the HERC, Community Recreation's, or Borough's equipment, or participation in any Community Recreation sponsored Activities at or on City or Borough property and to reimburse the City for such expenses incurred. My agreement to INDEMNIFY, HOLD HARMLESS, and DEFEND extends to my children, my personal representatives, heirs, executors, assigns, and next of kin.

2. I agree to INDEMNIFY, HOLD HARMLESS, and DEFEND THE KENAI PENINSULA BOROUGH AND KENAI PENINSULA BOROUGH SCHOOL DISTRICT (Homer High School, Homer, Middle School and West Homer Elementary) and its School Board Members, Superintendent, employees, officials, officers, agents, directors, administrators, board members, staff members, volunteers, subsidiaries, successors, representatives, attorneys, independent contractors, and all other related persons and associated organizations from any and all claims, suits, and actions arising as a result of my use of Community Recreation's or the Borough's equipment, or participation in any Community Recreation sponsored Activities at or on City or Borough property and to reimburse the Borough for such expenses incurred. My agreement to INDEMNIFY, HOLD HARMLESS, and DEFEND extends to my children, my personal representatives, heirs, executors, assigns, and next of kin.

V. EFFECT OF THIS AGREEMENT.

By freely and voluntarily entering into this Agreement, I acknowledge that if I or my minor child(ren) are hurt or killed or property is damaged while participating in Activities or using Borough or City property or facilities, I am waiving my right to maintain a lawsuit against the City or Borough on the basis of any claim from which I have released them herein. The terms of this release are contractual and not a mere recital.

VI. SEVERABILITY.

I expressly agree that the foregoing waiver and release of liability, assumption of risks, covenant not to sue and indemnity agreement is intended to be as broad and inclusive as permitted by the law of the State of Alaska and that if any portion thereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

READ BEFORE SIGNING

I CERTIFY THAT I HAVE HAD SUFFICIENT OPPORTUNITY TO READ THIS ENTIRE DOCUMENT. I HAVE READ AND UNDERSTOOD IT, AND I AGREE TO BE BOUND BY ITS TERMS. I SIGN IT OF MY OWN FREE WILL.

Participant's Name: _____

Participant's Signature: _____

Date: _____

Parent's/Legal Guardian's signature if under 18 years of age: I represent that I have legal capacity and authority to act on behalf of the minor named herein.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

(Exhibit B)

AGE LIMITS FOR DROP-IN ACTIVITIES

To ensure the operating procedures Community Recreation programs are safe, fun accessible to as many community members/visitors as possible there are limits on who can participate and attend.

- ALL participants must have created an online account through our software to ensure a registration/liability forms are signed and on file. A parent/guardian must create one for youth under 18. Participants need to sign in (even if it is free or there is a membership on file) BEFORE they attend a Community Rec program.

Do not drop off youth without registering first!

<https://secure.rec1.com/AK/homer-ak/catalog>

- All drop in activities are supervised and coordinated by staff or approved volunteers. For safety and liability purposes, staff and volunteers have the discretion (if needed) to organize teams, provide participation direction/suggestions, dismiss participants and address any other issues that may occur.
- The current CR drop-in activities include: basketball, pickleball, volleyball, soccer and ultimate frisbee is open for participants who are in the age demographics of 7th grade and up but not determined by academic levels (ex. 10 year old taking 7th grade level math does not qualify).

- Youth who are currently in 7th-8th grade (Jr. high) **must have** an adult guardian with them to play. An older sibling who is not 18 does not qualify as a guardian but another parent may be a guardian pre-arranged in advance and it is noted on file.
- Participants in 9th-12th (high school) **do not need** a guardian unless it is determined by staff and volunteers that it is necessary.
- Participants **must be engaged** in actually playing and learning (not fooling around, roaming the building or distracting others), must have a signed release form and must have clean indoor shoes.
- The fee for youth participants in drop-in activities at the HERC is **\$3 per visit**, punch card or passes. Currently there is **NO fee** for 7th-12th graders for drop in programs that take place on KPBSD premises.
- Participants should be on the premises for only when the CR activities are happening. Timely arrivals and leaving is required.
- Due to the lack of CR staffing and significant reliance on volunteers, young children (6th grade and younger) **should not** be attending, watching or waiting regardless of supervision. This creates a significant liability for the Community Recreation operations as the drop in programs are being offered to active participants.



(Exhibit C) City of Homer Community Rec Youth Voucher Application Form

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.

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 \$100 per fiscal year (July 1- June 30) for Community Recreation related activities (ie: class fees, punch card).

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	
Instructor to receive Funding:			
Instructor Contact Person:		Instructor Phone#:	
Instructor Mailing Address		Instructor Email:	
Have you applied for funding from this program before? If so, when and how much did you receive?			

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:	Amount Eligible for:
Instructor Approval Yes No	Amount Funded:
Date Parent/Guardian Contacted	Date Check request submitted:

(Exhibit D)

The **Youth Voucher Program** is designed to provide financial assistance (maximum \$100 per child, per fiscal year) to youth who may not otherwise be able to participate in youth activities. All forms must be turned into Community 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. The Youth Voucher program is for City of Homer Community Recreation programs, classes, special events, memberships and contracted instructor fees. Funds are limited and this program may cease if all funds are utilized.

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

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 \$100 per fiscal year (July 1-June 30).

Selection: The awarding of vouchers is based on the honor system with the intent to assist youth/families with accessing programs that would otherwise not be affordable. This will be a “first come, first serve” basis.

Registration: Completing a voucher form DOES NOT register a child for the program. Please complete the registration form separately.

Process: Complete the Youth Voucher/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.

Questions: If you have questions about the voucher application or process, call 907-235-6090. Applications can be dropped off with a staff member (please make arrangements to meet) or can be emailed directly to communityrecreation@ci.homer.ak.us.

EXHIBIT E

**CITY OF HOMER
HOMER, ALASKA**

Lord

RESOLUTION 18-006

A RESOLUTION OF THE HOMER CITY COUNCIL AMENDING
RESOLUTION 13-095 AUTHORIZING THE CITY MANAGER TO KEEP
THE HOMER EDUCATION AND RECREATION COMPLEX (HERC}
GYMNASIUM OPEN FOR COMMUNITY RECRATION PROGRAMS
THAT REQUIRE ONLY MINMAL HEAT AND UTILITIES UNTIL SUCH
TIME AS THE BUILDING IS DEMOLISHED TO INCLUDE THE
ADJACENT CLASSROOM AS USABLE SPACE FOR COMMUNITY
RECREATION ACTIVITIES.

WHEREAS, Resolution 13-095 limited the use of the Homer Education and Recreation
Complex (HERC} to only Community Recreation activities and only in the gym; and

WHEREAS, It is the City's understanding from correspondence from the State of Alaska
Fire Marshall that opening the adjacent classroom (former shop room) to a maximum of 30
occupants would require minimal upgrades that can be absorbed within the existing budget;
and

WHEREAS, Opening up this classroom to Community Recreation activities will allow
expanded opportunities in Homer for recreation such as Zumba and martial arts classes,
among other activities; and

WHEREAS, Using the adjacent classroom space will not incur any additional operating
cost beyond lighting allowing the building to remain in "warm status" with minimal heat.

NOW, THEREFORE, BE IT RESOLVED that the Resolution 13-095 is amended to include
the adjacent classroom as usable space for Community Recreation activities.

BE IT FURTHER RESOLVED that the City Manager is authorized to contact the State of
Alaska Fire Marshall and make necessary improvements to the space to comply with a
maximum occupancy of 30 as long as improvements can be absorbed within existing budget.



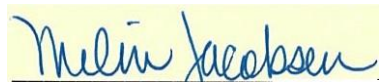
CITY OF HOMER

A handwritten signature in blue ink, appearing to read "Bryan Zak", is written over a horizontal line.

BRYAN ZAK, MAYOR

A handwritten signature in blue ink, appearing to read "Mayor Pro Tem", is written over a horizontal line.

ATTEST:



MELISSA JACOBSON J. MMC. CITY CLERK

EXHIBIT F

**CITY OF HOMER
HOMER, ALASKA**

Lewis

RESOLUTION 13-095

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AUTHORIZING THE CITY MANAGER TO KEEP THE HOMER EDUCATION
AND RECREATION COMPLEX (HERC) GYMNASIUM OPEN FOR
PICKLEBALL, BASKETBALL, AND OTHER COMMUNITY RECREATION
PROGRAMS THAT REQUIRE ONLY MINIMAL HEAT AND UTILITIES UNTIL
SUCH TIME AS THE BUILDING IS DEMOLISHED.

