



Agenda

Parks, Art, Recreation & Culture Advisory Commission Regular MeetingRegular Meeting

Thursday, October 16, 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)

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 Meeting Minutes for September 18, 2025

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

- A. Parks Monthly Staff Report - Chad Felice, Lead Parks Technician
- B. Community Recreation Monthly Report - Mike Illg, Recreation Manager
- C. Monthly Staff Report - Mike Illg, Recreation Manager

PUBLIC HEARING

PENDING BUSINESS (15 minute time limit)

- A. Parks & Recreation Policies & Procedures Document
Memorandum from Recreation Manager as backup

NEW BUSINESS (15-20 minute time limit)

- [A.](#) Review of the City's Adopt-a-Park/Trail Program
Memorandum from Recreation Manager as backup
- B. Park Walk-Through November

INFORMATIONAL MATERIALS

- [A.](#) 2025 Annual Calendar
- [B.](#) Ski Swap 2025

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE CITY STAFF

COMMENTS OF THE MAYOR/COUNCILMEMBER

COMMENTS OF THE COMMISSION

ADJOURNMENT

Next Regular Meeting is **Thursday, November 20, 2025 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.

CALL TO ORDER

Session 25-07, a Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order by Chair David Lewis at 5:30 p.m. on September 18, 2025 in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: COMMISSIONERS HARRALD, KEISER, LEWIS, ROEDL & STEFANO

ABSENT: COMMISSIONERS ARCHIBALD, PARSLEY & STUDENT REPRESENTATIVE OSTROM (ALL EXCUSED)

STAFF: RECREATION MANAGER ILLG, PUBLIC WORKS DIRECTOR KORT & DEPUTY CITY CLERK PETTIT

AGENDA APPROVAL

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

HARRALD/ROEDL MOVED TO APPROVE THE AGENDA AS PRESENTED.

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)

RECONSIDERATION

CONSENT AGENDA

A. Unapproved Meeting Minutes for August 21, 2025

HARRALD/ROEDL MOVED TO APPROVE THE MEETING MINUTES FOR AUGUST 21, 2025.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

A. Parks Monthly Report

Public Works Director Kort noted that Lead Parks Technician Felice was unable to attend the meeting tonight. Chair Lewis noted that there was no written report included in the packet.

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

Recreation Manager Illg provided the Community Recreation Monthly Report, covering the following items:

- Drew Brown Memorial Soccer Game on Sunday, September 21st

- Creation of a cornhole league
- Ongoing struggles with CivicRec software

C. Monthly Staff Report – Mike Illg, Recreation Manager

Recreation Manager Illg provided the Monthly Staff Report. He noted that Ordinance 25-58 was introduced during the August 25, 2025 City Council Regular Meeting before being adopted at the September 8, 2025 City Council Regular Meeting.

PUBLIC HEARING

PENDING BUSINESS

A. Recommendation to Form a Homer High Pool & Theatre Task Force

Chair Lewis introduced the item by reading of the title and deferred to Recreation Manager Illg, who provided the background for this business item. There was discussion among the Commission regarding staffing concerns in the Clerk's office and local funding.

HARRALD/ROEDL MOVED TO ADD THE WORD "ADDITIONAL" ON THE WHEREAS ON LINE 21 SO THAT IT READS "WITHOUT ADDITIONAL LOCAL FUNDING."

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

ROEDL/STEFANO MOVED TO RECOMMEND CITY COUNCIL ADOPT THE DRAFT RESOLUTION ESTABLISHING A HOMER POOL AND THEATRE TASK FORCE.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. E-Bikes

Memorandum from Recreation Manager as backup

Chair Lewis introduced the item by reading of the title and deferred to Recreation Manager Illg, who provided a summary explanation of his memorandum included in the packet. Discussion topics included motorized transportation, safe walkways for pedestrians, speed limits, and responsibilities. There was consensus among the Commission to revisit this topic in the future after further research has been conducted.

