



Agenda

Parks, Art, Recreation & Culture Advisory Commission Worksession

Thursday, June 20, 2024 at 4:30 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: 941 7555 9714 Password: 963731

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

CALL TO ORDER, 4:30 P.M.

AGENDA APPROVAL

DISCUSSION TOPIC(S)

- A. Memorandum PARC-24-038 PARC Strategic Plan Draft
 - Memorandum PARC-24-032 Strategic Plan Draft Recommendations from Acting City Clerk
 - Recommendations and Questions from Commissioners Keiser, Archibald and Roedl
 - Recommendations from Commissioner Lewis
 - Recommendations from Commissioner Parsley

COMMENTS OF THE AUDIENCE (3 minute time limit)

ADJOURNMENT

Next Regular Meeting is **August 15, 2024 at 5:30 p.m.** A worksession is scheduled for 4:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



MEMORANDUM

PARC Strategic Plan Draft

Item Type: Backup
Prepared For: Parks, Art Recreation and Culture Advisory Commission
Date: June 14, 2024
From: Renee Krause, MMC, Acting City Clerk

Commissioner Keiser has presented a fourth revision that is presented in conjunction with meetings with Commissioner Archibald and Commissioner Roedl. She has highlighted several areas in the draft document that was presented to the Commission with additional questions.

I recommend working through that document first so staff can provide the responses to those questions, then address adding new topics or items then prioritizing the topics items as a whole for short term, mid-term and long term.

Please note that this item is on the regular agenda for continued discussion if not completed during the worksession.

Recommendations from Commissioner Lewis and Parsley have also been received and provided.

Commissioner Harrald's submission will be provided in the supplemental packet.



MEMORANDUM

Developing the Commission Strategic Plan and Performance of a SWOT Analysis Setting Priorities

Item Type: Action Memorandum
Prepared For: Parks, Art Recreation and Culture Advisory Commission
Date: May 8, 2024
From: Renee Krause, MMC, Acting City Clerk

At the April 18, 2024 regular meeting the Commission was given a presentation by Community Development Director Engebretsen and EDC Chair Karin Marks on the how, what, why and where the EDC developed and conducted a SWOT analysis and the benefits to the Commission and how they use the information obtained from conducting the analysis.

Commissioner Keiser submitted a revised Strategic Plan that included Ongoing Goals, Short Term Goals, and Long Term Goals along with individual detailed Objectives, Actions, Timelines and Fiscal Notes.

The Commission adopted a recommendation to review and prioritize Commissioner Keiser's proposed Strategic Plan and use those prioritizations for the worksession with Agnew::Beck. The Commission further adopted that they schedule for the June meeting to start the SWOT Analysis process by hiring a third party consultant using the remaining funds available to the Commission in the Amount of \$1000. It was further agreed that they would create a separate SWOT for each area that was under their advisory authority: Parks, Recreation, Arts & Culture.

As of the date of this memorandum no Commissioner has submitted any priority listing to be considered by the Commission as a whole so I hope that each Commissioner has taken the time to do that prior to the meeting so that the Commission can adopt by motion the priorities as agreed to by the body. The proposed Strategic Plan by Commissioner Keiser has been included for the Commission's convenience.

Please note the following update on the *Ongoing Goal #3 Public Art*. Commissioner Keiser noted under "Actions" that Staff will develop a SOP for incorporating public art into public spaces. This has already been done and has been adopted by Council. The 1% for Art Program and Procedures were done through Ordinance 02-25(A) in August of 2002 and was updated in 2011. The Gift, Donation and Art Policies, Procedures and Guidelines which refers to gifts and donations of art to the City were adopted by Council in 2008 revised and updated periodically and as recently as 2021 which Council adopted in

early 2022 to cover Murals. These documents are available on the city website. Staff recommends the following amendments to address the different aspects of public art responsibility that is relevant to the Commission.

Recommendation

Amend as follows:

- a. **On-going Goal #3. Public Art.** Advocating for inclusion of Public Art in City Facilities when planning upgrades, renovations and new projects.
 - i. **Objective:** PARCAC's objective is to ensure public art is included in City buildings on a consistent basis. **in accordance with the 1% for Art Program**
 - ii. **Actions:**
 - ~~1. Staff will develop a SOP for incorporating public art into public spaces.~~
 - ~~2. PARCAC will review, approve and forward the SOP to the City Council, with a recommendation for adoption.~~
 - 1. Staff will apprise PARCAC when suitable projects are upcoming and fall within the requirements of the 1% for Art Program.**
 - 2. PARCAC will select from and appoint Commissioners to Art Selection Committees.**
 - iii. **Timeline:** ~~Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,~~ **Staff will present the opportunity to PARCAC at first available meeting.**
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

b. Ongoing Goal #3. Public Art – Gifts and Donations.

