



## Agenda

### Parks, Art, Recreation & Culture Advisory Commission Worksession

Thursday, August 15, 2024 at 4:30 PM

City Hall Conference Room Upstairs In-Person & Via Zoom Webinar

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#### Homer City Hall

491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

#### Zoom Webinar ID: 941 7555 9714 Password: 963731

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

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**CALL TO ORDER, 4:30 P.M.**

**AGENDA APPROVAL**

**DISCUSSION TOPIC(S)**

A. Creating a SWOT Analysis for the City of Homer Parks & Community Rec Divisions

**COMMENTS OF THE AUDIENCE** (3 minute time limit)

**ADJOURNMENT**

Next Regular Meeting is Thursday, September 19, 2024 at 5:30 p.m. A Worksession is Scheduled for 4:30 p.m. All meetings scheduled to be held in the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

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1. **On-going goals.** These are goals identified as ongoing and continuous throughout the plan year.
  - a. **On-going Goal #1. Open Communications.** Provide timely, relevant comment to the City Council on Parks, Art, Recreation & Cultural issues.
    - i. **Objective:** PARCAC's objective is to keep City Council informed about matters within PARCAC's purview for approval and/or course correction.
    - ii. **Actions:**
      1. At each PARCAC meeting, a PARCAC member shall be appointed to make a report about the PARCAC meeting at the next available City Council meeting.
      2. PARCAC members shall keep informed about activities within the City that fall within PARCAC purview, discuss the activities, as appropriate, at PARCAC meetings and forward appropriate comments to the City Council in memorandum.
      3. City Staff shall provide relevant and timely information to PARCAC and add Agenda Items to the PARCAC agendas, to assist the Commission with their discussions and decision making.
    - iii. **Timeline:** Should commence immediately,
    - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions as appropriate.
  - b. **On-going Goal #2. Parks & Recreation Budget.** Gain a better understanding of the process, have more communication on budget/projects between City Staff and review it [budget] at least annually for New Projects.
    - i. **Objective:** PARCAC's objective is to serve as an advocate for the fiscal needs of items/programs that fall within PARCAC purview.
    - ii. **Actions:**
      1. Staff shall submit a draft budget for all operating and capital budget requests for items/programs that fall within PARCAC's purview, in order for Commission to review the requests before they are submitted to the City Council.
        - a. Staff will develop a 5-year Capital Improvement Plan for Parks & Recreation projects (outside the traditional CIP process).
      2. PARCAC shall review the budget information and decide which items to endorse, summarize its findings and recommendations in a

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memorandum to be submitted to the City Council through the City Manager.

3. Staff shall research options for creating long term sustainable funding to support operating and capital budget needs for items/programs that fall within PARCAC's purview.
  4. PARCAC shall conduct a work session to review and discuss said options. PARCAC shall then summarize its findings and recommendations in a memorandum to be submitted to the City Council through the City Manager.
  5. Staff shall provide PARCAC a budget report at every other PARCAC meeting.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC for review.
  - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **On-going Goal #3. Public Art.** Advocating for inclusion of Public Art in City Facilities and or placed in or on City Parks and land.
- i. **Objective:** PARCAC's objective is to ensure public art is included in City buildings accessed by the Public in accordance with the 1% for Art Program and adopted policies.
  - ii. **Actions:**
    1. Staff will apprise PARCAC when suitable projects are upcoming and fall within the requirements of the 1% for Arts Program.
    2. PARCAC will select from and appoint Commissioner(s) to Art Selection Committees.
    3. Commission will review the Municipal Art Collection annually.
  - iii. **Timeline:** Staff will present the opportunity to PARCAC at first available meeting.
  - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **Ongoing Goal #3. Public Art – Gifts and Donations.**
- i. **Objective:** PARCAC to review and recommend the acceptance and placement of donations of art for city facilities and buildings and incorporating into the City of Homer Municipal Art Collection.
  - ii. **Actions:**

