



Agenda

City Council Joint Worksession with Parks, Art, Recreation & Culture Advisory Commission

Monday, January 15, 2024 at 5:00 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: 965 8631 4135 Password: 792566

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

CALL TO ORDER, 5:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

DISCUSSION TOPIC(S)

- [a.](#) City Council and Parks, Art, Recreation & Culture Advisory Commission Joint Training
- [b.](#) Memorandum Re: Parks Art Recreation and Culture Advisory Commission (PARCAC) Task Checklist Information from Council Member Erickson
- [c.](#) PARCAC Appointments

COMMENTS OF THE AUDIENCE (3 minutes)

ADJOURNMENT Next Regular Meeting is Monday, January 22, 2024 at 6:00 p.m. Work Session at 4:00 p.m. and Committee of the Whole at 5:00 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

City Council and Parks, Art, Recreation & Culture Advisory Commission Work Session

ADVISORY BODY TRAINING – JANUARY 15, 2024

Where did we come from?

- Boards and Commissions are created by the City Council via Ordinance. *Alaska Statutes 29.20.320 & Homer City Code 2.58.010*
- The Parks and Recreation Commission was established July 27, 1981 with the adoption of Ordinance 81-17. In 2016 Ordinance 16-22 consolidated the work of the Public Arts Committee with the Parks and Recreation Commission, and renamed it to the Parks, Art Recreation, and Culture Advisory Commission or PARCAC.

PARCAC Membership

- In accordance with HCC 2.60 PARCAC is made up of 7 members who shall be appointed by the Mayor and confirmed by the City Council, plus one non-voting member who shall be a Homer area high school student selected by their student body. Up to three voting members of the Commission may be non residents of the City, but City resident applicants shall be preferred.
- HCC 2.60 is silent to additional consulting members. PARCAC bylaws Article III Membership Section 5 reads that the Mayor may appoint on City Council member, one Homer area high school student as consulting members, and that the Mayor, City Manager, Public Works Director, City Planner, and Parks Superintendent may serve as non-voting, consulting members.

Responsibilities of the PARCAC

Homer City Code 2.60.040 outlines the duties and responsibilities as follows:

- a. Act in an advisory capacity to the City Manager and the City Council on matters involving:
 1. City parks.
 2. Recreation facilities.
 3. Public beaches and trails.

Responsibilities of the PARCAC

4. Support of the arts.
5. Acquisition, maintenance and disposition of works of art.
6. Land use and future development related to parks and recreation facilities.
7. The administration of the public arts fund established by HCC 18.07.090.

Any recommendation by the Commission regarding the matters described above shall be directed to the City Council through the City Manager, except that the recommendation shall be sent directly to the Council when the Commission so requests.

Responsibilities of the PARCAC

- b. Perform the functions prescribed in Chapter 18.07HCC related to funding works of art in public spaces.
- c. Further the development and awareness of the arts in the City.
- d. Consider any specific proposal, problem or project as directed by the City Council and report thereon directly to the Council or as the Council otherwise directs.
- e. Solicit donations of money and property in support of its duties under this section. Donations of money shall be deposited to the City treasury in a separate fund designated for parks, art, recreation and culture purposes. Donations of property shall be accepted by deed or other conveyance subject to the approval of the City Council, and shall be held or disposed of for parks, art, recreation or cultural purposes as the Council may direct. The Commission may make recommendations to the Council for the disposition of money or property so received.

Reporting Structure

- The Commission provides a written or verbal report at the Council Meeting that follows the Commission's meeting.
- Recommendations from the Commission regarding operations and maintenance of the port and harbor facilities are submitted to the City Manager by memorandum.
- Recommendations on matters directed by Council or on policy issues are submitted to Council by memorandum.

Staff Liaison HCC 2.58.050

- The City Manager designates an employee to serve as staff liaison to each board or commission.
- The staff liaison shall assist the chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training.
- The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Commission.
- Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information.

City Council's Roles

City Council –

- Creates and Disbands boards and commissions by ordinance.
- Directs boards and commissions to consider any specific proposal, problem or project.
- Direction comes from Council, as a body, by memorandum or resolution.

Strategic Planning & Council Expectations

Currently PARCAC does not have a strategic plan, however there is intent to work on planning and policies for the Commission related to their areas of responsibility.

Council Member Erickson provided information in the packet that members may want to discuss or expand on.