- i. **Objective:** **PARCAC include and accept donations of art for City facilities and buildings and incorporating into the City of Homer Municipal Art Collection.**
- ii. **Actions:**
 - 1. Staff will present PARCAC for review and recommendation to City Council, applications for donations and or gifts of art.**
 - 2. Staff will update and maintain the Municipal Art Collection to include but not limited to updated pages in book and website and order identification plates as needed.**
- iii. **Timeline:** **Staff will present to PARCAC at first available meeting after receipt of complete application.**
- iv. **Fiscal Note:** **Staff will identify whether additional funding is required maintenance of the art. Commission will provide funding to purchase identification plates from Annual Commission Funds.**

PARKS, ART, RECREATION, & CULTURAL ADVISORY COMMISSION (PARCAC) 2024-2025 STRATEGIC PLAN

1. On-going goals.

a. **On-going Goal #1. Open Communications.** Provide timely, relevant comment to the City Council on Parks, Art, Recreation & Cultural issues.

b. Question: How and when do we receive public comment?

i. **Objective:** PARCAC's objective is to keep City Council informed about matters within PARCAC's purview for approval and/or course correction.

ii. **Actions:**

1. At each PARCAC meeting, a PARCAC member shall be appointed to make a report about the PARCAC meeting at the next available City Council meeting.
2. PARCAC members shall keep informed about activities within the City that fall within PARCAC purview, discuss the activities, as appropriate, at PARCAC meetings and forward appropriate comments to the City Council in memorandum.
3. City Staff shall provide relevant and timely information to PARCAC and add Agenda Items to the PARCAC agendas, to assist the Commission with their discussions and decision making.

iii. **Timeline:** Should commence immediately,

iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for, for example, if staff needs to be paid overtime for attending PARCAC meetings.

c. **On-going Goal #2. Parks & Recreation Budget.** Gain a better understanding of the process, have more communication on budget/projects between City Staff and review it [budget] at least annually and New Projects.

i. **Objective:** PARCAC's objective is to serve as an advocate for the fiscal needs of items/programs that fall within PARCAC purview.

ii. **Actions:**

1. Staff shall submit a draft budget for all operating and capital budget requests for items/programs that fall within PARCAC's purview, in a timely manner so PARCAC can review the materials before they are submitted to the City Council **including a 5-year CIP for Parks & Recreation.**
2. PARCAC shall review the budget information and decide which items to endorse. PARCAC shall then summarize its findings and recommendations in a memorandum to be submitted to the City Manager and the City Council.
3. Staff shall research options for creating long term sustainable funding to support operating and capital budget needs for items/programs that fall within PARCAC's purview.
4. PARCAC shall conduct a public work session to review and discuss said options. PARCAC shall then summarize its findings and

recommendations in a memorandum to be submitted to the City Manager and the City Council.

5. Staff shall provide PARCAC a budget report at each PARCAC meeting.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **On-going Goal #3. Public Art.** Advocating for inclusion of Public Art in City Facilities when planning upgrades, renovations and new projects.
- i. **Objective:** PARCAC's objective is to ensure public art is included in City buildings on a consistent basis.
 - ii. **Actions:**
 1. Staff will develop a SOP for incorporating public art into public spaces.
 2. PARCAC will review, approve and forward the SOP to the City Council, with a recommendation for adoption. **Question: Why does Renee think we need to delete the language about the SOP?**
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting, **Why did Renee want to change this?**
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- e. **On-going Goal #3 – Public Art. Renee recommended some new language. Is this the same language that's in the By-laws.**
- f. **Need a section for criteria – stuff must have artistic merit.**
- g. **Need a section about decommissioning art that's part of the collection.**
- h. **On-going Goal #4: Parks/Recreation/Arts/Culture Community.** Maintain working relationships with various cultural entities such as Homer Council on the Arts, Galleries, Pratt Museum, etc.
- i. **Objective:** PARCAC's objective is to "keep its thumb" on the pulse of Homer's arts and cultural community. **Question: What is our role vis á vis "Culture"? What is culture?**
 - ii. **Actions:**
 1. Staff will continue their "community building" with local organizations involved in arts, culture, parks, trails and other matters within PARCAC's purview and provide monthly reports to PARCAC about such activities.
 2. Staff will invite a member of the local community involved with arts, culture, parks, trails and other matters within PARCAC's purview to PARCAC meetings.
 3. Staff will provide PARCAC with reports of financial/in-kind contributions these local organizations make to the City and vice versa.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,

- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- i. **On-going Goal #5: Open & Green Spaces.** Preservation of areas of natural beauty and open green spaces throughout the City.
 - i. **Objective:** PARCAC's objectives are to (a) protect space designated within the City as open or green space and (b) increase the City's ownership of such spaces consistent with the City's Comprehensive Plan and the City's Green Infrastructure Programs.
 - ii. **Actions:**
 - 1. **PARCAC supports the Kachemak Sponge Green Infrastructure Project and would appreciate regular progress reports on it and other green infrastructure projects.**
 - 2. Staff will research the possibility of designating the land for conservation that is within the Mariner Slough tidelands, in the vicinity of the south side of Bay Avenue and report back to PARCAC.
 - 3. Staff will develop a list of properties that would best serve the community as open space and report back to PARCAC; **this could be done as part of the Comp Plan re-write.**
 - 4. PARCAC will develop a list of criteria to be used when identifying lands that should be protected as open or green space.
 - 5. PARCAC will identify any such lands in a memorandum to the City Council, with recommendations that such land be protected.
 - 6. Staff will develop a Management Plan for the management of the lands that will be acquired for the Kachemak Sponge and report to PARCAC.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting.
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- 2. **Short Term Goals:** These are intended to be goals that can be accomplished by the end of 2024.
 - a. **Short Term Goal #1. Community Recreation Center.** Support a new Community Recreation Center including a capital campaign, identify clientele, define role of the school district, establish fees that encourage participation, provide recommendations for revenue stream to support the facility, determine best staff to volunteer ration.
 - i. **Objective:** PARCAC's objective is to develop a short- term and long-term plan for developing and operating a Community Recreation Center.
 - ii. **Actions:**
 - 1. Staff will liaison between PARCAC and the Council's Recreation Champions so both parties are fully informed and involved in the decision making.
 - 2. Staff will develop a draft Community Recreation Center Development Plan, **which would include a site plan, floor plan, a cost estimate and a financing plan,** for PARCAC's input, review and approval.