B. Scheduling Park Walkthrough

Chair Lewis introduced the item by reading of the title. There was discussion among the Commission on when and where to schedule the next park walkthrough, ultimately deciding to schedule a park cleanup for October at a location to be determined.

INFORMATIONAL MATERIALS

A. 2025 Annual Calendar

B. Sprout Shwop September 2025

Chair Lewis noted the informational materials. There was no discussion.

COMMENTS OF THE AUDIENCE (3-minute time limit)

Lou Stewart, city resident, noted that he owns property adjoining Woodard Creek Park, created in 2014. He observed that the park is omitted from Public Works' Adopt-a-Park webpage and asked whether it is still considered an official City park. He suggested developing design criteria or a process to allow residents to partner with the City on park improvements.

COMMENTS OF THE CITY STAFF

Public Works Director Kort noted that it was a good meeting and thanked the Commission.

Recreation Manager Illg noted that it was a good meeting and thanked the Commission. He alluded to the need for a Council sponsor if the Commission wishes to form a task force.

COMMENTS OF THE MAYOR/CITY COUNCIL

COMMENTS OF THE COMMISSION

Commissioner Harrauld noted that there were some good art and theater events over the summer. She shared her excitement for the thriving arts community.

Commissioner Roedl thanked Public Works Director Kort for attending the meeting. He noted that he's curious to learn more about motorized vehicles and how they fit into what's happening at the City.

Commissioner Keiser noted the Rotary Health Fair taking place in early November. She added that it would be a good time to have some brochures on bike etiquette and bike safety.

ADJOURNMENT

There being no further business to come before the Commission, Chair Lewis adjourned the meeting at 6:36 p.m. The next regular meeting is **Thursday, October 16, 2025 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.

Zach Pettit, Deputy City Clerk II

Approved: _____



MEMORANDUM

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

Programming & Special Events:

Activity Update 10/6	Day(s)	Time	Location	Ages	Free for Youth?
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	HERC	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

Classes & Special Events

Adult Basketball League	SUN (Oct-Feb)	2-6pm	HHS	Adults	No
Elks Hoop Shoot	SAT 10/11	9:30am-12pm	HHS	8-13 years old	Yes
Intro Silversmithing	Oct 18-19	varies	HHS	7th-Adults	No
Lost Wax Casting	Oct 24-26	varies	HHS	7th-Adults	No
Intermediate Silversmithing	Nov 1-2	varies	HHS	7th-Adults	No

Telluride Mountain Film Fest	WED Nov 12	7pm	HHS	All Ages	No
Ski & Winter Gear Swap	WED Nov 12	5:30-7pm	HHS	All Ages	Yes

The new drop-in corn hole program had 35 participants the first night and we will anticipate more participants each week. Stay tuned for tournaments and other special events related to this activity.





MEMORANDUM

Item Type: Memorandum Establishing Parks & Recreation Policies/Procedures
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: October 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 continued to work on and submitted their updated input and recommendations. Community Recreation (a division within the Administration Department) staff have worked on and submitted their updated 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.

**DRAFT List of categories for City of Homer Community Recreation
Policies and Procedures Document Updated 10/8/25**

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.

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 exists. 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. Community Recreation also partners with the Homer Public Library to offer the Sports Gear Library that allows the public to check out a wide range of sports equipment, games, metal detectors, etc.

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. We welcome donations to support specific programs, overall operations or special equipment or projects . Businesses, non-profit organizations, and community members can also sponsor and support the recreation program through approved volunteer roles.

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 and be familiar with the injury report form as needed. 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. Youth Protection Policy:** The purpose of this policy is to ensure the safety, protection, and well-being of all youth participants (defined as individuals under 18 years of age) in programs, events, and services offered by the City of Homer Community Recreation. (See youth protection policy and staffing ratio guidelines.)
- 21. Injury/Accident Reporting:** All incidents or accidents resulting in injuries to staff, participants/public or there is damage to city property during city business must be reported and documented to recreation staff using the Accident/Damage/Injury Report Form (**Reference: I**)
- 22. 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 meets every 3rd Thursday each month (except in July and December) at City Hall and 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.

