

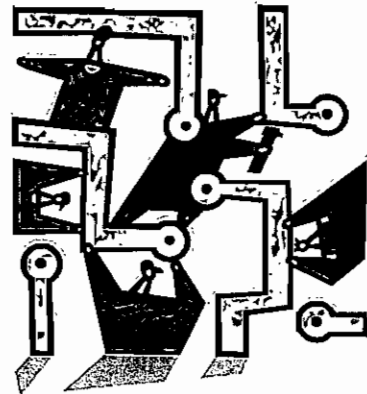
# Parks and Recreation Advisory Commission

Thursday

July 19, 2012

Regular Meeting

5:30 P.M.



Cowles Council Chambers

City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603





→ DON'T FORGET!



DON'T FORGET  
TO BRING YOUR  
JULY 11, 2012  
WORKSESSION  
PACKET





**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings Only)*
  - A. Minutes from the Regular Meeting June 21, 2012 Page 9
- 4. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA** *(Three minute time limit)*
- 5. VISITORS** *(Visitors normally have 10 minutes for their presentation.)*
- 6. STAFF & COUNCIL REPORTS / COMMITTEE REPORTS / BOROUGH REPORTS**
  - A. Community Recreation – Mike Illg Page 19
  - B. Staff Report – Julie Engebretsen, Planning Technician/GIS
  - C. Parks Maintenance – Angie Otteson
  - D. Kachemak Drive Path Committee Report – Dave Brann Page 21
  - F. Karen Hornaday Park Committee – Robert Archibald
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
  - A. Park Day – Final Arrangements and Discussion Page 25
  - B. Karen Hornaday Park – Status Update from June Meeting Page 27
  - C. P&R Needs Assessment – Discussion and Update on Progress
- 9. NEW BUSINESS**
  - A. HART Projects Page 29
  - B. Memorandum to Transportation Advisory Commission Re: Kachemak Drive Path Recommendation Page 31
  - C. Capital Improvement Plan 2013 – 2018 Page 41
  - D. MAPP Report and Discussion
  - E. Website – Discussion and Recommendations from the Commission
  - F. 2013 Budget Recommendations and Discussion Page 45
  - G. HERC Building Discussion – This item was postponed from the June meeting
- 10. INFORMATIONAL MATERIALS**
  - A. Strategic Plan 2012 Page 51
  - B. Commission Annual Calendar 2012 Page 53
  - C. 2012 Commissioner Attendance at Council Meetings Page 55
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE COUNCILMEMBER** *(If one has been assigned)*
- 13. COMMENTS OF STAFF MEMBERS**
- 14. COMMENTS OF THE COMMISSION**
- 15. COMMENTS OF THE CHAIR**
- 16. ADJOURNMENT THE NEXT REGULAR MEETING IS AUGUST 16, 2012** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska



Session 12-08, a Regular Meeting of the Parks and Recreation Advisory Commission was called to order by Chair Bumpo Bremicker at 5:33 p.m. on June 21, 2012 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

**PRESENT:** COMMISSIONERS LOWNEY, LILLIBRIDGE, BREMICKER, BRANN, ARCHIBALD  
AND BELL

**STAFF:** JULIE ENGBRETSSEN, PLANNING TECHNICIAN  
MIKE ILLG, RECREATION SPECIALIST  
ANGIE OTTESON, PARKS MAINTENANCE COORDINATOR  
RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

### **APPROVAL OF THE AGENDA**

Chair Bremicker called for a motion to approve the agenda.

LILLIBRIDGE/BELL – MOVED TO APPROVE THE AGENDA

There was no discussion.

The agenda was approved by consensus of the commission.

### **APPROVAL OF MINUTES** *(Minutes are approved during Regular Meetings Only)*

A. Minutes for the May 17, 2012 Regular Meeting

Chair Bremicker called for a motion to approve the minutes.

BRANN/LOWNEY – SO MOVED.

There was no discussion.

The minutes were approved by consensus of the commission.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA** *(Public may Comment on any items on the Agenda for a Three (3) Minute Time Limit)*

Beth Cumming, city resident, commented on reducing the speed limit on the entrance road into Karen Hornaday Park and the parking area at the park.

Kim Koppen, city resident, commented on the Disc Golf Course being installed at Jack Gist Park. She expressed concern that something should be passed with no notice to property owners. She expressed further concern that the installation was on city property and that they actually have permission to do so. She felt they were in her backyard and she has consulted attorneys who while sympathetic to her cause could not help her. She noted that she could throw a stone to where basket one and three are located. She cannot see the baskets but she can hear people back there. She felt she was being terrorized in her own back yard.

Commissioners Bremicker and Lillibridge responded to Ms. Koppen's concerns of the installation of the Disc Golf Course being installed without approval and that if people are on her property she can call the Police Department. They tried to address her claims of impropriety being done by the city.

Tony Arsenault, city resident, commented on the installation of the disc golf course behind his property and that this is really been hard on his wife and has been ongoing for several years. The

recommendation suggested several weeks ago to install a fence is a great idea. He also expressed concern that the commission voted down no alcohol in the parks. He requested the commission have the disc golf people put a fence around the whole perimeter. He is very stressed about the whole thing.

Chair Bremicker explained that the commission is advisory to the Council and although they could send a recommendation to Council to fence the park but that does not mean it will happen. Commissioner Brann noted that this Commission has already made a recommendation to install a natural fence to assist in noise and offer separation from the property owners and the Disc Golf players.

Mr. Arsenault stated that the group playing Disc Golf should abide by the same covenants as the neighborhood regarding quiet times.

The commissioners thanked them for both coming and expressing their concerns to the commission.

### **VISITORS**

A. Todd Schroeder, Trails Technician, Homer Soils and Water Conservation District

Mr. Schroeder explained he was asked to come and talk to the commission regarding the trail that he is installing at the Pratt Museum constructing ADA accessible trails within the 10 acres that is located behind the museum. He is excited about the possible connectivity with trails from the Middle School and has been in talks with the US Fish & Wildlife Services to get that done. He personally can envision a trail from Spruceview through the museum land to Pioneer Avenue. He noted that the trails on the museum property will be finished in the near future and that Homer needs more trails that can accommodate all different levels of abilities.

Commissioner Lowney explained briefly why she invited Mr. Schroeder and opined that it would be an incredible benefit to making Homer more walkable.

Mr. Schroeder responded to questions from the Commissioners on connectivity to Woodard Creek trail and West Homer and the Middle School; increased foot traffic through the museum property and security; and the Diamond Creek Master Plan. He noted that he would welcome a chance to send out an electronic copy on the master plan.

The commissioners thanked Mr. Schroeder for coming to the meeting.

B. Hans Rinke, Area Forester, State of Alaska Division of Forestry – Fire Safety

After a brief discussion it was agreed by consensus that this was not a priority for the commission.

### **RECONSIDERATION**

There were no items scheduled for reconsideration.

### **STAFF AND COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Community Recreation – Mike Illg

Mr. Illg provided a summary on his report. He noted that they have been receiving verbal and written offers of commitment from non-profit entities willing to partner with the Boys & Girls Club to provide a revenue source for the utilities also including the HERC building on the CIP list. He noted that the Alaska Recreation and Parks Conference will be held in Anchorage this year. He will also be nominating the Karen Hornaday Park for some state recognition. He noted that indoor floor hockey will be another activity offered by Boys & Girls Club, and he noted that the Mayor will be issuing a Proclamation that July is parks & recreation month.