WHEREAS, The City of Homer does not have the funds to refurbish the HERC Building or to
operate and maintain it and it has been unsuccessful in identifying a suitable use for it going forward;
and

WHEREAS, At a recent CIP Planning workshop, the City Council decided that it was in the best
interest of the community to demolish the building and use the land as the site of a proposed new
public safety building; and

WHEREAS, There are a number of steps which must be taken before the building can be
demolished including identifying the funding for demolition and selecting a contractor through the
City's procurement procedures; and

WHEREAS, Minimal heat must be maintained in the building whether it is in use or not in order
to prevent pipes from freezing and snow from accumulating on the flat roof; and

WHEREAS, Pickleball, adult basketball, and other City of Homer Community Recreation
Programs are very popular and make a large contribution to community health and the quality of life;
and

WHEREAS, These programs involve vigorous physical activity and do not require heat above
the minimal setting already used to keep the building in "warm status"; and

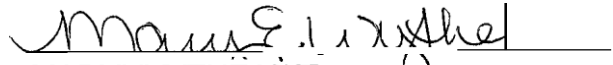
WHEREAS, Advocates for these programs have requested that the gymnasium remain open
with minimal heat and utilities until such time as the building is demolished.

NOW THEREFORE BE IT RESOLVED that the Council finds that the gymnasium remains an
asset for as long as the HERC building remains standing and that it would be in the best interest of the
community to use it provided that maintenance and utility costs are minimal; and

BE IT FURTHER RESOLVED that the Council hereby authorizes the City Manager to keep the
HERC gymnasium open for pickleball, basketball, and other City of Homer Community Recreation
Programs that require only minimal heat and utilities until such time as the building is demolished.

PASSED AND ADOPTED by the Homer City Council this 23rd day of September, 2013

CITY OF HOMER


MARYLIVYTHE

ATTEST:

MJO *fl*

MELISSA JACOBSEN:
DEPUTY CITY CLERK

Fiscal Note: Estimated additional \$15,000 for electric and maintenance; \$7,500 in 2013 and \$7,500 in \$2014.



EXHIBIT G

**CITY OF HOMER
HOMER, ALASKA**

City Manager

RESOLUTION 24-054

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE CITY OF HOMER FEE SCHEDULE BY ADDING
ADDITIONAL PARTICIPATION FEES AND HOMER EDUCATION AND
RECREATION COMPLEX (HERC) RESERVATION FEES UNDER
COMMUNITY RECREATION.

WHEREAS, Community Recreation offers year round, affordable indoor and outdoor programs and special events at Homer High School, Homer Middle School, West Homer Elementary School and the Homer Education and Recreation Complex (HERC); and

WHEREAS, Community Recreation currently has existing participation fees in the city fee schedule; and

WHEREAS, Community Recreation charges and collects participation fees to assist with operational cost; and

WHEREAS, Community Recreation has identified the need for the option of an annual membership pass for drop in programs; and

WHEREAS, Community Recreation supports, utilizes and requires many partnering organizations, businesses and individuals to provide quality educational and recreational opportunities to the public; and

WHEREAS, Community Recreation has identified the need for the option of establishing hourly reservation rates for utilizing the HERC gymnasium and activity room; and

WHEREAS, The Parks, Art, Recreation and Culture Advisory Commission has formally recommended approving the proposed annual membership option and hourly reservation rates to the city fee schedule.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska hereby amends the City Fee Schedule as follows:

Community Recreation Fees

Drop In Activities Only	Single	10 Visits	3-Month Pass	Yearly Pass
Ongoing programs. ex. Pickleball, Basketball Volleyball, etc.				Individual

Youth (3-17 years) City Locations Only	\$3.00	\$27.00	\$66.00	\$135
Youth (3-17 years) Drop In Activities at KPBSD locations Only	Free	Free	Free	Free
Adult (18 & Up) All Locations	\$5.00	\$45.00	\$110.00	\$230
Active Military All Locations	Free	Free	Free	Free

Contracted Instructor Classes

Series of Classes/Programs with specific start and end date
 CR fees only. Contracted instructor fees additional and separate.

	Per Class
Youth (3-17 years)	\$3.00
Adult (18 & Up)	\$5.00

Special Events

Ticket fees: Contingent upon the cost of production (ex. film fest)

| All ages | \$10-\$75

Reservation- HERC Gym

Use of the HERC gymnasium for pre-approved activities related to educational and recreational offerings for approved Homer Community Recreation partners only (complete background checks, concussion training, volunteer paperwork, etc). Pending availability of time and staff. Limit of 50 people per State Fire Marshal.

\$50 1 hour
 \$175 4 hours
 \$350 8 hours

Reservation - HERC Activity Room

Use of the HERC activity room for pre-approved activities related to educational and recreational offerings Homer Community Recreation partners only (complete background checks, concussion training, volunteer paperwork, etc). Pending availability of time and staff. Limit of 30 people per State Fire Marshal.

\$30 1 hour
 \$105 4 hours
 \$210 8 hours

PASSED AND ADOPTED by the Homer City Council this 13th day of May, 2024.

65
66
67
68
69
70
71
72
73
74
75
76

ATTEST:

RENE KRAUSE, MLC CITYCLERK

Fiscal Note*. Revenues

CITY/FR JR
WM:≡
KEN CASTNER, MAYOR





Parks Division Policies and Procedures

1. Park Access and Hours

Access to the City of Homer Parks vary depending upon the park location. Hours for each park are established by the City Manager as defined under Homer City Code (HCC) 19.20.030. Park hours are posted at or near the Park entrance.

2. Facility Reservations

Reservations of pavilions are made online on the City of Homer website. Larger scale use of Park's is made through the Special Events Permit.

Softball/baseball field use is annually coordinated between the School District, user groups and the Parks Division of Public Works to establish a schedule of use. Any special tournaments are scheduled through a Special Events Permit.

Other than Pavilion and Softball/baseball fields, Parks are not available for reservation and are always open to the public.

3. Code of Conduct

Follow State Statutes and City Code.

4. Safety and Emergency Procedures

Self-transportation to medical facilities, or call 911.

5. Alcohol and Tobacco Policies

Follow State Statutes and City Code.

6. Permitting for Special Events

The City of Homer Parks has a specific Permitting and Policy. See Special Events Permit application for details. (In development)

7. User Fees and Charges

User Fees and charges are called out in Homer City Code.

8. Accessibility

ADA accessibility is managed by the ADA Advisory Coordinator and ADA Advisory Board.

9. Animal Control Policies

Follow Homer City Code.

10. Programming and Activities

Specific entities such as the School District or Adult League Softball have a Memorandum of Understanding established between the entity and the Parks Division.

11. Security Measures

Call the City of Homer Police Department

12. Volunteer Programs

Volunteer labor is accepted under limitations. Volunteer labor work will be overseen by full-time or part-time staff. Volunteers working on City property must fill out a volunteer form prior to work commencing.

13. Policy on Vandalism and Graffiti

Vandalism and graffiti are law enforcement issues covered by State Statute and Homer City Code.

14. Public Outreach and Communication

Public outreach and communication is done through the City's Communication Coordinator.

15. Memorial Infrastructure

Memorial Infrastructure Policy does not exist and is now in development.

16. Beach Policy

Beach Policy exists under Parks Division.

17. Camping Policy

Camping policy is spelled out in Homer City Code.