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1. Staff will present PARCAC for review and recommendation to City Council, applications for donations and or gifts of art.
      2. Staff will update and maintain the Municipal Art Collection to include but not be limited to updated pages in the collection notebook, website and order identification name plates as needed.
    - iii. **Timeline:**
      1. Staff will present to PARCAC at first available meeting after receipt of completed application.
    - iv. **Fiscal Note:**
      1. Staff will identify whether additional funding is required for maintenance of art within the Municipal Art Collection. Commission will provide funding to purchase identification name plates or notebook pages from Annual Commission funds if needed.
- e. **On-going Goal #4: Parks/Recreation/Arts/Culture Community.** Maintain working relationships with various cultural entities such as Homer Council on the Arts, Local Art Galleries, The Pratt Museum, Pier One Theater, etc.
  - i. **Objective:** PARCAC's objective is to "keep its thumb" on the pulse of Homer's arts and cultural community.
  - ii. **Actions:**
    1. Staff will continue their "community building" with local organizations involved in arts, culture, parks, trails and other matters within PARCAC's purview and provide monthly reports to PARCAC about such activities.
    2. Staff will extend invitation to members of the local community involved with arts, culture, parks, trails and other matters within PARCAC's purview to present at PARCAC meetings quarterly and distribute agenda to organizations.
    3. Staff will provide PARCAC with reports of financial/in-kind contributions these local organizations make to the City and vice versa.
  - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC for review.
  - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- f. **On-going Goal #5: Open & Green Spaces.** Preservation of areas of natural beauty and open green spaces throughout the City.

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- i. **Objective:** PARCAC's objectives are to (a) protect space designated within the City as open or green space and (b) increase the City's ownership of such spaces consistent with the City's Comprehensive Plan and the City's Green Infrastructure Programs.
  - ii. **Actions:**
    - 1. PARCAC supported the Kachemak Sponge Green Infrastructure Project and requests regular progress reports on it and other green infrastructure projects.
    - 2. Staff will research the possibility of designating the land for conservation that is within the Mariner Slough tidelands, in the vicinity of the south side of Bay Avenue and report back to PARCAC.
    - 3. Staff will develop a list of properties that would best serve the community as open space and report back to PARCAC; this could be done as part of the Comp Plan re-write or land allocation plan process.
    - 4. PARCAC will assist Staff to develop a list of criteria to be used when identifying lands that should be protected as open or green space.
    - 5. PARCAC will identify any such lands in a memorandum to the City Council, with recommendations that such land be protected in association with the Annual Land Allocation Plan process.
    - 6. Staff will develop a Management Plan for the management of the lands that will be acquired for the Kachemak Sponge and report to PARCAC.
  - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC for review.
  - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- g. **Ongoing Goal #6: Non-motorized Transportation.** Update City Code to ensure sidewalks in addition to parks & trails are identified as falling under PARCAC auspices.
- i. **Objectives:** PARCAC's objective is to ensure that non-motorized transportation options are developed in accordance with the City's Transportation Plan and (2) all non-motorized transportation options are properly maintained.
  - ii. **Actions:**
    - 1. Staff shall continue with the process of completing the Transportation Plan and moving it towards adoption by the City

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Council. Staff shall notify PARCAC when the matter will come before the City Council so PARCAC is available to provide supporting testimony.

2. Staff shall identify language in the City Code that needs to be adjusted to accommodate the new Transportation Plan for PARCAC's review and approval.
  3. PARCAC will accept public comment on the language adjustments, as appropriate, and forward recommendations to the City Council.
  4. Staff will identify non-motorized transportation routes that are important to the City, but which are owned by the AK DOT/PF and develop a plan for ensuring these facilities are maintained in a timely manner to the level of service we need.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
  - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

2. **Short Term Goals:** These are intended to be goals that can be accomplished by the end of the plan year.

- a. **Short Term Goal #1: Organizational Issues.** Continue working with the City Council and the City Manager for development of a Parks & Recreation Department.

- i. **Objective:** PARCAC's objective is to provide an organizational structure for parks facilities and recreation services in a cost effective and efficient manner.
- ii. **Actions:**
  1. Staff will research options for an organizational structure for providing parks facilities and recreational services and report on same to PARCAC in a memorandum.
  2. PARCAC will accept public input on the topic and summarize its findings and recommendations in a memorandum to the City Manager and the City Council.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review.
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

- b. **Short Term Goal #2: Staffing.** Review staffing plans.

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- v. **Objective:** PARCAC's objective is to see that the staff developing and maintaining parks facilities and providing community recreation services is cost effective and provides the determined level of service
  - vi. **Actions:**
    - 1. Community Recreation staff shall provide a benefit/cost review of the options of increasing staff by 1 permanent FTE vs the current practice of relying on seasonal temps and present his findings to PARCAC.
    - 2. Parks Maintenance staff shall provide a benefit/cost review of the options of increasing permanent staff vs the current practice of relying on seasonal temps and present his findings to PARCAC.
    - 3. The Associate Planner for Parks & Trails shall provide a benefit/cost review of being hosted in the Community Development Department vs being hosted in the Public Works or a Parks & Recreation Department and present his findings to PARCAC.
    - 4. PARCAC shall receive public input on these matters and summarize its findings and recommendations to the City Manager and the City Council.
  - vii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review.
  - viii. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- b. **Short Term Goal #4: Sustainable budgeting.** Research the development or creation of depreciation reserves to maintain parks and recreation facilities, continue to understand the budget, include setting fees and dedication of sales tax to fund projects and programs.
- i. **Objective:** PARCAC's objective is to ensure that the City has provided a sustainable funding source for developing and maintaining parks and recreation facilities.
  - ii. **Actions:**
    - 1. Staff shall develop options for a sustainable funding plan for parks and recreation facilities, for PARCAC's review and approval.
    - 2. PARCAC shall receive public input on the options and compile its findings and recommendations in a memorandum to the City Manager and City Council.
  - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review