Chair Bremicker made a few comments on the utilities and savings offered by the potential hook up to



the proposed natural gas line; Mr. Illg responded to Commissioner Lillibridge inquiry regarding budgets on the HERC and Commissioner Archibald's comment on the Disc Golf Course.

A brief discussion ensued regarding the public comments made about the issues concerning the Disc Golf course at Jack Gist Park and what the Commission could do to mitigate the concerns expressed.

There was no further comments or discussion.

#### B. Staff Report – Julie Engebretsen, Planning Technician/GIS

Ms. Engebretsen stated her report was in the packet and if there were any comments or questions she would be happy to answer them. She also noted at the next Council meeting there were two ordinances on the agenda related to parks and rec, relocation of the Mariner Park entrance and the Beluga Slough Trail Reconstruction.

There was a dialogue on the actions of Council on the Resolution before Council regarding the proposed Kachemak Drive pathway. Ms. Engebretsen explained what actions were required from the path committee from this point forward.

Commissioner Archibald inquired about the Parks & Recreation Reserve Fund and how that works. Ms. Engebretsen responded that they can talk about that under the budget discussions.

There was no further discussion.

#### C. Parks Maintenance – Angie Otteson

Ms. Otteson provided updates on Karen Hornaday Park on the following:

The Red Shed will have the engineer appraisal when the engineer is in town. HoPP still has quite a bit a stuff in it; HoPP is still in the process of completing different items in the playground; she has the kiosk installed and will be posting information as it comes available. Currently she has the Map from the Master Plan and a Flyer on the highland Games; they are working on the Camp Host position there were some details that needed to be worked out; she will be posting that position as soon as possible. She noted that if there was anyone interested to have them contact Angie.

The connexes will be relocated to public works as soon as they are empty and the gravel pile is removed from in front of them.

A discussion regarding the responsibilities of the Park Camp Host continued on what was expected and the changes that were made to the position. It was recommended to include in the future budgets installation of a water line and electric to permanent campground host location. If the camp host is installed in the campground it would appear that they are monitoring the campground and if they are to be available consistently then they should be provided with electric and if patrols are expected maybe consideration to provide a golf cart also. It was agreed that the optimum location would be where the connexes are currently located. This would allow them a complete visual of the park as a whole, offer some privacy but also the visibility.

Some additional items talked about were as noted:

Commissioner Brann relayed an issue at the restrooms at Ben Walters Park and that the Rotary will be installing a bench on the dock for viewing. The water issues at the park have been repaired so Little League will be able to water the fields. The need to address removal of the old fencing materials by Little League was also brought to the floor.

Commissioner Archibald reported that he has spoken to the Mayor about getting recognition for Mr. Phil Needham for all his work that he has done on the ball fields at Karen Hornaday Park. The Clerk commented that this was on the City Council agenda for July 23, 2012.

Commissioner Lowney brought the discussion back to the red shed and her main concern with using the

building for a picnic shelter would provide a hazard with the doors opening onto the road from the one end of the structure. Further comments made on the building included removing all the sides except one and making it a covered area.

A brief conversation on recognizing all the efforts and work that volunteers and staff have done on the city parks and recreational areas plus since July is Parks & Recreation month bringing about the Adopt a Park and Trails.

Commissioner Lowney requested information on the current status of the \$90,000 and what has currently been spent. Staff will provide an update on that information.

Ms. Otteson answered a question on the area known as the t-ball field and if it could be re-purposed as another green space in response to Commissioner Lowney. Commissioner Lowney recommended the commission look at that again.

Ms. Otteson recommended quiet hours of 11:00 p.m. to 7:00 p.m. which would allow them to close the parks and tell people to leave the parks; the issues with Jack Gist have been going on before and it is City party; she agreed that it may be good to ban alcohol in the playground but most are pretty responsible; there have been no complaints from neighboring residents regarding noise or people in parks during those recommended hours; she would like advocating for and an additional \$10-15,000 would provide for additional temporary personnel in the shoulder period to get additional projects completed. Ms. Otteson noted that \$5,000 would extend the employment of 1 temporary staff member, \$10,000 would get another fulltime temporary person. She confirmed that \$20,000 would be great and not out of line to request.

Ms. Otteson confirmed that discussions have been held regarding relocating the picnic tables, gazebo, information kiosk, etc., in response to Commissioner Lillibridge inquiry.

The batting cage issues need to be addressed with Little League and maybe next year when they are formalizing the agreement with Little League the city can address some of the outstanding issues such as the batting cage, old materials, etc.

The commissioners offered a few additional comments on the Disc Golf course and setting quiet times.

Ms. Otteson will provide a list of volunteers and organizations for Commissioner Lowney.

Chair Bremicker called for a five minute break at 7:20 p.m. The meeting was called back to order at 7:26 p.m.

D. Kachemak Drive Path Committee Report – Bumpo Bremicker

Commissioner Brann provided an update on the committee's status. Chair Bremicker added that the information requested by Council they cannot proceed to much further. He also commented that no construction will be done this summer maybe next and that there may be other funding available to get this trail constructed.

Ms. Engebretsen stated that many of these questions have been deliberated on and she has prepared a memo to the Transportation Advisory Committee that addresses those questions and concerns of Council and all is need is passage of the memorandum then submitted for approval to this commission. Chair Bremicker stated he would not be in attendance and at staff suggestion will submit his comments in writing.

No further comments or questions.

E. Karen Hornaday Park Committee Report – Robert Archibald

Commissioner Archibald provided a short report from notes provided by the vice chair. He noted that the Red Shed will be an issue until the engineer can determine its stability. He commented briefly on the \$90,000 for the day use are improvements, the information kiosk, the field conditions are great, dugouts look awesome, and clearing up the debris that has been left.

Commissioner Lowney supported and strongly advocated for getting the engineering completed. This has been going on since before she was a commissioner and the rest of the park is an eyesore compared to the two wonderful completed areas.

Commissioner Lillibridge inquired about the engineer since they have been told over a year that it would be completed and now they have waited another month.

Staff noted that a discussion could be held on it later in the agenda.

**PUBLIC HEARINGS**

There were no Public Hearings scheduled.

**PENDING BUSINESS**

A. Park Signage – Uniform Design for All Parks

Staff recommended postponing a discussion on this for winter when Angie was not quite so busy. Commissioner Lowney did not want this to get lost and that each commissioner should consider what they would like to see in regards to park signage as there were many different styles.

The commissioners agreed by consensus to postpone this item to a fall or later agenda.

B. Park Day – Discussion on When, What and Time? We Have the Location – Jack Gist Park

The commissioners entertained a lengthy discussion on specifics and preferred content of Park Day after Commissioner Lowney reported her conversation with the Softball Association and their wish list. She commented that they were having a work party on July 7<sup>th</sup>.

The commission as a consensus agreed to have a fun day with a ball games, horse shoes and disc golf and assisting with a project that the Softball Association had on their list. Since the commissioner did not have a lot of funding available they like the suggestion from staff of helping to pay a bill at Spenard Building Supply or similar merchant instead of cutting them a check directly. Commissioner Lowney will get a list from Jessica with the Softball Association.

The Commissioners tentatively chose July 21, 2012. Commissioner Lowney will confirm with Jessica with the Softball Association on the preferred date and contact staff. The time set was noon until whenever. Chair Bremicker volunteered to bring the grills and be chef. Commissioner Lillibridge will send notice to the HoPPers.

They can determine final details at the July commission meeting.

C. Town Center Trails and Development

Chair Bremicker introduced the item for the agenda and opened discussion.

