

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

1. CALL TO ORDER

2. AGENDA APPROVAL

3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA

4. VISITORS

- A. Laurie Morrow, Pratt Museum, Display of the Sister City Art Collection
- B. Adele Person, Woodard Creek Coalition, Woodard Creek Watershed Presentation

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5. RECONSIDERATION

6. ADOPTION OF CONSENT AGENDA *All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.*

- A. Minutes for the Regular Meeting on November 16, 2016 **Page 45**
- B. Memorandum PARC 17-02 Strategic Plan 2016 **Page 55**
- C. Memorandum PARC 17-01 Recommendation to Purchase Land to Expand Jack Gist Park **Page 61**
- D. Memorandum PARC 17-05 Recommendation for the Display of the Sister City Art Collection **Page 65**
- E. Memorandum PARC 17-03 Mariner Park Restrooms **Page 67**

7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT

- A. Community Recreation Report – Mike Illg
- B. Parks Management Report – Angie Otteson
- C. February PARC SR 17-01– Julie Engebretsen, Deputy City Planner **Page 69**

8. PUBLIC HEARING

9. PENDING BUSINESS

- A. Dog Waster Dispensers

10. NEW BUSINESS

- A. Trails Symposium
- B. Memorandum PARC 17-06 Mariner Park: Signage and Gate **Page 71**

9. INFORMATIONAL MATERIALS

- A. Commission Annual Calendar 2017 **Page 73**
- B. Commissioner Attendance at City Council Meetings 2017 **Page 75**
- C. Memorandum PARC 17-04 Welcome New Commissioner **Page 77**
- D. Ordinance 16-38(S)(A), Amending Title 7 and 20 Animal Regulations **Page 85**
- E. Effective Meetings – Using Roberts Rules During the Meeting **Page 99**
- F. Capital Projects Completed in 2016 **Page 147**
- G. Resolution 16-124, 2017 Regular Meeting Schedule for Council and Advisory Bodies **Page 149**

10. COMMENTS OF THE AUDIENCE

11. COMMENTS OF THE COUNCILMEMBER (If one has been assigned)

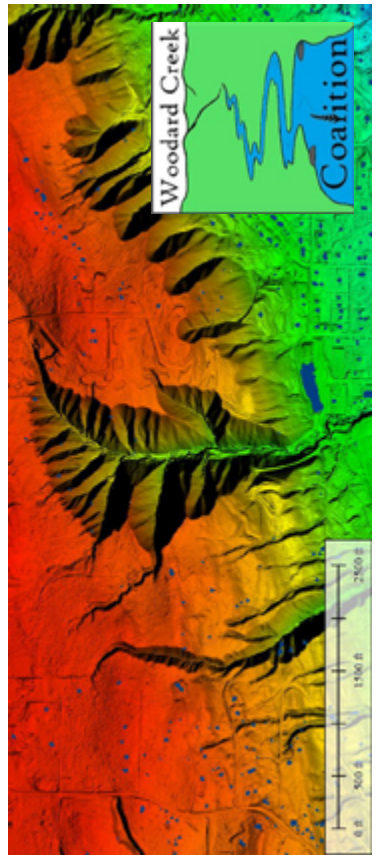
12. COMMENTS OF STAFF MEMBERS

13. COMMENTS OF THE COMMISSION

14. COMMENTS OF THE CHAIR

15. ADJOURNMENT THE NEXT REGULAR MEETING WILL BE ON THURSDAY, MARCH 16, 2017 at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Woodard Creek Watershed Plan



WOODARD CREEK COALITION
Homer, Alaska
February, 2017

Cover Images

Upper Left: After brushing a trail at the Pratt Museum, volunteers lay down a layer of sand before surfacing with wood chips. Source: Savannah Bradley.

Lower Right: Woodard Creek flooding in 2002. Source: Jim Preston. Source: Jim Preston.

Upper Right: New large design culvert at Soundview Ave. Source: Lisa Holzapfel.

Lower Left: Woodard Creek flows through private property. Source: Lisa Holzapfel.

Bottom: LIDAR image of Woodard Creek. Source: Kenai Watershed Forum.

ACKNOWLEDGEMENTS

This plan is the culmination of efforts by the following organizations and many great volunteers.



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I. Introduction

Woodard Creek Watershed

Background

Woodard Creek is Homer's most prominent perennial stream, and it has a rich history as an early settling place for homesteaders seeking year-round water supply. It runs from its headwaters atop the bluff above Homer through a steep, lush canyon, then it meanders through Homer's central business district before emptying into the Kachemak Bay Critical Habitat at Bishop's Beach.

The Woodard Creek watershed rests largely in an area considered urban/residential under the City of Homer building code, and it supports a broad variety of commercial, residential and recreational uses. For example, the South Peninsula Hospital and associated health services occupy a prominent portion of the watershed. The Pratt Museum, the Saint John's Catholic Church, and nearly a dozen small businesses also reside within the watershed. Additionally, the ever-popular Hornaday Park and the Homer

Playground run alongside Woodard Creek just below Woodard Canyon. As a result, the Woodard Creek watershed is heavily-used by residents and tourists alike, and the watershed's flood control and drainage functions play a vital role supporting these important uses.

While development in the Woodard Creek watershed is relatively dense by Alaska standards, the area supports vibrant ecological and aesthetic functions and values. Although development has changed the natural flow and characteristics of Woodard Creek—through culverts, channelization, and riparian encroachment—significant sections of the creek remain largely in their natural state. As a result, Woodard Creek continues to support a diversity of flora and fauna, including large and small mammals, birds, plants, insects, and the microbes and nutrients the natural systems need to flourish.

In short, Woodard Creek is Homer's unpolished gem. While there are a number

of daunting challenges to bring Woodard Creek back to its full ecological, economic, and recreational potential, it also provides enormous opportunities to enhance the quality of life for everyone who lives, works, plays, or visits Homer. This plan focuses on addressing these challenges and opportunities.

Regulations and Relevant Plans

As an urban watershed lying in the heart of downtown Homer, the Woodard Creek watershed has benefited from a considerable history of planning and mapping, and it falls subject to a variety of plans and rules designed to protect and enhance its functions and values, including but not limited to:

- City of Homer Capital Improvement Plan
- The City of Homer & Soil Conservation Service 'Green Infrastructure' program
- The City of Homer Planning & Zoning rules, including rules and maps for slope-restricted areas and storm water management ([Ordinance 10-56](#))

- City of Homer Non-Motorized Transportation and Trails Plan
- City of Homer Karen Hornaday Park Master Plan
- City of Homer Park, Art, Recreation, and Culture Needs Assessment
- The Homer Parks & Recreation Advisory Commission Strategic Plan and Priorities
- The Safe Routes to School Plan
- The National Safe Routes to School Plan
- Clean Water Act Water Quality Standards & Wetlands Dredge & Fill laws and rules
- City of Homer Comprehensive Plan
- City of Homer Storm Water Plan
- City of Homer Stormwater and Meltwater Management and Mitigation Handbook
- City of Homer
- Kachemak Bay Conservation Society
- Cook Inletkeeper
- Friends of Woodard Creek & Karen Hornaday Park
- The Pratt Museum
- Homer Council on the Arts
- Bunnell Street Art Center
- Homer Soil & Water Conservation District
- Alaska Department of Transportation
- Alaska Department of Fish and Game
- Kachemak Bay Research Reserve
- Mobilizing for Action through Planning and Partnerships (MAPP)
- South Peninsula Hospital
- Kenai Watershed Forum

Woodard Creek Coalition

Mission

The Woodard Creek Coalition (WCC) brings together diverse groups, property owners, and citizens to promote the health and safety of the Woodard Creek watershed as a community asset.

Members

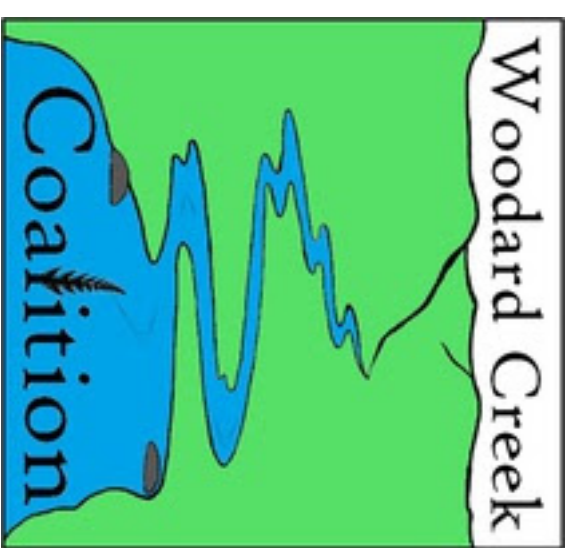
The Woodard Creek Coalition was developed out of the Friends of Woodard Creek & Karen Hornaday Park, which formed to promote improvements and trails in Karen Hornaday Park. The Woodard Creek Coalition is composed of over thirty-five individuals, ten businesses and government agencies. Coalition members are interested in protection of the watershed and promotion of daylighting Woodard Creek where it passes through culverts. In addition to interested citizens along Woodard Creek, the following Homer area entities are represented:

Woodard Creek Watershed Plan

Benefits

Watershed planning is important to sustain and enhance the physical, biological, chemical and social functions that shape and support the plant, animal, and human communities within a watershed boundary. In other words, both natural and manmade forces define a watershed, and it's therefore vital to understand and properly manage these forces to support the functions and values desired by the people living, working and recreating there.

For the people and groups comprising the Woodard Creek Coalition, the vision for the watershed focused on “a vibrant, healthy, and safe community asset valued for its economic, ecological and recreational benefits.” To achieve this ambitious vision, the Coalition identified two goals: 1) improve public awareness, access and engagement with



Woodard Creek; and 2) restore and protect the natural functions and flow of Woodard Creek.

Development Process

The development process around the Woodard Creek watershed can be described in two words: ongoing and inclusive. The current iteration of the Woodard Creek Coalition coalesced around a number of points of interest and concern involving Hornaday Park and the Pratt Museum expansion in early 2014. However, regular water quality monitoring started in Woodard Creek in 1996, and the first formalized report about the Woodard Creek watershed came about in 2000. Other events ensued: the historic floods of 2002 prompted community efforts to address steep slope development and culvert issues; a graduate student kick-started Woodard Creek community conversations in 2009 as part of her



Flow chart depicting the Woodard Creek Coalition's planning process. Source: Lisa Holzapfel and Heather Rice.

thesis work; and a 2012 report compiled water quality and other data. Although the planning history around Woodard Creek is not thoroughly documented, and it's likely additional efforts pre-dated 2000 due to the historical use and importance of the area.

In its current form, the Woodard Creek Coalition formed when several organizations came together with a shared desire to enhance the quality of life in the Woodard Creek watershed, including the Pratt Museum, Cook Inletkeeper, the Homer Soil & Water Conservation District, the Kachemak Bay Conservation Society, Friends of Woodard Creek, the City of Homer Parks & Recreation

Advisory Planning Committee, and several dedicated property owners.

The groups convened and quickly recognized the need for additional resources; a successful application to the National Park Service Rivers, Trails, and Conservation Assistance Program (RTCA) brought professional planning and facilitation capacity to the group. Over the next two years, the Woodard Creek Coalition made considerable progress engaging the local community, developing an organizational structure, and adopting a vision and the goals and objectives to achieve it. Along the way, the Coalition held community meetings to gather input, formed

committees to parcel out work assignments, and continued to meet regularly to refine its work and pinpoint opportunities for success.

In late 2016, the RTCA technical assistance award came to a close, and the group worked to finalize this plan, with the intent to revisit it on a regular basis – at least annually—to assess new challenges and to explore new opportunities. The Woodard Creek Coalition plans to hold an annual community meeting to re-visit and revise the plan to reflect current priorities. Members of the community are invited to participate in annual plan updates, and community feedback regarding the WCC vision and action plan is always welcome.

Accomplishments

Woodard Creek Coalition was formed in the fall of 2014. Members meet once a month to plan and implement projects to promote Woodard Creek as a community asset.

Accomplishments to date include but are not limited to:

- Received National Park Service - Rivers Trails Conservation Assistance recipient, 2014-2016
- Created an organization and governance plan including vision and mission statements - 2015
- Created a logo- February 2015
- Created an outreach plan- June 2015

Public Awareness Activities:

- Held an open house at Islands and Oceans - February 2015
- Published newspaper articles - October 2015
- Painted the street - Pioneer Ave, Homer Council on the Arts, and Pratt Museum Parking lots - August 2015
- Participated in "Shore" Public Art Performance at Bunnell Street Gallery- June 2015
- Maintain a Facebook Page with over 400 likes - ongoing
- Delivered presentation about Woodard Creek to Homer City Council - January 2015
- Featured on Coffee Table program on KBBI radio - October 2015
- Hosted Woodard Creek Celebration at the Pratt Museum - February 2016



Early Citizen engagement: Heather Rice of the National Park Service's Rivers, Trails, and Conservation Assistance Program leads a group planning conversation. Source: Lisa Holzapfel.