Website: <https://www.cityofhomer-ak.gov/prac>

**DRAFT References for City of Homer Community Recreation
Policies and Procedures Document Updated 10/8/25**

- A. [Registration Form](#)
- B. [Age Limits](#)
- C. [Youth Voucher Guidelines](#)
- D. [Youth Voucher Application](#)
- E. [Resolution 13-095](#)
- F. [Resolution 18-006](#)
- G. [Fee Schedule](#)
- H. [Volunteer Expectations](#)
- I. [Accident Form](#)
- J. [Youth Protection Policy](#)
- K. [Youth Supervision Guidelines](#)

City of Homer Community Recreation

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

CONSENT TO EMERGENCY TREATMENT OF MINOR

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: _____

Reference 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.

Reference C

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.

Reference D



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:

Reference E

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 RECREATION PROGRAMS
THAT REQUIRE ONLY MINIMAL 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

BRYAN ZAK, MAYOR

Reference F

**CITY OF HOMER
HOMER, ALASKA**

Lord

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CITY OF HOMER

BRYAN ZAK, MAYOR

Mayor Pro Tem

Reference 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
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45

46 Reservation- HERC Gym

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

51 \$50 1 hour
 52 \$175 4 hours
 53 \$350 8 hours

54

55 Reservation - HERC Activity Room

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

60 \$30 1 hour
 61 \$105 4 hours
 62 \$210 8 hours

63

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

Reference H

Community Recreation Volunteer Duties and Expectations

Depending on the actual activity or program, there are different requirements for different programs. Mostly the volunteers are providing a service that would typically be accomplished with paid staff. Here are some of the baseline requirements that volunteers would be expected to do in representing the City of Homer Community Recreation Program.

Open and close the facility and/or area. This would be a classroom, gymnasiums, weight room, dance room, theater, etc. They are responsible for building security and ensuring the area is locked when finished. This requires sharing city owned keys for city owned facilities (HERC). Some volunteers also sign off on permission forms to have school district keys to enter the local schools and to open various areas for the recreation programs. Scheduled volunteers should be the first person to arrive, the last person to leave and must be present for the entire session.

Registration Form. Volunteers are required to ensure that all participants have a signed registration/release form prior to participation. These paper forms are collected or submitted to the Community Recreation Staff and retained for 3 years.

Collect Fees. Volunteers collect fees for participation. This could range from \$5 cash for a visit to a check for purchasing a \$110 3 month pass. The fees are then given to Community Recreation Staff or place in the deposit box (at the HERC).

Safety. Volunteers are the eyes and ears in ensuring participants are safe. This includes looking for unsafe situations or infrastructure issues, ensuring participants are behaving appropriately and not going into areas they should not as well addressing potential conflict resolution situations. Questions and concerns about accessibility should be directed to CR Staff. Volunteers are required to complete concussion training, be aware of the facility exit routes, complete and complete/submit injury reports to Community Recreation Staff, and have contact information for emergencies, know where the first aid kits/AED machines are located if needed.

Public Relations. Volunteers are essentially representing the Community Recreation Program and the City of Homer in lieu of paid staff. The emphasis on quality customer service is crucial to the success of the participants experience and we expect volunteers to be kind, courteous, fair and helpful at all times.

Cleaning. Some volunteers may be asked to sweep and clean the areas after each program. This depends on the location and activity.

Instruction. Some volunteers will offer a specific skill set or program at no cost to the participants instead of becoming a contracted instructor. Some examples include: introduction to pickleball, Hunter Safety class, table tennis, etc.

Reservations. As a Community Recreation volunteer, you will have the ability to reserve the HERC gym or activity room for up to 2 hours at a time with staff approval of time/activity in addition to having a minimum number of 4 participants in the reservation. There is an

expectation as an approved volunteer that you donate volunteer hours to the Community Recreation Program separate for the personal reservation times.

