



Agenda

Parks, Art, Recreation & Culture Advisory Commission Regular Meeting

Thursday, March 19, 2026 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: 205 093 973 Password: 610853

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
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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. Homer United FC

RECONSIDERATION

APPROVAL OF MINUTES

- [A.](#) February Minutes

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

- [A.](#) Clerk's Report-Robert's Rules
- [B.](#) Parks Report
- [C.](#) Community Recreation Report
- D. Staff Liaison Report
- E. Commissioner for City Council Report

PUBLIC HEARING

PENDING BUSINESS (15 minute time limit)

- [A.](#) PARCAC Strategic Plan 25-26 Goals Review

NEW BUSINESS (15-20 minute time limit)

- [A.](#) Review of HART Policy manual

[B.](#) Trails Financial Plan Update

INFORMATIONAL MATERIALS

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, APRIL 16th, at 5:30 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.

1. CALL TO ORDER

Session 26-02, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:33 p.m. on February 19th, 2026 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS ARCHIBALD, HARRALD, KEISER, LEWIS, PARSLEY, ROEDL

ABSENT: STEFANO

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

2. AGENDA APPROVAL

Chair Lewis requested a motion and second to approve the agenda as amended.

HARRALD/ARCHIBALD MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

Lou Stewart, city resident, spoke about the importance of parks and the history of Woodard Park. He would like to see concrete steps toward the creation of the park and he would like to play a role. Lou would like to see Woodard Creek added to list of parks so that he could adopt it.

Chair Lewis suggested putting Lou and Chad together to strategize a way forward.

4. VISITORS/PRESENTATIONS (10-minute time limit)

Homer Softball League

Zach Kudla shared a report on the state of the league. Topics included future plans for fields, maintenance, funding, importance of recreational opportunities for youth, leveraging economic impact of sports, potential cost to improve field, possibility of youth participation in improvement projects, compare master plan to current needs, the power of stories, follow up on bathrooms and how they are working, need for increased security, existing plan for field improvement, work with Alaska Mill and Feed to piggy back on a future order to reduce costs, Valdez fields and potential to use local soils to reduce costs.

5. RECONSIDERATION

1

022426 MP

6. CONSENT AGENDA

- A. Unapproved Meeting Minutes for November 20th, 2025

HARRALD/ARCHIBALD MOVED TO APPROVE THE CONSENT AGENDA

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

- A. Parks Monthly Staff Report – Chad Felice, Lead Parks Technician

Lead Parks Technician Felice provided the Parks Monthly Staff Report, covering the following items:

Bayview fence removal and construction project, MVP Rascal at ballfields, camping report, security issues, new machine should arrive in spring

- B. Community Recreation Monthly Report – Mike Illg, Recreation Manager

Recreation Manager Illg provided the Community Recreation Monthly Report, covering and responding to questions on the following items: Activity room completion, need for more youth programs and more spaces, school facility spaces are not available to meet demand, Homer Planet Youth is collaborating on programming, need for adults to work with kids, question on theater reopening, question on sequence of priorities for capitol projects, question on Carma fund for HERC buildings.

- C. Monthly Staff Report – Mike Illg, Recreation Manager

Recreation Manager Illg provided the staff report- HERC meeting, board appointments.

8. PUBLIC HEARING

9. PENDING BUSINESS

- A. Parks & Recreation Policies & Procedures Document

Discussion of, links appreciated, Keiser offered to edit document, status update that it is still being reviewed by city attorney and city council.

- B. Review of the City’s Adopt-a-Park/Trail Program

Discussion included feedback on forms, idea to add Woodard Creek to list or “other” category, question on what happens after a form is filled out, where does application go?, possibility of

explainer on website for how process works, appreciation for public process, importance of PARCAC being aware of things, how are people appreciated for adopting a park?, question on risk to public if “other” undeveloped parks are included in list, power tools, Serve The City.

10. NEW BUSINESS

A. Woodard Creek Park

Discussion included-waterway in the park, history of park creation, and a plan to draft an informal approach (Chad and Lou)then share draft with PARCAC. Commissioners requested that a visit to the park be added to the scheduled Pratt museum walk through

B. PARCAC Meeting Calendar/events/ topics review

Discussion included confusion last year about calendar process, additions to next months agenda, add items, moving park cleanup to around Labor Day, recognition of the HOWL cleanup during Earth Week, noting the new leadership at Pratt, a request to the clerk to clarify appointments/terms/reapplication, excitement about trails and trail building above Hornaday Park, ideal date for park clean up, Hockey Rink visit was impressive.

C. PARCAC Strategic Plan 26/27 Goals

Discussions included City of Homer Art collection and who is responsible for it, noting the City’s need for a policy on art, packet goals and need for discussion, interest in making sure everyone has time to review, request to add the strategic plan to next month’s agenda.