3. PARCAC will take public comment on the draft Plan, develop a list of findings, and submit its recommendations to the City Council.
 4. Staff will develop a draft Community Recreational Center Operational Plan **and budget** for PARCAC's input, review and approval.
 5. PARCAC will take public comment on the draft Operational Plan, develop a list of findings and submit its recommendations to the City Council.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

Short Term Goal #2: Operational Policies.

Develop policies for Parks and Community

Recreation Programs. **Question – We need to make minor updates to the Bylaws. Where does it talk about the 8:00 PM meeting cutoff?**

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

- ii. **Actions:**
 - 1. Staff shall prepare a Park Development Plan for each park that will include a list of capital and maintenance activities required for each park, for PARCAC's review and approval.
 - 2. Staff shall develop a budget for accomplishing such maintenance and capital needs for PARCAC's review and approval.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **Short Term Goal #4: Sustainable budgeting.** Research the development or creation of depreciation reserves to maintain parks and recreation facilities, continue to understand the budget, include setting fees and dedication of sales tax to fund projects and programs.
 - i. **Objective:** PARCAC's objective is to ensure that the City has provided a sustainable funding source for developing and maintaining parks and recreation facilities.
 - ii. **Actions:**
 - 1. Staff shall develop options for a sustainable funding plan for parks and recreation facilities, for PARCAC's review and approval.
 - 2. PARCAC shall receive public input on the options and compile its findings and recommendations in a memorandum to the City Manager and City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- 3. **Long Term Goals.** There are four long term goals, with are intended to be goals that can be accomplished within a 3-5 year timeframe.
 - a. **Long Term Goal #1: Organizational Issues.** Continue working with the City Council and the City Manager for development of a Parks & Recreation Department.
 - i. **Objective:** PARCAC's objective is to provide an organizational structure for providing parks facilities and recreation services in a cost effective and efficient manner.
 - ii. **Actions:**
 - 1. Staff will research options for an organizational structure for providing parks facilities and recreational services and report on same to PARCAC in a memorandum.
 - 2. PARCAC will accept public input on the topic and summarize its findings and recommendations in a memorandum to the City Manager and the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

- b. **Long Term Goal #2: Staffing.** Review staffing plans. **Move this to short term**
- i. **Objective:** PARCAC's objective is to see that the staff developing and maintaining parks facilities and providing community recreation services is cost effective and provides the determined level of service
 - ii. **Actions:**
 1. Community Recreation staff shall provide a benefit/cost review of the options of increasing staff by 1 permanent FTE vs the current practice of relying on seasonal temps and present his findings to PARCAC.
 2. Parks Maintenance staff shall provide a benefit/cost review of the options of increasing permanent staff vs the current practice of relying on seasonal temps and present his findings to PARCAC.
 3. The Associate Planner for Parks & Trails shall provide a benefit/cost review of being hosted in the Community Development Department vs being hosted in the Public Works or a Parks & Recreation Department and present his findings to PARCAC.
 4. PARCAC shall receive public input on these matters and summarize its findings and recommendations to the City Manager and the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **Long Term Goal #3: Non-motorized Transportation.** **Note: Move this to On-Going goals. It's something we should be doing all along.** Update City Code to ensure sidewalks in addition to parks & trails are identified as falling under PARCAC auspices.
- i. **Objectives:** PARCAC's objective is to ensure that non-motorized transportation options are developed in accordance with the City's Transportation Plan and (2) all non-motorized transportation options are properly maintained.
 - ii. **Actions:**
 1. Staff shall continue with the process of completing the Transportation Plan and moving it towards adoption by the City Council. Staff shall notify PARCAC when the matter will come before the City Council so PARCAC is available to provide supporting testimony.
 2. Staff shall identify language in the City Code that needs to be adjusted to accommodate the new Transportation Plan for PARCAC's review and approval.
 3. PARCAC will accept public comment on the language adjustments, as appropriate, and forward recommendations to the City Council.
 4. Staff will identify non-motorized transportation routes that are important to the City, but which are owned by the AK DOT/PF and develop a plan for ensuring these facilities are maintained in a timely manner to the level of service we need.

- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **Long Term Goal #4: Non-motorized Transportation.** Update City Code or processes to include a required review by PARCAC of proposed subdivisions for recommended trail and or sidewalk facilities and associated easements prior to preliminary plat being submitted to the Kenai Peninsula Borough for approval.
 - i. **Objective:** PARCAC's objective is to be more proactive about identifying opportunities for non-motorized transportation.
 - ii. **Actions:**
 - 1. Staff will propose updates to City Code and/or its in-house development review procedures to ensure non-motorized transportation route are identified in new subdivisions, for PARCAC's review and approval.
 - 2. Staff will communicate with the Kenai Borough about the City's desire for non-motorized transportation means in new subdivisions and collaborate with that agency on how to best accomplish this in the planning process and report back to PARCAC.
 - 3. PARCAC will receive public input as appropriate and submit its findings and recommendations to the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

**PARKS, ART, RECREATION, & CULTURAL ADVISORY COMMISSION
(PARCAC)
2024-2025 STRATEGIC PLAN**

1. On-going goals.

a. **On-going Goal #1. Open Communications.** Provide timely, relevant comment to the City Council on Parks, Art, Recreation & Cultural issues.

i. **Objective:** PARCAC's objective is to keep City Council informed about matters within PARCAC's purview for approval and/or course correction.

ii. **Actions:**

1. At each PARCAC meeting, a PARCAC member shall be appointed to make a report about the PARCAC meeting at the next available City Council meeting.
2. PARCAC members shall keep informed about activities within the City that fall within PARCAC purview, discuss the activities, as appropriate, at PARCAC meetings and forward appropriate comments to the City Council in memorandum.
3. City Staff shall provide relevant and timely information to PARCAC and add Agenda Items to the PARCAC agendas, to assist the Commission with their discussions and decision making.

iii. **Timeline:** Should commence immediately,

iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for, for example, if staff needs to be paid overtime for attending PARCAC meetings.

b. **On-going Goal #2. Parks & Recreation Budget.** Gain a better understanding of the process, have more communication on budget/projects between City Staff and review it [budget] at least annually and New Projects.

i. **Objective:** PARCAC's objective is to serve as an advocate for the fiscal needs of items/programs that fall within PARCAC purview.

ii. **Actions:**

1. Staff shall submit a draft budget for all operating and capital budget requests for items/programs that fall within PARCAC's purview, in a timely manner so PARCAC can review the materials before they are submitted to the City Council.
2. PARCAC shall review the budget information and decide which items to endorse. PARCAC shall then summarize its findings and recommendations in a memorandum to be submitted to the City Manager and the City Council.
3. Staff shall research options for creating long term sustainable funding to support operating and capital budget needs for items/programs that fall within PARCAC's purview.
4. PARCAC shall conduct a public work session to review and discuss said options. PARCAC shall then summarize its findings and recommendations in a memorandum to be submitted to the City Manager and the City Council.

5. Staff shall provide PARCAC a budget report at ^{every other} ~~each~~ PARCAC meeting.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **On-going Goal #3. Public Art.** Advocating for inclusion of Public Art in City Facilities when planning upgrades, renovations and new projects.
- i. **Objective:** PARCAC's objective is to ensure public art is included in City buildings on a consistent basis.
- ii. **Actions:**
1. Staff will develop a SOP for incorporating public art into public spaces.
 2. PARCAC will review, approve and forward the SOP to the City Council, with a recommendation for adoption.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **On-going Goal #4: Parks/Recreation/Arts/Culture Community.** Maintain working relationships with various cultural entities such as Homer Council on the Arts, Galleries, Pratt Museum, etc.
- i. **Objective:** PARCAC's objective is to "keep its thumb" on the pulse of Homer's arts and cultural community.
- ii. **Actions:**
1. Staff will continue their "community building" with local organizations involved in arts, culture, parks, trails and other matters within PARCAC's purview and provide monthly reports to PARCAC about such activities.
 2. Staff will invite a member of the local community involved with arts, culture, parks, trails and other matters within PARCAC's purview to PARCAC meetings.
 3. Staff will provide PARCAC with reports of financial/in-kind contributions these local organizations make to the City and vice versa.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- e. **On-going Goal #5: Open & Green Spaces.** Preservation of areas of natural beauty and open green spaces throughout the City.
- i. **Objective:** PARCAC's objectives are to (a) protect space designated within the City as open or green space and (b) increase the City's ownership of such spaces consistent with the City's Comprehensive Plan and the City's Green Infrastructure Programs.

Send out
Agenda to all
groups for
each mtg.

ii. **Actions:**

1. Staff will research the possibility of designating the land for conservation that is within the Mariner Slough tidelands, in the vicinity of the south side of Bay Avenue and report back to PARCAC.
2. Staff will develop a list of properties that would best serve the community as open space and report back to PARCAC.
3. PARCAC will develop a list of criteria to be used when identifying lands that should be protected as open or green space.
4. PARCAC will identify any such lands in a memorandum to the City Council, with recommendations that such land be protected.
5. Staff will develop a Management Plan for the management of the lands that will be acquired for the Kachemak Sponge and report to PARCAC.

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

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

2. **Short Term Goals:** These are intended to be goals that can be accomplished by the end of 2024.

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

i. **Objective:** PARCAC's objective is to develop a short term and long-term plan for developing and operating a Community Recreation Center.

ii. **Actions:**

1. Staff will liaison between PARCAC and the City's Recreation Champions so both parties are fully informed and involved in the decision making.
2. Staff will develop a draft Community Recreation Center Development Plan for PARCAC's input, review and approval.
3. PARCAC will take public comment on the draft Plan, develop a list of findings, and submit its recommendations to the City Council.
4. Staff will develop a draft Community Recreational Center Operational Plan for PARCAC's input, review and approval.
5. PARCAC will take public comment on the draft Plan, develop a list of findings and submit its recommendations to the City Council.