Other:

- Surveyed Woodard Creek - May 2015
- Gathered numerous research and historical documents on Woodard Creek - Ongoing
- Acquired Woodard Creek watershed parcel along Pioneer Avenue (donation to the Pratt) - February 2016
- Received resolution from the City of Homer recognizing the efforts of WCC - 2015
- Held a weekend workshop confirming Coalition vision and mission statements and defining Coalition goals and objectives - February 2016
- Held a weekend workshop identifying priority tasks and action plans - May 2016
- Mapped out a trail plan for Karen Hornaday Park along Woodard Creek - July 2016
- Built a trail connecting Pratt Museum to Pioneer Avenue along Woodard Creek - June/August 2016
- Developed a plan to enhance Woodard Creek pocket parks along Spruceview Avenue - June/July 2016
- Working on a plan for Woodard Creek Cultural Center with Pratt Museum and Homer Council on the Arts - 2015/2016

II. Watershed Characterization

“Watershed planning is important to sustain and enhance the physical, biological, chemical, and social functions that shape and support the plant, animal, and human communities within a watershed boundary. In other words, both natural and manmade forces define a watershed.”

Location

Woodard Creek is a small stream with headwaters originating in the bluffs above Homer, Alaska. The short and steep creek flows approximately 2.2 miles before terminating in Kachemak Bay, draining about 0.6 square miles (384 acres) (Lord 2016).

Topography and Watershed Features

In the upper watershed, Woodard Creek is confined in Woodard Canyon, a steep-sided valley some 300 feet deep. Downstream, the creek remains confined in a valley approximately 20 feet deep, becoming shallower in some areas due to historic human activities. The final mile of Woodard Creek flows through a municipal park and some 45 residential and commercial properties before flowing to Kachemak Bay at a beach front bluff. Most of Woodard Creek

is deeply incised in shallow surface glacial loess deposits and older, poorly consolidated sandstone, siltstone and claystone of the Kenai Formation (Barnes and Cobb 1959).

Climate

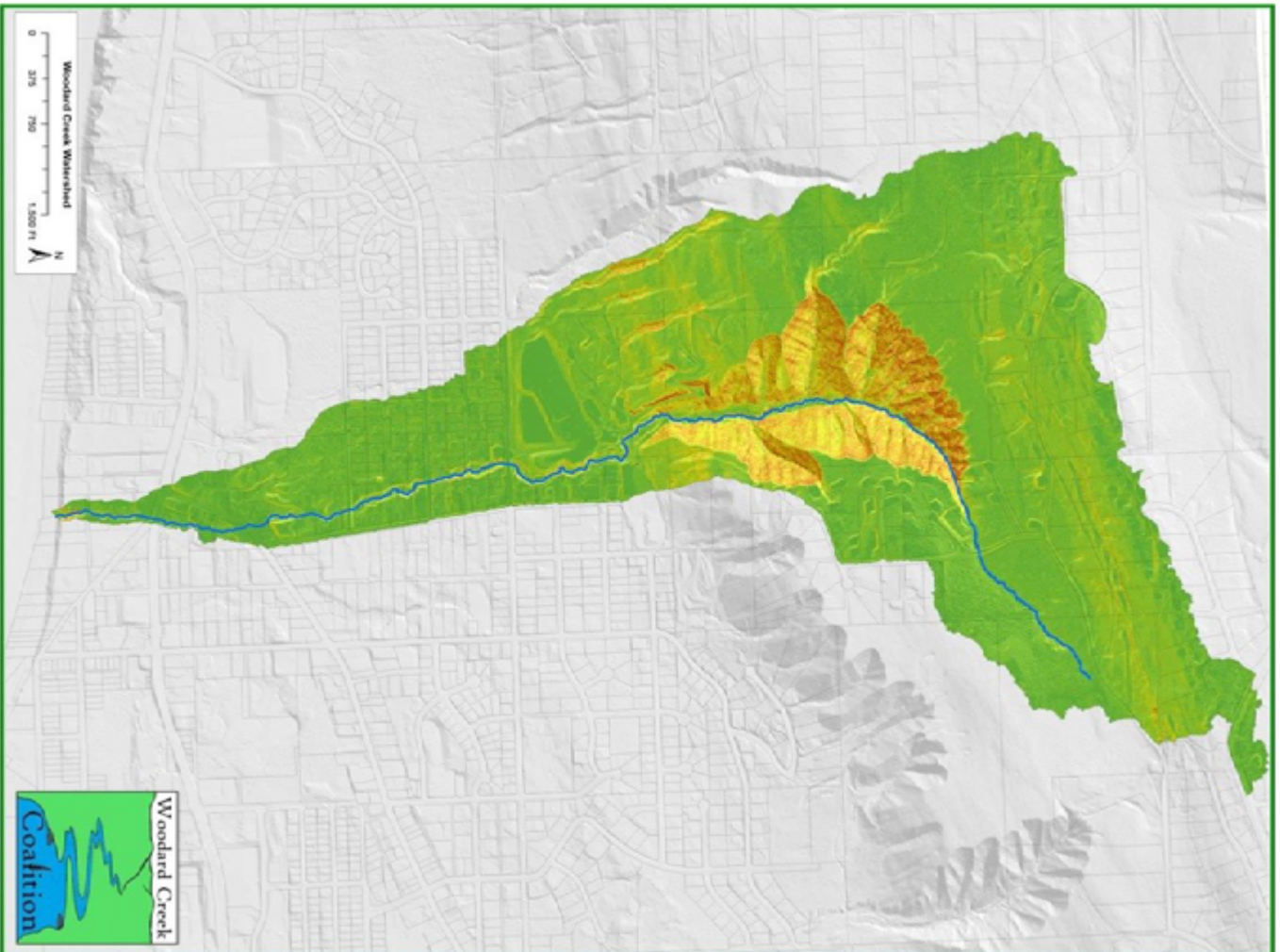
The climate of Kachemak Bay and Homer is moderated by the maritime influence of the northern Gulf of Alaska waters. The winters are mild and summers are cool with the minimum daily temperature during winter at -1° F and the maximum daily temperature during summer at 76° F. Maximum daily precipitation totals 1.1” with a total annual precipitation of 24.1 inches, including 55 inches of snow. Since 1989, the water balance (difference between precipitation and potential evapotranspiration) has declined from 10.2 inches to 5.9 inches of water on average (Berg, 2006). The growing season is about 127 days based on probabilities of last spring frost and first fall frost at the Homer

Airport, AK climate station. Wind speeds at Homer average 5.7 knots in the winter, with extremes as high as 75-100 knots.

Hydrology and Channel Stability

The average width of Woodard Creek is 4 feet and the average depth is 3.6 inches, with approximately 1 foot depth to bankfull. Gravel comprises the majority of the stream bed, though fine grained banks and occasional boulders of coal occur in the upper reach above Fairview Drive. (Rice and Dekker 2015).

Culverts are the major grade control on Woodard Creek. Ten culverts—measuring a total length of 1,065 feet—convey Woodard Creek at road crossings. Culverts and hardened downstream riprap ramps have reduced large scale valley erosion in developed portions of Homer; however, many culverts are undersized and/or poorly placed,



LIDAR image of Woodard Creek watershed. Source: Kachemak Bay NERR.

which reduces the capacity of Woodard Creek to pass flood flows and debris. Erosion remains a concern in sections of the creek immediately downstream from the culverts; downstream from the Homer Council of the Arts parking lot culvert, bare soil and slumping trees provide evidence of active erosion of valley walls. (Rice and Dekker 2015).

Homer's cool summers and moderately cold winters result in low rates of both evaporation and transpiration. A typical rainfall event occurs in mid to late summer and early fall. In well drained areas, precipitation percolates through the soil and is effective in recharging the groundwater supply. In areas with fine-grained deposits, which have low permeability, there is greater runoff and frequently saturated soil conditions, with the water table near the surface (Kroll 2000).

Flooding in Homer falls into a number of categories including: rainfall-runoff floods, snowmelt floods, ground-water flooding, and stream/creek flash floods. The rainfall intensity, duration, distribution and geomorphic characteristics of the watershed all play a role in determining the magnitude of the flood. Runoff flooding is the most common type of flood. Snowmelt floods usually occur in the spring or early summer. Ground-water flooding occurs when water accumulates and saturates the soil. The water-table rises along streams and on discharge slopes and floods low-lying areas, including homes, septic tanks, and other facilities. Steep coastal areas with heavy rains in general are subject to flash floods. They are usually swift moving and debris filled, causing them to be very powerful

and destructive. Major flood events occurred on the lower Kenai Peninsula in 2002 resulting in several flash floods which closed roads and washed away bridges. Several small creeks and streams in the Homer area, including Woodward Creek, produced substantial debris laden flows during this time (City of Homer 2016).

Wetlands are formed where there is a change in topography that slows or holds this shallow water flow long enough to create certain conditions of vegetation, hydrology and soil development. Wetland features make up about 20% of the watershed (Lord 2016). Most are located above Woodward Canyon, but some are within town in the lower reaches.

Soils

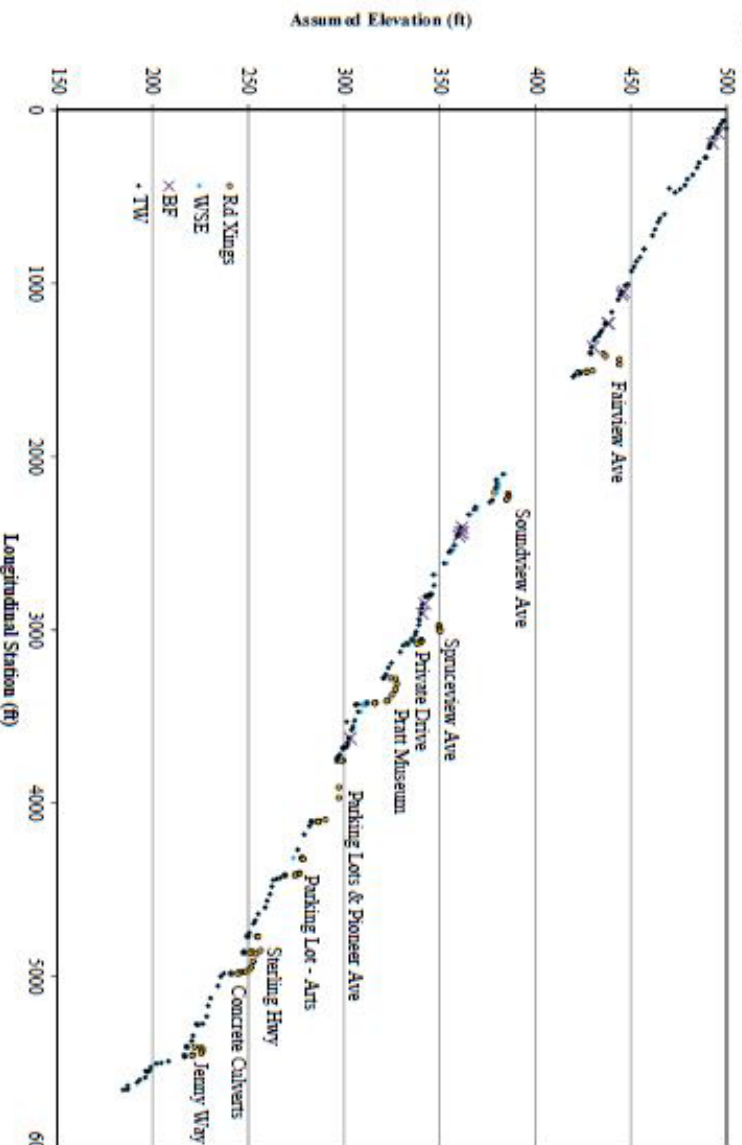
The Homer area is underlain geologically by the Kenai formation, a gently folded sedimentary deposit several thousand feet thick. It consists of a sequence of moderately-to-weakly hardened, fine-to-medium sandstones, interbedded with silt-stone and clay-stone layers and lenses of lignitic and sub-bituminous coal, ranging from a few feet to seven feet in thickness (Kroll 2000). Sedimentary rocks and debris are frequently exposed in deep gullies like Woodward Canyon that dissect the hillside. A thin cap of glacial till covers the Kenai formation on the top of the hills and covers much of the lower part of the watershed. The till varies from coarse moraine material to poorly-sorted silty gravels.