Ms. Engebretsen advised the commission on any discussions currently being held about this area and

recommended that the commission postpone any discussions until a later date when action may be pending by other commissions.

The Commission agreed by consensus to postpone to a later agenda for discussion.

- D. Karen Hornaday Park – Discussion on Status Update for Multiple Concerns and Projects
1. Day Use Improvements – Landscaping the Area Between Playground and Common Area
  2. Discussion on Disposition of Red Shed

Chair Bremicker introduced the item and opened the floor for discussion.

Dialog on the Red Shed –

1. Staff was not aware of any pending date for the appraisal by the engineer regarding safety.
2. It would be easy to relocate the building.
3. Do not want to keep it or use it in the current location due to the proximity to the road.
4. Repairs are required before it can be used.
5. Can day use funding be used to improve the building and what is the total that the Commission is willing to spend on repairs.
6. Not aesthetically pleasing as is, a very large building at 30 x 60 feet.
7. Can be moved to another location as meeting space.

LILLIBRIDGE/LOWNEY – MOVED TO DECONSTRUCT THE RED SHED, OR REMOVE IT FROM THE CURRENT LOCATION AND REPURPOSE OR REUSE THE BUILDING AS DETERMINED AT A FUTURE DATE.

Chair Bremicker declared he had a conflict of interest and explained that as an officer of the Wooden Boat Society he did not feel he should be included on a vote.

The commissioner declared he had a conflict.

Commissioner Brann declared he may have a conflict being a member of the Wooden Boat Society.

The commission declared he did not have a conflict and could vote on a decision.

Discussion on the condition of the red shed continued with comments on the condition of the red shed once determined by the inspection by the engineer. This commission determined before that they wanted to get rid of the building previously and forwarded this recommendation to council. This was not done due to public interest in keeping the building for historical aspects. It was strongly expressed that an engineer would inspect the building four weeks ago and it hasn't been done. Any action will not be taken immediately.

VOTE. YES. LILLIBRIDGE, LOWNEY  
NO. BRANN, ARCHIBALD, BELL

Motion failed.

LILLIBRIDGE/BRANN - MOVED TO RECEIVE A DETERMINATION FROM THE STRUCTURAL ENGINEER PRIOR TO OR ON THE NEXT COMMISSION MEETING DATE OF JULY 19, 2012.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Engebretsen provided brief direction on what was expected from the commission. She noted that she had to depart the meeting and advised the commission what was needed on the next several items remaining on their agenda. She additionally encouraged the commission to set a worksession as they will not be able to get through several of these items in one meeting.

Chair Bremicker brought the next item to the floor for discussion.

Ms. Krause tried to clarify that this item was briefly discussed at the last meeting and the commission decided that if the access road was a permanent used road it would be beneficial to make it a road using acceptable materials such as gravel. She noted that Ms. Engebretsen determined that it could be done at the cost of \$20,000 and should be included in the 2013 Budget Request to the City Manager.

Commissioner Lowney mentioned that she liked to alternative suggestion of using pavers to build the access road in the park.

Clarification was given on the \$25,000 Grant Application that was recently approved by Council was a new pot of money.

Junk in the Park – This item has been discussed previously and this will be addressed in a new agreement similar to the one just executed on the Jack Gist Park in the early part of next year. It was noted that this junk presented a hazard to user and was a good proponent for additional monies budgeted for parks and recreation maintenance. It was noted that in particular if Little League removes or replaces an item then the old need to be removed.

T- Ball Field Fencing – this is a good example of a separating fence; reuse of fencing is not all the easy; some suggestions for use have been horse shoe pits.

Creek Crossing/Bridge – The bridge over the ditch at Wright Street has been completed and installed.

A brief discussion on the bridge over Woodard Creek ensued. Commissioner Archibald commented on the use of the ramp for a bridge and that Jack Cushing will be drawing something up to present to Carey Meyer on the proposed bridge. Commissioner Lillibridge commented on the hospital view of a bridge over Woodard Creek was not favorable.

Preliminary Engineering – the allocation is still there and as far as staff knew no money has been spent.

#### E. Trails Brochure

Commissioner Lowney noted staff recommendation to postpone discussion and she also requested looking at the Website and requested that this item be postponed until a fall meeting date.

#### F. P & R Needs Assessment – Report and Status Update

Commissioner Lowney stated that the needs assessment has been put on hold because in a meeting with the MAPP people the program will contain most of the information that they will need can be gathered from that group and this will be a year or two.

Ms. Krause requested clarification that the Needs Assessment will be put off for up to two years. She explained that on the recommendation of the City Manager to the Commission to look into advocating a Parks & Recreation Department and then Mike Illg stated that a Needs Assessment would be very instrumental in a decision from Council.

Further discussion on the needs assessment, value offered and information that can be pulled from the MAPP group. Chair Bremicker requested this item to be on the July agenda.

G. Pocket Park at Klondike and Kachemak Way

Chair Bremicker relayed the discussion that he had with the property owner who had nothing against a pocket park who did not have anything against the idea. He noted that the property owner was fully aware that he did not own that section of "his" front yard but did not mind mowing and caring for it.

BRANN/LILLIBRIDGE - MOVED TO TABLE THE ITEM AS THE COMMISSION HAS OTHER MORE PRESSING ISSUES TO DEAL WITH.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**NEW BUSINESS**

A. Ordinance 12-24(A) Re: Providing regulations for the Use of City Parks and Penalties for Violations

Chair Bremicker introduced the item for discussion and inquired if everyone read the related information.

A lengthy discussion opened on the proposed ordinance and issues discussed were:

- banning the removal of coal from the beaches
- banning alcohol in the playgrounds
- laws already in place to address the illegal behavior such as disorderly conduct
- state laws already in effect
- establishing hours for parks and recreation areas for consideration of nearby residents and parks with campgrounds
- establishing quiet times
- establishing fines and enforcement
- deterrent needed for unreasonable behavior

LILLIBRIDGE/BRANN – MOVED TO SUBMIT RECOMMENDATION OF NO ALCOHOLIC BEVERAGES IN DESIGNATED PLAYGROUNDS.

Discussion ensued on how to designate the separation of playgrounds in parks that are not already designated by location or placement within the park such as Karen Hornaday Park. You need to address the behavior not the action, underage drinking will not be done in public view and the laws that are already in place to take care of the drunk person.

VOTE. NO. BRANN, ARCHIBALD, BREMICKER, BELL, LOWNEY  
YES. LILLIBRIDGE.

Motion failed.

BREMICKER/LOWNEY - MOVED TO RECOMMEND APPROVING ORDINANCE WITH NO CHANGES EXCEPT ADDING QUIET TIME OR CLOSURE FOR PARKS TO BE 11:00 P.M. TO 7:00 A.M.

There was no discussion.

VOTE. YES. LOWNEY, BELL, ARCHIBALD, BRANN, BREMICKER  
ABSTAIN. LILLIBRIDGE

Motion passed.

B. MAPP – Report from Commissioner Lowney and Discussion

This item was postponed to the July meeting due to the lateness of the hour.

C. HERC Building Discussion and Recommendations

This item was postponed to the next regular meeting due the lateness of the hour and was requested to be on the worksession agenda for July 11, 2012.

D. 2013 Budget – Needs, Must Haves and Wants – A Discussion

This item was postponed until the next regular meeting and requested to be on the agenda to discuss at the worksession scheduled for July 11, 2012.