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- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

**c. Short Term Goal #5: Comprehensive Plan Synchronization**

- i. **Objective:** Synchronize the Comprehensive Plan to PARCAC Strategic Plan
- ii. **Actions:**
  - 1. Provide the PARCAC Strategic Plan to Agnew::Beck
  - 2. Synchronize organizational structure priorities with updated Comprehensive Plan.
- iii. **Timeline:** Compatible with the Comprehensive Plan update
- iv. **Fiscal Note:** None.

**3. Long Term Goals.** Long term goals that are intended to be accomplished within a three (3) to five (5) year timeframe.

**a. Long Term Goal #1. Community Recreation Center.** Support a new Community Recreation Center including a capital campaign, identify clientele, define role of the school district, establish fees that encourage participation, provide recommendations for revenue stream to support the facility, determine best staff to volunteer ratio.

- i. **Objective:** PARCAC's objective is to develop a short- term and long-term plan for developing and operating a Community Recreation Center.
- ii. **Actions:**
  - 1. Staff will liaison between PARCAC and the Council's Recreation Champions so both parties are fully informed and involved in the decision making.
  - 2. Staff will develop a draft Community Recreation Center Development Plan, which would include a site plan, floor plan, a cost estimate and a financing plan, for PARCAC's input, review and recommendations.
  - 3. PARCAC will take public comment on the draft Plan, develop a list of findings, and submit its recommendations to the City Council for approval.
  - 4. Staff will develop a draft Community Recreational Center Operational Plan and budget for PARCAC's input, review and recommendation.
  - 5. PARCAC will take public comment on the draft Operational Plan, develop a list of findings and submit its recommendations to the City Council for approval.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review.



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- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- b. **Long Term Goal #2: Operational Policies.** Develop policies for Parks and Community Recreation Programs.
  - i. **Objective:** PARCAC's objective is to ensure the City's Parks and Community Recreation Programs are operating in accordance with reasonable municipal practices.
  - ii. **Actions:**
    - 1. Staff shall develop a draft set of Operational Policies for the Use of Parks and a draft set of Operational Policies for Community Recreation for PARCAC review.
    - 2. PARCAC shall review, receive public input and deliberate on the draft sets of policies.
    - 3. PARCAC shall adopt findings and recommendations on the draft sets of policies and forward said recommendations in a memorandum to the City Manager and City Council.
    - 4. Staff shall develop appropriate regulatory language required to support the recommended policies for review and approval by PARCAC and the City Council.
  - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and recommendation.
  - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **Long Term Goal #3: Park Planning.** Update and develop Master Park Plans that include long term needs list to assist with biennial budget development.
  - i. **Objective:** PARCAC's objective is to ensure that the maintenance and capital needs of the City's parks are being provided for in a proactive matter.
  - ii. **Actions:**
    - 1. Staff shall prepare a Park Development Plan for each park that will include a list of capital and maintenance activities required for each park, for PARCAC's review and approval.
    - 2. Staff shall develop a budget for accomplishing such maintenance and capital needs for PARCAC's review and approval.
  - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review.

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iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

d. **Long Term Goal #4: Non-motorized Transportation.** Update City Code or processes to include a required review by PARCAC of proposed subdivisions for recommended trail and or sidewalk facilities and associated easements prior to preliminary plat being submitted to the Kenai Peninsula Borough for approval.

v. **Objective:** PARCAC's objective is to be more proactive about identifying opportunities for non-motorized transportation.

vi. **Actions:**

1. Staff will propose updates to City Code and/or its in-house development review procedures to ensure non-motorized transportation route are identified in new subdivisions, for PARCAC's review and approval.
2. Staff will communicate with the Kenai Borough about the City's desire for non-motorized transportation means in new subdivisions and collaborate with that agency on how to best accomplish this in the planning process and report back to PARCAC.
3. PARCAC will receive public input as appropriate and submit its findings and recommendations to the City Council.

vii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,

viii. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.