Harrald volunteered to go to next City Council Meeting (2/23/26)

11. INFORMATIONAL MATERIALS

A. City Manager’s Report

B. January 2026 Flyers

12. COMMENTS OF THE AUDIENCE (3-minute time limit)

13. COMMENTS OF THE CITY STAFF

Recreation Manager Illg -Shout out to basketball league volunteers Dave and Linda. Appreciation to them for their work.

14. COMMENTS OF THE MAYOR/CITY COUNCIL

15. COMMENTS OF THE COMMISSION

Commissioner Archibald- Stated that he has been on the board many years and that “we are still talking about the same stuff”. He said Lou Stewart is great and will be a good steward of the Woodard Creek Park project.

Commissioner Harrald-Stated importance of the story of community in Homer and why people are here and why they stay here, often it is due to recreational activities and organizations.

Commissioner Parsley- Agreed with Harrald and would like to advocate for bringing in a group every month, mentioned Kachemak Bay Running Club as potential visitor.

Commissioner Keiser- Asked about Build Grant. Dan Kort said he is a little hazy on but says it is a two million planning grant.

Commissioner Roedl-Good meeting.

16.ADJOURNMENT

There being no further business to come before the Commission, Chair Lewis adjourned the meeting at 7:19 p.m. The next regular meeting is **Thursday, March 19th, 2026 at 5:30 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.

Marya Pillifant, Deputy City Clerk

Approved:_____

Follow four fundamental guidelines for successful meetings



Gig Harbor, Washington City Council. ©Jurassic Parliament 2018.

Robert's Rules of Order includes **four fundamental guidelines** that will create successful meetings. They are easy to say but take some effort to apply, since prevailing culture is often very different. Run your meetings according to these guidelines so your meetings—and your organization—will flourish.

I. The person running the meeting is the servant of the group, and the group is the final authority.

We are so used to our work situation, where the “boss” is in charge of the “employees,” that we often bring the same habits of mind to meetings of nonprofit boards, city councils, and other volunteer organizations. But in a board of directors or a council, all the members have equal standing. They are peers, and **the leader is one among equals.**

The chair has special duties to RUN the meeting, but does not determine the OUTCOME of the meeting. It is the group that must decide what it wishes to do. It is the chair's duty to assist the group in this task. And the group has the ability to overturn a decision or ruling made by the chair. Read about Point of Order and Appeal [on our website](#) to learn how this is done.

➡ over



II. All members have equal rights, privileges and obligations. To ensure this, no one may speak a second time until everyone who wishes to do so has spoken once.

Every member of a board has an equal right to speak. In practice, however, boards often discuss their affairs in conversational mode. And in conversations, dominant people tend to dominate, and agreeable people tend to let them.

This often leads to a few people dominating the discussion, which is not fair and can lead to poor outcomes. Your quiet, introverted members have important insights that need to be heard.

If you adopt and apply the rule that **no one may speak a second time until everyone who wishes to do so has spoken once**, you will find that your meetings take on an entirely different nature—for the better!

III. Courtesy and respect are required at all times.

In these difficult times, people can be loud, rude and disorderly at meetings. Your chair and your members must insist on **courtesy and respect at all times**. These are not frills, but vital to the democratic process. No personal remarks, no insulting language, no attacks, no interrupting, no sidebar conversations, no disrespectful body language. If this happens, gently but firmly put a stop to it. Read about inappropriate remarks on our website ([local government here](#) and [nonprofit boards here](#)).

IV. One thing at a time

When a group is discussing a certain item, it must stick with that item, or make a conscious decision to set it aside to deal with something else. **You can't slip from one topic to another**, but must be deliberate in how and when you address each issue. Create a thoughtful agenda, time each item, and follow the agenda with flexible care.

Try these four guidelines, which we explain in greater detail in our [book](#), and see what a difference they make to your meetings.

Follow four fundamental guidelines for successful meetings

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MEMORANDUM

Item Type: Informational Memorandum Community Recreation
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: March 9, 2026
From: Mike Illg, Recreation Manager/Staff Liaison

Recreation Manager's Report for March 19, 2026

General Notes

The Community Recreation Division is responsible for assisting with the scheduling and maintaining a public calendar for the Homer High and Homer Middle School fields during the summer months. We are now starting to work on putting this together but will need to be working around KPB maintenance projects as well. Homer Middle School will likely be seeing some repaving at their parking lot. This could impact on the use of the HMS field but that remains to be determined.

The HERC facility is closed March 9-29 for the floor finishing project. All drop-ins, classes and reservations are cancelled during this time period. We are planning to re-open on March 30 with resuming current activities in addition to new programs in the activity room such as pilates, tai chi and qi gong.

During the school spring break (March 6-15) Community Rec was only able to secure 6 extra hours of CR gym time (two nights of volleyball and one night of basketball) due to the many HHS spring sport sports practices. The Homer Middle School is closed and unavailable during school break as well.