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

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

b. **Short Term Goal #2: Operational Policies.** Develop policies for Parks and Community Recreation Programs.

*How Improve Bishops Beach
real bathrooms & turn around*

- i. **Objective:** PARCAC's objective is to ensure the City's Parks and Community Recreation Programs are operating in accordance with reasonable municipal practices.
 - ii. **Actions:**
 - 1. Staff shall develop a draft set of Operational Policies for the Use of Parks and a draft set of Operational Policies for Community Recreation for PARCAC Review.
 - 2. PARCAC shall receive public input and deliberate on the draft sets of policies.
 - 3. PARCAC shall adopt findings and recommendations on the draft sets of policies and forward said recommendations in a memorandum to the City Manager and City Council.
 - 4. Staff shall develop appropriate regulatory language required to support the recommended policies for review and approval by PARCAC and the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **Short Term Goal #3: Park Planning.** Update and develop Master Park Plans that include long term needs list to assist with biennial budget development.
- i. **Objective:** PARCAC's objective is to ensure that the maintenance and capital needs of the City's parks are being provided for in a proactive matter.
 - ii. **Actions:**
 - 1. Staff shall prepare a Park Development Plan for each park that will include a list of capital and maintenance activities required for each park, for PARCAC's review and approval.
 - 2. Staff shall develop a budget for accomplishing such maintenance and capital needs for PARCAC's review and approval.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **Short Term Goal #4: Sustainable budgeting.** Research the development or creation of depreciation reserves to maintain parks and recreation facilities, continue to understand the budget, include setting fees and dedication of sales tax to fund projects and programs.
- i. **Objective:** PARCAC's objective is to ensure that the City has provided a sustainable funding source for developing and maintaining parks and recreation facilities.
 - ii. **Actions:**
 - 1. Staff shall develop options for a sustainable funding plan for parks and recreation facilities, for PARCAC's review and approval.

2. PARCAC shall receive public input on the options and compile its findings and recommendations in a memorandum to the City Manager and City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
3. **Long Term Goals.** There are four long term goals, with are intended to be goals that can be accomplished within a 3-5 year timeframe.
- a. **Long Term Goal #1: Organizational Issues.** Continue working with the City Council and the City Manager for development of a Parks & Recreation Department.
 - i. **Objective:** PARCAC's objective is to provide an organizational structure for providing parks facilities and recreation services in a cost effective and efficient manner.
 - ii. **Actions:**
 1. Staff will research options for an organizational structure for providing parks facilities and recreational services and report on same to PARCAC in a memorandum.
 2. PARCAC will accept public input on the topic and summarize its findings and recommendations in a memorandum to the City Manager and the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
 - b. **Long Term Goal #2: Staffing.** Review staffing plans.
 - i. **Objective:** PARCAC's objective is to see that the staff developing and maintaining parks facilities and providing community recreation services is cost effective and provides the determined level of service
 - ii. **Actions:**
 1. Community Recreation staff shall provide a benefit/cost review of the options of increasing staff by 1 permanent FTE vs the current practice of relying on seasonal temps and present his findings to PARCAC.
 2. Parks Maintenance staff shall provide a benefit/cost review of the options of increasing permanent staff vs the current practice of relying on seasonal temps and present his findings to PARCAC.
 3. The Associate Planner for Parks & Trails shall provide a benefit/cost review of being hosted in the Community Development Department vs being hosted in the Public Works or a Parks & Recreation Department and present his findings to PARCAC.
 4. PARCAC shall receive public input on these matters and summarize its findings and recommendations to the City Manager and the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,

- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **Long Term Goal #3: Non-motorized Transportation.** Update City Code to ensure sidewalks in addition to parks & trails are identified as falling under PARCAC auspices.
- i. **Objectives:** PARCAC's objective is to ensure that non-motorized transportation options are developed in accordance with the City's Transportation Plan and (2) all non-motorized transportation options are properly maintained.
 - ii. **Actions:**
 - 1. Staff shall continue with the process of completing the Transportation Plan and moving it towards adoption by the City Council. Staff shall notify PARCAC when the matter will come before the City Council so PARCAC is available to provide supporting testimony.
 - 2. Staff shall identify language in the City Code that needs to be adjusted to accommodate the new Transportation Plan for PARCAC's review and approval.
 - 3. PARCAC will accept public comment on the language adjustments, as appropriate, and forward recommendations to the City Council.
 - 4. Staff will identify non-motorized transportation routes that are important to the City, but which are owned by the AK DOT/PF and develop a plan for ensuring these facilities are maintained in a timely manner to the level of service we need.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting.
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **Long Term Goal #4: Non-motorized Transportation.** Update City Code or processes to include a required review by PARCAC of proposed subdivisions for recommended trail and or sidewalk facilities and associated easements prior to preliminary plat being submitted to the Kenai Peninsula Borough for approval.
- i. **Objective:** PARCAC's objective is to be more proactive about identifying opportunities for non-motorized transportation.
 - ii. **Actions:**
 - 1. Staff will propose updates to City Code and/or its in-house development review procedures to ensure non-motorized transportation route are identified in new subdivisions, for PARCAC's review and approval.
 - 2. Staff will communicate with the Kenai Borough about the City's desire for non-motorized transportation means in new subdivisions and collaborate with that agency on how to best accomplish this in the planning process and report back to PARCAC.
 - 3. PARCAC will receive public input as appropriate and submit its findings and recommendations to the City Council.

- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

Proposed Revision



MEMORANDUM

Developing the Commission Strategic Plan and Performance of a SWOT Analysis Setting Priorities

Item Type: Action Memorandum
Prepared For: Parks, Art Recreation and Culture Advisory Commission
Date: May 8, 2024
From: Renee Krause, MMC, Acting City Clerk

Everything here
sounds good

At the April 18, 2024 regular meeting the Commission was given a presentation by Community Development Director Engebretsen and EDC Chair Karin Marks on the how, what, why and where the EDC developed and conducted a SWOT analysis and the benefits to the Commission and how they use the information obtained from conducting the analysis.

Commissioner Keiser submitted a revised Strategic Plan that included Ongoing Goals, Short Term Goals, and Long Term Goals along with individual detailed Objectives, Actions, Timelines and Fiscal Notes.

The Commission adopted a recommendation to review and prioritize Commissioner Keiser's proposed Strategic Plan and use those prioritizations for the worksession with Agnew::Beck. The Commission further adopted that they schedule for the June meeting to start the SWOT Analysis process by hiring a third party consultant using the remaining funds available to the Commission in the Amount of \$1000. It was further agreed that they would create a separate SWOT for each area that was under their advisory authority: Parks, Recreation, Arts & Culture.

As of the date of this memorandum no Commissioner has submitted any priority listing to be considered by the Commission as a whole so I hope that each Commissioner has taken the time to do that prior to the meeting so that the Commission can adopt by motion the priorities as agreed to by the body. The proposed Strategic Plan by Commissioner Keiser has been included for the Commission's convenience.

Please note the following update on the *Ongoing Goal #3 Public Art*. Commissioner Keiser noted under "Actions" that Staff will develop a SOP for incorporating public art into public spaces. This has already been done and has been adopted by Council. The 1% for Art Program and Procedures were done through Ordinance 02-25(A) in August of 2002 and was updated in 2011.

The Gift, Donation and Art Policies, Procedures and Guidelines which refers to gifts and donations of art to the City were adopted by Council in 2008 revised and updated periodically and as recently as 2021 which Council adopted in early 2022 to cover Murals. These documents are available on the city website. Staff recommends the following amendments to address the different aspects of public art responsibility that is relevant to the Commission.

Recommendation

Amend as follows:

- a. **On-going Goal #3. Public Art.** Advocating for inclusion of Public Art in City Facilities when planning upgrades, renovations and new projects.
 - i. **Objective:** PARCAC's objective is to ensure public art is included in City buildings on a consistent basis in accordance with the 1% for Art Program
 - ii. **Actions:**
 - ~~1. Staff will develop a SOP for incorporating public art into public spaces.~~
 - ~~2. PARCAC will review, approve and forward the SOP to the City Council, with a recommendation for adoption.~~
 - 1. Staff will apprise PARCAC when suitable projects are upcoming and fall within the requirements of the 1% for Art Program.**
 - 2. PARCAC will select from and appoint Commissioners to Art Selection Committees.**
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting, **Staff will present the opportunity to PARCAC at first available meeting.**
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- b. **Ongoing Goal #3. Public Art – Gifts and Donations.**
 - i. **Objective:** PARCAC include and accept donations of art for City facilities and buildings and incorporating into the City of Homer Municipal Art Collection.
 - ii. **Actions:**
 - 1. Staff will present PARCAC for review and recommendation to City Council, applications for donations and or gifts of art.**
 - 2. Staff will update and maintain the Municipal Art Collection to include but not limited to updated pages in book and website and order identification plates as needed.**
 - iii. **Timeline:** Staff will present to PARCAC at first available meeting after receipt of complete application.

- iv. Fiscal Note: Staff will identify whether additional funding is required maintenance of the art. Commission will provide funding to purchase identification plates from Annual Commission Funds.

**PARKS, ART, RECREATION, & CULTURAL ADVISORY COMMISSION
(PARCAC)
2024-2025 STRATEGIC PLAN**

1. On-going goals.

- a. **On-going Goal #1. Open Communications.** Provide timely, relevant comment to the City Council on Parks, Art, Recreation & Cultural issues.
- i. **Objective:** PARCAC's objective is to keep City Council informed about matters within PARCAC's purview for approval and/or course correction.
 - ii. **Actions:**
 1. At each PARCAC meeting, a PARCAC member shall be appointed to make a report about the PARCAC meeting at the next available City Council meeting.
 2. PARCAC members shall keep informed about activities within the City that fall within PARCAC purview, discuss the activities, as appropriate, at PARCAC meetings and forward appropriate comments to the City Council in memorandum.
 3. City Staff shall provide relevant and timely information to PARCAC and add Agenda Items to the PARCAC agendas, to assist the Commission with their discussions and decision making.
 - iii. **Timeline:** Should commence immediately,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for, for example, if staff needs to be paid overtime for attending PARCAC meetings.
- b. **On-going Goal #2. Parks & Recreation Budget.** Gain a better understanding of the process, have more communication on budget/projects between City Staff and review it [budget] at least annually and New Projects.
- i. **Objective:** PARCAC's objective is to serve as an advocate for the fiscal needs of items/programs that fall within PARCAC purview.
 - ii. **Actions:**
 1. Staff shall submit a draft budget for all operating and capital budget requests for items/programs that fall within PARCAC's purview, in a timely manner so PARCAC can review the materials before they are submitted to the City Council.
 2. PARCAC shall review the budget information and decide which items to endorse. PARCAC shall then summarize its findings and recommendations in a memorandum to be submitted to the City Manager and the City Council.
 3. Staff shall research options for creating long term sustainable funding to support operating and capital budget needs for items/programs that fall within PARCAC's purview.
 4. PARCAC shall conduct a public work session to review and discuss said options. PARCAC shall then summarize its findings and