City of Homer
ADA Transition Plan
Parks, Play Areas &
Campgrounds
Self-Evaluation on ADA Compliance Issues
Updated 02/13/2025

Acknowledgements

Mayor & City Council

Ken Castner, Mayor

Donna Aderhold

Caroline Venuti

Shelly Erickson

Rachel Lord

Jason Davis

Storm Hansen

ADA Advisory Board

Joyanna Geisler

Donna Aderhold

Christine Thorsrud

Vikki Deadrick

Nona Safra

Bradley Parsons

Cassidi Sorter

Jim Lepley

Caroline Venuti

Parks Arts Recreation & Culture Advisory Commission Representatives

Deb Lowney

David Lewis

Interested Community Members

Devony Lehner, TRAILS

Lora Haller, US Fish & Wildlife Service, Islands & Ocean Visitor Center Manager

City of Homer Staff

Renee Krause, MMC, City Clerk/ADA Coordinator

Owen Meyer, Project Technician, Public Works Department

Chad Felice, Parks Maintenance Coordinator

Table of Contents

60		
61		
62	American's with Disabilities Act (ADA) Transition Plan: Parks, Play Areas & Campgrounds	
63		
64	Acknowledgements	page 2
65	1.0 Introduction	page 4
66	1.1 ADA Background	page 4
67	1.2 Community Involvement	page 5
68	2.0 Regulatory Standards and Guidance	page 5
69	2.1 Audit Standards	page 5
70	2.2 Transition Plan requirements	page 5
71	2.3 Program Access Recommendations	page 6
72	3.0 Methodology	page 7
73	3.1 Access Audits	page 7
74	3.2 Findings	page 7
75	3.3 Community Priorities	page 7
76	4.0 Transition Plan	page 7
77	5.0 Cost Estimating and Financing	page 8
78	5.1 Cost Estimating	page 8
79	5.1.1 Cost/Impact Ranking	page 9
80	5.2 Funding	page 9
81	5.3 Timeline Ranking	page 10
82	6.0 Recommendations	page 11
83	7.0 Parks List	page 12
84	7.1 ADA Compliance Issues	page 12
85	• Karen Hornaday Park, Play Area, Sports fields	pages 12 – 18
86	• Bayview Park	page 18
87	• Bishop's Beach Park & beluga Slough Trail	pages 18 – 19
88	• Mariner Park Day Use Area and Campground	pages 19 – 21
89	• Fishing Lagoon Campground & Pavilion	pages 22 – 23
90	• Seafarer's Memorial Park	page 24
91	• Jack Gist Park	pages 24 - 27

1.0 Introduction

The ADA National Network estimates the overall rate of people with disabilities in the US population is around 54 million. In Alaska, the numbers reported having a disability overall were 13.2 percent. The data show that disability increases with age, for people 65 and over it was reported that 32.9 percent of Alaska residents had some form of disability. In Homer, according to the 2021 US Census ACS 5 year Survey out of 5416 residents (including children) there are 2129 adults over the age of 50 and of those residents 1123 are over the age of 65. In short, hundreds of people in our community face disabilities and many of those use Homer's parks, play areas and campgrounds on a regular basis.

Homer's mission is to be a dynamic community where all can live, play, work and invest. To make that mission a reality, it needs to be accessible. The City of Homer owns and manages 17 parks, comprised of over 520 acres of land, along with 5.41 miles of maintained trails. These range from small pocket parks and multi-use trails to forested natural areas, larger established parks with play areas, campgrounds, and sports fields. To ensure our parks, play areas and campgrounds are accessible to all, the City commenced the development of an Americans with Disabilities Act (ADA) Parks, Play areas & Campgrounds Transition Plan in 2021. This document will be incorporated with the ADA Facilities Transition Plan adopted by City Council in 2019.

1.1 ADA Background

The ADA is a civil rights law that requires all state and local governments to provide equal access to programs and services for all community members. It was signed into law by President George H.W. Bush on July 26, 1990 and went into effect in 1992. The ADA is a landmark civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation, and telecommunications. The ADA treats access as a civil right.

Title I of the ADA prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The City of Homer is an Equal Employment Opportunity Employer and adheres to the requirements of Title I.

Title II of the ADA adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973, but applies to all state and local governments, regardless of whether or not they receive federal funding. It prohibits the City from denying persons with disabilities the equal opportunity to participate in its services, programs or activities, either directly or indirectly through contractual arrangements. It is the policy of the City of Homer to make every reasonable effort to provide equal access to all City facilities, services, programs, and activities for citizens with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973.

Title III applies to public accommodations, which include businesses open to the public and requires them to make reasonable modifications to accommodate individuals with disabilities.

1.2 Community Involvement

Community involvement is a priority of Homer and an essential part of the ADA requirements. The City is required to involve the public in the evaluation and prioritization process. To ensure the community had various ways to engage the public, meetings were held via electronic means as well as in person. The public was invited to attend and participate in the facilities review and site accessibility audits.

2.0 Regulatory Standards and Guidance

2.1 Audit Standards

Multiple federal guidelines were applied to the parks, play areas and campgrounds accessibility audits. The first is the Americans with Disabilities Act Accessibility Guidelines (ADAAG), also known as the 1991 standards, which addresses entries, doors, service counters, showers, curb cuts on sidewalks, pathways and trails within parks, and other typical building elements when applicable. The second is 2010 Standards for Accessible Design, effective March 15, 2012 that includes requirements for play areas, fishing areas, boating areas, and more.

The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002, these supplement the ADAAG. All newly designed, constructed, and altered recreation facilities covered by ADA were required to comply.

Certain parks elements do not yet have a final standard, these include trails, picnic areas and campgrounds. On these elements, the Federal Outdoor Developed Areas Guidelines (ODAG) were used. The site accessibility reports cite both the ADAAG 2010 Standards and the Outdoor Developed Areas Guidelines.

This report identifies the barriers and performance-based solutions in the form of project recommendations. Some of these projects will require further design prior to implementation. All improvements will require maintenance to ensure continued compliance with these guidelines.

2.2 Transition Plan Requirements

The Parks, Play Areas & Campgrounds ADA Transition Plan (Parks Transition Plan) development includes the following features:

- A list of physical barriers that limit accessibility of programs or activities to individuals with disabilities, also known as a self-evaluation.
- A description of the methods that will be used to remove the barrier.
- The official responsible for implementation of the plan.
- A timeline for corrections.

The Parks Transition Plan timeline is designed to provide flexibility to the City around specific parks, play areas, and campgrounds, ensuring that continuous access and improvements are being made.

In 2019, the City Council adopted the City of Homer Facilities ADA Transition Plan (Transition Plan), which identified the ADA coordinator, evaluated communications and other city facilities, and developed a dispute process and modifications request.

This information is available on the City of Homer website or at the City Clerk's Office. The Facilities Transition Plan began the audit process with the evaluation of entrances, restrooms, sidewalks, parking areas and curb ramps at all city facilities.

The Parks Transition Plan describes those barriers to and within Homer's parks, play areas, and campgrounds, and provides recommendations to remove barriers found. This document will supplement the earlier Facilities Transition Plan to fulfill the requirements in Title II of the ADA.

The Parks Transition Plan and the previously approved Facilities Transition Plan will be integrated into a single overall Transition Plan after completion.

2.3 Program Access Recommendations

The US Department of Justice test for existing facilities is known as the program access test. A program is an opportunity made available by the individual department, in this case Parks. A program is not just an activity for which a person registers and pays a fee. It can be the program of picnicking, parking or fishing. It is a program if it is an activity made available by the Parks, Harbor or Recreation department.

The program access test does not apply to new construction or alterations and additions. New construction, alterations or additions must be designed and constructed to comply with the 2010 Standards for Accessible Design.

There are multiple ways in which a program can be made accessible. In Title II regulations, Section 35.150(b) describes the methods an entity can use to make programs accessible. They include:

- Redesign or acquisition of equipment;
- Move program to accessible buildings;
- Assignment of aides to program beneficiaries;
- Delivery of services at alternate accessible sites;
- Alteration of existing facilities and construction of new facilities;
- Use of accessible rolling stock or other conveyances; and
- Any other methods that result in making its services, programs and activities readily accessible to and usable by individuals with disabilities.

The program access recommendations are based on a minimum of **one out of three assets should be accessible**. All unique assets should be accessible.

Some barriers, identified in the site accessibility reports will not need to be changed until a renovation or rebuild based on the technical infeasibility, historical preservation, construction tolerance or that no current guidance is available.

3.0 Methodology

The methodology of this portion of the transition plan included the following elements:

3.1 Access Audits

Members of the ADA Advisory Board, Public Works Staff, and members of the Parks, Arts, Recreation & Culture Advisory Commission (PARC), and interested community members conducted accessibility audits for six parks, including campgrounds, one separate campground and one memorial park. These audits were conducted July through September 2021 and 2022.

The site visit accessibility audits consisted of an overall site report and individual checklists that covered parking, accessible routes and means of access, play areas, shelters/picnic areas, outdoor recreation amenities such as fire rings or bar-b-que grills and park site.

- The overall site report for each park facility includes the following:
 - a description of the specific barriers at each location
 - reference to the regulation or guideline citation
 - digital images of the barrier
 - location within the site
 - methods to meet accessibility requirements or recommendations to address the barrier
 - priority ranking in accordance with federal guidelines

3.2 Findings

The accessibility audits identified multiple access deficits. This represented a better than average number of access deficits, meaning City of Homer parks, play areas and campgrounds are less accessible than many larger communities, but comparable to similar communities across Alaska. Projects were prioritized using Department of Justice (DOJ) guidance which considers the following priorities.