The Homer High Theater is open again and we will be hosting our annual Free Inlet Winds Community Band Concert on **Saturday, April 18th at 7:30pm.**

Mark you calendars as the 33rd Annual Safe & Healthy Kids Fair will be held on **Saturday, May 16th 11am-2pm** at Homer High.

Staff Notes

Manager's meetings:

4- Homer High Admin meetings

2- Department head meeting

1- Homer Planet Youth meeting

Facilities

The Public Works Maintenance staff has installed the flooring in the HERC activity room, and we are projected to start re-using this space again starting in April. A special thanks to city employee Patrick Houilhan who did most of the remediation work and upgrades in this area.





Ongoing Events

Activity Update 3/6	Day(s)	Time	Location	Ages	Free for Youth?
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Ongoing

Morning Basketball-Drop In	M-W-F	6-7am	HHS	7th-Adults	Yes
Fitness Class- Drop In	M-W-F	8-9am	HERC	7th-Adults	No
Morning Pickleball-Drop In	M-W-F	9:15-11:15am	HERC	7th-Adults	No
Evening Basketball-Drop In	M & W	6:30-8:30pm	HMS	7th-Adults	Yes
Evening Pickleball-Drop In	M-W-F	4:30-8pm	HERC	7th-Adults	No
Evening Pickleball-Drop In	TH	4:30-6:30pm	HERC	7th-Adults	No
Advanced Pickleball-Drop In	TU	4:30-6:30pm	HERC	7th-Adults	No
Intermediate Pickleball- Drop In	TU	6:30-8:30pm	HERC	7th-Adults	No
Beginner Pickleball- Drop In	WED	11:15am-1:15pm	HERC	7th-Adults	No
Beginner Pickleball- Drop In	SAT	9:30-11:30am	HERC	7th-Adults	No
Teen Fitness Class-Drop In	TU & TH	7:30-8:30am	HMS	9th-12th	Yes
Corn Hole-Drop In	TH	7-9pm	HERC	7th-Adults	No
Volleyball Drop In	TU & TH	6:30-8:30pm	HMS	7th-Adults	Yes
Volleyball Drop In	SUN	6:30-8:30pm	HHS	7th-Adults	Yes

Inlet Winds Band MON 6:30-8:30pm HHS HS-Adults No



MEMORANDUM

Item Type: Informational Memorandum-City Council Action
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: March 9, 2026
From: Mike Illg, Recreation Manager/Staff Liaison

The following City Council memorandums, resolutions and ordinances activity relevant to the Parks, Arts, Recreation and Culture Advisory Commission since the last PARCAC regular meeting on February 19, 2026.

February 23, 2026 City Council Regular Meeting

Nothing relevant to report.

March 9, 2026 City Council Regular Meeting

Nothing relevant to report.

RECOMMENDATION: Informational Only.



MEMORANDUM

2026/27 Strategic Goals Review

Item Type: Action Memorandum
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: February 6, 2026
From: Mike Illg, Recreation Manager/Staff Liaison

Requested Action: Review the recent PARCAC Strategic Goals and Plans and provide any additional proposals, suggestions and modifications for the 2026-2027 PARCAC Strategic Goals and Plans.

The Parks, Arts, Recreation & Culture Advisory Commission has spent significant time and effort over the last few years creating the 2024-2025 annual PARCAC Strategic Goals and Plans including the prelude SWOT Analysis that was instrumental in creating the framework for this document. Ideally, this document should be reviewed every year to stay active and current with PARCAC related goals and plans that are reflective of the commission, city council and community stakeholders.

RECOMMENDATION: Review PARCAC Strategic Goals and Plans and provide any additional proposals, suggestions and modifications for the 2026-2027 PARCAC Strategic Goals and Plans for final approval.

Attachment: 2024-2025 Strategic Goals

**PARKS, ART, RECREATION, & CULTURAL ADVISORY COMMISSION
(PARCAC)
2025-2026 STRATEGIC PLAN**

1. On-going goals.

- a. **On-going Goal #1. Open Communications.** Provide timely, relevant comment to the City Council and as appropriate, other Commissions and Boards, on Parks, Art, Recreation & Cultural issues.
 - i. **Objective:** PARCAC’s objective is to help inform the City Council and other Commissions and Boards, about matters within PARCAC’s purview.
 - ii. **Actions:**
 - 1. PARCAC members will use staff reports and meeting minutes to stay informed about activities within the City that fall within PARCAC purview, discuss the activities, , at PARCAC meetings and forward appropriate comments to the City Council.
 - 2. At each PARCAC meeting, a PARCAC member will volunteer to make a report about the PARCAC meeting at the next available City Council meeting.