Soils are closely related to surficial deposits, but frequently intergrade and have complex horizons due to the wide variety of formative



Erosion concern map of the Woodward Creek, where high concern correlates to bare eroding banks. Source: Rice and Dekker 2015.

Longitudinal Profile



Longitudinal profile survey with road crossings (Rd Xings), water surface elevation (WSE), bankfull elevation (BF) and stream thalweg (TW) shown. Source: Rice and Dekker 2015.

processes (Kroll 2000). The upper watershed of Woodard Creek is primarily Kachemak silt loam which is well drained, and the lower watershed is primarily Beluga silt loam which is poorly drained (Natural Resources Conservation Service 2016).

Flora and Fauna

The upper half of the Woodard Creek watershed is fairly undeveloped and offers a variety of habitat types. Alder stands are predominant throughout Woodard Canyon and are scattered throughout the upper

reaches of the watershed, along with mixed forest and spruce stands. The lower reaches are mostly urban, making up about 28% of the watershed. Since the lower reaches of the watershed are heavily developed, this does not provide good habitat for terrestrial wildlife. Moose have been observed browsing and dropping young in forested patches of town. Eagles and other birds have been seen nesting in the area as well. The upper, undeveloped reaches provide much more appropriate habitat for these animals. Woodard Creek does not support anadromous fish populations.

Stormwater and Impervious Surfaces

Due to the limited growing season and low pH of soils, decomposition is slow in many of the vegetated areas of Homer. This results in a deep/dense layer of dead material on the surface of local soils. While much of Homer has underlying soil with a limited infiltration capacity, this layer of organic material is effective in absorbing and slowing large volumes of runoff. Some water does infiltrate in areas of sandy or gravelly glacial deposits or through pervious subsurface layers, but most stormwater continues slowly downhill in shallow subsurface flow. In Homer, individual impacts will appear to be very small, but their cumulative effect is much greater than in areas with more defined drainage systems (City of Homer et al. 2007).

In 2002, a GIS impervious surface analysis conducted by Cook Inletkeeper concluded that 11% of the watershed is considered impervious surface. Concerns for Woodard Creek are exceedances in fecal coliform counts, temperature, and turbidity with high urban development, culvert placement in the lower reaches, and storm water draining from Bartlett Road and Pioneer Avenue (Lord 2016).

Ownership and Land Use

Private-owned parcels make up about 78% of the watershed ownership (Lord 2016). City of Homer-owned parcels make up about 10% of ownership, including land surrounding the South Peninsula Hospital and Karen Hornaday Park and a parcel north of the Pratt

Museum on Bartlett Street. Kenai Peninsula Borough owns some small parcels just outside of the hospital area. A large parcel in the upper reaches of Woodard Canyon, owned by Alaska Department of Natural Resources, makes up about 11% of land ownership. Land use in the watershed is a mix of rural residential in the headwaters, and recreational open space, urban residential, residential office and central business district (City of Homer 2016).

Population

The estimated number of year-round residents within the Southern Kenai Peninsula is about 14,000, which includes several small, culturally diverse communities (MAPP of the Southern Kenai Peninsula 2014). In addition, the community sees a large influx of seasonal residents who are not tallied in these numbers and the area attracts over 100,000 visitors each year. Close to half of the population is largely in or in close proximity to the service and commerce hub of Homer. The city of Homer has a population of 5,050 (U.S. Census Bureau 2012). Changing age distribution in this area between 2000 and 2010 suggests that it will see greater recreation and culture participation by seniors and stable or decreased participation by other age groups (City of Homer 2015).

Recreation

The City of Homer has long been a recreation destination for visitors and residents alike. Whether it is RV campers, cruise ship passengers, afterschool visitors to the playground, or a jogger on their lunch break, access to the outdoors that is maintained and accessible is one of Homer's most valuable assets. An ongoing theme from residents through multiple public meetings is the desire for increased connectivity of trails in the Homer area. Recreation services are supported by two departments and three divisions of the City of Homer. The Community Recreation program, under the direction of the Department of Administration, provides programming and facility access in two main non-municipal locations and one city-owned property, the HERC building near the edge of Woodard Creek. The Division of Parks in the Public Works Department maintains recreation facilities, primarily parks, trails and campgrounds. Some stakeholders advocated consolidating these functions under a single Parks and Recreation Department to provide better services (City of Homer 2015).



Karen Hornday Park Playground with Woodard Canyon in the background. Source: Matt Steffy.

III. Watershed Issues

Public Awareness & Access

Challenges arise in connecting people to watershed resources and increasing awareness about the unintended impacts that daily activities and local changes may have on Woodard Creek. General awareness of Woodard Creek is limited, due largely to the fact that over 10% of the creek is culverted. Few people understand how everyday activities impact Woodard Creek, and fewer still understand the appropriate stewardship actions needed to protect Woodard Creek. Currently, there are few public access points or paths along Woodard Creek and there is not widespread knowledge about existing creek access. The population within the watershed and surrounding community is growing, bringing new perspectives and opportunities for community connections.

Development

Like any urbanized watershed, the Woodard Creek watershed suffers from a variety of development and related impacts that impair



Woodard Creek Coalition leads an exploration walk down Woodard Creek. Source: Lisa Holzapfel.



its natural functions and values. Some impacts are historical, while some are ongoing, and they include:

Steep slope development

The City of Homer Steep Slope Development Ordinance (Ordinance 10-56, City Code 21.40.050) provides a framework intended to minimize adverse development practices. These guidelines were created following a questionable development with inadequate planning on the slopes within the Woodard Creek Canyon that contributed to amplified adverse effects of the 2002 flooding events. Any inadequately planned developments on steep slopes will compromise the ecological functions in the watershed, including impacts to water quality, drainage, and erosion in the watershed. Given the potential for cumulative impacts on not only adjacent, but downstream properties, a public review process would be the most appropriate vehicle for project vetting within the Woodard Creek Watershed or any like watershed within the Homer City Limits containing steep slopes.

Land clearing and accelerated runoff

The area around Woodard Creek's headwater springs has been cleared; the removal of this vegetation has removed an important buffer for accelerated flows above Woodard Canyon.

Culverts

There are 10 culverts totaling 1065 feet along Woodard Creek; 8 of them are traditional pipe culverts, which present problems for natural flow, infiltration and ecological regimes.

After Homer experienced two one-hundred-year flood events during the winter of 2002,



Woodard Creek Coalition members walk down Bartlett Avenue, around private property. Source: Lisa Holzapfel. Woodard Creek flooding the road near Karen Homaday Park in 2002. Source: Jim Preston.

the City replaced culverts under Fairview, Spruceview and Soundview road crossings. Unfortunately, these improvements have changed sediment transportation rates, increasing flood danger in smaller culverts. There are unsafe conditions around the small culvert openings south of the Sterling Highway.

Channelization

Extensive channelization along Woodard Creek has undermined the system's ability to support natural functions. Some areas of the creek have eroded down many feet, causing the Woodard Creek to become a deep gulch.

Impervious cover

Development in the lower watershed—high densities of roads, parking pads, and

rooftops— has reduced the watershed's infiltration capacity, accelerated polluted runoff, and increased thermal discharges.

Nonpoint source pollution

Leaking oils and fuels from motor vehicles, along with pet waste, wash into Woodard Creek during precipitation events.

Riparian encroachment

Filling and grading immediately adjacent to Woodard Creek has increased erosion concerns and blocked pedestrian access.

Wetlands dredge and fill activity

The removal of wetlands – especially in the area just below Woodard Canyon – undermines the watershed's natural capacity to assimilate flood waters.



Woodard Creek outflow to Kachemak Bay. Source: Lisa Holzapfel.



Pioneer Avenue culvert outlet. Source: Lisa Holzapfel.



Fairview Avenue culverts. Source: Bill Spencer.

IV. Goals and Objectives

The Woodard Creek Coalition developed the following goals and objectives in order to address the identified issues and achieve the community vision for the Woodard Creek Watershed.

In setting its goals and objectives, the Woodard Creek Coalition brought together a diverse set of people, groups, and interests. Like similar planning efforts, each group member had varying perspectives on what needed to be done, and how to do it. In the end, the group worked through a variety of options, and agreed to focus on a simple, two-tiered goal structure: “Goal 1” relates to people, and how to move them to act, while “Goal 2” focuses on the natural environment, and how to protect and restore it.

GOAL 1: Improve public awareness, access, and engagement with Woodard Creek

The purpose of this goal is to educate people about the important functions and values of Woodard Creek, and by doing so, create the community momentum and political will needed to foster broad-based support for Woodard Creek enhancements.

Objective 1.1: Create and enhance public access points

In general, the Homer public does not care about Woodard Creek because they do not know it exists. Increasing access points – including gathering spaces, recreation areas, and picnic and camping sites - will invariably lead to increased community interest and support. During its deliberations over the past two years, the Woodard Creek Coalition identified areas around Karen Hornaday Park, the Pratt Museum, and Pioneer Avenue as priorities for enhanced access. Additionally, the group identified the new box culvert under Spruceview Avenue as a model for streambed access which should be emulated, and highlighted removal of the Pioneer Avenue culvert as a priority. The Woodard Creek

Coalition will develop projects in order to increase access and public awareness around these sites.

Objective 1.2: Increase outreach, education and stewardship opportunities

As the community increasingly views Woodard Creek as a valuable asset, it is important to provide open and specific avenues for individuals and groups to get involved. As community awareness and support grow, there will be increased opportunities for trails work, trash clean up, culvert sweeps, creek walks and other activities.

Objective 1.3: Integrate Woodard Creek into local planning efforts

Considerable work went into developing the Woodard Creek Watershed Plan. This plan’s permanence rests on whether it becomes formalized into local and regional planning efforts. The Woodard Creek Coalition will seek to incorporate this plan into City of Homer planning efforts.

Woodard Creek Coalition

Celebrating Woodard Creek!

February 24
5:00 pm—7:00 pm
 Pratt Museum lower level and outdoor event along Woodard Creek

The Pratt Museum and the Woodard Creek Coalition will be hosting a celebration of Woodard Creek. Learn what the Coalition has been working on, and hear some exciting news from the Pratt.

Find out how you can become involved and join others in celebrating this community asset!

- Kids Activity Zone
- Interactive parcel and map viewer
- Stewardship Information and Resources
- Signups for Trail Works and Beach Cleanup

Bringing together diverse groups, property owners and citizens to promote the health and safety of the Woodard Creek Watershed

Woodard Creek Watershed

0 375 750 1500 ft

Background image of the Woodard Creek Watershed showing the headwaters on the Ridge, and properties in Homer. Colors show slope (green=low slope, red=high slope).

A flyer from the Woodard Creek Celebration at the Pratt Museum. Source: Pratt Museum.



Top: The view down Woodard Creek in Karen Homaday Park. Source: Lisa Holzapple. Bottom: Parking lot fill at Karen Homaday Park. Source: Marti McCleery.

GOAL 2: Restore and protect the natural functions and flow of Woodard Creek

This goal supports two important considerations: (1) natural flow and function implicate flood control and drainage, which are important to property values and economic viability; and (2) natural flow and function are essential to maintaining and enhancing the ecological and aesthetic values of the watershed.

Objective 2.1: Characterize the upper watershed

To restore and protect the natural flow and functions of Woodard Creek, we must first understand them. Upper Woodard Creek contains the steepest and widest elements of the watershed, and as a result, this region has the greatest propensity to affect flow regimes. In order to better inform planning decisions, the Woodard Creek Coalition will encourage improved understanding of the upper watershed's slope, soil composition, impervious cover, and related issues.

Objective 2.2: Identify, study, and address high risk areas in the watershed

Development in and around Woodard Creek has intensified high risk areas where flooding,

culvert jams, and related problems may occur during high-water events. In pursuing this objective, the Woodard Creek Coalition will address two related issues: (1) protecting private and public property from erosion and flooding, and (2) returning Woodard Creek to a more natural stream course, which can more readily ameliorate such risks.

Objective 2.3: Address stream bank fill at Karen Hornaday Park

The parking lot fill at Hornaday Park is one of the most controversial issues in the Woodard Creek watershed. In the winter-spring of 2007, hundreds of loads of fill were dumped to increase parking at Karen Hornaday Park, completely blocking out the potential to experience Woodard Creek. While parking remains an issue for park users, there are other parking options that do not implicate Woodard Creek. The Woodard Creek Coalition will pursue opportunities to open Woodard Creek to the Homer community and to address aggressive channelization, by reverting to a more natural riparian area at Karen Hornaday Park.