Reference I



City of Homer

www.cityofhomer-ak.gov

Human Resources

491 East Pioneer Avenue
Homer, Alaska 99603

personnel@cityofhomer-ak.gov

(p) 907-235-8121 x2225

(f) 907-235-3148

EMPLOYEE ACCIDENT/INJURY REPORT FORM

This form should be completed when reporting incidents or accidents resulting in injuries to City employees, volunteers or the public or damage to city or public vehicles/property while conducting City business.

NAME: _____ DEPT (where incident occurred): _____ DATE: _____

1. Brief narrative description of incident:

Date and time of incident: _____

Location of incident: _____

Who was involved: (If vehicular accident, description of vehicles involved including license number. You may attach a drawing if necessary.)

Explain what happened: _____

2. Personal injuries: ☐ Yes ☐ No

<u>Name of Injured</u>	<u>Type of Injury</u>	<u>City Employee/Volunteer</u>
------------------------	-----------------------	--------------------------------

☐ Yes* ☐ No

☐ Yes* ☐ No

☐ Yes* ☐ No

*You must complete a Worker's Compensation Injury Report. Forms are located in your department or the Personnel Office.

3. Property Damage: ☐ Yes ☐ No

City Property:

a. Describe equipment/property: _____

b. Nature of damage: _____



City of Homer

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(f) 907-235-3148

Other Property:

a. Owner of property: _____

b. Nature of damage: _____

Witnesses:

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

4. Did the police investigate accident? (City policy requires police investigate any on road vehicle accident involving a city vehicle.) ☐ Yes ☐ No

Name of investigating officer: _____

**This form is required for every accident that occurs on or off the roadway
(parking lots, driveways, etc.)**

5. Signature of employee, volunteer, supervisor or person completing this form.

Signature: _____

Printed Name	Department (where incident occurred)	Date
_____	_____	_____

Supervisor/Department Director

Describe what measures, if applicable, will be taken to avoid this type of accident in the future:

Signature: _____ Date: _____

Please return this form to Andrea Browning, HR Department.

Reference J

Youth Protection Policy

City of Homer Community Recreation

1. Purpose

The purpose of this policy is to ensure the safety, protection, and well-being of all youth participants (defined as individuals under 18 years of age) in programs, events, and services offered by the City of Homer Community Recreation.

2. Scope

This policy applies to all employees, volunteers, contractors, and program partners involved in any capacity with youth programming.

3. Definitions

- Youth: Any participant under the age of 18.
- Staff: Employees, volunteers, interns, and contractors working on behalf of the recreation division.
- Abuse: Includes physical, emotional, verbal, and sexual abuse, as well as neglect or exploitation.

4. Staff Screening and Training

All staff and volunteers working directly with youth must:

- Undergo a criminal background check, including checks for offenses against children.
- Provide professional references.
- Complete mandatory youth protection training prior to their first day of service (free online “Protecting Students from Abuse”)
- Participate in biennial renewal online protection training certification.

5. Code of Conduct

Staff are expected to:

- Maintain appropriate professional boundaries with youth.

- Never be alone with a child in a private or unobservable setting (i.e., adhere to the "Rule of Two": at least two adults present).
- Use appropriate language and tone when interacting with youth.
- Never engage in physical discipline or verbal abuse.
- Avoid non-program-related personal contact with youth outside of official department activities.

6. Supervision Guidelines

- Maintain proper staff-to-youth ratios according to age and activity type (see supervision ratio guidelines).
- Keep youth within sight and sound supervision at all times during activities.
- Ensure youth have adequate drop-off and pickup for activity (ex. not arriving early or waiting until parent/guardian arrives).

7. Transportation

- Staff shall not transport youth in personal vehicles.
- All transportation must be provided through department-approved means, with pre-approved drivers and insurance documentation.

8. Reporting Suspected Abuse or Neglect

Staff must immediately report any suspicions or allegations of abuse, neglect, or inappropriate behavior to:

- The department/division supervisor or local police, and
- The appropriate state or local child protective services agency as required by law.
- Reports can be made confidentially and without fear of retaliation.