**INFORMATIONAL MATERIALS**

A. Strategic Plan 2012

B. Commission Annual Calendar 2012

C. Resolution 11-90(A) and Information Packet, Council Meeting Minutes Excerpt April 23, 2012

E. Resolution 12-048, US Fish & Wildlife Learning Landscape Grant with 50% In-Kind Matching Grant up to \$25,000 to Complete Landscaping Improvements at Karen Hornaday Park playground.

F. Resolution 12-049, Approving the Jack Gist Recreational Park Land Use Agreement and Permit

G. Memorandum to Mayor and Council dated May 9, 2012 Re: Recommendation to Express Support for the Kachemak Bay Water Trail.

**COMMENTS OF THE AUDIENCE**

There was no audience to comment.

**COMMENTS OF THE COUNCIL MEMBER** (if one is assigned)

There were no City Council members present.

**COMMENTS OF STAFF MEMBERS**

Ms. Krause asked when the commissioners would like to schedule the worksession. Discussion ensued and the commission agreed by consensus on Wednesday, July 11, 2012 at 5:30 p.m. Ms. Krause confirmed the worksession agenda as far as her understanding was to be on the Capital Improvement Plan, Budget, Park Day, and the HERC Building. She will also add regular agenda items so if there is any updates on items such as engineering and the Red Shed they can discuss those items.

There was a brief discussion that focusing on the CIP and Budget would clear up a lot of time

**COMMENTS OF THE COMMISSION**

Commissioner Lillibridge commented that she will not be able to attend the second council meeting in October and may not be at the Commission meeting either as her son is getting married. She still strongly believed that alcohol should not be allowed in areas where there are kids playing in any city park.

Commissioner Archibald wanted the Council to know the contentious issue that alcohol in parks around the kids presents; the budget this year is very important, ballfields are not cheap and they really need to make Council aware of the need and requirements for proper funding for Parks and Recreation. He would

also like to know what the Reserve Fund is and how that works. He cited an example of the revenue return on the investment of \$500,000 into a sports facility that was \$10 million after five years.

Commissioner Lowney commented that maintenance is very important and that is something that needs to be addressed, the new playground, new restrooms. The staff issues are critical. The HERC building needs to be included in the worksession. The commission needs to set time limits on discussion on the agenda items. During a visit to the museum recently they met the mayor and she inquired about a structure that was being built by the HERC building and the Mayor responded that a new female commissioner of the Parks & Rec authorized the structure to be built and Commissioner Lowney realized that was her Mayor Hornaday was referring to and she did not know the ins and outs of the situation but it is kind of interesting how rumors get around; Ms. Lowney wanted to assure the commission that she was not involved. She also wanted to address the issue of Thank You cards for the volunteers offering a more personalized thanks and she hopefully will have something for the next worksession. She would also like to do something with their website soon.

Commissioner Bell thanked the commissioners for having him and he threw out an idea – almost talked about the pocket park and if they really discussed it they would all say yes the parks good and that kind of keeps happening that we all support parks and recreation and maybe they should submit a priority list of things to assist in guiding their decision.

Commissioner Brann had no additional comments.

#### **COMMENTS OF THE CHAIR**

Chair Bremicker explained the situation to the best of his knowledge regarding the incident at the Boys & Girls Club and the garden.

#### **ADJOURN**

There being no further business to come before the Commission Chair Bremicker adjourned the meeting at 9:45 p.m. The next regular meeting is THURSDAY, JULY 19, 2012 at 5:30 p.m. at the City Hall Cowles Council Chambers.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

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Approved:





## CITY OF HOMER

Community Recreation  
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Homer, Alaska 99603

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### Staff Report

To: Parks & Recreation Advisory Commission  
From: Mike Illg, Community Recreation Coordinator  
Date: 7/11/12

1. HERC Building. I am working with the City Manager to come up with a budget and a transition plan for utilizing the HERC building as a recreation center in addition to the concept of leasing office space for other recreational-based non-profit groups. Once these are complete they will be presented to the City Council for review. I will be sure to send to the P&R Commission.
2. Needs Assessment/Survey. We are reviewing data from the MAPP community health assessment that encompasses the Southern Kenai Peninsula to identify the needs that may be fulfilled through existing and possible future parks and recreation services. I suggest we invite the MAPP Coordinator, Megan Murphy to speak as a visitor at a future P&R meeting to talk more about this comprehensive and significant data and continuing endeavors.
3. Recreation Guide. The Fall/Winter Recreation guide will be sent to the printer by the time you attend the next meeting. We continue to seek to offer new programs and classes and look forward to getting the community active and healthy.



**Committee Members:** Lynne Burt, Beth Cumming, Dave Brann

**Absent:** Bumpo Bremicker, Lindianne Sarno

**Staff:** Julie Engebretsen from the City Planning Dept

Meeting Called to Order at 5:33 p.m. by Dave Brann as Acting Chair.

**Agenda Approval:**

The Agenda was approved by consensus of the committee.

**Approval of the Minutes for May 24, 2012**

Beth moved to approve minutes. Lynne seconded.

Requested to add to minutes - the Mud Bay signs are to go up on the trail, but not the "No Camping" signs.

Minutes were approved as amended by consensus.

**Visitors**

There were no visitors scheduled.

**Reconsideration**

There were no items for reconsideration.

**Public Comments on the Agenda**

There were no public comments.

**Pending Business:**

**A. Memorandum dated May 18, 2012 Re: Resolution 11-090(A) and Council Action**

The committee discussed the Clerk's memorandum dated May 18, 2012 Re: Resolution 11-090(A) and Council Action.

**B. Kachemak Drive Pathways – Discussion on the Next Steps**

The committee discussed Julie Engebretsen' memo dated May 24, 2012 Re: Actions requested by Council.

The committee requests that Julie Engebretsen ask Carey Meyer to break out the cost estimates per foot for different types of trails, with separate figures for (1) materials, (2) labor, (3) engineering.

This will make it possible for the committee to factor in donated labor, materials, and engineering into the committee's final cost estimates.

Julie initially stated that HART funds could be used for the initial design/engineering/surveying costs up to \$150,000.00. The TAC could possibly take more than one meeting to make decision, if approved would recommend City Council pursue.

1st Step

Dave moves the KDPC request City Council approve HART fund monies in amount of \$150,000.00 for initial design/engineering/survey costs. Beth Seconds the motion.

No discussion, all approved, and passed

2nd Step

Julie says it will be helpful to send attached draft titled DRAFT MEMORANDUM 6/6/12 VERSION to Parks and Rec July meeting.

Beth/Dave – So moved.

All approve, no opposition.

Julie recommends a member or two of the KDPC attend the TAC meeting on August 21 2012 to answer questions/make comments, Dave and Lynne say they will attend. Later in meeting all agreed that any citizen who is in favor and could attend would be very helpful.

Julie suggested members provide her with a comment from each of us Re: our involvement with the committee for the TAC meeting. We all said we would (positive feedback). To be given by July 15, email Julie.

Much discussion regarding notifying property owners, not until approved by Council (which is long way off).

Concern expressed that this will become buried once again. Dave is concerned that spending the design money without property owners knowledge or approval would be contentious. Beth stated there are only two property owners for the first approximate mile and hopes to see this section of the entire trail to be pursued, the City of Homer and DOT, and this is potentially the most challenging terrain for construction (the hill leading up to the airport). She hopes that if the pathway is completed in phases that this can get accomplished sooner than later.

It is such a large scale project no doubt would be completed in phases, noted that Kachemak Drive Sewer/Water project has taken 10 years so far.