Objective 2.4: Address stream channelization and culverting in the lower watershed

Lower Woodard Creek – from Pioneer Avenue to Bishop's Beach – is largely hidden from public view by culverts and private property. Additionally, the culverts under the Homer Bypass are a severe hazard for any child caught inside. As a result— for safety, aesthetic, and ecological reasons— the Woodard Creek Coalition will encourage the local community to address channelization and culverts in the lower watershed.

Objective 2.5: Protect natural systems

This catch-all objective simply recognizes that natural systems provides a variety of inherent benefits in the form of natural capital; in order to enhance the quality of life in the Homer area, we must improve the things that support all life – i.e., our natural systems.

V. Action Plan

The following action plan describes the Woodard Creek Coalition's strategy for improving the Woodard Creek watershed. With input from members of the public, the Woodard Creek Coalition has identified several key projects to increase public engagement and enhance natural systems. After considering the level of feasibility, timeliness, and public interest for each project, 5 projects were determined to be of the highest priority for 2016. The action plan below provides thorough detail regarding the Woodard Creek Coalition's priority projects for 2016, as well as a summary list of other

projects for future consideration. The action plan will be reviewed and updated annually to reflect current priorities and highlight achievements to date.

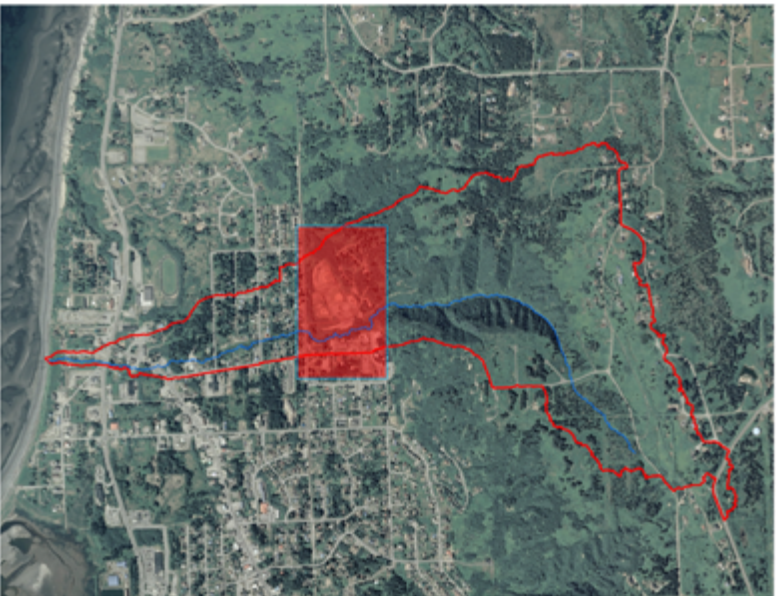
Priority Projects

Due to their high degree of feasibility, timeliness, and perceived public interest, the following projects were identified as top priorities during the Woodard Creek Coalition's 2016 Priority-Setting Workshop. The Woodard Creek Coalition plans to meet annually to reassess top priorities for the year.

Priority Projects

1. Develop trail to showcase Woodard Creek at Karen Hornaday Park
2. Develop trail to showcase Woodard Creek at Pratt Museum
3. Assess existing access and property boundaries along Woodard Creek
4. Develop Spruceview Park
5. Develop the Woodard Creek Arts and Culture Complex

1. Develop trail to showcase Woodard Creek at Karen Hornaday Park



This project contributes to the objectives, “create and enhance public access points” and “address stream bank fill at Karen Hornaday Park.”



Entrance to Karen Hornaday Park, where the Woodard Creek Trail, Fairview Ave Connection, and a safe pedestrian connection to the park converge. The left side slope would be developed into trail. Source: Lisa Holzaphel.

Karen Hornaday Park lies at the heart of the Woodard Creek Watershed and provides a central focus for exploring the watershed and understanding the watershed values. A trail radiating out from Karen Hornaday Park is proposed to connect the neighborhood and community to the watershed with easy access via the park. The proposed Karen Hornaday Park Woodard Creek Trail consists of the following segments:

Segment 1: Danview Avenue Connection

This trail segment will connect the community to Woodard Creek via Danview Avenue. The proposed trail will be built to footpath standards, and will draw on help from community volunteers. The proposed trail will consist of a wooden footbridge across Woodard Creek; the footbridge will be sited at a nearly level streamside site in order to allow for environmental education explorations and



The view of Kaohemak Bay from Karen Hornaday Park. Source: Lisa Holzaphel.

interpretation. Footbridge site selection will take into consideration stream hydrology/ flood stage and soil/bank stability, and will ensure minimal disturbance to the stream. This trail segment will connect with the Karen Hornaday Park access road at the park entrance near Fairview Avenue. This segment of the trail will introduce people to the real nature of the watershed, by traversing a level bench along and above (but in proximity to) Woodard Creek.

Segment 2: Fairview Avenue Connection

This trail segment will connect the community to the Woodard Creek watershed along a level bench paralleling Fairview Avenue and extending to the western boundary of Karen Hornaday Park. This trail segment will be built as a community footpath trail and provide the community additional access to Karen Hornaday Park, and will connect to the



Karen Hornaday Park
Proposed Trail System

park's existing trail system. Connection to the Reber Trail will be explored at a later phase in development.

Segment 3: Safe Pedestrian Connection within Karen Hornaday Park

This trail segment will provide safe pedestrian access from Fairview Avenue along the park entrance road, with a connection to the sport fields and day use area/playground/campground. A side trail connection coming off of the pedestrian trail will connect with the lower sports field; this side trail will be built to footpath standards through help from community volunteers. This proposed connection to the sports field will

address the unsafe conditions that currently exist in the area; children frequently access the sports field via the narrow park entrance road and may be obscured by thickets of alder.

Development of a separate pedestrian trail along the park entrance road will be explored at a later phase, through revisiting the Karen Hornaday Park Master Plan and exploring the option of a minor eastward relocation of the park entrance road to accommodate parking at the lower sports field along with a safe pedestrian pathway into the main body of the park. A separated hard-surface pedestrian pathway built to ADA standards along the park

entrance road will require contracting with professional engineering services, in order to develop design options with construction feasibility and cost estimates for the alignment of the park entrance road, pedestrian pathway, and lower sports field parking.

2. Develop trail to showcase Woodard Creek at Pratt Museum



This project contributes to the objective, “create and enhance public access points.”



Volunteers put finishing touches to bridge over Woodard Creek. Source: Savanna Bradley.



Brushshed loop leading from Woodard Creek to upper trail. Source: Savanna Bradley.

At the end of 2015, a generous donation by a community member allowed the Pratt Museum to purchase a small piece of property south of the museum along Woodard Creek, providing a connection to Pioneer Avenue. During the spring of 2016, volunteers marked and began to clear a route for the trail to connect with the Pratt Museum’s existing system. During a community work day in June 2016, volunteers roughed in the trail and constructed a foot bridge.

In August, volunteers finished the trail, providing access (for the first time) to a beautiful section of free-flowing creek just above Pioneer Avenue. Another leg completes a loop with the existing Pratt Museum trails. The museum has designed

updated trail maps displaying the new routes. Temporary versions have been printed and installed, pending funding for permanent maps. The initial development phase has been made possible through funding from the Pratt Museum and community donations, as well as time donated by community volunteers.

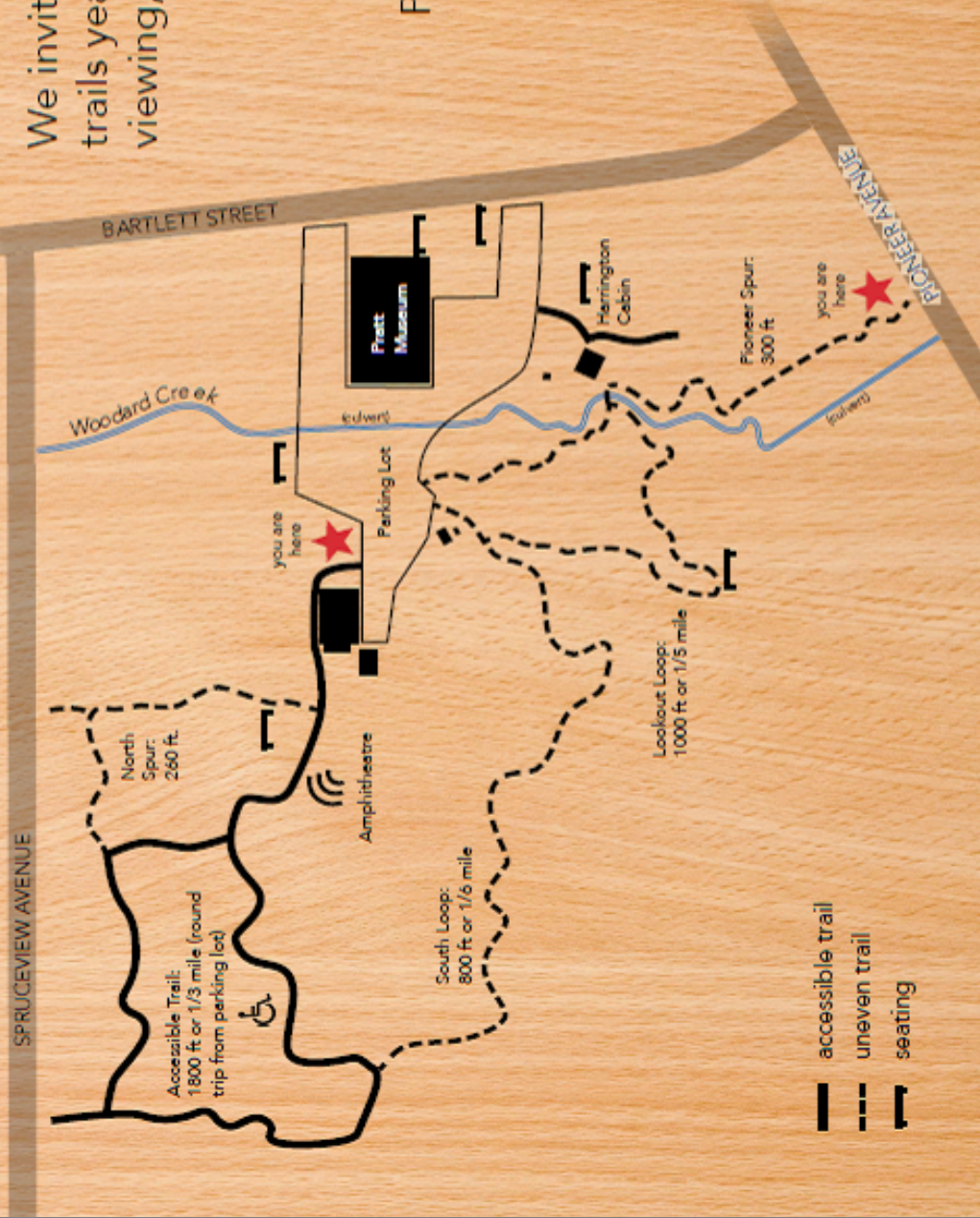
In the future, the Pratt Museum site will daylight the portion of Woodard Creek behind the current museum building and extend the trail, connecting it to the new paths around the new museum building. As this development occurs, interpretive signage and educational programming will be created in order to increase awareness and understanding of Woodard Creek.

Pratt Museum Forest Trails

We invite you to explore these trails year round for wildlife and art viewing, or to enjoy a quiet stroll.

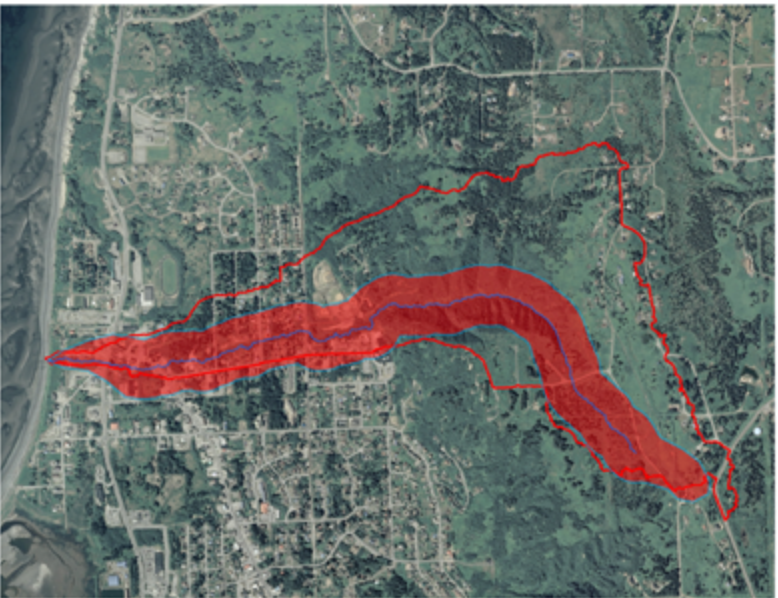
Please note:

- Non-motorized vehicles only
- Control and pick up after pets
- Moose and bear have been sighted in these woods



New map updating Pratt Museum Forest Trails. Source: Pratt Museum.