- 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 budget at least annually.
 - 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. PARCAC will conduct an annual review of the budget information and determine items to for endorsement.
 - 2. PARCAC will review the budget information and provide comments and recommendations to the City Manager and the City Council during the development of the new budgets.
 - 3. PARCAC supports the concept of a sustainable source of funding for Parks and Recreation and will advocate for this.

- c. **On-going Goal #3. Public Art.** Support inclusion of Public Art in City Facilities when planning upgrades, renovations and new projects.
 - i. **Objective:** PARCAC’s objective is to ensure public art is included in City buildings on a consistent basis.
 - ii. **Actions:**
 - 1. PARCAC recognized the City has a standing operating procedure for accepting and decommissioning public art.

- d. **On-going Goal #4: Parks/Recreation/Arts/Culture Community.** Maintain working relationships with various cultural entities.
 - i. **Objective:** PARCAC will maintain relationships with Homer’s arts and cultural community.

- ii. **Actions:**
 1. PARCAC will invite community organizations involved with arts, culture, parks, trails and other matters within PARCAC’s purview PARCAC meetings.
 - e. **On-going Goal #5: Open & Green Spaces.** Preservation of areas of natural beauty and open green spaces throughout the City.
 - 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.
 - ii. **Actions:**
 1. PARCAC will review land allocation plan and make recommendations.
 2. PARCAC welcomes recommendations from the public or staff regarding lands that would best serve the community as open or green space.
2. **Short Term Goals:** These are intended to be goals that can be accomplished within 1-2 years.
- a. **Short Term Goal #1: Organizational Issues.** Continue working with the City Council and the City Manager with the goal of the development of a Parks & Recreation Department.
 - i. **Objective:** PARCAC’s objective is to support an organizational structure for providing parks facilities and recreation services in a cost effective and efficient manner.
 - ii. **Actions:**
 1. PARCAC will review and comment on options for an organizational structure for providing parks facilities and recreational services.
 - b. **Short Term Goal #2. Community Recreation Center.** Support and advocate for a new Community Recreation Center including a capital campaign.
 - 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. PARCAC will keep informed of decisions and recommendations emanating from the Council’s Recreation Champions by maintaining communication with them.
 2. PARCAC will review and comment on the draft Community Recreation Center Development Plan when it’s developed.
 3. PARCAC will review and comment on the draft Community Recreational Center Operational Plan when it’s developed.
 - c. **Short Term Goal #3: Operational Policies.** Support the development of 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. PARCAC will review and comment on any Operational Policies for the Use of Parks and Operational Policies for Community Recreation that are developed.
- d. **Short Term Goal #4: Park Planning.** Support the update and development of Master Park Plans.
 - i. **Objective:** PARCAC’s objective is to promote the maintenance and capital needs of the City’s parks are being provided for in a proactive matter.
 - ii. **Actions:**
 1. PARCAC will review and comment on the Park Development Plan for each park that will include a list of capital and maintenance activities for each park once developed.
 2. PARCAC acknowledges that a budget for accomplishing such maintenance and capital needs will need to be developed and will review and comment on this once a draft is developed.
 - e. **Short Term Goal #5: Sustainable budgeting.** Research and advocate for the development or creation of depreciation reserves to maintain parks and recreation facilities.
 - i. **Objective:** PARCAC’s objective is to support the City in creating a sustainable funding source for developing and maintaining parks and recreation facilities.
 - ii. **Actions:**
 1. PARCAC will review and comment on any funding plan for parks and recreation facilities that may be developed.
3. **Long Term Goals.** The long term goals, with are intended to be goals that can be accomplished within a 3-5 year timeframe.
 - a. **Long Term Goal #1: Staffing.** Support staffing requests made by Staff or advocate for staffing as identified.
 - i. **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 desired level of service
 - ii. **Actions:**
 1. PARCAC will review and discuss staffing levels with staff and advocate for additional staff as needed.
 - b. **Long Term Goal #2: Non-motorized Transportation.** Advocate for City Code to be updated to include sidewalks as well as parks & trails are identified as falling under PARCAC auspices.
 - i. **Objectives:** PARCAC’s objective is to advocate for non-motorized transportation options in accordance with the City’s Transportation Plan.
 - ii. **Actions:**
 1. PARCAC will advocate for the finalization and adoption of the Transportation Plan, and its eventual incorporation into the new Comprehensive Plan.

- c. **Long Term Goal #3: Non-motorized Transportation.** Advocate for City Code or processes to include an opportunity for PARCAC to review and comment on proposed subdivisions for recommended trail and or sidewalk facilities and associated easements prior to the preliminary plat being submitted to the Kenai Peninsula Borough for approval.
 - i. **Objective:** PARCAC's objective is to be more proactive about identifying opportunities for non-motorized transportation.
 - ii. **Actions:**
 - 1. PARCAC will advocate that the Homer City Code be updated to accomplish the goals/objectives set forth in the new planning documents.