Discussion of possible tax breaks for property owners who provide recreational easements on the power line right of ways or actual purchasing of easements.

Dave states that just because there may be a bike/pedestrian pathway in place not all cyclists will utilize it and that is their prerogative, they may still use the roadway.

Dave has also provided location sites for our proposed digital warning signs with a bicycle symbol as the message. First location is on the east end: one at the 90 degree curve near East End Rd. and another at the next significant curve near 4297 Kachemak Drive; then on the west end, one at the bottom of the airport hill and another near the curve before the Bay Club. This signage has already been approved by the City Council in the Resolution 11-090 (A), these particular signs costs approximately \$3000.00 each, and cannot be attached to another sign.

These should help to make the public aware that there are bikes on the road and hopefully slow the vehicles down or keep them within the speed limit.

Julie will check out what is going on with the boardwalk that is being replaced at Beluga Slough, we had requested use of it if it was available last year in a letter to Public Works.

Julie says she sees this on the City Council 2013 budget (approved in December 2012) pending City Council approval. She stated that it takes three meetings to get an ordinance for the City council to use HART funds.

City will monitor all HART funds used very closely, more discussion of the committees idea that this trail could be built with less cost. Julie says if it is a City project, Bacon/Davis wages would be paid (strict rules regarding money to be spent), the scale of the project is triggering the process i.e. Corps of Engineers, fill over wetlands, etc.

Beth inquiring about the Karen Hornaday Playground funding and Julie explained how funding went through the Homer Foundation.

Discussion regarding the role of this committee for the future and if the Kachemak Drive Pathway is accepted, then this subcommittee is done with their role.

Committee members present all felt that it is not complete until the "ribbon is cut", the members want to stay involved and hope to build toward the volunteer effort that is felt will make this project move forward.

**Informational materials**

There were none

**Comments of the audience**

There were no comments

**Comments of the city staff (if present)**

There was no staff present.

**Comments of the committee**

**Adjournment/next regular meeting** is scheduled for July 26, 2012 AT 5:30 P.M. A onsite Worksession is scheduled July 3, 2012 at 5:30 p.m. Meeting at the Parking Lot at the corner of Kachemak Drive and the Spit Road. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



# Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II  
Renee Krause, CMC, Deputy City Clerk I



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## MEMORANDUM

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**TO:** PARKS & RECREATION ADVISORY COMMISSION  
**FROM:** RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
**DATE:** JULY 13, 2012  
**RE:** ANNUAL PARK DAY CELEBRATION

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### Background

This is an annual event hosted by the Commission and usually consists of participation by the full commission in cooking food, activities, and a project at one of the city owned parks or recreation areas.

This year the commission has selected Jack Gist Park.

Time: Noon – 4:00 p.m.

All Ages Softball Game

Disc Golf Game(s)

Chair Bremicker has volunteered to bring a grill(s) and cook.

The commission agreed to finance in part or full up to \$500.00 a needed project of the Softball Association. They were to receive a list of needed items from the association before Saturday, July 19, 2012.

Food decided upon at this time is hot dogs with the appropriate buns and condiments of mustard, ketchup, relish, onions.

Consideration should be made for additional items that would be needed such as charcoal, lighter fluid or propane depending on Chair Bremicker grill(s).

Is the Commission providing drinks such as bottled water, ice, coolers will be needed.

Is the Commission providing snacks such as a healthy snack as carrot sticks, trail mix or standard chips?

What other item would the Commission like to provide for Park Day? The Commission currently has a balance of \$934.00 +/- in remaining funds.

### Recommendation

Make a motion to recommend purchasing the items agreed upon for the event.





**From:** Carey Meyer  
**Sent:** Monday, July 02, 2012 8:23 AM  
**To:** Walt Wrede; Renee Krause  
**Subject:** Karen Hornaday red shed

I coordinated over the weekend a visit to the red shed by Bill Nelson (a structural engineer). His impression was that the shed is very worth saving and the life of the structure can be extended considerably with relatively inexpensive and reasonably uncomplicated improvements. Initial thoughts are:

- Jack up building, install precast concrete footings under columns (the building has no foundation, and is sitting on the ground, existing ground timbers are rotten),
- Install plywood on interior at corners (10' along each corner side to increase structural shear stability,
- With corner shear stability in place, windows can be cut into the south side of building; east and west entrances can be opened.
- The inside ground surface can be excavated and a layer of washed rock place would provide a stable draining surface inside the structure.
- The roof may be replaced. The exposed surface of the metal roof is rusting, but the metal roof is structurally sound. Replace only for aesthetic purposes,
- The exterior can then be painted, interior should be left natural.

Next steps:

1. Discuss with Mike Kennedy how the structure can best be raised (and can it be moved?)
2. Contract with Bill Nelson (using existing term contract) to complete a detailed structural analysis and develop biddable renovation plan. Develop cost estimate.
3. Work could potentially be completed after Labor Day.

Carey S. Meyer, P.E., MPA  
**City of Homer**  
Public Works Director  
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To: Homer Parks and Recreation Advisory Commission  
From: Julie Engebretsen, Planning Technician  
Date: July 12, 2012  
Re: FY 2013 HART Trail projects

**Goal: Identify HART projects for 2013-15, for inclusion in the FY 2013 budget. Forward a recommendation to the Transportation Advisory Commission and City Council.**

**Introduction**

The Homer Accelerated Roads and Trails program pays for improvements to City roads and trails. Taxpayers have approved a dedicated sales tax, with a portion going specifically to trails.

Planning for a trail project takes a huge amount of time. Just like water, sewer and road lids take time to engineer and estimate costs, well built trails take time and effort. Staff has found that having several projects that are on the shelf, ready to go, is important. When grant opportunities arise, there is not enough time to identify and design a project from scratch: that pretty much needs to already be done. We are finding that having a project that is fully planned is what it will take for the City to apply for grants. HART funds can be used for matching funds and for design work, and that has been successful for us.

There is a trail priority list that is approved by the P&C Commission, Transportation Advisory Commission, and City Council. That way staff can work on getting those projects ready to go, and take advantage of trail grants or other funding opportunities as they come up. Ideally, this list would have 3-5 projects on it, with the goal of constructing a project every year, or every two years. This list would be approved by the TAC or CC periodically, and include a wide variety of projects. This would NOT include projects like the spit trail, where we expect state DOT funding and legislative appropriation. The projects should be things we plan to build as a city without other funding. (If grants will help pay for it, great.)

**New Projects**

All of the current projects have been completed. Its time for a new list of projects! The proposed list is:

1. Kachemak Bay Drive Trail, \$150,000
2. Greatland Street trail repair, \$10,000
3. Woodard Creek Trail within Karen Hornaday Park, \$5,000
4. Fairview Trail, \$5,000

## **Project Descriptions**

**Kachekmak Bay Drive Trail.** Funding request is for seed money to begin project design. This proposed path is a multimillion dollar project. Some design work needs to be completed before the City can ask for easements or lobby for construction funding. Budget Request is \$150,000, the estimates project design cost.

**Greatland Street Trail repair.** Greatland St between the Sterling Highway and Pioneer Ave is mostly constructed, paved, and has a sidewalk or wide shoulder. However, there is a 400 foot section of the street that is not constructed, nor does the City plan to construct it. There is an existing trail connection, but the south end is pretty wet. Brush clearing, possible culvert installation and basic tread work would improve the trail and walkability of the core business area of Homer. Budget request is \$10,000.