3. Assess existing access and property boundaries along Woodard Creek



This project contributes to the objective, “create and enhance public access points.”

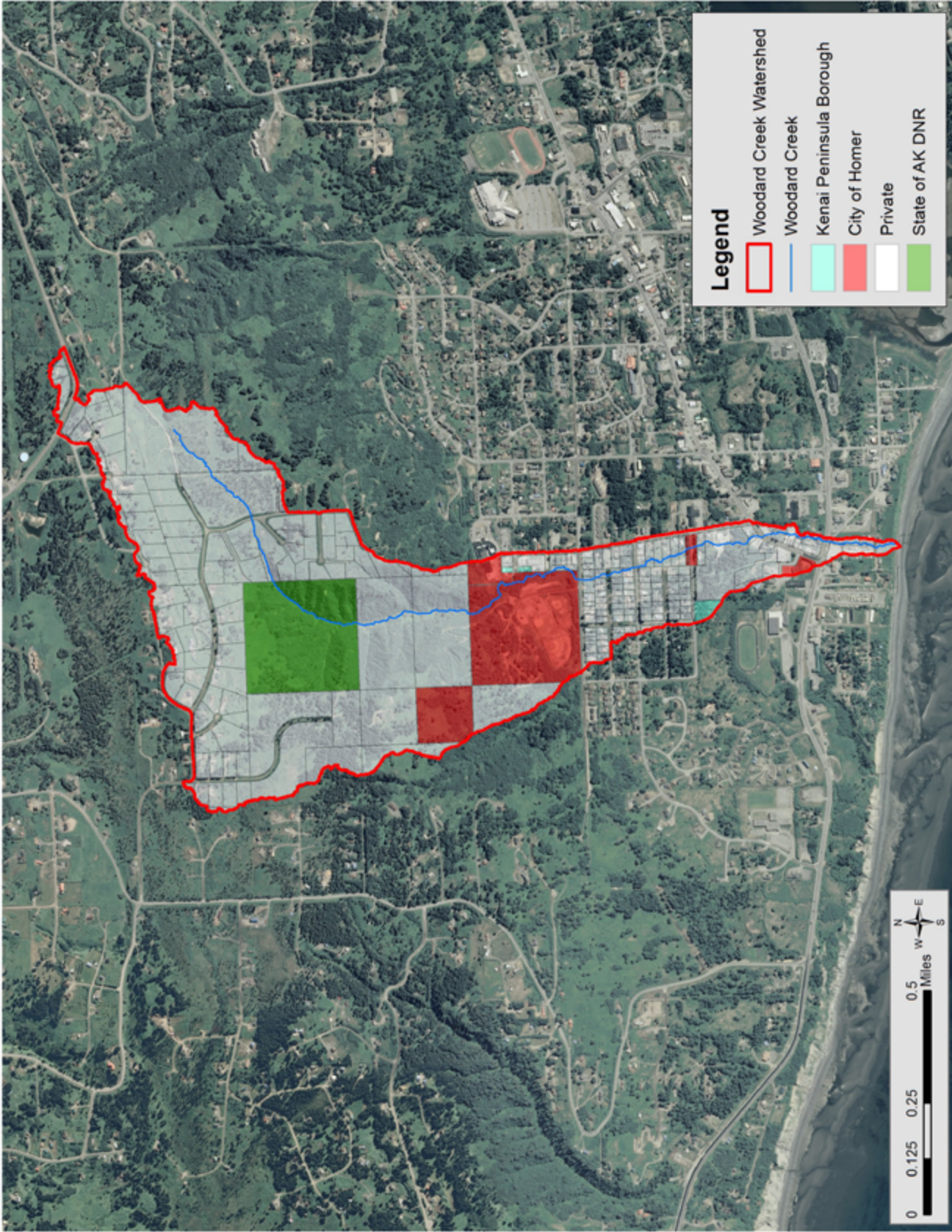
Understanding the location of potential public access points to Woodard Creek allows the Woodard Creek Coalition to increase awareness about the creek. Strides for forward access have been accomplished recently, largely due to the efforts of the Woodard Creek Coalition and Friends of Woodard Creek. The Pratt Museum has dramatically increased access with acquisition of property and a new trail between Pioneer Avenue and Spruceview Avenue, and has plans to daylight a portion of the creek, pending funding. Plans are in progress for trail access at Karen Hornaday Park. Further improved access potential is proposed, and in progress, with the Hanson/City of Homer project, increasing Woodard Creek/ Spruceview Park by 47% with increased creek frontage.

The Woodard Creek Coalition will continue to review and assess the watershed for public access points. To date, the group has researched public records for easements, rights of way, and properties for existing or potential access to Woodard Creek. Research began with a consultation with the City of Homer Planning Department to assess any records of easements pertaining to access

points along Woodard Creek. The City had no information on any easements. A similar inquiry was made to the Kenai Peninsula Borough with the same result. Research of individual recorded easements and subdivision plats was not within the scope of this research and is unlikely to produce any easements. The known access points to Woodard Creek include the following:

- State lands within the upper region of the watershed
- Karen Hornaday Park
- Street rights of way crossing Woodard Creek between Karen Hornaday Park and Pioneer Avenue
- Woodard Creek Park (aka Spruceview Park)
- Museum Lands between Spruceview Avenue and Pioneer Avenue
- Sterling Highway

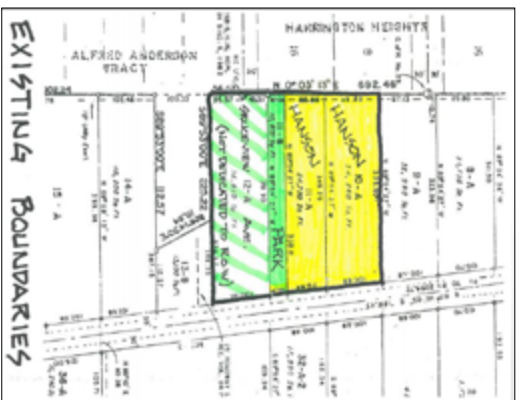
Private property comprises the majority of land along Woodard Creek. Since Woodard Creek is not a navigable stream, the stream bed is owned by the individual property owners, precluding public access without permission of the owner.



Land ownership within the Woodward Creek Watershed (Watershed boundary: Kachemak Bay National Estuarine Research Reserve, 2017; Basemap: Kenai Peninsula Borough imagery, 2012; Ownership parcels: Kenai Peninsula Borough GIS Division, 2017).



This project contributes to the objective, “create and enhance public access points.”



Concept maps for the development of Spruceview Park. Source: Marvin Hanson.

This project would create a pocket park for enhanced appreciation of Woodard Creek. The proposal would subdivide properties, dedicate Spruceview Avenue rights of way, consolidate lots into useable areas separated by the creek, and improve the potential of all properties by using topographical features to enhance best land use. Park land would be increased by approximately 5,000 sf (47%) and would be consolidated west of Woodard Creek, with increased frontage on the creek.

This concept proposal addresses four parcels of property with Bunnell’s Subdivision No. 17, City of Homer. Lots 10A and 11A are private property owned by Marvin Hanson, Lots 11B and 12A are public property of the City of Homer. Lot 11B is currently designated

as park lands. Lot 12A contains Spruceview Avenue, which has not yet been dedicated as public right of way (see maps).

All four properties are segmented by Woodard Creek, creating topographically separated areas on each side of the creek, a poor configuration for best land use. Lot 11B (park land) is a thirty foot wide strip bisected by the creek and has very limited use in its present configuration.

All costs of subdivision would be paid by Marvin Hanson, with no costs to the City of Homer. The exact area of City property accrued by Hanson would be appended to the consolidated park land.

5. Develop the Woodard Creek Arts and Culture Complex



This project contributes to the objective, “create and enhance public access points.”



Homer residents review concept plans for the Woodard Creek Arts and Culture Complex. Source: Lisa Holzapfel.

The Homer Parks, Art, Recreation and Culture needs assessment showed a need and community support for a cultural complex. In July of 2016, the Pratt Museum and Homer Council on the Arts (HCOA) announced the concept of the Woodard Creek Arts and Culture Complex (WCACC). The proposed WCACC will include the new Pratt Museum building, as well as the current museum building and all associated structures. The Pratt Museum and the Homer Council on the Arts are discussing the possibility of converting the old Pratt Museum building into a cultural complex that could potentially house a variety of community activities.

Since there is no community center currently in Homer, the WCACC could provide space for a multitude of community activities. Although the concept of the WCACC is in its infancy, several ideas have emerged regarding uses for the complex, including:

- Using the space for conferences and meetings
- Renting the space to local organizations for events and community activities
- Creating art-making spaces for artists
- Housing art classes and workshops of all kinds
- Building a small theater space that would hold around 200 patrons.

Development of the WCACC would increase community presence in the area and provide an excellent opportunity to increase awareness about Woodard Creek. Please note: Because this project is in the early planning phases, it is not summarized in the Priority Project Summary Table that follows. The Woodard Creek Coalition will continue to be engaged as the WCACC concept is developed.

Priority Project Summary Table

Task	Description	Leader	Timeline	Funding Source	Cost	Objectives Met	Measures of Success	Status
1. Develop trail to showcase Woodard Creek at Karen Hornaday Park								
1	Survey Karen Hornaday Park eastern boundary	Robert Archibald	Start: 4/25/16 Finish: 4/25/16	Friends of Woodard Creek	\$780	Eastern boundary of the park along Woodard Creek established for clear delineation	Boundary survey completed	Completed 4/25/16
2	Watershed trail connection from Danview Avenue to Fairview Avenue	Robert Archibald	Start: 6/18/16 Finish: 6/18/16	Volunteer	Volunteer	Field recon. confirms feasibility of trail connections and footbridge feasible	Field marking and ground-truthing	Completed 6/18/16
3	Fairview Avenue connection from Karen Hornaday Park	Deb Lowmney	Start: 08/01/16 Finish: _____	Volunteer	Volunteer	Field recon. feasibility of trail along a bench - Fairview Avenue	Review ground conditions and vegetative cover	
4	Trail and footbridge design Danview to Fairview Segment 1	Robert Archibald	Start: 6/24/16 Finish: _____	Pro bono engineering footbridge by Jack Cushing	Pro bono	Field locate bridge and design standard and define footpath standard with the City and Park Commission	Completed design for segments 1 & 2	
5	Fairview Avenue Trail Segment 2 design standards	Robert Archibald & Deb Lowmney	Start: 6/30/16 Finish: _____	Work with City and Park Commission on design standards utilize HART funds	Contract for private design services or City Public Works	Engineering design. Construction standards. Cost estimation.	'Plans Ready' design and construction documents	
6	Locate footpath from Fairview to Lower Sport Field - portion of Segment 3	Robert Archibald and Deb Lowmney	Start: 6/24/16 Finish: _____	Volunteer Community Activism	Volunteer	Field staking of footpath to lower sport field	Follow contour of slope and crosscut construction of trail by volunteers	
7	Segment 4: Park entrance road and pedestrian safety	Robert Archibald and Deb Lowmney	Start: 6/24/16 Finish: _____	HART funds	Contract for professional design services	Complete design in time for cost estimation for CIP and City budget request	Update park master plan	
8	Community involvement trail Segments 1-4	Woodard Creek Coalition	Start: _____ Finish: _____	Existing Council funds	Outreach to stakeholders and community	Targeted fundraising for each of 4 trail segments	Funds raised and segments completed	
9	Hold public event dedicated to trail building	Robert Archibald & Deb Lowmney	2017	City of Homer Parks & Recreation	Parks/ Trails Day	Public Education/Outreach	Attendance	