MEMORANDUM

CC-26-058

HART Policy Update

Item Type: Backup Memorandum
Prepared For: Parks, Art, Recreation and Culture Advisory Commission
Date: March 10, 2026
From: Julie Engebretsen, Community Development Director

SUMMARY:

The City Council is reviewing and updating the HART Policy Manual. Please read the attached memo and draft HART policy document. I will attend the March PARCAC meeting to talk about the changes and hear your feedback. One of the biggest changes for PARCAC would be using the Trails Financial Plan, or documents like the CIP, to provide input on trail projects rather than the process laid out in this policy manual. Across the City, we're trying to better use our existing plans and documents to inform projects and budget decisions. I'll have more details at the meeting.

Notes: Council held a work session on Monday March 9th. There are three updates to the draft for PARCAC to be aware of:

1. Section 1, Purpose, will be amended to reflect: Priority use of the funding is for projects within Homer City Limits or on City Lands outside city limits.
2. Under section VII special provisions, the City Council should review the HART Policy every 5 years.
3. Under sections II and VII, the phrases "pedestrian facility" and "pedestrian amenity" both appear in the document. The term "facility" will be used for uniformity.

RECOMMENDATION:

Review the attached documents, bring any questions and comments to the meeting.

ATTACHMENTS:

Memo CC 26-052



MEMORANDUM

CC-26-052

HART Policy Manual Update

Item Type: Informational Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: March 2, 2026
From: Julie Engebretsen, Community Development Director
Through: Melissa Jacobsen, City Manager

Purpose of Work Session

The purpose of this work session is to review proposed updates to the Homer Accelerated Roads and Trails (HART) Policy. HART is a voter-approved sales tax used to support local roads and trails, renewed by voters every 20 years. As we prepare for the next reauthorization vote, it is timely to refine the policy to make it more effective, easier to use, and aligned with how the program is functioning today. Councilmembers Aderhold and Parsons worked with staff on the suggested revisions. Following full Council feedback, staff will prepare a resolution to adopt the revised policy.

Next steps:

1. Discuss changes to the HART policy and provide direction to staff.
2. When the draft document is acceptable, refer to the Planning Commission and Parks Art Recreation and Culture Advisory Commission for feedback (March/April)
3. Staff will bring back a Resolution and revised policy for Council adoption (likely in May).

Goals of the Policy Update

The primary goals of this revision are to:

1. Make the policy document clearer and more user-friendly for the public, new Council members, and staff.
2. Provide flexibility to use HART funds to leverage state and federal dollars, especially as match funding for grants.
3. Streamline and modernize the policy by removing outdated processes and references.

Summary of Key Proposed Changes

1. Purpose Section – Allowing Use of HART Funds for State Projects

The current policy prohibits use of HART funds for state projects. In practice, the City has successfully used HART funds as grant matches and leverage for state-related improvements, including:

- The HAAAP (supporting sidewalk improvements on Main Street), and
- Diamond Creek underpass project.

These examples demonstrate that having City match funds makes Homer more competitive for grant funding and enables projects the State would not otherwise pursue. The revised policy formally recognizes this practice.

2. Definitions Section – Removing Outdated Plan References

The update removes references to:

- The Planning Commission’s review role,
- The Homer Non-Motorized Transportation & Trail Plan, and
- The Homer 2005 Transportation Plan.

While these documents were previously incorporated into HART decision-making, they have not meaningfully influenced project selection in recent years (and have been superseded). Their removal simplifies the policy and reflects actual practice.

3. Roads Qualifying and Project Criteria (Section 3)

Proposed updates include:

- Replacing references to older planning documents with **the Roads Financial Plan, Trails Financial Plan, Capital Improvement Plan (CIP), or other adopted City planning documents.**
- This change acknowledges that the City’s more recently adopted Roads and Trails Financial Plans provide clearer, more flexible guidance than the older plans.
- Adding **Section F: Maintenance**, recognizing that HART funds are routinely used for road maintenance and should be acknowledged in policy.

4. Trails Qualifying and Project Selection Criteria (Section 4)

Proposed revisions include:

- Removing references to the non-motorized transportation plan and instead relying on the Roads and Trails Financial Plans, CIP, or other adopted City documents.
- **Deletion of Section B**, which previously required the Planning Commission and Parks, At Recreation and Culture Advisory Commission to participate in an annual trails prioritization process.
 - This process has not worked effectively and has not shaped trail funding decisions.
 - In practice, the Roads and Trails Financial Plans have provided more useful direction. These Plans are presented to Commissions for comment and feedback.
 - Removing this section increases clarity and allows Council to adjust process in the future if needed.

5. Financing (Section 5)

The updated language explicitly states that **Roads HART funds and Trails HART funds are accounted for separately.**

Although this is current practice, it is a frequent question from the public. Adding this clarification supports the goal of making the policy more accessible for citizens and new Council members.