9. Photography and Media

- Parental/guardian written consent is required before taking or using photos/videos of youth participants.
- Media will only be used for department-approved purposes and stored securely.

10. Electronic Communication

- Staff may only communicate with youth through department-approved platforms and only for program-related matters.
- No direct social media interaction or private messaging with youth is permitted.

11. Facilities and Restrooms

- Youth participants must use age-appropriate restrooms and changing facilities.
- Staff must knock and announce before entering restrooms or changing areas.
- If assistance is needed by a child, it should be provided in the presence of another adult.

12. Incident Response and Investigation

- All incidents or allegations involving youth must be documented, reviewed, and investigated promptly by department/division supervisor or local police.
- The department will cooperate fully with law enforcement and child protective services as needed.

13. Policy Enforcement

- Violation of this policy will result in disciplinary action, including termination of employment or volunteer status and potential legal consequences.

14. Policy Review

- This policy shall be reviewed and updated as needed to reflect best practices and compliance with applicable laws.

Reference K

Youth Program Supervision Ratios Guidelines

Purpose:

To ensure the safety, well-being, and quality of all recreation programs serving minors by maintaining appropriate staff-to-youth supervision ratios according to participant age and activity type.

1. Policy Statement

All youth programs operated or sponsored by the Recreation Division shall maintain staff-to-youth ratios that provide adequate supervision, promote safety, and support positive engagement. Ratios shall align with national best practices and standards from the American Camp Association (ACA), YMCA, and state childcare licensing guidelines.

2. General Ratios by Age Group

Age Group	Minimum Staff-to-Youth Ratio	Maximum Group Size
5 years and under	1:5	10
6–8 years	1:8	16
9–11 years	1:10	20
12–14 years	1:12	24
15–18 years	1:15	30

3. Activity-Specific Ratios

Activity Type	Recommended Ratio	Additional Requirements / Notes
Indoor programs / classroom activities	1:10 (younger) to 1:15 (teens)	Maintain visual supervision at all times.
Outdoor field games / team sports	1:8 (ages 6–8) to 1:12 (ages 12+)	Additional staff may be required for large play areas.
Aquatic / swimming activities	1:5 (under 8), 1:8 (9–14), 1:10 (15–18)	Certified lifeguards must be on duty; staff should not serve as both lifeguard and group leader simultaneously.
Field trips / off-site programs	1:6 (under 8), 1:8 (9–14), 1:10 (15–18)	One additional staff member per trip required for emergencies.

Adventure / high-risk activities (climbing, boating, skiing, etc.)

1:4–1:6

Activity leaders must have proper safety certifications.

4. Additional Requirements

A minimum of two staff members must be present with any youth group, regardless of group size (“two-deep leadership”).

Volunteers may assist but do not count toward minimum staffing unless fully trained and background-checked.

Ratios should be reduced (smaller group sizes) when:

- Participants have special needs or behavioral challenges
- Activities occur in public or unfamiliar settings
- Staff are in training or new to the program

5. Compliance and Review

Program supervisors are responsible for ensuring ratio compliance during all program hours. The Recreation Department will review this policy annually or as needed to remain consistent with updated state or national standards.



MEMORANDUM

Item Type: Action Memorandum-Adopt A Park/Trail Program
Prepared For: Parks, Arts, Recreation & Culture Advisory Commission
Date: October 7, 2025
From: Mike Illg, Recreation Manager/Staff Liaison

In May 2011, the City of Homer established an Adopt-a-Park program to accommodate and promote volunteer participation in conserving and maintaining city parks, trails, and recreational facilities. This information, agreement and application is available online here: <https://www.cityofhomer-ak.gov/publicworks/adopt-park-and-adopt-trail>

With recent public interest to adopt additional city park(s), this is an opportunity for the commission to review the current program and process as well as the opportunity to propose and approve any possible changes.

RECOMMENDATION: Review and approve any new changes if necessary.