Priority Project Summary Table

Task	Description	Leader	Timeline	Funding Source	Cost	Objectives Met	Measures of Success	Status
10	Design and install trail signs at all ends of new trail	Robert Archibald & Deb Lowney	TBD	City of Homer Parks & Recreation	\$300	Outreach & Education	Installation and public use	
11	Develop interpretive panels along Woodard Creek portions of trail in Karen Hornaday Park	Robert Archibald & Deb Lowney	TBD	TBD	\$1000	Outreach & Education	Installation and positive public feedback	
2. Develop trail to showcase Woodard Creek at Pratt Museum								
1	Hold public event dedicated to trail building	Pratt Director & Building Manager, Coalition volunteers	Start: 6/11/16 Finish: 6/11/16	Pratt Museum	\$300	Yes	Trail opened up, bridge built	In progress
2	Hold second public event dedicated to trail building	Pratt Building Manager	Start: Mid-August Finish: TBD	Pratt Museum	\$100		Complete trail	In progress
3	Design and install updated trail signs at both ends of new trail along creek	Pratt Curator	Start: 2016 Finish: 2016	Pratt Museum, Community Donations	\$500			Design complete, print and install after completion of lower trail
4	Develop interpretive panels along the trail	Pratt Curator	Start: TBD Finish: TBD	TBD	\$2000+		Installation of panels, positive public reaction	In planning stages
3. Research, assess, and report on existing access and property boundaries along Woodard Creek								
1	Research City and Borough records for easements and right-of-way access	Mary Hanson	Start: 5/16 Finish: 8/16	N/A	\$0	Research to increase and enhance access points along the creek	Report submitted	Completed

Priority Project Summary Table

Task	Description	Leader	Timeline	Funding Source	Cost	Objectives Met	Measures of Success	Status
4. Subdivide and consolidate private and City of Homer properties								
1	Enhance private and City park lands through best use	Marvin Hanson	Start: 6/16 Finish: _____	Marvin Hanson	\$25,000	Increase park area by 47%, enhance potential of all properties	Finalization of subdivision, dedication of park lands	In progress
1a	Review of Concept Proposal by Woodard Creek Coalition	Woodard Creek Coalition	Start: 6/16 Finish: _____	N/A	\$0	N/A	N/A	In progress
1b	Consultation with Public Works Director and City Planning	Marvin Hanson	Start: 9/16 Finish: _____					In progress
1c	Presentation to Parks & Recreation	Marvin Hanson	Start: 9/16 Finish: _____					In progress
1d	Survey & Engineer's Report	Marvin Hanson	Start: 10/16 Finish: _____					In progress
1e	Presentation to City and Borough Planning Commissions	Marvin Hanson	Start: 1/17 Finish: _____					In progress
1f	Finalization of subdivision, dedication of park	Marvin Hanson	Start: 4/17 Finish: _____					In progress

Projects for Future Consideration

Task	Description	Objectives Met
1. Identify areas prone to overflow (culverts, low banks) and work with Homer Public Works Department to mitigate flooding.		
1	Map areas with low banks	<ul style="list-style-type: none"> Identify, study, and address high risk areas in the Woodard Creek Watershed
2	Inventory debris in culverts	<ul style="list-style-type: none"> Identify, study, and address high risk areas in the Woodard Creek Watershed
3	Remove debris from culverts as necessary	<ul style="list-style-type: none"> Identify, study, and address high risk areas in the Woodard Creek Watershed Protect natural systems
2. Daylight Woodard Creek throughout the watershed.		
1	Work with the City of Homer to daylight Woodard Creek at Fairview Avenue	<ul style="list-style-type: none"> Address stream channelization and culverting in the lower watershed Increase outreach, education, and stewardship opportunities
2	Work with the City of Homer to daylight Woodard Creek at Homer Bypass	<ul style="list-style-type: none"> Address stream channelization and culverting in the lower watershed Increase outreach, education, and stewardship opportunities
3	Work with the City of Homer to daylight Woodard Creek at Pioneer Avenue	<ul style="list-style-type: none"> Address stream channelization and culverting in the lower watershed Increase outreach, education, and stewardship opportunities
4	Work with the City of Homer to daylight Woodard Creek at the area below Homer Bypass	<ul style="list-style-type: none"> Address stream channelization and culverting in the lower watershed Increase outreach, education, and stewardship opportunities
5	Work with the Pratt Museum to daylight Woodard Creek on Pratt Museum land	<ul style="list-style-type: none"> Address stream channelization and culverting in the lower watershed Increase outreach, education, and stewardship opportunities
3. Add buffer strips along Woodard Creek		
1	Identify priority areas for buffer strips	<ul style="list-style-type: none"> Protect natural systems
2	Install buffer strips in key areas	<ul style="list-style-type: none"> Protect natural systems
4. Install features to reduce flow in key areas		
1	Identify priority areas for waterfalls	<ul style="list-style-type: none"> Protect natural systems
2	Install waterfalls in the stream in key areas	<ul style="list-style-type: none"> Protect natural systems
5. Paint the roads to show where Woodard Creek flows		
1	Coordinate annual road painting at Pioneer Avenue	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities
6. Develop program to engage the community in keeping Woodard Creek clean		
1	Host annual Woodard Creek clean-up	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities Protect natural systems
2	Encourage participation in adopt-a-stream program	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities Protect natural systems
7. Develop program to educate the community about Woodard Creek		
1	Create an outdoor classroom for the community to learn about Woodard Creek	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities Protect natural systems
2	Deliver presentations at schools, council meetings, and local interest groups	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities

Projects for Future Consideration

Task	Description	Objectives Met
8. Develop observation points for community members to view Woodard Creek		
1	Identify priority areas for observation points	<ul style="list-style-type: none"> Create and enhance public access points
9. Continue to work with partners to acquire properties for public access along Woodard Creek		
1	Identify priority properties for public access	<ul style="list-style-type: none"> Create and enhance public access points
10. Increase pedestrian access to Woodard Creek at the beach near Crittenden Drive		
1		<ul style="list-style-type: none"> Create and enhance public access points
11. Discourage culverts in new road development		
1		<ul style="list-style-type: none"> Integrate Woodard Creek into local planning efforts
12. Connect Woodard Creek trails to existing trail systems.		
1		<ul style="list-style-type: none"> Integrate Woodard Creek into local planning efforts Create and enhance public access points
13. Include Woodard Creek plans in the Homer Comprehensive Plan		
1		<ul style="list-style-type: none"> Integrate Woodard Creek into local planning efforts
14. Restrict vehicular access on Gordon Road		
1		<ul style="list-style-type: none"> Integrate Woodard Creek into local planning efforts Protect natural systems
15. Develop partnerships with other groups with mutual interests		
1	Maintain open and ongoing communication with potential partners, continue to invite partners to clean-up days	<ul style="list-style-type: none"> Integrate Woodard Creek into local planning efforts Increase outreach, education, and stewardship opportunities Protect natural systems
16. Develop watershed best management practices for property owners and land managers		
1	Develop document that describes best management practices in Woodard Creek Watershed	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities Protect natural systems
2	Disseminate document to property owners and land managers in the Woodard Creek Watershed	<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities Protect natural systems
17. Create incentive system to encourage property owners and land managers to implement best management practices		
1		<ul style="list-style-type: none"> Increase outreach, education, and stewardship opportunities Protect natural systems
18. Map impervious cover in the Woodard Creek Watershed		
1		<ul style="list-style-type: none"> Identify, study, and address high risk areas in the Woodard Creek Watershed

VI. References

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Session 16-11 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on November 17, 2016 at 5:32 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS FAIR, SHARPE, ARCHIBALD, ROEDL, HART,
LOWNEY, ASHMUN AND STEFFY

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

STEFFY/LOWNEY - MOVED TO AMEND THE AGENDA TO ADDRESS COMMENTS OF THE COUNCIL MEMBER RIGHT AFTER APPROVAL OF THE AGENDA.

There was a brief discussion.

VOTE. YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

COMMENTS OF THE COUNCIL MEMBERS

Councilmember Lewis stated that the reason he was before the commission was after his visit to Teshio there were a few things that he noticed and he wanted the Commission to flesh them out here before bringing it before the Council or anything else. One of the things was that he noticed was in the museum in Teshio they have a whole section dedicated to the sister city relationship. All of the gifts that Homer has given Teshio was on display in the museum along with an audio message from Mayor Calhoun. He would like to explore the idea of doing that here with the gifts given to Homer that are upstairs and not on display to the public, secondly they have a game there called park golf and his understanding is that the City of Homer has a set of park golf clubs, this a game that is a cross between croquet and golf where you hit the ball using one club with the goal to get the ball into the hole with the fewest strokes. All ages play this game. He would like the commission to explore installing a course in a park.

Councilmember Lewis responded to questions from the Commission regarding location for placement of art at the museum or city owned site and size of the course was a par three.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

VISITORS

RECONSIDERATION

ADOPTION OF THE CONSENT AGENDA

- A. Minutes for the regular meeting of October 20, 2016
- B. Letter to the Editor

LOWNEY/ARCHIBALD - MOVE TO APPROVE THE CONSENT AGENDA.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Community Recreation Report – Mike Illg

B. Parks Management Report – Angie Otteson

C. Staff Report – Julie Engebretsen

Deputy City Planner Engebretsen reported receiving emails regarding the vandalism at Jack Gist Park and Karen Hornaday Park and reminded the Commissioners that Parks Maintenance should be contacted directly. Commissioner Lowney indicated that she had tried but the emails would not go through. Deputy City Planner Engebretsen noted that the first email had several people most whom are not the appropriate persons to contact. First point of contact should be the police department to document the vandalism then the parks department at Public Works.

The Commission approved the expenditure of \$500 and inquired who the point person was on the expenditure. Commissioner Lowney responded that she is the point person for this item and the media campaign. She will meet with Deputy City Planner Engebretsen at another time to discuss both issues.

The membership for Alaska Recreation and Parks Association is paid for through 2018.

Deputy City Planner Engebretsen reported triple checking with the City Planner and due to the fact that Mariner Park is in a flood plain they cannot build standard bathrooms due to the flood plain issues. She recommended putting this on the February agenda to discuss a mini improvement plan that addresses what they can do that won't break the bank.

City Manager Koester still has the matter on her desk regarding the hours at Jack Gist Park so that issue is still pending.

Regarding a media campaign Commissioner Lowney will be working on that and according to Chief Robl the new shelter manager is interested in working on that over the winter.

Commissioner Lowney asked about damage on Jack Gist park and staff was not aware of any damage, Commissioner Lowney responded that the lock was cut and a car drove through the fields, Commissioner Fair noted that he did not see the scoreboard but the lock has already been replaced and the field was driven on but in his opinion not damaged extremely bad. Commissioner Lowney added that the scoreboard has a cover and Nomar has offered to replace it but the discussion on Facebook is that with the vandalism at Karen Hornaday and now Jack Gist plus continuing vandalism at Ben Walters they should consider putting cameras up.

Deputy City Planner Engebretsen will contact Chief Robl over the winter and look into the feasibility of cameras.

Chair Steffy commented on the public comment against changing the hours and asked if the city has received any additional comments in protest to the propose changes. Deputy City Planner Engebretsen would not know about that.

Commissioner Archibald inquired about portable toilets and sewer connection or with holding tanks. Deputy City Planner Engebretsen can look into that, Commissioner Roedl stated that he has done some research and they can run up to \$35,000 for a completely self-contained. He did not know how much waste that they would collect during the season and the costs of maintenance. Such as how many units, number of times pumped, etc.

Commissioner Lowney stated that when she spoke with Dr. Bell, he indicated that the time change would not impact him and he added that having the Disc Golf players discouraged the drug users and vagrants in those areas of the park.

The Commission held a brief discussion on the location of park boundaries and the rundown buildings that are being inhabited by homeless people and arranging a date to inspect the area with city staff.

Deputy City Clerk Krause called for a point of order. This item can be on the February agenda for further discussion

Chair Steffy apologized and then noted that he will be making a concerted effort to stick to the agenda and adhere to Robert's Rules in conducting the meetings from now on.

D. Reports of Commissioner Findings for the Fall Park, Beach, Trail Walk Through

Commissioner Sharpe reported contacting everyone and met with Commissioner Lowney and Archibald. They visited Karen Hornaday Park, spent an hour or so and he will revisit the master plan, visited many places out on the spit and Mariner Park then a beach access point off of Kachemak Drive. Super Fun and would love to do it again.

Commissioner Lowney felt that the interesting part going through Karen Hornaday Park was there were still several issues outstanding that have not been addressed to her satisfaction. One of them is drainage, can they put it on the agenda to discuss the issues at the park. They have provided many options and solutions and nothing has been done such as those end caps that were dumped up there and clearing the areas in the campground.