MEMORANDUM

Parks Art Recreation and Culture Advisory Commission (PARCAC) Task Checklist Information from Council Member Erickson

Item Type: Informational Memorandum
Prepared For: Mayor Castner, City Council, and PARCAC
Date: January 10, 2024
From: Melissa Jacobsen, City Clerk
Through: Rob Dumouchel, City Manager

Attached is an email correspondence that Council Member Erickson requested be provided to Council for the joint work session.

From: [Shelly Erickson](#)
To: [Melissa Jacobsen](#)
Subject: Re: PARCAC Task checklist for council to consider before the meeting
Date: Tuesday, January 9, 2024 5:24:04 PM

Sent from my iPad

On Jan 9, 2024, at 9:18 AM, Shelly Erickson <ShellyErickson@ci.homer.ak.us> wrote:

Fellow Council members,
Following is my e-mail to Donna after sitting down with Julie Engebretsen talking about PARAC and the issues in moving forward to seeing Community Rec in a stabilized , funded and staffed for success moving forward place.

It is important that the PARAC be involved in helping with vision and moving forward for staff to be able to do their jobs effectively and grow the programs to what the public is demanding. We need to provide our direction to them.

Julie suggested a year for them to get through the policy making that desperately needs to be put in place. Mike Illg has fleshed it out, but it needs to be finalized to a place where we have the procedures and policies in ordinances like the other departments.

I believe that the HERC replacement, needs to be set aside for a couple of months until we can get some of the other questions answered. Those questions will actually provide more information in moving forward on a rec center and truly what we need.

Any other questions for the PARAC moving forward would be great to add to the list.

Thanks everyone,
Shelly
Sent from my iPad

On Dec 29, 2023, at 3:10 PM, Shelly Erickson
<ShellyErickson@ci.homer.ak.us> wrote:

Here is the notes on the questions for PARAC.
Thanks for talking with me.
Sent from my iPad

Begin forwarded message:

From: Shelly Erickson

<ShellyErickson@ci.homer.ak.us>

Date: December 11, 2023 at 5:43:53 PM AKST

To: Donna Aderhold

<DonnaAderhold@ci.homer.ak.us>

Cc: Julie Engebretsen <JEngebretsen@ci.homer.ak.us>

Subject: PARCAC Task

Good evening Donna,
Hope you had a great trip home from AML.

I was hoping we could get together sometime this week for coffee and talk about the HERC and rec center ideas. This is a separate conversation from the following.

As I have been researching and talking with people, there are a number of unanswered questions that I believe need to be answered to help get us off dead center. I think that PARAC is the place to get these questions answered. Especially about Community Rec and the Parks.

1. What is the role of PARCAC in relationship to their role in code. Has that been defined especially when it comes to the area of the arts? If not, then they need to define their role in that area.
2. PARAC to write and define the user policies for Community Rec.
3. Write and define the user policies for parks
4. Fees: User fees and what is a reasonable expectation for the council to expect on the percentage of user fees to the general fund contribution to run the Community Rec.
5. What group is the major cliental?
6. What role does the Schools play in Community Rec and are there operating agreements in place for sustainability for the programs?
7. What is a reasonable staff ratio? Should there be a person per venue? Who should be running the program so someone can take a vacation? Does it need an administration for both Community Rec and outside Recreation events at the parks?

I would like to see this completed by next November 2024 if possible.

If you have some ideas, or things to add, I think that after talking with Julie today, this would be helpful in getting the Community Rec and Parks to a place where we will know what our true needs are, and who they should be for.

Thanks,

Shelly

Sent from my iPad

Jessica Anne Williams

ARTS ADMINISTRATOR

jessica.annewilliams@yahoo.com

PO Box 2713, Homer, AK 99603

907-299-2279

Mayor's Office
491 E. Pioneer Avenue
Homer, Alaska 99603

January 8, 2024

Dear Mayor,

I want to take a moment to share with you the definition of "the arts" from the Encyclopedia Britannica:

The arts, modes of expression that use skill or imagination in the creation of aesthetic objects, environments, or experiences that can be shared with others. Traditional categories within the arts include literature (including poetry, drama, story, and so on), the visual arts (painting, drawing, sculpture, etc.), the graphic arts (painting, drawing, design, and other forms expressed on flat surfaces), the plastic arts (sculpture, modeling), the decorative arts (enamelwork, furniture design, mosaic, etc.), the performing arts (theatre, dance, music), music (as composition), and architecture (often including interior design).

I share the above with you because when I was awaiting confirmation for an appointment to the Parks, Art, Recreation and Culture Advisory Commission, Ms. Venuti was unclear when I shared that I was a "supporter of the arts."