Adopt-A-Park and Adopt-A-Trail



Now is the time to get involved in your local parks and trails by adopting a park or trail! Get outside and help your community by signing up for regular trash patrols, maintenance projects, planting, garden maintenance, and more.

Review the [Adopt-A-Park Application \(PDF\)](#) and [Agreement \(PDF\)](#) to learn more!

In May 2011, the City of Homer established an Adopt-a-Park program to accommodate and promote volunteer participation in conserving and maintaining city parks, trails, and recreational facilities. If you or your business or organization would like to adopt a park or trail, please fill out and return the attached application and agreement.

From special one-time projects to weekly trash clean up there is something to fit everyone's time.

The first official adopting group was the Homer Kachemak Bay Rotary Club, who has adopted Ben Walters Park since 2011. Club members conduct clean-up events, painting, brushwork, picnic table and bench construction and repair, and miscellaneous projects.

Supporting Documents

 [Adopt-A-Park Application \(PDF\) \(512 KB\)](#)

 [Adopt-A-Park Agreement \(PDF\) \(143 KB\)](#)



CITY OF HOMER PARKS

Adopt-A-Park Agreement



PARKS DIVISION

491 E Pioneer Avenue
907-435-3139
parks@cityofhomer-ak.gov
www.cityofhomer-ak.gov

This agreement is made on _____ (begin date) by and between the individual noted below (Volunteer) and the City of Homer and is valid from the date above through _____ (end date).

Volunteer Information:

Name : _____

Address : _____

Phone Number : _____ E-Mail : _____

Affiliation (if with group) : _____

Adopted Park or Trail : _____

1. Describe Adopter's basic responsibilities and work schedule for the months of June, July and August:

2. Describe Adopter's basic responsibilities and work schedule for the months of September through May:

3. Describe other tasks that Adopter is willing to perform or assist with on a less frequent basis, if any:

● Term & Conditions

The adoption of a park or trail will be in effect as long as the adopting group or individual is actively participating.

Regularly-scheduled inspection and maintenance of the park or trail will be reported to the City of Homer Parks and Recreation Division according to the schedule noted above. The City of Homer will provide trash bags and other basic supplies as needed, along with training/orientation.

Adopting groups or individuals will be recognized on the City of Homer website, by a sign at the park or trailhead (if they wish), and at an annual Adopt-a-Park appreciation event.

CITY OF HOMER PARKS

Adopt-A-Park Agreement



● Term & Conditions Continued

As a Volunteer, I intend to donate my services to the City of Homer, and the City of Homer intends to accept the donation of volunteer services. Both parties agree as follows:

- I understand that as a Volunteer, I am not an employee of the City of Homer and am not entitled to receive salary, benefits, or other compensation.
- I understand that as a Volunteer, I do not qualify for workers' compensation benefits and understand I will be responsible for my own personal medical expenses for any injuries I incur while performing volunteer services.
- As a Volunteer, I agree to follow the supervision and direction of any personnel, employee, or volunteer to whom I have been assigned to perform services and to participate in any training required by the City of Homer in order to perform the voluntary services.
- I am fully aware of the possible hazards of performing the volunteer services described above and I am aware that in performing such volunteer services I may incur personal injury, death, and/or property damage. I understand that my volunteer services may include a variety of physical hazards, including but not limited to, steep and uneven terrain and the use of tools and equipment.
- I attest that I am physically fit, able, and qualified to perform the volunteer services described above. I agree to perform these volunteer services with knowledge of the risks involved and I hereby agree to accept any and all risks of injury, death, and/or property damage.
- As a Volunteer, I agree to re/ease and hold harmless the City of Homer, its officers, agents, employees, and all other persons against loss or expense, including attorney's fees, arising from any and all claims, lawsuits, or actions I or, my heirs or legal representatives may have for bodily injury, death or property damage I may incur as a result of my volunteer services under this Agreement. This release does not apply to liability due to the sole negligence of the City of Homer.
- I understand the nature of the Volunteer assignment and I certify that I have taken all necessary precautions to participate in such activities.