Commissioner Hart reported walking Poopdeck Trail and during the summer is littered with bodies and trash, pretty messed up by the Grogshop; and Calhoun Trail has drainage issues at the lower end but the upper end is just fine. She then visited Karen Hornaday Park and discovered the graffiti. She reported that to Angie.

Chair Steffy reported on Coal Point Park, new signage, walked Bishops Beach, very evident on the gains made in one growing season; toured all the spit sites; Mariner Park is in dire need of parking delineation; End of the Road Park, he noticed new interpretive signage. He did visit the campground in Karen Hornaday Park, and agreed with thinning the trees and brush around the campsites. It is one of the parks that they have put a large amount of money into improving.

Commissioner Archibald agreed and added that there is also a lack of level tent sites and RV sites; he

noted that the drainage is horrible; Mariner Park needs delineation where to park as he witnessed that vehicles are still be driven into the grass. Louie's Lagoon was under water; there was a significant amount of terra firma moved from these tides; the new interpretive signage out on the spit is really nice.

Commissioner Fair stated that he walked the Woodard Creek trail and was impressed that for a tiny little space bounded by private property actually had a lot going on; he visited Reber Trail and did not see any signage at the lower end; Ben Walters Park the gazebo needs some care, leaning pretty bad and looking very sad, very scenic; visited Bishop's Beach; Mariner Park and the pedestrian crossing is a potentially dangerous crossing; he spoke at length with Jim Hornaday and he realizes that a lot more needs to be done. He also visited Jack Gist Park and specifically to view the area of concern around tees 1 & 2 and noted that unless people are yelling and screaming and raising all kinds of fuss back there he cannot see how the game of disc golf can make that much noise that it makes that much difference. Unless someone is deliberately throwing the disc over the large debris pile into his yard, he acknowledged that there may be more drunken revelry than he knows about.

Commissioner Roedl also visited Jack Gist park and agreed with Commissioner Fair; he actually threw some discs as hard as he could to hit the chains and the property owner needs to get his dogs a bark collar if he can't handle it; because of the noise complaints there then they need to close Main Street down because in the evening after Alice's closes the people walking up that street are making more noise than that and making dogs bark; he also contacted several people who were playing disc golf at the time of his visit and they stated that the loud music comes from the property owner and apparently turns on 2 or 3 stations and turns it up as loud as they can; so the impression he received is that the trouble maker is the property owner and there is two sides to every story and he is not believing the property owners side any longer. He also visited Mariner Park and agreed with the other observations made tonight; he is not sure if they can install a fence and put a gate where they can access the beach or what.

Commissioner Ashmun reported that Calhoun Trail still needs some repair lot of mud there, drainage is a big issue in Homer; Reber Trail maintains quite well, there are 1 or 2 spots that get a drainage issues, one of the best scenic trails you can visit. Bishops Beach to the west is working great however she noticed that people are parking on the beach in front of the private property line between the driveway in and his rocks; there are still vehicles that are going around the rocks to the left.

Commissioner Lowney wanted to give a huge thank you to Dave Brann and Robert Archibald and crew regarding the Pavilion that was erected, big thanks; Bishops Beach, sad to see the tire tracks that go off to the left up on the berm; and signage can't stress the need enough. The Beach Policy regarding signage road name should match the signage that has been installed recently.

Commissioner Lowney departed the meeting at 6:11 p.m.

Commissioner Sharpe commented on the equipment access at Bishops Beach and if that was going to be blocked off in the future. Staff responded that they were not aware of that issue. Commissioner Archibald commented on getting motion activated game cams that they can use for Karen Hornaday and Jack Gist. Staff will look into that aspect as well.

PUBLIC HEARING

PENDING BUSINESS

A. Acceptance of the Office of Vice Chair

Commissioner Lowney accepted the office of Vice Chair and appreciated the confidence expressed by the Commissioners in electing her during her absence last month.

B. Draft Beach Policy – Review

Chair Steffy requested clarification regarding the edits and the significance of the colors. Deputy City Planner Engebretsen was unsure which color represented which edits were done by whom at this point.

Deputy City Planner Engebretsen reviewed the updates recommended by the commission during the October meeting and had the following concerns:

1. Could not support renaming the Airport Beach Access Road the “Emergency Access Road” unless a formal naming process was conducted citing residents knew the road by that name and renaming it may cause confusion especially where Public Safety and first responders may be involved. It was not the proper place to do a name change. Commissioner Ashmun noted that in some places it was capitalized denoting a name of a road and others it was lower case being a descriptor and opined that it needs to be consistent.
2. In section 2, page 4 of the beach policy, line 66 cannot be changed since that is language directly from Homer City Code.
3. Clarification was provided on Line 140, page 6 of the policy regarding burning driftwood, adding a few extra words specific to that removing driftwood from berms.
4. Commissioner Ashmun provided clarification for Lines 218-224, recommending that they be removed since it was relocated to page 1, it is unnecessary in this location of the policy.
5. Clarification was provided by Chair Steffy that this was a typographical error and should read USFW (US Fish and Wildlife)
6. Did the commission want to speak more about the recommendation on leashes; Council has not taken up the issue to act on so the Commission needs to lobby Council members to get it in the policy. Commissioner Ashmun did slip in some language regarding proper pet control in Section 3, item 2 on page 5 of the Beach Policy. Staff was okay with the language as printed since there are existing rules regarding control of your pets.

Commissioner Archibald requested information on what was recently passed which regarding containment and restraint of animals. Staff will provide informational items at the next meeting.

Commissioner Ashmun recommended changing the language on page 2 of the Beach policy, line 76, since there is now a gate at one access point. She also noted that Kachemak Bay Research Reserve is in the process of developing educational programming for that section of beach adding more protection. The gate belongs to Fish & Game but Department of Transportation has a key. Staff did not believe that the issue of gates was finished.

Commissioner Archibald requested clarification on vehicle access for Mariner Park Beach. Staff responded that it is the east end so that vehicles cannot go in front of the seawall.

C. Regulatory Signage – Parks & Beaches

Chair Steffy read the title into record and he requested this on the agenda since Commissioner Lowney

was not present last month and at an earlier meeting she had requested this item to be on the agenda. He was not aware if there was any preliminary drafts of interpretive signage and what new signage that they would see at Bishop's Beach.

Deputy City Planner Engebretsen responded that this was one of the main reasons that the City Manager Koester is allocating the funding for signage since no money was previously allocated. She is not aware of any progress on the signage and requested a commissioner to work with her on getting a plan in place. Chair Steffy volunteered to work with her on this issue. Deputy City Planner Engebretsen explained the intent on the signage and also the issue of a gate for vehicle access to Mariner Park.

Chair Steffy reported that concerns were expressed by Commissioner Lowney for Jack Gist Park and Mariner Park for signage in particular.

Commissioner Sharpe inquired if there were regulations in place on what can be included in regulatory signage such as in regards to drinking. Deputy City Planner Engebretsen explained that signage must reflect what is in city code, state law and/or federal law.

Further discussion ensued regarding the actual signage and placement for Mariner Park, Bishops Beach and Jack Gist Park and the use of interpretive signage that can explain why the rules are in place. Staff will refine what it actually happening and report back at the February meeting.

NEW BUSINESS

A. Draft Project Review Form

Chair Steffy reviewed the discussion the commission had from the October meeting and appreciated the efforts of staff in taking that discussion and creating the form for their review and approval.

Clarification was provided on the following:

- ceiling limits on grants for the Land and Water Conservation Grant
- the two grants mentioned are not the only grants available but just the most common used by municipalities and the city on previous projects.

There were no additional comments. The commission was satisfied with the form as presented.

B. Review and Update on the Strategic Plan

Chair Steffy introduced the item and requested input from Deputy City Planner Engebretsen.

Deputy City Planner Engebretsen noted that staff collaborated on incorporating the materials and relevant goals from the former Public Arts Committee strategic plan into this draft. The following items were commented upon or discussed, removed or added to the plan draft. This will on the February agenda for further review.

Under General Goals

- One letter to the editor per year to be relevant about public art
- Add To encourage and include art in public spaces in Homer
- Add To educate the Council and Public about the mission and projects of the City's public art program
- Add To advocate with the City of Homer's City Council, City Manager and Staff to include public art when planning all city upgrades, renovations and new projects.
- Add Encourage and Promote ADA Compliance of City Parks and Facilities

- Oversee execution of Public arts projects, RFPs and selection committees

Under 1-2 Year Projects

- Remove first bullet point on the kayak launch
- Diamond Creek Recreational Improvement Plan – Add to March meeting agenda
- Clarification that Woodard Creek Trail is the Karen Hornaday Park portion of the original intent to put a trail along the creek – Add clarification to begin work on this portion of the trail and keep under the 1-2 year projects
- Improvement is needed still, regarding better signage and road marking to ensure safety – Staff will research status on this item for the next step (Pedestrian and Cyclist access on Ocean Drive Loop and Spit Road)
- Move HERC to General Goals and encourage continued use as allowed
- Advocate and increase the Commission budget line item by \$500 to accommodate all aspects and responsibilities of the combined commission
- Add Sister City Art Collection project, increase public awareness by considering relocating and/or displaying the project in a new location such as Library, museum, etc. Consideration to keep the collection together provides the intrinsic value of the collection and the importance of it being protected.
- Remove interpretive signage Coal Point Park, keep on the list - Organize parking at Coal Point Park, identify spaces for park users only
- Uniform sign installation at all city parks, trails and campgrounds – keep
- Beach Signage – keep

Under 3+ Year Projects

- remove second bullet point on consolidation
- Keep support efforts for a multi-use recreational facility (SPARC) 1 additional year or until completed
- Remove fourth item regarding increasing programming for seniors, et al as it is not appropriate under the auspices of a strategic plan.
 - Staff will try to have additional information on the compliance issue at a future meeting

It was determined that the current mission statement could use some work, commissioners are requested to email suggestions to Deputy City Planner Engebretsen and she will prepare a draft for the February meeting.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar 2016/2017

Add to Calendar for March or April Annual Public Art report to Council, Chair Steffy reviewed the items for the February meeting agenda.

B. Commissioner Attendance at City Council Meetings 2016/2017

Chair Steffy will attend the November 21st meeting and Commissioner Archibald will attend the December 5th Council meeting. Commissioner Ashmun will attend a meeting in January pending email from staff and Commissioner Sharpe will attend February 27th Council meeting.

C. Parks and Recreation Advisory Commission Strategic Plan 2016

There were no comments on this item.

D. Email received on changes within the Homer Area Trail organization

A brief discussion on the HAT group and the Trails group joining forces and Commissioner Ashmun will mention this idea to Commissioner Lowney.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Planner Engebretsen thanked the commissioners for all the hard work they will be done on time tonight and welcomed the new commissioners.

Deputy City Clerk Krause commented on her training that she received during the annual conference this past week regarding parliamentary procedure intends to implement what she has learned and the location of where to find current animal control and action taken this year by Council. She complimented the commission on getting through a full agenda in a reasonable time and staying focused tonight.

COMMENTS OF THE COMMISSION

Commissioner Ashmun commented on missing the last meeting and not quite as prepared as she should be for this meeting and her new granddaughter is really cute.

Commissioner Roedl commented it was a good meeting, thank you for being here.

Commissioner Fair commented on signage being important especially placing it near the entrances and being large enough to see it. He referred to Jack Gist park and described the entrance noting there is no delineation of where the park property begins.

Commissioner Archibald commented on dogs and leash laws and cleaning up after their pets on the beach; he also mentioned that the Pratt wants to get a hold of some of those doggie bags; he suggested bringing back their recommendations for the new commissioners.

Commissioner Hart thanked staff and commented on the Clerk's working the elections and how busy it was; she then mentioned putting security cameras up at Ben Walters Park too since that bathroom always get graphitized.

Commissioner Sharpe commented the fun he had meeting up with other commissioners and visiting the parks and trails and looks forward to doing it again.

COMMENTS OF THE CHAIR

Chair Steffy commented that it was an excellent meeting and they accomplished quite a bit tonight. He related an incident recently with a gentleman who also commented on the beach policies and he was

concerned that the signage for the outfall line was not in a very visible spot. He also updated the commission on the new pathways project, purpose and provided a summary of what that group worked on at the second meeting.

A brief discussion ensued on being similar to the needs assessment.

ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 8:15 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY, FEBRUARY 16, 2017** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk

Approved:_____



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MEMORANDUM PARC 17-02

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: February 6, 2017
Subject: Strategic Plan Review

Requested action: Amend strategic plan mission statement as proposed by Commissioner Steffy. If any further changes are desired to the plan, pull this item from the consent agenda.