6. Special Provisions (Section 7)

The current policy requires:

- Annual Planning Commission review of HART, and
- City Council review of the fund (not the policy document) during the third quarter.

Neither process has been followed for many years. These types of prescriptive procedural requirements have not proven effective. Instead, the City now reviews reserve funds more regularly under the broader financial policies practiced by Council.

The proposed revision removes the outdated procedural requirements to align the policy with actual budget and reserve review practices.

Conclusion

These revisions are intended to modernize the HART Policy, simplify its use, align it with real-world practice, and strengthen the City's ability to leverage HART funds for external grants. Staff seeks guidance from Council during this work session and will bring forward a resolution adopting the revised policy soon.

RECOMMENDATION:

1. Discuss changes to the HART policy and provide direction to staff.
2. When the draft document is acceptable, refer to the Planning Commission and Parks Art Recreation and Culture Advisory Commission for feedback. (March/April)
3. Staff will bring back a Resolution and revised policy for Council adoption (likely in May).

ATTACHMENT:

Draft HART Policy Revisions

H.A.R.T. POLICY MANUAL

(HOMER ACCELERATED ROADS AND TRAILS PROGRAM)

Adopted by Resolution 19-067

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- III. Road Qualifying and Project Criteria
- IV. Trails Qualifying and Project Criteria
- V. Financing and Assessments
- VI. Utilities
- VII. Special Provisions
- VIII. History

I. PURPOSE

The purpose of the HART program is to pay for reconstructing substandard city roads, upgrading existing roads, constructing new streets and non-motorized trails and paying for maintenance. The intent of the program is to proactively maintain city roads in good condition, manage long term maintenance costs, improve access, fund emergency road repairs, increase property values and improve the quality of life. State maintained roads are generally not part of this program, but HART funds may be used to leverage State projects. The program is funded by a voter approved dedicated sales tax, and assessments levied on adjacent benefited properties.

II. DEFINITIONS

- A. Sidewalk - a pedestrian facility associated with a road and generally within a street right of way.
- B. Trail – a pedestrian facility detached from a road, or not within a street right of way.
- C. Fund Balance - is the net position, or difference between assets and liabilities, of the fund.
- ~~D. HPC – Homer Planning Commission.~~

III. ROAD QUALIFYING AND PROJECT CRITERIA

To be eligible for HART funds, roads and projects must meet the qualifying criteria below.

- A. Qualifying Criteria for Existing Roads. HART fund may be used on existing roads that meet one or more of the following criteria:
 - 1. Road has been accepted for city maintenance.
 - 2. Right of way was dedicated prior to March 14, 1987 (Ord.87-6(s)).
 - 3. Right of way was dedicated prior to being annexed into the City.

- B. Qualifying Criteria for New Roads. HART funds may be used for new roads when one or both of the following criteria are met:
 1. The City owns the property wherein the road is to be constructed.
 2. The construction project benefits the entire City.

- C. Project Criteria. The following criteria may be considered for using HART funds:
 1. HART funds may be used to pay the developer the cost difference between the required street and the proposed street.
 2. Improves life, safety and traffic flow.
 3. Corrects deficiencies of existing systems.
 4. Completes traffic circulation pattern.
 5. Encourages economic development.
 6. Corrects drainage problems.
 7. Reduces maintenance costs.
 8. Inclusion in Roads Financial plan, CIP or other adopted City document
 9. Other factors deemed appropriate by the City Council.

- D. Use of HART funding for major repairs. HART funds may be used for eligible major road and drainage repairs that are beyond the scope of routine maintenance. The use of the Special Assessment District (SAD) process and property owner participation is preferred. However, there may be situations in which a section of road may be repaired to a reasonable level of service without the expense of a complete rebuild.

- E. Sidewalks. To use HART funds, projects must directly serve the special populations discussed in the Transportation Plan, or forward a goal of that plan. Effort will be made to find grants or non-city funding sources to match city construction funds, whenever possible.

- F. F. Maintenance. Voters have approved the use of HART funds for general maintenance, per HCC 9.16.010(c).

IV. TRAILS QUALIFYING AND PROJECT SELECTION CRITERIA

To be eligible for funding, trails must be located within trail easements or within the boundaries of municipal lands that will be held in perpetuity for public use. The goal is to avoid building trails across lands that could become privatized and result in the loss of public access. An exception to this is the use of trail funds to construct short term trails within platted rights of way. Trails within rights of way should benefit the community circulation system and be low cost, since trails will likely become part of the road when the right of way is developed.