1. Accessible approach and entry (parking, accessible routes)
2. Access to programs and services
3. Access to Restrooms
4. Access to other items (drinking fountains, trash receptacles, grills, benches, etc.)

3.3 Community Priorities

Each location was prioritized based on community usage, survey responses, public comment or participation, access to park amenities such as playground, trails, and campgrounds and was given a higher priority.

4.0 Transition Plan

The accessibility audits identified multiple access deficits across the system. To effectively and efficiently improve accessibility they were prioritized over a ten (10) year timeline to ensure program access. The prioritized list includes barriers to access all features at each location.

This prioritization of the projects within the Parks Transition Plan was accomplished through meetings and site visits open to members of the community, in collaboration with the ADA Advisory

Board members and Public Works Staff. This work sought to identify the most efficient and effective way to make the City's parks, play areas and campgrounds more accessible. The prioritization focused on all of the deficiencies that could be addressed in the recommended timeframe while working on program access.

These priorities concentrated on which parks, play areas, and campgrounds were most used by the community and visitors to improve accessibility, evaluating which deficiencies to correct first for the most benefit. Lastly, that all program types are accessible somewhere within the system.

The transition plan works toward this goal with the expectation that any new construction will be fully compliant and help the departments move over time to a completely accessible parks system within the City of Homer.

See Exhibit A for Accessibility Audits on the following:

1. Karen Hornaday Park including playground, campground and ballfields
2. Mariner Park including Day Use Area and campground
3. Beluga Slough Trail
4. Bishop's Beach Park
5. Bayview Park
6. Jack Gist Park including ballfields and access to the Disc Golf Course
7. Seafarer's Memorial

5.0 Cost Estimating and Financing

5.1 Cost Estimating

The timeline for this work outlined in the Parks Transition Plan is ten years which takes advantage of the biennial budgeting process the City follows. Initial work has been focused on cost estimates for the projects undertaken in the biennium budget period and a five-year proposed project list. Maintenance and smaller capital projects would occur in the annual budget established and as needed. Detailed development of budget offers would be written and submitted over the next three biennia. More detailed cost estimates for future projects would be developed for those budget offers. Any new construction undertaken is required to be fully accessible.

Upon completion of the prioritization, the City of Homer Public Works performed cost estimating with park maintenance operations, administration and planning to further understand the project groupings and how we might contract for certain work such as paving parking lots vs. a discrete set of access projects at a single park. Original cost estimates were based on past experience with similar projects and assumptions regarding future economic conditions and related to construction only (no design or project costs).

These numbers were reviewed and revised with a multiplier to bring to 2024 cost estimates. Additional work on costs will occur leading up to development. Potential cost savings may be realized from strategic scaling of contracts. Analysis of the project list identified 6 major types of work that include the following six trades or project types:

- Parking/Paving/Concrete
- Labor
- Plumbing
- Electrical
- Signage
- Potential Capital Improvement Plan Project

Further costing will evaluate opportunities to do multiple projects across the park, play area or campground system, such as all sign upgrades.

5.1.1. Cost/Impact Ranking

Public Works and Port and Harbor Staff were consulted to rank each compliance issue based on the level of impact to the department's budget and staff time required to complete the project.

Definitions for Cost/Impact Rankings are:

- 1 – Project can be completed by City of Homer staff at low cost and with a low amount of effort.
- 2 – Project can be completed by City of Homer staff, the cost would be moderate and/or would require a moderate level of scheduling in association with other staff duties to complete.
- 3 – Project can be completed by City of Homer staff; however, the cost for materials would be high and/or the time required to complete would be high. Use of a contractor would allow project completion sooner.
- 4C – Project requires specialized tools, skills, and/or level of warranting the use of a contractor.

5.2 Funding

There is no dedicated source of federal funds for accessibility renovations to existing sites. The work will be done through three main funding channels as follows:

- Maintenance and repair
- Small capital projects
- Capital Improvement Plan (CIP) projects.
 - Current CIP projects will be reviewed to see if they may be amended to capture additional access improvements. An example of this might be the Bayview Park. This will increase the available number of accessible play areas.
- Available Grant funding and other sources that could help implement some of this work
 - ADA modifications are common, and grants will be competitive. Some opportunities may be available through the following:
 - Community Development Block Grant Funds: Many agencies receive federal Community Development Block Grant (CDBG) funds for accessibility renovations at existing sites. CDBG funds often have a scale of priority. It is important to establish accessibility as a priority for CDBG applications.
 - State/Federal Grant Programs such as the Land & Water Conservation Fund, The Great American Outdoors Act; Community Facilities Direct Loan & Grant Program in Alaska, or Recreational Trails Program

- State Appropriations: The City has successfully competed for appropriations for larger projects and if offered by the State, would be an avenue for funding.
- Local organizations such as Rotary, Homer Foundation, Rasmussen, etc.

5.3 Timeline Ranking

Public Works and Port and Harbor department staff also evaluated the items based on current department workloads and schedules for when in-house and contractor-hired projects could be completed. The timelines for projects completed in-house would be as follows:

- A. Project can be completed in between regularly schedule work as time allows, with completion within one year.
- B. Project requires additional scheduling and budgeting and may be completed within one or two years.
- C. Project requires significant scheduling and budgeting and may be completed within three to five years; could be completed sooner if done by a contractor.

If a contractor is hired to complete a project they may have a more definitive timeline because they must be budgeted in advance. For these items, the Transition Plan lists the estimated year that staff will prepare an Invitation to Bid, include it in their budget requests to City Council, and have the project completed by.

6.0 Recommendations

In addition to the audit findings, opportunities to improve accessibility via policies and procedures were identified through the self-evaluation. The following recommendations are not an exhaustive policy review, but highlighting best practices based on discussions with staff, ADA Advisory Board members, PARC Commissioners and interested members of the community.





1. Implement modifications according to the approach proposed in Section 4.0 and the Parks, Play Areas and Campground Transition Plan to accommodate all users.
2. Develop maintenance staff training and checklists to improve accessibility during routine maintenance.
 - Items such as accessible routes, gaps, changes in level, door closing force and common obstructions can be scheduled as part of ongoing routine maintenance work.
3. Update website with more details regarding ADA access at each park, play area or campground. This would include parking and restroom accessibility, along with what is accessible so patrons can make informed decisions before traveling to a specific park, play area, or campground.
4. Ensure all contracts have language regarding ADA compliance and or modifications that a contractor will make to provide equal access to services, programs and activities.






- 378 5. Involvement of the ADA Coordinator in review of project design to ensure the contractor is
379 fully aware that ADA regulations and guidelines are to be included within the project at the
380 beginning.
- 381 6. Improve wayfinding signage so people with disabilities can more easily and
382 conveniently navigate the park system and the city as a whole.
- 383 7. If portable toilets are provided make sure at least one is accessible.
- 384







385 7.0 Parks Listing





386 The following details the physical barriers of the City parks, play areas and campgrounds that limit
 387 the accessibility of its programs, activities or services to individuals with disabilities and the
 388 methods suggested to remove those barriers, make the area accessible and the schedule for
 389 achieving compliance.




390 7.1 ADA Compliance Issues





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
FACILITY NAME: Karen Hornaday Hillside Park			TIME OF ASSESSMENT: JULY – SEPTEMBER 2021			
STRUCTURES/FACILITY/AREA(S): Karen Hornaday Hillside Park has only portable toilets at the time of accessibility surveys. Project is in the planning stages for redesign of entrance road, parking lot, pedestrian trail and new restroom facilities. A new updated master plan is in funding process for FY24/FY25 Capital Budget. The campground has been closed temporarily and was not audited.						
Karen Hornaday Park		206.2.1; 206.2.2			Completed 2024	No Accessible route from Parking lot to Pavilion or ballfields. Accessible route is required to all sports fields and to the pavilions from parking area
Karen Hornaday Park		208.2; 502.2; 502.3; 502.6	1	1	2025	Designated accessible parking stall not identified; no signage Recommend paving parking stalls and striping, installation of signage
Karen Hornaday Park		1011.2.1	4	2	Budget dependent FY26/FY27	Pavilion has one ADA Compliant Picnic Table recommend to place at minimum one additional due to high use of pavilion
Karen Hornaday Park		302.1; 402.2; 403.2	1	4	C	Activity is surrounded by rocks with no accessible entry. Remove rocks to allow for accessible access. Suggest installation of materials to have firm stable ground.




Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		208.1 208.2; 208.2.4; 502.6	1	2	Budget dependent FY26/FY27	Parking for play area has no designated accessible parking. Construct and Install Accessible parking stall for appropriate signage.
Karen Hornaday Park Play Area		240.1; 240.2.1; 1008.1; 1008.2.1	4	4	2025	Ground area should be better maintained to afford accessibility.
Karen Hornaday Park Play Area		302.1; 302.3; 303.1; 304.1; 403.1; 402; 403.5.1; 1008.1- 108.2.1; 1008.2.4; 1008.2.6	1	3	Budget dependent FY26/FY27	Entrance to play area is not compliant. Entry needs to be widen. Play area has wood chip base which is not accessible material. Furnish & Install accessible ground material throughout the play area to ensure accessibility by providing stable, non-slip material.
Karen Hornaday Park Play Area		1008.2.4; 1008.2.6; 1008.4.3	4	1	Budget dependent FY26/FY27	No accessible entrance to this feature. Recommend relocating or provide ADA Compliant Access
Karen Hornaday Park Play Area		1008.4.2; 308; 1008.2.6; 1008.2.4	4	2	2025	Recommend modification to ensure reach is compliant to green wheel




Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		308; 1008.4.2; 1008.2.6; 1008.2.4	4	3	2025	Climbing Wall – ensure approach is compliant for access from a wheelchair
Karen Hornaday Park Play Area		302.1; 303.1 305.2; 1008.2.4	1	3	Budget dependent FY26/FY27	Play area is surrounded by a wall or fence and is not accessible by those with mobility or vision impairments without assistance. Modify to provide accessible route to this area and install ground materials to make firm stable and non-slip
Karen Hornaday Park Play Area		303.1; 1008.3.1; 1008.3.2	2	4	Budget dependent FY26/FY27	Play component is not accessible from a wheelchair or without assistance. Install chair level transfer
Karen Hornaday Park Play Area		1008.2.1	2	2	Budget dependent FY26/FY27	Provide accessible entry to sand box.
Karen Hornaday Park Play Area		240.2.1.2	4	3	Budget dependent FY26/FY27	No accessible transfer point. Open portion of side for accessible entry/transfer.
Karen Hornaday Park Play Area		240; 403	4	2	Budget dependent FY26/FY27	Recommend adding additional accessible swing option. Currently there is only one





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		240; 302; 304; 305; 404.2.3	1	3	Budget dependent FY26/FY27	Entrance is non-compliant. Widen entry in order to bring the gateway into ADA compliance.
Karen Hornaday Park Play Area		1008.2.1	1	1	2025	Remove. Safety hazard as logs are rotten.
Karen Hornaday Park Play Area		206 404; 1008	1	3	Budget dependent FY26/FY27	Remove and replace ground materials with level, firm non-slip materials
Karen Hornaday Park Play Area		1008.2.6; 206; 404	1	3	Budget dependent FY26/FY27	Replace materials so ground stays level and firm. Remove and replace materials with suitable ground materials that are level, firm and non-slip.



Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Play Area		1008.2.1; 1008.2; 1008.2.4.1; 1008.2.6; 1008.2.6.1	4	4	Budget dependent FY26/FY27	Various play components in the Play area that have limited or no access without assistance. Recommend installation of transfer system from wheelchair; modification to approaches or sidewalk barriers on the play component.
Karen Hornaday Park Play Area		1008.4	4	4	Budget dependent FY28/FY29	Only component of its kind. Not required but recommend remove and replace with similar component that has adaptable reach
Karen Hornaday Ballfields		221.2; 221.2.1.4; 221.2.3; 221.3 1016	1 & 4	2	Budget dependent FY28/FY29	Bleachers at upper field – no accessibility, too close to the fence, no handrails or safety railing to prevent falls; no designated wheelchair spaces Furnish & Install or modify existing to provide better safety provide accessible seating as well as wheelchair seating






Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park – New Pavilion		1011.2; 1011.3 1011.5	4	1	2025	Grills swivel and requirement is 40" x 48" clear ground space on all sides; 2-5% slope & 15"-34" height required Remove and reinstall in regulation height and clearance and slope.
Karen Hornaday Park – Old Pavilion		206	1	3	2025	Pavilion approach is not ADA Compliant; attached tables are non-compliant; Regrade slope and install accessible routes
Karen Hornaday Park – Old Pavilion		1011.2.1	4	2	Budget dependent FY28/FY29	Available Picnic Tables are not ADA compliant. Provide a minimum of one ADA Compliant Table of universal design would be preferable.
Karen Hornaday Park Ballfields		1008.2.6; 206.7.9; 404.2.3; 404.2.4.4	4	4	Budget dependent FY28/FY29	Entrances to dugouts are not compliant; grade has high step up; opening is too narrow to dugout. Ground surface must be maintained and inspected on a regular basis; remove and replace gate and fencing to provide required clearances







Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Karen Hornaday Park Ballfields		206.2.1; 221.4; 221.2.1.4; 221.2.3; 221.3	1	4	C	No accessible Route from or to the parking spaces, Bleachers do not provide accessible seating or companion seating. Furnish & Install accessible route from parking lot (when complete) provide designated wheelchair seating with companion seating Provide regular maintenance to grounds.
FACILITY NAME: Bayview Park				TIME OF ASSESSMENT: December 2024		
STRUCTURE/FACILITY/AREA(S): Is a lovely neighborhood park located at the top of Main Street. This Park is traditionally known for being used as a toddler and young children’s park since it was fenced, small and located within the neighborhood. Installation of new play equipment with ADA compliant access routes to each piece of equipment and placement of ADA picnic tables as well as installation of paved accessible parking making it Homer’s first fully accessible park. This was completed in 2024.						
FACILITY NAME: Bishop’s Beach Park & Beluga Slough Trail				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Bishop’s Beach Park provides access to miles of public beaches, a picnic pavilion with fire ring and bar-b-que grill and picnic tables. There is a large grassy lawn area that is maintained. Currently restroom facilities are portable toilets and new plumbed restrooms are in the planning/design phase with expectation for construction 2024/2025. The Park provides vehicle access to the west for the public and to Beluga Slough Trail which runs along city and state owned land. No camping is allowed on the beaches or in the park.						
Bishop’s Beach Park – Parking Lot		208; 208.2; 208.2.4; 302; 502.4	1	4	Budget dependent FY28/FY29	Accessible parking has more than 2% slope. Recommend regrade and repave parking lot to include pavement marking for minimum number of accessible parking spaces and the required number to be van accessible.
Bishop’s Beach Accessible Routes		206; 206.2.1; 502.1- 502.3.4	1	2	Budget dependent FY28/FY29	Restroom closed permanently and temporarily replaced with portable toilets. Plans are being developed for permanent restroom facilities. No accessible approach to portable toilets or pavilion Furnish & Install accessible walkway to pavilion and restroom from parking spaces.





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Bishop's Beach Park Access to Beluga Slough Trail		402; 404	1	1	Completed	Transitions from ground to elevated walkway is too high in some areas; too steep in other areas within slope; vegetation impairs visibility of edge and clear safe path Recommend regular maintenance to remove vegetation, correct slope and transition from ground to elevated walkway by maintaining gravel
Bishop's Beach Park Beluga Slough Trail Access		402; 404	1	2	Completed	Nominal Transition issues on this segment. Good example of what access should appear and resemble. Recommendation: Regular maintenance to keep gravel supply appropriate.
FACILITY NAME: Mariner Park and Campground				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Located on the base of the Homer Spit, Mariner Park and Campground is a 111 acre multi-use area that is one of the most popular beach access points for dog walking, coal collecting, and horseback riding in Homer. There are 34 camp sites available April 1 st through October 30 th , a Day Use Area along the northern border of the park with fire rings, picnic tables and a small gazebo, which is available for reservation for private events. Seasonal restroom facilities are provided May through September/October (weather dependent).						
Mariner Park Day Use Area		206.2.1; 502	1	4C	Budget dependent FY26/FY27	No Accessible parking designated. No accessible route to gazebo. Construct and furnish accessible route and parking space install signage per regulations




Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Mariner Park – Day Use Area		210; 504; 505.10.2	3	4C	Budget dependent FY26/FY27	Gazebo, has no hand rails, no ramp, stairs are steep, narrow steps and tall rise. All steps on flight of stairs shall have uniform riser heights and uniform tread depths. Recommend rebuilding stairs to include handrails and placement of a ramp.
Mariner Park Day Use Area		903	3	2	Budget dependent FY26/FY27	Bench needs to have the required transfer back support and seat width. Wheelchair space is limited within structure dependent on number of people. Bench shall provide back support or be affixed to a wall. Grab Bars should be installed to provide assistance for transfer, seat width should be 42 in long by 20 in. deep
Mariner Park Day Use Area		ORAR 244.2.3.1; 244.3 245.2.5.1 244.5.3	3	4C	Budget dependent FY26/FY27	Fire Ring is not compliant. No accessible route. Review Height and reach in accordance with regulations.
Mariner Park Camp Host Cabin		ORAR 1016.2; 1016.3; 1016.4 1016.7.1;	3	4C	Budget dependent FY26/FY27	No ADA parking designated. No accessible route from parking space to Host cabin. No Ramp Access or alternate method of notification to get camp host attention if not outside. Install and designate accessible parking space, place signage with alternate method of contacting Camp Host.





Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Mariner Park Campground		1011.2; 1011.4; F244.2.3.1; F244.3, F245.2.5.1; & F244. 5.3	3	4C	Budget dependent FY26/FY27	No ADA Compliant Camp Site Per Regulations Total of Camping Sites required is 2-3 based on overall # of sites. No ADA Compliant picnic tables. No accessible route from parking. No designated accessible parking. Create and designate 1-2 sites as ADA Compliant with appropriate signage. Designate and mark accessible parking spaces Campsite 21’3” w x 22’ L Fire Ring 17” H
Mariner Park Entrance Area with Kiosk and Bathrooms		ORAR 1016.2; 1016.3; 1016.4 1016.7.1; F244.2.3.1; F244.3; F245.2.5.1; F244.5.3 703.4.1; 703.5.5; 703.5.6; 703.7	3	4C	Budget dependent FY26/FY27	Fee Kiosk Area Bulletin Board Height is 50”; Doggie Bag Dispenser is 38.5” No accessible route defined for portable toilets; dumpster is not accessible; Picnic tables are unsafe and rotten Furnish & install clear access to kiosk, R & R Doggie Bag Dispenser to correct height; F & I Accessible route to portable toilets, Remove & Replace with Accessible Dumpster; Remove and Replace Picnic Tables with Universal Design models
FACILITY NAME: Fishing Hole Campground				TIME OF ASSESSMENT: July – September 2021		
STRUCTURE/FACILITY/AREA(S): Located next to the Nick Dudiak Fishing Lagoon, this campground on the Homer Spit features 80 campsites, 9 sites are located on the edge of the fishing lagoon and is a popular destination for campers. Amenities at this location include Fishing Hole camp sites, beach campsites, fish cleaning tables, picnic pavilion, grill, accessible restroom facilities, potable water and easy access to one of the city’s RV dump stations. The Fishing Hole Campground has 16 camp sites that are available during the winter months, October 31 st through March 31 st annually.						

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Fishing Hole Campground		703.4.1; 703.5.5; 703.5.6; 703.7	1	1	2025	Accessible Camping Spaces Signage Placement. Paved connection to pavilion and walkway to restroom signage placement requires correction
Fishing Hole Pavilion		1011.2; 1011.3; 902.3 ABA	3	1	2025	ADA Compliant Picnic Table provided, recommend adding additional table. Requirement is based on 24LF of usable space around table top, there should be a minimum of one wheelchair space.
Fishing Hole Pavilion		1011.2; 1011.3; 1011.5	3	4C	2025	Grill does not have required access all the way around it. Relocation to maintain the required distance on all sides. Grill does swivel, but must be accessible with clear ground 48" x 48" clear ground space on all sides 2-5% slope 15"-34" max height
Fishing Hole Pavilion		402; 403	1	NA	NA	Paved area next to Pavilion provides accessible feature. ADA COMPLIANT
Fishing Hole Campground Pay Kiosk for Camp Fees		307.3; 308.1; 308.2; 308.3	3	4C	2026	Kiosk is 48" height Reach should be no more than 24" from side approach. Recommend filling in the area with additional concrete pad to make fully accessible from all approaches

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Fishing Hole Restroom Potable Water Access	 	402; 403; 502	2	4C	2026	Accessible Route is required to access potable water; recommend installing a suitable material preferably asphalt and ADA Parking Space; Accessible route connecting to Restrooms from parking
Fishing Hole Restroom Potable Water Access		309.4	4	1	2026	Spigot handle is non-compliant install lever handle
Fishing Hole Notice Board		206; 308; 302	4	4C	2026	Accessible route; reach. Remove rocks and install asphalt or concrete pad around information kiosk
FACILITY NAME: Seafarer’s Memorial Park				TIME OF ASSESSMENT: July-September 2021		
STRUCTURE/FACILITY/AREA(S): Seafarer’s Memorial is a 2.52 acre lot located off of the Sterling Highway near the end of the Homer Spit. A memorial gazebo honoring those who were lost at sea, 45 parking spaces and open green space providing unobstructed views of the surrounding mountains and Kachemak Bay and access to the Spit Beach.						
Seafarer’s Memorial Park - Parking lot	 	206.3; 206.4; 216.5; 302.1; 403.1, 403.2; 405.3; 502.1, 502.2, 502.3, 502.3.1, 502.3.2, 502.3.3, 502.3.4	1	4C	2025	Parking is adjacent to entrance to the Memorial and not accessible Pave and mark accessible parking spaces with paved accessible route to memorial pavers

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Seafarer's Memorial Park		305; 903	4	3	2025	Bench is not ADA Compliant. Location on accessible route compliant with 404. Preference for Bench to not have arms for ease in transfer however having arms allows aid in person rising from seated position. Replace with compliant bench 17" - 19" seat height; able to withstand horizontal force minimum of 250 pounds at any point of the seat, Back support shall be 42"L minimum & 20"-24" deep
FACILITY NAME: Jack Gist Park			TIME OF ASSESSMENT: July - September 2021			
STRUCTURE/FACILITY/AREA(s): Donated by Jack Gist's estate for new softball fields, this 10 acre park offers stunning views of Beluga Lake and Kachemak Bay. Three fields are utilized by the Homer Adult Softball Association and the Homer High Mariner Softball team. There is also a disc golf course located in the park. Portable Toilet Facilities are available during the summer season. Plans are in process to draft a Master Plan for the park to include proposed field updates, plumbed restrooms, road access from a new subdivision to the west, parking configuration, and a new play area.						
Jack Gist Park Path to Disc Golf Course		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	Budget dependent FY28/FY29	Walkway to Disc Golf Course is not ADA compliant. Remove and replace with accessible route using materials that would provide a stable and firm ground, width to be 36" wide with passing lane or widen areas to allow passing
Jack Gist Park – Lower Fields		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	Budget dependent FY28/FY29	Lower Left and Right Ball Fields do not have ADA Accessible Routes. Furnish & Install accessible route from parking to playing fields spectator areas, dugouts, etc.
Jack Gist Park		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	1	4C	2025	Ground access is not firm and stable - ADA Accessible Route. Furnish & Install accessible travel route from parking to amenities

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park – Ball Field Spectator Seating and Access		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	Access Route Priority 1 Seating Priority 4	4C	Budget dependent FY28/FY29	Spectator bleachers are not ADA compliant, no accessible seating, no accessible route from parking area. Where provided, fixed team or player seating areas must contain the number of wheelchair spaces and companion seats required by ADAAG, but not less than one space.
Jack Gist Park – Field Access		404.2	1	2	Budget dependent FY28/FY29	Gate Access is not compliant. Provide clear pathway and level ground, remove overgrown vegetation to ensure proper width requirement is met
Jack Gist Park – Dugouts		903	2	2	Completed 2024	Player dugout does not have accessible seating, too high or too low and seating is too narrow, no hand rails or access to allow for transfer from a wheelchair to the bench. Benches must have seats that are a min. of 20" to a max. of 24" in depth and 42" min. in length. The seat height should be a min. of 17" to a max. of 19" above floor. If the bench is not located next to a wall, the bench must have back support that is 42" min. in length and extends from a point 2" max. above the seat to a point 18" min. above the bench.

Location	Image	ADA Code Reference	Priority Level	Cost Impact Level	Timeline	Accessibility Issue, Solution/Remedy & City Staff Direction
Jack Gist Park – Fence		307; 403.5	4	1	2025	Fence has protrusion. Remove and relocate or furnish and install barriers to direct pathway around the protrusion.
Jack Gist Park – Dugouts		221.2.1.4; 206.7.9; 802.1	4	2	Budget dependent FY28/FY29	Entrances to dugouts are not compliant; grade has step up; Dugout entrance is not ADA compliant - opening is too narrow. Maintain areas of access by keeping gravel/fill materials level and compacted to maintain even surface levels with concrete pad; remove and replace existing gate with ADA compliant gate; maintain vegetation to keep sight lines and changes in elevation minimal
Jack Gist Park – Upper Field Approach		1016.2; 1016.3; 1016.4; 1016.7	1	3	Budget dependent FY28/FY29	Access Route is steep; Furnish and install accessible route to upper field from parking area; correct slope percentage
Jack Gist Park – Spectator Seating		206.2.1; 403; 403.5.3; 1016.2; 1016.3; 1016.4	4	2	Budget dependent FY28/FY29	No ADA Compliant seating available; no accessible route to seating from parking area. Install ADA seating along with accessible route from parking to seating area.