I hereby grant the City of Homer permission to use my likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration. I understand and agree that these materials will become the property of the City of Homer and will not be returned. I am 18 years of age or older and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and Impact of this release. (PLEASE CHECK BOX)

● EMERGENCY CONTACT

Name _____
Relationship _____
Phone Number _____

The Volunteer has executed this Volunteer Service and Release Agreement as of the date below.

Printed Name _____
Date _____
Signature _____



● **PARENTAL ENDORSEMENT TO BE COMPLETED IF THE VOLUNTEER/PARTICIPANT IS UNDER 18 YEARS OF AGE:**

I certify that, as parent/guardian with legal responsibility for this Volunteer, I do hereby consent to and agree to his/her release as provided above, and for myself, my heirs, assigns, and next of kin, release and agree to indemnify and hold harmless the City of Homer, Its agents, and employees from any and all liabilities incident to my minor child's voluntary participation to the fullest extent permitted by law.

Printed Name _____

Date _____

Signature _____

● **CITY OF HOMER REPRESENTATIVE**

Printed Name _____

Date _____

Signature _____

CITY OF HOMER PARKS

Adopt-A-Park Application



PARKS DIVISION

491 E Pioneer Avenue
907-435-3139

parks@cityofhomer-ak.gov
www.cityofhomer-ak.gov

APPLICATION FORM

Date _____

Name of adopting group or individual : _____

Group Contact Person : _____

Contact Phone Number : _____ Contact : E-Mail _____

1. Which park or trail do you wish to adopt?

- Baycrest Overlook Park
- Bayview Park
- Beluga Slough Trail
- Ben Walters Park
- Bishops Beach Park
- Calhoun & Poopdeck Trails
- Homer Spit Trail
- Jack Gist Park
- Karen Hornaday Park
- Mariner Park
- Reber Trail
- Skateboard Park
- WKFL Park

2. How much time are you willing to commit in the next year?

- Weekly
- Every two weeks
- Once a month
- One-time special project

3. What tasks are you willing to perform?

- Litter control
- Vandalism control
- Maintenance projects
- Weeding
- Brush cutting
- Special Projects
- Other (Please describe) _____

PLEASE RETURN THIS FORM TO

CITY OF HOMER PARKS DIVISION

491 E Pioneer Avenue

907-435-3139

parks@cityofhomer-ak.gov

THANK YOU FOR YOUR INTEREST IN ADOPTING A PARK OR TRAIL!

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.	• Strategic Plans and Goals Review
MARCH	Wednesday 3/12 5:00 p.m.	Thursday 3/20 5:30 p.m.		Tuesday 3/24 6:00 p.m.	
APRIL	Wednesday 4/09 5:00 p.m.	Thursday 4/17 5:30 p.m.		Monday 4/28 6:00 p.m.	• Schedule Art Gallery Walkthrough for May • 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.	• Museum/Art Gallery Walkthrough •
JUNE	Wednesday 6/11 5:00 p.m.	Thursday 6/19 5:30 p.m.		Monday 6/23 6:00 p.m.	
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.	• 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.	• 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.	• Park Clean Up Day • 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.	• 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 COMMUNITY REC PRESENTS:



2025

SKI & WINTER GEAR SWAP

Wednesday, November 12th, 5:30-7:30pm
Homer High Commons

\$10

&

MOUNTAINFILM ON TOUR

HOMER

Wednesday, November 12th, 7pm
\$10/ticket **Homer High Theater**

Barter, trade, sell or give away your winter and ski gear. HHS Ski team will be waxing skis as a fundraiser. Stay and watch the Telluride Mountainfilm show at 7pm!

HOWL will be providing soup for sale & dessert fundraiser for the AK to DC Trip!



More Information

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Film Playlist

Bridgers
Eliot Jackson-Drop the Mic
Pastrana
Center Punch/San Juan-Splitboarding
Your Opinion Please
Dynasty and Destiny
First In, Last Out
Strike-Mary Rand

Tickets available at Homer Bookstore or at the door of the show.