**Woodard Creek Trail.** The Karen Hornaday Park Master Plan discusses a trail across Woodard Creek, and access to the Creek. This proposed \$5,000 request is for basic clearing and creation of a footpath. The intent is to rough in the route that will be further improved in the future. Budget request is \$5,000.

**Fairview Trail:** There are no sidewalks on Fairview. This project would pay for clearing brush and beginning a trail along the south end of Karen Hornaday Park, between the park entrance road, west to Wright Street. The trail would eventually continue to Mullkian Street and beyond. Budget request is \$5,000.

## **The HART Fund**

The trails portion of the HART fund has its own account number, separate from roads. This is a reserve fund. Projects are funded for three years. If the money is not spent or needed in that timeframe, the money stays in the HART fund and can be used for another trail project. An ordinance of the City Council is required for spending money in the HART program.



# City of Homer Planning & Zoning

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To: Parks and Recreation Advisory Commission  
From: Julie Engebretsen, Planning Technician  
Re: Kachemak Drive  
Date: July 13, 2012

Council passed Resolution 11-090 (A), and directed the Kachemak Drive Pathway Committee to work with the Transportation Advisory Commission (TAC). They also asked for more information. Attached to this report is a draft memo with the information they requested. The Committee approved the draft memo at their June 26<sup>th</sup> meeting. I envision this memo will go from you to the Transportation Advisory Commission, and eventually on to Council. Council makes the final decision.

The memo is asking for two approvals: that the trail be a City of Homer construction project, and to use HART funds to help pay for it.

Please note the memo is not budgeting any money. Its asking if the TAC and eventually the Council approve of these ideas.

**Requested action:** Review the memo, make any changes and recommend approval. It will go to the Transportation Advisory Committee at their August meeting.

#### **Attachments**

Draft memo dated 7/13/12  
Resolution 11-090(A)





# City of Homer

## Planning & Zoning

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### **DRAFT MEMORANDUM 7/13/12 version**

**To:** Parks and Recreation Advisory Commission (Will go to the August Transportation Advisory Committee meeting)  
**From:** Kachemak Drive Pathway Committee  
**Date:** July 13, 2012

**Summary: Request for the Kachemak Drive pathway to become a City of Homer construction project, and to use HART funds to help pay for the project.**

**Requested Action 1:** Recommend approval of the City pursuing construction of the trail  
**Requested Action 2:** Approve the concept of using HART funds. A budget request will be included in the 2013 budget.

### **Introduction**

There is a long held desire in the community for a trail along Kachemak Drive. The project is currently in the City Capital Improvement Plan (CIP), and one of the top 15 projects. In the CIP, the project is categorized as one the City expects the State to construct.

The Parks and Recreation Advisory Commission, (P&R) and the Kachemak Drive Pathway Committee have worked hard to better define the project, and explore the idea of the City building the trail. Part of this request is for the city to move forward with the project – not to wait and hope the state will build it. The state can still help fund the project, but it would become a city project and expense.

### **The Project**

The project consists of approximately 3.5 miles of separated path, adjacent to Kachemak Drive. Most of the trail would be an eight foot wide compacted gravel trail, similar in design to the Homer Spit Trail. The trail would follow utility easements where possible. Property owners would need to grant trail easements to the City for most of the route. Requesting easements from property owners could take years and not all property owners may want to grant easements. This could affect the location and design of the trail. Its highly likely the project would be split into phases for design and construction.

### **Maintenance**

At this time, the City of Homer provides minimal winter maintenance on trails The State plows the paved East End Road separated path, and the City maintains the Spit Trail. In the summer, City maintenance is generally limited to trash removal and brush clearing.

### **Costs and funding**

*Costs* - Project costs are likely to exceed \$2,080,000. Some sections will likely be substantially more expensive than others. The section between Homer Spit Road and the airport maybe along the bluff and





be more expensive. As with any project, design alternatives will be considered in those areas, or construction may be delayed. However, with a plan and a basic project design, the City can take advantage of funding opportunities as they arise. (Such as the Coastal Impact Assessment money award to the City to replace Beluga Slough Trail, over \$450,000).

*Funding* - There are several possible sources of funding for this project including grants, state legislative appropriations, and sales tax revenue via the HART program. Its doubtful the HART program could pay for the whole project! But HART funds could be used to provide matching funds and pay for design work. This project will likely need to be completed in phases and may take several years. The community may want to prioritize the most hazardous areas and begin construction there. It has taken over ten years to build water and sewer along Kachemak Drive to date. The city would likely take the same approach with the trail: design the whole project, and implement it in stages as funding and easements are in place.

#### **Question #1. Should the City design and build this trail? Or should it be left to the state?**

- P&R and the Committee feel the state will not build this trail in the near future. It has been a project on the CIP for some time, and no action has been taken by the state. The state has limited right of way, and has shown no interest in acquiring more right of way in order to build a trail.
- P&R and the Committee feel this is an important project and merits the City's efforts to build it, rather than waiting on the state.
- A city project means city staff time, and city taxpayer expense, rather than state employees and state funds.
- The City Council's approval is required if this is to become a city rather than a state project.

**Requested Action 1:** P&R TAC (City Council) approval of the City pursuing construction of the trail

#### **Question #2: If the City builds this trail, should Hart \$ be used?**

Staff always looks for grants and other funding sources to leverage Homer taxpayer dollars. HART Trail funds can be used to provide matching grant funds, pay for design, or pay for the whole project. This is a large project that will likely be planned and constructed in phases; its not necessary at this point to identify all funding sources. The question is, does the Transportation Advisory Committee and the City Council approve the use of HART funds for this project? (separate budget ordinance are required to allocate money to this project).

**Requested Action 2:** Approve the concept of using HART funds. A budget request will be included in the 2013 budget.

#### **Permitting**

Acquiring federal, state and local permits for a trail is time consuming, and can be costly. But its not insurmountable. Please consider the permit process as simply part of the project cost.

Examples of permits

- Army Corps of Engineers



- State of Alaska Right of Way

**What this project will take** if the City Council approves this project becoming a city project

**Design Phase – funded via HART funds and other grants as available**

1. Permitting. The first step is a scoping letter to the various agencies. They will provide comments about their concerns. With their comments early in the design process, the city can incorporate their concerns. This will smooth the official permit process later in the project.

Cost: Staff time.

2. Design. Basic design work to determine the exact route and easements needed.

Cost: Engineering design contract for cost estimating and easement requirements.

3. Easement acquisition. Request easements from property owners.

Cost: staff time, recording fees, possibly some easement purchases

**Construction Phase – funding via Hart funds and grants**

1. Acquire permits

2. Contract with an engineering firm for engineer cost estimates and bid drawings

3. Acquire construction funds

4. Issue bid documents

4. Build!



**CITY OF HOMER  
HOMER, ALASKA**

Lewis/Zak/Parks and Recreation  
Advisory Commission

**RESOLUTION 11-090(A)**

A RESOLUTION OF THE CITY COUNCIL OF HOMER,  
ALASKA, SUPPORTING THE CONCEPT OF NON-  
MOTORIZED PATHWAYS TO INCREASE THE SAFETY FOR  
MOTORIZED AND NON-MOTORIZED USERS ALONG  
KACHEMAK DRIVE LOCATED WITHIN THE CITY LIMITS,  
FROM THE BASE OF THE HOMER SPIT TO EAST END  
ROAD.