Memorandum

To: PARCAC
From: Janette Keiser, PE
Date: April 8, 2025
Re: Kenai Peninsula Borough Comprehensive Safety Plan

The City of Homer is one of the member communities that is partnering with the Kenai Borough (“KPB”) in the development of a Borough-wide Comprehensive [Transportation] Safety Action Plan (“Safety Action Plan” or “Plan”). This is being produced with a USDOT grant, under the Safe Streets For All (“SS4A”) Program. Homer provided a share of the required matching funds, and a few Homer community members participated in the KPB’s Focus Group. There have been a couple of public presentations about this work before the Homer City Council. This Plan, among other things, identifies priority projects that would improve transportation safety in communities within the KPB, for motorists as well as users of non-motorized transportation facilities – pedestrians & bicyclists.

The KPB recently issued a Draft Action Plan for which comments are due April 30, 2025. It would be appropriate for PARCAC to submit comments as they relate to PARCAC’s areas of interest. One of PARCAC’s areas of interest, per its recently adopted Strategic Plan and the draft 2025 Comprehensive Plan, relates to non-motorized transportation, including sidewalks and bike paths. Some of the projects identified in the Draft Action Plan involve sidewalks and bike paths.

Here are my concerns/observations about the Draft Action Plan:

- a. The Plan is a Borough-wide plan. Twenty high priority projects related to improving traffic safety were identified. Projects from communities around the Borough were evaluated for listing on the high-priority list. Projects from one community, such as Homer, needed to compete with projects from other Borough communities for priority. Because of this, a project may be a high priority for Homer but may be listed as a low priority project on the Borough-wide plan. We need to supplement the Borough-wide priority list of projects with a Homer-specific priority list.
- b. Some Homer projects were listed on the Borough plan, but the mitigation work is not complete or appropriate. For example, Pioneer Avenue is listed as a priority project and one of the recommendations is to install “*wider edge paint*,” which is a strange suggestion for this street. This same idea shows up on other projects, so it could be a cookie-cutter term, not designed specifically for Pioneer Ave. We need more accurate and detailed descriptions of recommended mitigation measures.

- c. Many of the projects identified in Homer's Transportation Plan about non-motorized transportation are not listed at all – such as pedestrian crossing improvements on Heath Street or sidewalks on Main Street, south of Pioneer. We need to supplement the Borough-wide list of projects with a Homer-specific list.

This Draft Plan matters because:

- a. It looks like the FY2025 RAISE grant for the HAPP trails/sidewalk program may be rescinded, in light of the new administration's mandates. (See City Manager's Report, dated March 19, 2025). So, continued SS4A funding may be our best chance of getting non-motorized safety improvements in Homer.
- b. There is currently a Notice of Funding Opportunity ("NOFO") out for new SS4A grant funding. Applications can be for planning or implementation. In order to apply for implementation, the applicant must have a Safety Action Plan in place. The only Safety Action Plan that Homer has is the city's partnership with the KPB's Borough-wide plan. Homer has to depend on the Borough-wide plan for support for any SS4A grant applications. In other words, while Homer is able to apply for grant funding on its own, the Borough-wide Action Plan must support Homer's intentions. If Homer wants to apply for grant funds for more detailed Planning or Implementation, for example to study or install upgraded pedestrian crossings, with Rapid Flashing Beacons, on Pioneer, Main, Lake or Heath Street, we need a Safety Action Plan that identifies these as high priority projects. The current Borough-wide plan does not do this.
- c. It would take 2-3 years for Homer to develop its own safety action plan; it would be like a new comprehensive plan or transportation plan effort. Plus, Homer does not have enough money in the HART Fund to develop a plan on its own and it is unlikely Homer could get grant funding to develop one on its own, since it participated in the Borough-wide plan. We really need the Borough-wide plan to better support Homer's non-motorized transportation safety projects.
- d. The Borough's Final Action Plan is scheduled for publication in the middle of June 2025. Applications for the SS4A funding is June 26, 2025.

If Homer wanted to pursue this, Homer would need to identify Homer's high priority projects and ask the Borough to include these as an Appendix or Supplement to the Borough's Action Plan. This should give Homer the opportunity to use the Action Plan as support for any grant requests the City decides to submit.

Recommendation:

I recommend that PARCAC submit the following recommendations to the City Council:

- A. That the City identify a list of Priority Non-Motorized Projects for Homer and ask the KPB to include such projects as an Appendix to the KPB's Draft Action Plan.
- B. That the City submits other relevant comments to the KPB's Draft Action Plan; for example, to provide more detail to or correct existing text, particularly in the sections related to recommended mitigation measures.

[Draft_SafeStreetsSafetyAction_Plan_1April2025.pdf](#)

PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

2025 Calendar

	AGENDA DEADLINE	MEETING	COMMISSIONER SCHEDULED TO REPORT	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY				No Regular Meeting	
FEBRUARY	Wednesday 2/12 5:00 p.m.	Thursday 2/20 5:30 p.m.		Monday 2/24 6:00 p.m.	<ul style="list-style-type: none"> • Strategic Plans and Goals Review • Comp Plan Review
MARCH	Wednesday 3/12 5:00 p.m.	Thursday 3/20 5:30 p.m.		Tuesday 3/24 6:00 p.m.	<ul style="list-style-type: none"> •
APRIL	Wednesday 4/09 5:00 p.m.	Thursday 4/17 5:30 p.m.		Monday 4/28 6:00 p.m.	<ul style="list-style-type: none"> • Schedule Beach/Park Walk Through for May • Museum/Art Gallery Walkthrough • Worksession- Commission Training w/ City Clerk
MAY	Wednesday 5/07 5:00 p.m.	Thursday 5/15 5:30 p.m.		Tuesday 5/27 6:00 p.m.	<ul style="list-style-type: none"> • Beach/Park Walk •
JUNE	Wednesday 6/11 5:00 p.m.	Thursday 6/19 5:30 p.m.		Monday 6/23 6:00 p.m.	<ul style="list-style-type: none"> •
JULY				No Regular Meeting	
AUGUST	Wednesday 8/13 5:00 p.m.	Thursday 8/21 5:30 p.m.		Monday 8/25 6:00 p.m.	<ul style="list-style-type: none"> • CIP Project Recommendations •
SEPTEMBER	Wednesday 9/10 5:00 p.m.	Thursday 9/18 5:30 p.m.		Monday 9/22 6:00 p.m.	<ul style="list-style-type: none"> • Schedule Park Clean Up Day for October • Reappointment Notices & Applications Issued by Clerk's Office
OCTOBER	Wednesday 10/08 5:00 p.m.	Thursday 10/16 5:30 p.m.		Monday 10/27 6:00 p.m.	<ul style="list-style-type: none"> • Terms Expire October 31st • Approve 2026 Meeting Schedule • PARC Budget Discussion & Review with Staff
NOVEMBER	Wednesday 11/12 5:00 p.m.	Thursday 11/20 5:30 p.m.		Monday 11/24 6:00 p.m.	<ul style="list-style-type: none"> • Election of Chair & Vice Chair • Worksession Commission Training w/City Clerk
DECEMBER				No Regular Meeting	

*The Commission's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Commission's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports. Reports are the Commission's opportunity to give Council a brief update on their work. Attend via Zoom or in Person. Masks are optional**



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov
(p) 907-235-8121 x2222
(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: March 19, 2025
SUBJECT: City Manager's Report for March 24, 2025 Council Meeting

City of Homer FY25 RAISE Grant Update

On March 11, 2025, the U.S. Department of Transportation (DOT) directed Federal Department of Transportation agencies to conduct a review of all competitive grant programs and awards, including a project-by-project review of competitive award selections made in FY 2022 – FY 2025 without grant agreements or partially obligated grant agreements. This impacts the City's FY25 RAISE grant award which has not been obligated.

Under the directive, agencies will identify programs with priorities counter to the Trump Administration's Executive Orders and likely deny awards to projects that are solely focused on any of the following elements: "equity activities, Diversity, Equity, and Inclusion (DEI) activities, climate change activities, environmental justice (EJ) activities, gender-specific activities, when the primary purpose is bicycle infrastructure (i.e., recreational trails and shared-use paths, etc.), electric vehicles (EV), and EV charging infrastructure." View [the DOT Guidance here](#).