- A. New local non-motorized trails shall be prioritized according to the following:

1. Solves a safety concern
 2. Creates connectivity to existing trail(s), completes a pattern or provides access to a point of interest
 3. Protects an established trail
 4. Creates or improves a trailhead
 5. Has significant scenic or aesthetic value
 6. Existence or potential for contributing funds or volunteer efforts
 7. Property owner participation
 8. Inclusion in Roads or Trails Financial plan, Capital Improvement Plan or other adopted City document
- B. Volunteer or Public Private Partnership Projects. Citizens may work with the City Administration to use HART funds to construct public trails.
- C. Developer Cost Sharing. When a developer builds a trail as part of a new subdivision, HART funds may be used to reimburse up to 25% of trail construction costs, as long as the trail meets criteria listed above.

V. FINANCING and ASSESSMENTS

This program is funded by a portion of dedicated sales tax of up to three quarters of one percent ($\frac{3}{4}\%$) per HCC 3.05.017, and the collection of assessment payments due from completed projects. The tax will be collected for up to twenty years expiring December 31, 2027, as approved by voters. Roads are allocated 90% of the annual revenue, and trails are allocated 10%. Expenditures under the HART program are subject to the availability of fund.

1. Sidewalks shall be paid for out of road funds, and trails shall be paid for out of trail funds.
2. HART funds may be used to leverage outside funds for New Local Roads and Trails.
3. New local trails may be constructed using 100% program funds.
4. When additional right-of-way is required, acquisition costs will be paid by this program, at no additional cost to abutting property owners.
5. This program includes paving driveway aprons on contracts funded by HART.
6. Abutting property owners will share the cost of upgrading a street by paying the cost sharing specified in the fee schedule as adopted in the year the project or special assessment district (SAD) was initiated.
7. Lots having a frontage on two parallel streets, or flag lots having a frontage on two perpendicular streets, are exempt from a double front footage assessment unless actually accessing the lot from both streets either prior to or after reconstruction and/or paving. A delayed payment agreement may be required pursuant to HCC 17.15.010.

8. In a Special Assessment District eligible for HART funding, the City is responsible for 75% and the property owner is responsible for 25% of the cost of the improvement.
10. The City will pay all costs for any additional improvements required when deemed necessary by the City.
11. Other improvements requested by the benefited property owners will be paid by those same property owners.
12. City share can apply to related utilities, sidewalks, street lighting, drainage, paving and/or reconstruction of roads identified on the road maintenance map.

VI. UTILITIES

1. Prior to street reconstruction, necessary related non-existing water and wastewater improvements shall be encouraged whenever possible.
2. Water and wastewater utility extensions necessary to extend the utilities short distances beyond a construction area will be paid for by the program.
3. Water and wastewater utility relocations directly caused by reconstruction will be paid for by HART funds.
4. Water and wastewater utility upgrades necessary for future capacity that are done concurrently with reconstruction and/or paving will be paid for by the utility fund.
5. The City shall recover from the property owner the cost of construction of City-provided wastewater and water service connections by including the cost of construction of such connections in the service connection fee established under HCC 14.04 and 14.08. Costs will be recouped from benefiting property owners through pending assessments. The Finance Department will maintain a listing of these pending wastewater and/or water service connection fees.
6. Whenever practical streetlights shall be included in the construction of new local roads and shall be paid by HART funds. Property owners participating in a road reconstruction and/or paving Special Assessment District may request streetlights. If the project is deemed feasible, the property owners shall be assessed for the installation of the streetlights on an equal share per parcel methodology. Property owner approval of the street light assessment shall follow the process in HCC 17.02. Once constructed, the City will absorb the utility billing for the streetlight(s).

VII. SPECIAL PROVISIONS

1. Pedestrian amenities shall be included in all new road projects unless exempted by the City Council.
2. Funds may be used to finance projects where property owners pay 100% of the costs. Subject to City Council approval.
3. The City Council may exempt lands from assessment if the land will not be developed due to a conservation easement, or if the land is owned by a conservation organization that holds the land for public purpose or for habitat

protection.

VIII. HISTORY

Ordinance 85-14 07/01/85, Ordinance 94-16(A), Ordinance 02-08(A), 04/08/03,
Ordinance 02-23(A), 06/10/02, Ordinance 06-42(S), 08/15/06, Ordinance 12-15, 04/10/12,
Ordinance 19-23(S-2)(A), 09/24/19

Resolution 87-61(S), 08/24/87, Resolution 88-47, 05/09/88, Resolution 88-77(A), 08/22/88,
Resolution 91-48, 07/08/91, Resolution 91-68, 10/07/91, Resolution 94-50, 05/09/94, Resolution
95-97, 11/27/95, Resolution 96-73, 09/09/96, Resolution 03-116, 08/25/03, Resolution 04-41(A),
05/25/04, Resolution 05-50(A), 04/25/05, Resolution 05-70, 06/13/05,
Resolution 07-82, 09/10/07, Resolution 16-041(S-2)(A), 05/09/16, Resolution 17-038, 04/20/17
Resolution 19-067, 09/23/19