Commented [LP1]: Incorporate language about exploring grant options? How many federal grants exist to support the building of community recreation centers, for example? What role can the advisory commission have with regard to this?

recommendations in a memorandum to be submitted to the City Manager and the City Council.

5. Staff shall provide PARCAC a budget report at each PARCAC meeting.

- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

c. **On-going Goal #3: Public Art.** Advocating for inclusion of Public Art in City Facilities when planning upgrades, renovations and new projects.

- i. **Objective:** PARCAC's objective is to ensure public art is included in City buildings on a consistent basis.
- ii. **Actions:**
 - 1. Staff will develop a SOP for incorporating public art into public spaces.
 - 2. PARCAC will review, approve and forward the SOP to the City Council, with a recommendation for adoption.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

d. **On-going Goal #4: Parks/Recreation/Arts/Culture Community.** Maintain working relationships with various cultural entities such as Homer Council on the Arts, Galleries, Pratt Museum, etc.

- i. **Objective:** PARCAC's objective is to "keep its thumb" on the pulse of Homer's arts and cultural community.
- ii. **Actions:**
 - 1. Staff will continue their "community building" with local organizations involved in arts, culture, parks, trails and other matters within PARCAC's purview and provide monthly reports to PARCAC about such activities.
 - 2. Staff will invite a member of the local community involved with arts, culture, parks, trails and other matters within PARCAC's purview to PARCAC meetings.
 - 3. Staff will provide PARCAC with reports of financial/in-kind contributions these local organizations make to the City and vice versa.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

e. **On-going Goal #5: Open & Green Spaces.** Preservation of areas of natural beauty and open green spaces throughout the City.

- i. **Objective:** PARCAC's objectives are to (a) protect space designated within the City as open or green space and (b) increase the City's ownership of such

Commented [LP2]: Is it possible to specify staff members? We have discussed how under-staffed this department is. If we specify the role / title, it clarifies who is responsible and ensures follow-through. From there, can we incorporate language about delegating responsibilities? If the staff member is over-tasked, who will ensure that this gets done?

spaces consistent with the City's Comprehensive Plan and the City's Green Infrastructure Programs.

ii. **Actions:**

1. Staff will research the possibility of designating the land for conservation that is within the Mariner Slough tidelands, in the vicinity of the south side of Bay Avenue and report back to PARCAC.
2. Staff will develop a list of properties that would best serve the community as open space and report back to PARCAC.
3. PARCAC will develop a list of criteria to be used when identifying lands that should be protected as open or green space.
4. PARCAC will identify any such lands in a memorandum to the City Council, with recommendations that such land be protected.
5. Staff will develop a Management Plan for the management of the lands that will be acquired for the Kachemak Sponge and report to PARCAC.

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

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

2. **Short Term Goals:** These are intended to be goals that can be accomplished by the end of 2024.

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

i. **Objective:** PARCAC's objective is to develop a short term and long-term plan for developing and operating a Community Recreation Center.

ii. **Actions:**

1. Staff will liaison between PARCAC and the City's Recreation Champions so both parties are fully informed and involved in the decision making.
2. Staff will develop a draft Community Recreation Center Development Plan for PARCAC's input, review and approval.
3. PARCAC will take public comment on the draft Plan, develop a list of findings, and submit its recommendations to the City Council.
4. Staff will develop a draft Community Recreational Center Operational Plan for PARCAC's input, review and approval.
5. PARCAC will take public comment on the draft Plan, develop a list of findings and submit its recommendations to the City Council.

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

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

Commented [LP3]: I am very passionate about this and believe that this should be our top priority. That said, can this realistically be accomplished in FY24? It would be wonderful if we could make this happen, but there's a lot of work to be done. Would it be more appropriate to make this a long-term goal? I imagine this being a 3-5 year process.

Commented [LP4]: Again, I think it is important to specify who the responsible party is. Can we specify the staff member responsible for following through on these items?

Proposed edit to action item #1: Staff will designate a project lead to liaison between PARCAC and the city's recreation champions so both parties are fully informed and involved in the decision making. From then on, swap "staff" with "project lead." Can this be a third party? Commission member? Staff member?

b. **Short Term Goal #2: Operational Policies.** Develop policies for Parks and Community Recreation Programs.