1  
2 WHEREAS, The Parks and Recreation Advisory Commission established a committee to  
3 specifically address possible solutions to the hazards presented to non-motorized and motorized users  
4 of Kachemak Drive; and  
5

6 WHEREAS, Public input was sought through a variety of channels for solutions to address  
7 these safety concerns; and recommendations to Lower the Speed Limit, Alter the Travel Lane  
8 Width and Shoulder, Increase the Use of Signage, Construct Separated, Non-motorized Paths  
9 paralleling Kachemak Drive using the existing Utility Easements will be contingent on available  
10 funding in the future; and  
11

12 WHEREAS, The Homer City Council has shown support in approval of the Homer Non-  
13 Motorized Transportation and Trail Plan, Homer Area Transportation Plan, Climate Action Plan,  
14 HART Policy Manual and inclusion of the Kachemak Drive Rehabilitation/Pathway on the Capital  
15 Improvement Plan; and  
16

17 WHEREAS, Increasing active transportation, motorized and non-motorized, offers the  
18 potential for improved public health, economic development, a cleaner environment, reduced  
19 transportation costs, enhanced community connections, social equity, and more livable  
20 communities.  
21

22 NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska,  
23 hereby supports the concept of non-motorized pathways along Kachemak Drive in, over, and upon  
24 property within the City of Homer, and that said improvements are necessary for the use and benefit  
25 of the public; and  
26

27 BE IT FURTHER RESOLVED that the City Council of Homer, Alaska, further supports  
28 the actions increasing the safety for motorized and non-motorized users along Kachemak Drive  
29 in any or all of the following ways:

- 30 - Alteration of the existing Kachemak Drive and Shoulder
  - 31 - Separated Paths paralleling Kachemak Drive using the Utility Easements
  - 32 - Increasing the Use of Signage
- 33

34 BE IT FURTHER RESOLVED that the Kachemak Drive Path Committee work with the

35 Transportation Advisory Committee and develop the package more fully recognizing and  
36 identifying what are the permits, what has to go into it, and rough cost.

37

38 PASSED AND ADOPTED by the Homer City Council this 14<sup>th</sup> day of May, 2012.

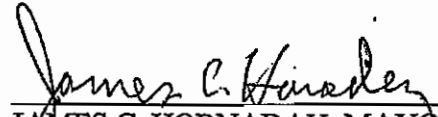
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CITY OF HOMER

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JAMES C. HORNADAY, MAYOR

43

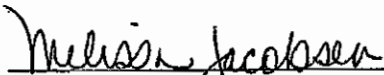
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45 ATTEST:

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47

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MELISSA JACOBSEN, CMC  
ACTING CITY CLERK.

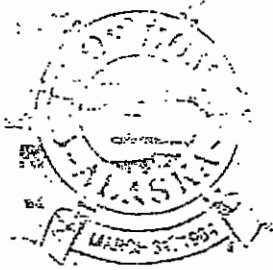
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50

51

52 Fiscal information: Funding not defined.

53





# City of Homer Planning & Zoning

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**TO:** Parks and Recreation Advisory Commission  
**FROM:** Julie Engebretsen, Planning Technician  
**MEETING:** July 19, 2012  
**SUBJECT:** Capital Improvement Plan

**Please bring your CIP from the work session packet if you want to refer to the plan.**

**Requested Action: Make a motion recommending the top five Capital Improvement Plan Priorities of the Commission to the City Council**

At the July 11<sup>th</sup> work session, the Commission discussed the CIP and reached consensus on the following projects. I hope to have input from Commissioners Bremicker and Lillibridge by the meeting. I will have a memo with the final top five projects for you. The Commission needs to make a motion adopting the top five projects.

**The top projects from the work session were:**

The Herc Building (4 votes)  
Karen Hornaday Park (4 votes)

Fishing Lagoon Improvements (3 votes)  
Kachemak Drive Pathway (3 votes)  
Jack Gist Park (3 votes)





**CITY OF HOMER**  
**2013-2018 CAPITAL IMPROVEMENT PLANNING PROCESS**  
**FY 2014 LEGISLATIVE REQUEST DEVELOPMENT SCHEDULE**

ACTION	TIMEFRAME
City Council approval of schedule	June 11, 2012
Solicit new/revised project information from local agencies and non-profits (City departments notified in May)	June 12
Input for new draft requested by	June 29
Prepare and distribute draft CIP to City advisory groups for review and input	(Meeting dates): Planning Commission July 18, August 1 & 15 Parks and Recreation Commission July 19, August 16 Port and Harbor Commission July 25, August 22 Library Advisory Board August 7 Economic Development Commission July 10, August 14 Transportation Advisory Committee August 21
Administrative review and compilation	August 27-31
City Council worksession to review proposed projects	September 10
Public Hearing on CIP/Legislative request	September 24
Local Election	October 2 (First regular meeting for new Council members: 10/22)
Adoption of resolutions by City Council	October 8
Administration forwards requests for Governor's Budget	by end of October
Administrative compilation of CIP	through end of October
Distribution of CIP and State Legislative Request	beginning November 2012
Compilation/distribution of Federal Request	February 2013



# DRAFT P&R Commission Budget Request list

## **7/12/12 UPDATE**

The Commission needs to make a motion recommending the following budget requests to the City manager.

At a prior meeting, Commissioner Brann suggested some money for the Adopt a Park program. This would allow the city to pay for materials and the groups to provide labor. I forgot to include that on the work session budget list. If the Commission would like to ask for funding, that can be added now.

## **FY 2013 Budget Request**

- Create P&R department
- Increase P&R staff by \$25,000 or 0.5 FTE, whichever is greater, to pay for additional part time staff during the shoulder seasons and for increased summer maintenance
- Jack Gist Park Signage \$ (Deb to give update at meeting on potential cost)
- Update trail brochure - \$5,000
- Increase line item S815, Parks & Rec Board by \$1,000 to a budget of \$2,000. (Park day and Commission activities).
- Increase P&R reserve contributions (\$30,000 FY2013)





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**TO:** Parks and Recreation Advisory Commission  
**FROM:** Julie Engebretsen, Planning Technician  
**MEETING:** July 11, 2012, work session  
**SUBJECT:** 2013 Budget Requests

## City Budget Process

Municipal finance is a bit different than personal finance. Where you and I might have a checking account and a savings account, the city has a "general fund" and a "reserve fund/account." There are specific rules as to how money can be spent.

### **Short course on the budget process:**

1. Each fall, the City goes through the annual budget process.
2. The Finance Director comes up with estimates of how much money the City will have, and the various Departments and Administration figure out how they would like to spend it. There is a public hearing, scheduled for August 13<sup>th</sup>, when the public can state their priorities.
3. The City Manager works with each department and cuts or adds expenditures according to the forecasted budget, and prioritized needs. The CM presents a balanced budget.
4. Then, the Finance Director's numbers and the Administration's recommendations go to the Council. It's the Council that makes the decisions about what gets funded and what does not; they have the money spending authority – it's the City employees that implement what they decide.

### **Where does the money come from and where does it go?**

Most sales tax, property tax, and fees, like camp ground fees, all go into the 'General Fund.' The General Fund pays for most general government. It pays for library, animal shelter, planning and zoning, parks and recreation, police, fire etc. basically everything that does not pay for itself.

### **What about HART, HAWSP, and the Port?**

A portion of Homer's voter approved sales tax goes to pay for roads, trails, and water and sewer programs. The voters have approved specific amounts of sales tax for each of these items. (Hart – Homer Accelerated Road Trails is a reserve fund. More on that later!)

The Port is an Enterprise Fund. This means its run like a business – they operate on the money they bring in. General Homer taxpayers are NOT supporting the harbor – the harbor users pay for the harbor. Financially, the Port is its own entity.