As an arts administrator, it is my mission to support growth and collaboration in the arts. For nearly ten years, I have built a reputation in this community as not only a performer but someone who without question has created and assisted in fundraisers for a number of arts organizations, in addition to schools and other non-profits.

I am unsure if the council regularly dismisses candidates in such a public manner, but I must say I was surprised and embarrassed. It has taken me some time to write this as I did not want to seem emotional or spiteful.

I applied based on the invitation posted on the City of Homer's website, to share my expertise, contribute to positive outcomes in the community, gain experience and build my resume. Implying that my application was not complete, implies that you may need stricter guidelines on who may be able to volunteer or perhaps develop an interview process so that candidates like myself are not publicly shamed by a city council member.

For a council to question the value or definition of the arts themselves is disappointing on a number of levels. This community has a plethora of arts organizations in need of guidance and support. As we grow and diversify, the arts allow us all a place to belong and thrive. If this council continues forward in the way that Ms. Venuti treated my appointment, with disdain and indignation, I fear for the voices to follow.

Sincerely,

Jessica Anne Williams

Chapter 2.60

PARKS, ART, RECREATION, AND CULTURE ADVISORY COMMISSION

Sections:

2.60.010 Created – Membership.

2.60.020 Terms of members.

2.60.030 Proceedings of Commission.

2.60.040 Duties and responsibilities of Commission.

2.60.010 Created – Membership.

1. There shall be a City of Homer Parks, Art, Recreation and Culture Advisory Commission, hereinafter referred to as the Commission. The Commission will be composed of seven voting members, who shall be appointed by the Mayor and confirmed by the City Council, plus one nonvoting member who shall be a Homer area high school student selected by his or her student body. Up to three voting members of the Commission may be nonresidents of the City, but City resident applicants shall be preferred for all Commission member appointments.

2. A Chair and Vice-Chair of the Commission shall be elected annually from and by the voting members of the Commission. The Chair shall preside at meetings of the Commission. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. [Ord. 19-46 § 1, 2019; Ord. 16-22 § 2, 2016].

2.60.020 Terms of members.

1. Voting members of the Commission are appointed for three-year terms.

2. The nonvoting high school student member serving from Homer High School class shall be appointed for a term that coincides with the school year.

3. A Commission member who is absent without excuse from two consecutive regular meetings shall be subject to removal from the Commission by a majority vote of the members present. [Ord. 16-22 § 2, 2016].

2.60.030 Proceedings of Commission.

The Commission shall hold one regular meeting in each of the months of February through June and August through November on the day of the month that the Commission shall select from time to time, and otherwise at the call of the Chair or a majority of the Commission. A recording shall be made or minutes shall be kept of each meeting of the Commission, showing the vote of each member upon every question. The recording or minutes shall be filed in the office of the City Clerk and shall be a public record open to inspection by any person. [Ord. 16-22 § 2, 2016].

2.60.040 Duties and responsibilities of Commission.

The Commission shall have the following duties and responsibilities:

1. Act in an advisory capacity to the City Manager and the City Council on matters involving:

1. City parks.

2. Recreation facilities.

3. Public beaches and trails.

4. Support of the arts.

5. Acquisition, maintenance and disposition of works of art.

6. Land use and future development related to parks and recreation facilities.

7. The administration of the public arts fund established by HCC 18.07.090.

Any recommendation by the Commission regarding the matters described above shall be directed to the City Council through the City Manager, except that the recommendation shall be sent directly to the Council when the Commission so requests.

g. Perform the functions prescribed in Chapter 18.07 HCC related to funding works of art in public spaces.

h. Further the development and awareness of the arts in the City.

i. Consider any specific proposal, problem or project as directed by the City Council and report thereon directly to the Council or as the Council otherwise directs.

j. Solicit donations of money and property in support of its duties under this section. Donations of money shall be deposited to the City treasury in a separate fund designated for parks, art, recreation and culture purposes. Donations of property shall be accepted by deed or other conveyance subject to the approval of the City Council and shall be held or disposed of for parks, art, recreation or cultural purposes as the Council may direct. The Commission may make recommendations to the Council for the disposition of money or property so received. [Ord. 16-22 § 2, 2016].

The Homer City Code is current through Ordinance 23-50, passed September 25, 2023.

Disclaimer: The City Clerk's office has the official version of the Homer City Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

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

City Telephone: (907) 235-8121

Code Publishing Company