**City of Homer
Trails Financial Plan**

**Fund 165 - HART Trails
Public Works Department**

	FY2025 Active Projects	FY2026 Dept Proposed	FY2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected	FY2031 Projected
<u>Miscellaneous</u>							
Wayfinding & Streetscape Trackless	50,000	250,000					
Total Miscellaneous Projects	50,000	250,000	-	-	-	-	-
<u>Trail Maintenance</u>							
Operating Budget Transfer - Trail Maintenance FY25	118,663						
Operating Budget Transfer - Trail Maintenance FY26		78,400					
Operating Budget Transfer - Trail Maintenance FY27			79,968				
Operating Budget Transfer - Trail Maintenance FY28				81,567			
Operating Budget Transfer - Trail Maintenance FY29					83,199		
Operating Budget Transfer - Trail Maintenance FY30						84,863	
Operating Budget Transfer - Trail Maintenance FY31							86,560
FY26 Trail Maintenance (Calhoon/Upper Poopdeck/Lower Hornaday)		30,000					
FY27 Trail Maintenance (Daybreeze/Lower Poopdeck)			30,000				
FY28 Trail Maintenance (TBD)				30,000			
FY29 Trail Maintenance (TBD)					30,000		
FY30 Trail Maintenance (TBD)						30,000	
FY31 Trail Maintenance (TBD)							30,000
Pest Management on Trails	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Trail Maintenance Projects	138,663	128,400	129,968	131,567	133,199	134,863	136,560
<u>Trail Projects and Planning</u>							
Lee Avenue Trail	20,000						
E. Fairview Avenue Trail	30,000						
Beauregard Court Trail	10,000						
Trailhead Improvements	12,000						
Bayview Park Renovation - accessibility	20,314						
Lucky Shot Trail	6,000						
Library Trail - Storybook / West Lot	6,000						
Woodard Canyon Trail - Engineering/Design		150,000					
Woodard Canyon Trail - Construction Phase I			1,000,000				
Woodard Canyon Trail - Construction Phase II				500,000			
DCRA Highway Underpass Conceptual Design Study	28,145						
DCRA Easement Acquisition			300,000				
DCRA Trail Phase I(a) Engineering (Green Timbers PL to DCSRS)			100,000				
DCRA Trail Phase I(a) Construction (Green Timbers PL to DCSRS)			500,000				
DCRA Trail Phase I(b) Engineering (Green Timbers PL to View Pt)			50,000				
DCRA Trail Phase I(b) Construction (Green Timbers PL to View Pt)				500,000			
DCRA Trail Phase II Engineering (Phase I(b) trail to KP8 Trailhead)				TBD			
DCRA Trail Phase II Construction (Phase I(b) trail to KP8 Trailhead)					TBD		
DCRA Trail Phase III Engineering (Loop A/Connect Rogers TH)					TBD		
DCRA Trail Phase III Construction (Loop A/Connect Rogers TH)						TBD	
DCRA Trail Phase IV Engineering (Loop B/Homestead Connector)							TBD
DCRA Trail Phase IV Construction (Loop B/Homestead Connector)							TBD
Tajen Trail				40,000			
Adams Lane Path				30,000			
Adams Lane Path Construction					200,000		
Beluga Lake Trail Easement Research				30,000			
Streamhill Park/Mission Road Trail (possible trail)							400,000
Reber Trail Construction				75,000			
Woodard Creek (Hospital/Hornaday) Trail and Bridge Design			30,000				
Woodard Creek (Hospital/Hornaday) Trail and Bridge Construction				300,000			
West Homer Elementary School Trail		10,000					
Bay Avenue Connection to Lake Research, Design and Easement				100,000			
Bay Avenue Connection to Lake Construction					200,000		
Bay Avenue Trail Design				100,000			
Bay Avenue Trail/Sidewalk Construction					1,000,000		
Tundra Rose to Hornaday Trail Connection Research					50,000		
Tundra Rose to Hornaday Trail Connection Easement						50,000	
Tundra Rose to Hornaday Trail Connection Design						50,000	
Tundra Rose to Hornaday Trail Connection Construction							500,000
Total New Trail Building Projects	28,145	10,000	980,000	1,175,000	1,450,000	100,000	900,000
Net Annual Expenditure	216,808	388,400	1,109,968	1,306,567	1,583,199	234,863	1,036,560
Beginning Fund Balance	1,100,000	1,013,192	754,792	(225,176)	(1,401,743)	(2,854,942)	(2,959,805)
Projected Sales Tax into Fund	130,000	130,000	130,000	130,000	130,000	130,000	130,000
Projected Ending Fund Balance	1,013,192	754,792	(225,176)	(1,401,743)	(2,854,942)	(2,959,805)	(3,866,365)

* Funding from Equipment Replacement Fund
(G) Grant Funded