- i. **Objective:** PARCAC's objective is to ensure the City's Parks and Community Recreation Programs are operating in accordance with reasonable municipal practices.
- ii. **Actions:**
 1. Staff shall develop a draft set of Operational Policies for the Use of Parks and a draft set of Operational Policies for Community Recreation for PARCAC Review.
 2. PARCAC shall receive public input and deliberate on the draft sets of policies.
 3. PARCAC shall adopt findings and recommendations on the draft sets of policies and forward said recommendations in a memorandum to the City Manager and City Council.
 4. Staff shall develop appropriate regulatory language required to support eh recommended policies for review and approval by PARCAC and the City Council.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

c. **Short Term Goal #3: Park Planning.** Update and develop Master Park Plans that include long term needs list to assist with biennial budget development.

- i. **Objective:** PARCAC's objective is to ensure that the maintenance and capital needs of the City's parks are being provided for in a proactive matter.
- ii. **Actions:**
 1. Staff shall prepare a Park Development Plan for each park that will include a list of capital and maintenance activities required for each park, for PARCAC's review and approval.
 2. Staff shall develop a budget for accomplishing such maintenance and capital needs for PARCAC's review and approval.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.

d. **Short Term Goal #4: Sustainable budgeting.** Research the development or creation of depreciation reserves to maintain parks and recreation facilities, continue to understand the budget, include setting fees and dedication of sales tax to fund projects and programs.

- i. **Objective:** PARCAC's objective is to ensure that the City has provided a sustainable funding source for developing and maintaining parks and recreation facilities.

Commented [LP5]: Include language about pursuing federal grants to assist with the maintenance of parks and recreation facilities.

ii. **Actions:**

1. Staff shall develop options for a sustainable funding plan for parks and recreation facilities, for PARCAC's review and approval.
2. PARCAC shall receive public input on the options and compile its findings and recommendations in a memorandum to the City Manager and City Council.

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

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

3. **Long Term Goals.** There are four long term goals, with are intended to be goals that can be accomplished within a 3-5 year timeframe.

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

i. **Objective:** PARCAC's objective is to provide an organizational structure for providing parks facilities and recreation services in a cost effective and efficient manner.

ii. **Actions:**

1. Staff will research options for an organizational structure for providing parks facilities and recreational services and report on same to PARCAC in a memorandum.
2. PARCAC will accept public input on the topic and summarize its findings and recommendations in a memorandum to the City Manager and the City Council.

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

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

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

i. **Objective:** PARCAC's objective is to see that the staff developing and maintaining parks facilities and providing community recreation services is cost effective and provides the determined level of service

ii. **Actions:**

1. Community Recreation staff shall provide a benefit/cost review of the options of increasing staff by 1 permanent FTE vs the current practice of relying on seasonal temps and present his findings to PARCAC.
2. Parks Maintenance staff shall provide a benefit/cost review of the options of increasing permanent staff vs the current practice of relying on seasonal temps and present his findings to PARCAC.
3. The Associate Planner for Parks & Trails shall provide a benefit/cost review of being hosted in the Community Development Department vs

Commented [LP6]: To follow up on our previous meeting, it seems that the goals outlined in the city's current comprehensive plan do not align with our goals with respect to the development of a Parks and Recreation Department.

Proposed action item: Synchronize PARCAC's organizational structure priorities with the city's priorities outlined in their comprehensive plan.

being hosted in the Public Works or a Parks & Recreation Department and present his findings to PARCAC.

4. PARCAC shall receive public input on these matters and summarize its findings and recommendations to the City Manager and the City Council.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- c. **Long Term Goal #3: Non-motorized Transportation.** Update City Code to ensure sidewalks in addition to parks & trails are identified as falling under PARCAC auspices.
- i. **Objectives:** PARCAC's objective is to ensure that non-motorized transportation options are developed in accordance with the City's Transportation Plan and (2) all non-motorized transportation options are properly maintained.
 - ii. **Actions:**
 1. Staff shall continue with the process of completing the Transportation Plan and moving it towards adoption by the City Council. Staff shall notify PARCAC when the matter will come before the City Council so PARCAC is available to provide supporting testimony.
 2. Staff shall identify language in the City Code that needs to be adjusted to accommodate the new Transportation Plan for PARCAC's review and approval.
 3. PARCAC will accept public comment on the language adjustments, as appropriate, and forward recommendations to the City Council.
 4. Staff will identify non-motorized transportation routes that are important to the City, but which are owned by the AK DOT/PF and develop a plan for ensuring these facilities are maintained in a timely manner to the level of service we need.
 - iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
 - iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.
- d. **Long Term Goal #4: Non-motorized Transportation.** Update City Code or processes to include a required review by PARCAC of proposed subdivisions for recommended trail and or sidewalk facilities and associated easements prior to preliminary plat being submitted to the Kenai Peninsula Borough for approval.
- i. **Objective:** PARCAC's objective is to be more proactive about identifying opportunities for non-motorized transportation.
 - ii. **Actions:**
 1. Staff will propose updates to City Code and/or its in-house development review procedures to ensure non-motorized transportation route are identified in new subdivisions, for PARCAC's review and approval.

2. Staff will communicate with the Kenai Borough about the City's desire for non-motorized transportation means in new subdivisions and collaborate with that agency on how to best accomplish this in the planning process and report back to PARCAC.
3. PARCAC will receive public input as appropriate and submit its findings and recommendations to the City Council.
- iii. **Timeline:** Staff shall develop a timeline for accomplishing the Actions to PARCAC, for review and approval, at the next regular PARCAC meeting,
- iv. **Fiscal Note:** Staff will identify whether it needs funding to support the actions it is responsible for.