Projects with elements of these activities in the scope will be flagged for potential removal, including:

- project activities such as equity analysis, green infrastructure, bicycle infrastructure, EV and/or EV charging infrastructure.

Based on their review, agencies must recommend to the Office of the Secretary which project selections should:

- continue in their current form with no change;
- be revised with a reduced or modified scope; or
- be canceled entirely.

The scope of the City's unobligated FY25 RAISE grant award primarily addresses planning and design for sidewalks to promote pedestrian safety on Homer's heavily-traveled streets currently lacking sidewalk facilities. However, it includes an equity analysis, mentions the potential for shared bicycle-pedestrian pathways and mentions the equity and climate benefits of not needing to be reliant on vehicles for safe travel.

Staff is consulting with HDR to more fully understand the Federal process; we are prepared to advocate for these important funds by emphasizing the benefits of the project, and stand ready to revise the project's scope should we get the opportunity.

HVFD Worksession

City Council held a worksession on March 17th at the request of the City Manager to address some matters that had been raised by the public, look at positive steps in process and looking ahead. Priorities of the Fire Chief that he hoped to share but ran out of time during comments include:

- Complete the independent assessment of the services provided
- Develop a 5-10 year strategic plan
- Develop a volunteer recruitment and retention plan
- Complete New Member Task Book (already in process)
- Take steps to replace aged and obsolete fleet, including a financial plan for the future
- Work with the City Manager on sustainable budgeting
- Station Replacement Plan (current budget request)
- Update Fire Department Disaster Preparedness and Response Plans

Staff is working to compile some historical information, including a structural analysis that was completed in 2014/15 for the building, and independent studies done on volunteerism. I will also prepare a memo with some next steps for the April 14th City Manager's report.

City Manager Meetings and Events:

- KBNERR Open House and Community Council Meeting
- Property Owner in Charles Way/Bunnell Ave Special Assessment District
- Presentation to Homer Rotary
- Homer Harbor Expansion event
- USCG Naushon Decommissioning Ceremony and meeting with Rear Admiral Dean
- Ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- DOT Guidance Memo
- KPEDD Industry Outlook Forum Invitation

Attention: Heads of Secretarial Offices and Operating Administrations (OA)

Overview: The Office of the Assistant Secretary for Transportation Policy (OST-P) is providing guidance on competitive award selections made after January 20, 2021, that do NOT have fully obligated grant agreements or cooperative agreements in place.

Projects with executed grant agreements in place that are fully obligated are not subject to the guidance below. For selections with partially obligated grant agreements, the same review should take place before awarding subsequent phases or adding additional funds to an existing grant agreement. Additional guidance will be provided regarding revisions to standard terms and conditions appearing in draft grant agreements or templates.

Summary: All competitive grant and cooperative agreement award selections must comply with current Administration priorities and Executive Orders (EO) that address energy, climate change, diversity and gender, and economic analysis, and other priorities. Applicable Executive Orders and Memoranda include:

- Executive Order 14148, [Initial Rescissions of Harmful Executive Orders and Actions](#);
- Executive Order 14154, [Unleashing American Energy](#)
- Executive Order 14151, [Ending Radical and Wasteful Government DEI Programs and Preferencing](#)
- Executive Order 14168, [Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government](#)
- Secretarial Order 2100.7, Ensuring Reliance Upon Sound Economic Analysis in Department of Transportation Policies, Programs, and Activities
- Secretarial Memorandum on Implementation of Executive Orders Addressing Energy, Climate Change, Diversity, and Gender

This guidance provides direction for identifying award selections without fully obligated grant agreements that do not comply with these priorities.

ACTION: For projects announced from FY 2022 through FY 2025, review all award selections without grant agreements and partially obligated grant agreements. The focus of this review is to identify project scope and activities that are allocating funding to advance climate, equity, and other priorities counter to the Administration's Executive Orders.

Step 1: Program Identification. Identify Programs for which award selections may have included any of the following elements: equity activities, Diversity, Equity, and Inclusion (DEI) activities, climate change activities, environmental justice (EJ) activities, gender-

specific activities, when the primary purpose is bicycle infrastructure (i.e., recreational trails and shared-use paths, etc.), electric vehicles (EV), and EV charging infrastructure. Additionally, project-by-project review of selections to identify any project scope elements for potential removal are required for any Programs that meet the criteria below:

- Statutory language includes equity requirements, climate considerations, or bicycle infrastructure.
- NOFO mandatory evaluation criteria includes equity and/or climate requirements.
- Eligible activities included bicycle infrastructure, EV and/or EV charging infrastructure.

Programs that do not meet the criteria above should be shared with the OA Administrator or equivalent OST leadership for concurrence/confirmation. Following OA Administrator or equivalent OST leadership concurrence, the OST Office of Policy (OST-P) and Office of the General Counsel (OGC) will provide final confirmation on whether a program is required to conduct a project-by-project review. If OST-P and OGC confirm that a project-by-project review is not required, offices may proceed with negotiating and finalizing grant agreements. If OST-P and OGC confirm that project-by-project review is required, offices should proceed to Step 2. Please submit review requests to the OST Policy Board at OSTPolicyBoard@dot.gov.

Step 2: Project-by Project Review. Programs that require further review shall have Program Teams examine each individual project to identify those award selections that have project scopes that include any of the project elements listed in Step 1 (i.e. equity activities, DEI activities climate change activities, etc.). Those Teams should document their project-by-project examination and flag any project scope elements or activities for potential removal, including:

- Project activities such as equity analysis, green infrastructure, bicycle infrastructure, EV and/or EV charging infrastructure.
- Project purpose or primary project benefits include equity and/or climate such as- projects that purposefully improve the condition for EJ communities or actively reduce GHG emissions.

Note: If project scope elements are based in statute, program offices should consult with applicable legal counsel, and following legal concurrence, raise any proposed scope changes to OA leadership.

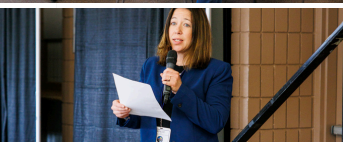
OA leadership shall review the findings from the Team review, and recommend to OST-P and OGC which project selections should:

- a. Continue in their current form with no change;
- b. Be revised with a reduced or modified scope; or
- c. Be canceled entirely.

Step 3: Project Scope Revision. Award selections identified in Step 2.b must update project scopes to eliminate flagged activities, and where possible replace identified elements with relevant elements that align with program statute, the scope of the application submission, and current Administration EOs.

Where the scope of the project includes elements noted above, Teams should negotiate with project sponsors to update project scopes to eliminate and, where possible, replace those identified elements with relevant elements that align with the program statute, the original scope of the application submission, and current Administration EOs.

- a. If the project sponsor agrees to proceed with scope changes, proceed to grant agreement formulation and execution. The project sponsor may propose alternative project elements to substitute for the redline elements that should be removed as long as they 1) align with the program statute, 2) are consistent with the purposes of the original scope of the application submission, and 3) align with current Administration EOs.
- b. If the project sponsor does not agree to remove project elements noted in Step 2 and replace with acceptable alternative scope, then the Team should proceed with a reduced award that removes the flagged scope and activities.



YOU'RE INVITED!



Please join us on
Thursday, April 24th
for our Annual
Industry Overview Forum!

If you are unable to make it in person,
please contact [79](#) to register to be sent
a link to the live YouTube.



THE KENAI PENINSULA ECONOMIC
DEVELOPMENT DISTRICT

2025 IOF

INDUSTRY OVERVIEW FORUM

Location:
Kenai Chamber of Commerce

24 APRIL

THURSDAY

9:00 AM CHECK IN & REGISTRATION

9:30 AM START

4:00 PM END



SCAN TO REGISTER FOR
IN-PERSON OR VIRTUALLY
BY APRIL 18th

INDUSTRY TOPICS & HIGHLIGHTS:



COOK INLET
ENERGY
RESOURCES AND
DEVELOPMENT



WORKFORCE
DEVELOPMENT
STRATEGIES AND
RESOURCES



KENAI PENINSULA
ECONOMIC
PROSPECTUS
REPORT



KENAI
PENINSULA
BOROUGH
UPDATE



LOCAL AND
RE
HEA 80 RE
SER' ND
UPDATES



KENAI PENINSULA
COMPREHENSIVE
ECONOMIC
DEVELOPMENT
STRATEGY KICKOFF