## **What's a Reserve Fund?**

A Reserve Fund is a savings account. Only the City Council can decide to spend money from a reserve account. It takes an ordinance to spend the money. The request either needs to be part of the annual budget, or be a separate ordinance which takes 6-8 weeks at the Council level to approve.

This money is typically used to replace equipment, build new facilities, etc. It is not used to pay for day to day operations. The Parks and Recreation Reserve account has just over \$90,000 to date, however, up to \$30,000 is requested to pay for the moving of the Mariner Park Driveway. On the budget page, you can see line item 5990 – that tells you how much money the council put into the reserve account each year. \$12,000 in 2009, and \$20,000 in 2012. Not a lot! That means for the long term major maintenance and replacement of all city recreational facilities, \$32,000 has been 'saved' since 2009, and the city is about to spend up to \$30,000 on one small improvement.

When Council budgets money from a reserve account for a capital project (ie, equipment or major construction, like a building or playground) that money is available for three years. For example, the money for the new playground didn't have to be budgeted each year – it was a onetime shot and staff had three years to accomplish the task. Any money that is not spent is returned to the reserve account for future use.

## **Attachments:**

1. Draft 2013 request list
2. 2013 budget schedule
3. 2012 P&R budget, not including community schools
4. 2012 P&R reserve account
5. 2012 HART trails reserve account



**CITY OF HOMER**  
**2013 PROPOSED BUDGET DEVELOPMENT SCHEDULE**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
7/23/2012	6:00 PM	Budget Schedule to Council.
8/3/2012		Submit to departments, budget work sheets including salary and fringe benefit costs.
8/13/2012	5:00 PM	During Committee of the Whole, Council to discuss budget priorities for the coming year.
8/13/2012	6:00 PM	Regular Meeting-Public Hearing, Council to seek public input on budget priorities for the coming year.
8/17/2012		Complete budget work sheets, including narratives, and justifications to Finance.
8/27/2012	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund.
9/4/2012		Compile data and return copy to departments for review.
9/10/2012	Week of	City Manager & Finance Director review budget requests with Department Heads.
9/10/2012		Preliminary budget assumptions to Council.
9/24/2012		City Manager submits Draft Proposed Budget to Council.
10/8/2012	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour.
10/8/2012	6:00 PM	Regular Meeting - Public Hearing.
10/22/2012	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
10/22/2012	6:00 PM	Regular Meeting-Budget Ordinance and Fee/Tariff Resolutions Introduced.
11/26/2012	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
11/26/2012	6:00 PM	Regular Meeting - Public Hearing.
12/10/2012	6:00 PM	Regular Meeting - Public Hearing & adoption of Proposed Budget.





**PARKS AND RECREATION ADVISORY COMMISSION**  
**STRATEGIC PLAN 2012**

**MISSION STATEMENT**

The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on the problems and development of parks, recreation facilities and public beaches within the City.

*STRATEGIC GOALS OF THE COMMISSION* – What is the focus for the commission?

**General Goals of the Commission**

- Advocate for obtaining open and green space
- Receive Notification of future land disposals with attention to park and recreation needs
- Keep existing green space and public open space
- Preserve areas of natural beauty and access
- Receive Notification of vacations of public access
- Receive Report on City cemetery maintenance costs, future land use, budget orientation funds, how many plots and where the revenues are applied from plot sales
- Raise Public Awareness of Parks and Recreation Opportunities on the Homer Spit

*STRATEGIC OBJECTIVES OF THE COMMISSION* – Must have achievable results, an action statement.

**3-5 Year Projects**

- Advocate for a Parks and Recreation Department – obtain information on each city on the Peninsula that has a Parks and Recreation Department and Commission
- Establish a Campground Host Program at Karen Hornaday Park
- Develop a Park in the Area known as Town Center and plan for pathways and trails

**1-2 Year Projects**

- construct a pedestrian/bike path along Kachemak Drive
- Support Playground Improvement Project at Karen Hornaday park
- Document current and historical trails, create a pamphlet to show hiking trails, beaches, recreational access points, parks, campgrounds and basic rules and etiquette
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation
- Increase the city budget for parks and recreations
- Mariner Park driveway access and pedestrian access from the Homer Spit Road and bike path crossing of Homer Spit Road.
- Create an overall uniform sign design for city parks and recreation areas.
- Review Town Center Plan to Identify Short Term Projects

*ACTIONS OF THE COMMISSION* –Who will do what, when and how?

- Have a committee go to City Council with recommendations, action plan and time frame.
- Every time there is a memo from the Commission to City Council a Commissioner should go to the meeting and speak about it.
- A commissioner should attend every council meeting to speak with council and keep them informed about what they are working on.

- One member of the Commission attend meetings of other user groups – skiing, co-host, etc. Create better working relationship and communication with user groups.
- Educate other city commissions, committees and boards
- Staff to send notice of commission projects

*SHARED ACTIONS STAFF/COMMISSION*

- Focus and monitor the HNMTP implementation
- Research and create best use plans for all parks, with WKFL being the next park.

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR**  
**2012**

<b><u>MEETING DATE</u></b>	<b><u>SCHEDULED EVENTS OR AGENDA ITEMS</u></b>
<input type="checkbox"/> FEBRUARY 16, 2012	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS TO COUNCIL
<input type="checkbox"/> MARCH 15, 2012	APPOINT/VOLUNTEERS TO ATTEND CITY COUNCIL JOINT WORKSESSION ON LAND ALLOCATION PLAN 2012 3/27/12
<input type="checkbox"/> APRIL 19, 2012	SELECT SPRING PARK &/ OR BEACH WALK THROUGH
<input type="checkbox"/> MAY 17, 2012	PLANNING PARK DAY OR SIMILAR EVENT SPRING PARK AND/OR BEACHES WALK THROUGH
<input type="checkbox"/> JUNE 21, 2012	COMPLETE ARRANGEMENTS FOR PARK DAY OR SIMILAR EVENT INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT?
<input type="checkbox"/> JULY 19, 2012	REVIEW CAPITAL IMPROVEMENT PLAN  PARK DAY  BUDGET TALKS
<input type="checkbox"/> AUGUST 16, 2011	BUDGET REVIEW & RECOMMENDATIONS TO CITY MANAGER & CITY COUNCIL
<input type="checkbox"/> SEPTEMBER 20, 2012	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY
<input type="checkbox"/> OCTOBER 18, 2012	KAREN HORNADAY PARK CLEAN-UP
<input type="checkbox"/> NOVEMBER 15, 2012	STRATEGIC PLAN REVIEW & PLANNING REVIEW OF KAREN HORNADAY MASTER PLAN & PROGRESS
DECEMBER	NO MEETING SCHEDULED  HAPPY HOLIDAYS!



**2012 HOMER CITY COUNCIL MEETINGS**  
**PARKS AND RECREATION ADVISORY COMMISSION ATTENDANCE**

It is the goal of the Commission to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A commissioner is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2012 is as follows:

May 14, 29, 2012	<u>Commissioner Lowney</u>
June 11, 25 2012	<u>Commissioner Brann</u>
July 23, 2012	<u>Commissioner Lillibridge</u>
August 13, 27, 2012	<u>Commissioner Bell</u>
September 10, 24, 2012	<u>Commissioner Archibald</u>
October 8, 22, 2012	<u>Commissioner Lillibridge</u>
November 26, 2012	<u>Commissioner Lowney</u>
December 10, 2012	<u>Commissioner Bremicker</u>

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.