The Commission wanted to revise the mission statement, and Commissioners Steffy and Ashmun volunteered. Commissioner Steffy recommended the following new mission statement:

"The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on behalf of the residents and users of the City of Homer. The Commission serves to address the maintenance, development, and support of parks and recreation facilities, as well as the recreation, artistic, and cultural programs of the Homer community."

If you are new to this process: Keep in mind to goals of the comprehensive plan, the needs assessment and the budget constraints when thinking about the big picture. This strategic plan is not a wish list of what all we'd like to see, it's a list of immediate actions in the short term....and who will do the work.

You can view the needs assessment on the City website: <http://www.cityofhomer-ak.gov/recreation/park-art-recreation-and-culture-needs-assessment-parc>

Attachment: February 2017 PARCAC Strategic Plan

PARK, ART, RECREATION AND CULTURE ADVISORY COMMISSION
STRATEGIC PLAN 2017 (February)

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, and the City of Homer Public Arts duties. *(Matt and Louise to revise)*

Matt's revision: "The Commission is established to advocate in an advisory capacity to the City Manager and the City Council on behalf of the residents and users of the City of Homer. The Commission serves to address the maintenance, development, and support of parks and recreation facilities, as well as the recreation, artistic, and cultural programs of the Homer community."

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 annual status report on the cemetery
- Increase walkability of Homer
- Improve Public Outreach for parks, recreation and trails opportunities. Provide a quarterly point of view article in the newspaper to update the community. One article a year should be about public art.
- Keep existing staffing levels for Parks Maintenance
- Increase Community Rec staffing by .25 FTE over the 2015 budget.
- To encourage and include art in public spaces in Homer.
- To educate the Council and public about the mission and projects of the City's public art program
- To advocate with the City of Homer's city council, manager and staff to include public art when planning all city upgrades, renovations and new projects
- Encourage programing for seniors, therapeutic and adaptive users *(CR is open to any/all classes the Community wishes to offer.*
- Oversee execution of Public Arts Projects, RFPs, and selections committees
- Encourage ADA compliance and accessibility for parks and recreation programs

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

1-2 Year Projects

- Diamond Creek Recreational Improvement Plan –

- Next Steps, Trails improvements, Trail head parking lot, consider building a summer trail
- Work with community groups to plan and build Woodard Creek Trail within Karen Hornaday Park
- Continue work on Karen Hornaday park drainage, the parking lot, and master plan implementation. Immediate goal of identifying small projects in concert with the master plan. Drainage issues behind the ballfields are an immediate goal.
- Increase the city budget for parks and recreation. Increase reserve savings and add 0.5 FTE.
- Improve pedestrian access to Mariner Park from the Homer Spit Road and the bike path. Lobby to have the extension of the bike path placed on the STIP list.
- Continue to use the HERC building for Community Recreation as long as possible.
- Complete park user agreements with user groups (staff)
- Investigate Endowment funding
- Increase PARCAC budget by \$500 a year for public arts duties (\$1500 total Commission budget)
- Investigate requiring parks within new subdivisions
- Organize parking at Coal Point Park in conjunction with leases,
- Continue uniform sign installation at all city parks, trails and campgrounds (Are we done?)
- Install beach signage (Mariner Park is next)
- Increase public access to public art
- Make the sister city art collection more visible to the public

3+ Year Projects

- Advocate for a Parks and Recreation Department, and funding a department
- Support efforts for a multi-use recreational facility
- Mariner Park Site Improvements – Level parking area, delineation of day use area and camping area, define and improve campsites and relocate kiosk, increase number of spaces and revenues
- Keep greenspace on the Spit
- Make an annual report to City Council about public art

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

- Have quarterly reports in the newspaper.
- 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.
- Provide comments during Comments of the Commission if Commissioners are involved in outside organizations that involve a concern of the Commission.

- When visiting clerk's office, grab the minutes of other groups. Attend an upcoming meeting if items of P&R interest are being discussed. (Or subscribe to email updates on the City website).
- Network with other committees and commissions, in city and outside of city limits

SHARED ACTIONS STAFF/COMMISSION

- Focus and monitor the Homer Non-Motorized Transportation and Trail Plan implementation



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MEMORANDUM PARC 17-01

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: February 6, 2017
Subject: Jack Gist Park

Recommendation: City Council approve Resolution 16-133 for the purchase of Lot 3, Jack Gist Subdivision.

The City Council referred Resolution 16-133 to PARCAC for comment. This is a 2.33 acre lot that is adjacent to the parks northern boundary. Staff recommends purchasing the lot. More parking is needed for this facility, and the current list price of \$69,000 is very reasonable for the current real estate market.

Attachment:
Resolution 16-133

Excerpt from the Homer City Council Regular Meeting Minutes of December 5, 2016:

- C. **Resolution 16-133**, A Resolution of the City Council of Homer, Alaska, Authorizing the City Manager to Negotiate and Prepare a Purchase Offer for Kenai Peninsula Borough Parcel No. 17901024, Jack Gist Subdivision Lot 3, in an Amount Not to Exceed Fair Market Value for the Purpose of Enhancing Current Jack Gist Park Facilities. Lewis.

Mayor Zak called for a motion for the adoption of Resolution 16-133.

LEWIS/REYNOLDS – SO MOVED.

LEWIS/REYNOLDS - MOVED TO REFER TO PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION FOR THEIR RECOMMENDATION.

Councilmember Smith fully supports space for recreation. He was part of the group that got together when the land was gifted and helped in clearing the land. He fully participated in seeing the vision come to fruition. He would like to see the plan for use and utility from the PARC Advisory Commission. There is adjacent land that would be far more beneficial to the expansion of Jack Gist Park.

VOTE: (refer) YES. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**CITY OF HOMER
HOMER, ALASKA**

Lewis

RESOLUTION 16-133

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND PREPARE A PURCHASE OFFER FOR KENAI PENINSULA BOROUGH PARCEL NO. 17901024, JACK GIST SUBDIVISION LOT 3, IN AN AMOUNT NOT TO EXCEED FAIR MARKET VALUE FOR THE PURPOSE OF ENHANCING CURRENT JACK GIST PARK FACILITIES.

WHEREAS, Park and recreational opportunities are important for the quality of life for Homer citizens; and

WHEREAS, A 2.33 acre parcel of land (Kenai Peninsula Borough Parcel No. 17901024, Jack Gist Subdivision Lot 3) adjacent to Jack Gist Park is currently listed for sale for \$69,500; and

WHEREAS, City of Homer acquisition of this parcel would allow the opportunity to enhance current park facilities and expand facilities in accordance with the Jack Gist Park Improvement Project Phase II as outlined in the City's Capital Improvement Plan; and

WHEREAS, The parcel's uphill location will specifically help accomplish drainage improvements for the upper ballfield; and

WHEREAS, The parcel's road access is ideal for developing additional parking space needed for hosting tournaments at the park, which brings economic activity to Homer; and

WHEREAS, Funds from the Land Reserve Account No. 150-0392-4901 with a balance of \$151,584.74 can be made available for the purchase of the property.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby authorizes the City Manager to ascertain a fair market price, negotiate and prepare a purchase offer in an amount not to exceed fair market value for the above described property with the condition that the City Council must approve the purchase price by Ordinance.

PASSED AND ADOPTED by the Homer City Council, this 5th day of December, 2016.

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CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK



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MEMORANDUM PARC 17-05

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 6, 2017
SUBJECT: RECOMMENDATION FOR THE DISPLAY OF THE SISTER CITY ART COLLECTION

Councilmember Lewis presented his idea that the collection of art that the City of Homer has received from Teshio, Hokkaido, Japan should be displayed in a manner that would be available to the general public at the November 16, 2016 regular meeting of the commission. During his recent visit to Teshio, Councilmember Lewis was shown the section in their local museum dedicated to the sistership between Homer and Teshio.

Council member Lewis at the December 5, 2016 regular Council meeting presented the idea before Council through Resolution 16-129 requesting the commission to review and make a recommendation on a more public venue to display the art collection. Council approved the resolution.

AS indicated by our visitor, Ms. Morrow is very interested in providing that public venue space.

Recommendation

Approve recommendation to Council that the Pratt Museum would be a suitable public venue to display the art collection and further recommend that the Pratt Museum work with the City Clerk's Office towards that goal.



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MEMORANDUM PARC 17-03

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: February 6, 2017
Subject: Mariner Park Restrooms

Requested action: None – Informational in Nature.

Commissioner HART requested this item on the agenda. If the Commission wishes to further discuss the restrooms, please pull this item from the consent agenda.

Commissioner HART had requested information on having plumbed restrooms at the park. I understand Public Works Director Meyer had stated to the commission that this was possible. I have verified with the City Planner that no, plumbed restrooms are not possible at this time because we can't build a structure that will meet the flood plain requirements for this area. City staff has spent significant time on this issue and unfortunately has not arrived at a solution that can meet the floodplain requirements, set by FEMA.

Commissioners Brann and Archibald provided staff with mobile restroom plans, that are fully self-contained. (Potable and grey water tanks, on a trailer). These also do not likely meet the flood plain regulations.

You can research the city code under HCC 21.41, Flood Prone Areas if you'd like more information. Mariner Park is in a VE 31 zone.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: February 6, 2017
Subject: February PARC SR 17-01

Updates

Jack Gist Park hours: the City Manager has taken no action on PARCAC's recommendation to change the park hours.

Strategic Plan follow through items:

1. Who is writing the first quarter letter to the editor about PARCAC items?
2. Who would like to schedule and present to Council about the public art program? This could go along with a second quarter letter to the editor.

2017 budget review: this item is on our annual calendar, but the 2017 budget has not been published yet. Staff will bring this item forward when the final budget is out. The City Finance Director position is currently vacant.

MOU's for park use. There are three MOU's to work on. Over the winter the MOU with the Kachemak Nordic Ski Club, for use of City lands on Baycrest was completed. I then started to work on the Jack Gist MOU, but learned that the Jack Gist Park Association has dissolved, so there is no formal entity to sign an agreement. I have notified the City Manager and am awaiting direction. The next MOU will be Little League.

Doggie bag funds: As requested by PARCAC, \$500 was donated to Homer Animal Friends for doggie bag supplies.

Beach Signage: Matt Steffy and I have been working with Islands and Ocean staff on signage for Bishop's Beach. The plan is for two signs: one is interpretive and will be on the pedestrian side of the gate, so people can walk up and read it away from vehicles. A second sign will be by the driveway where vehicles enter the beach, and the design could be reused at Mariner Park or other beach locations.

Beach Policy Update: I do not have a scheduled date for Council to review the updated policy but I will have an update at the meeting.

Cemetery Expansion – a revised plan for the cemetery was approved by the Planning Commission on February 1st. Construction of phase 1 will be this spring, with the goal of having gravesites available

for purchase in May. You can see the plan on the city website – visit the Planning Department. (it’s also on the P&R website it’s just a bit buried under “Special Topics.”

Beluga Slough Trail Extension (Carmen Field Trail) – City staff and volunteers have met to discuss the trail. Volunteers are working with the private landowner of the first section of trail.

HART Trails – The Homer Advisory Planning Commission has finished reviewing the HART plan. Next step is for review and approval by the City Council. Council has a work session scheduled for February 13th, so I may have an update for you at the meeting.



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MEMORANDUM PARC 17-06

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: February 6, 2017
Subject: Mariner Park Beach Signage and Gate

The Commission requested \$20,000 for signage for new regulations – i.e. on the beaches. The City Manager recommended and Council approved \$10,000. I know the Commission has a lot of interest in Mariner Park.

I have asked Angie Otteson, Parks Maintenance Coordinator, how the Commission can work with PW on improvements at the park. I hope to have an update at the meeting. In the meantime, I'd like to have some discussion with you on what you'd like to see at Mariner Park as far as signage, a gate to the beach, and any campground improvements. We're not talking restrooms here, but small projects that could be completed this summer!

Your thoughts?

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2017 MEETING SCHEDULE**

MEETING DATE	SCHEDULED EVENTS OR AGENDA ITEM	
FEBRUARY 2017	STRATEGIC PLAN RE-WRITE LETTER TO THE EDITOR	
MARCH 2017	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS COMPLETE STRATEGIC PLAN RE-WRITE 2017 BUDGET REVIEW HART PROGRAM UPDATES	
APRIL 2017	SPRING PARK &/ OR BEACH WALK THROUGH BUDGET TRENDS HOMER NON-MOTORIZED TRAIL & TRANSPORTATION PLAN	
MAY 2017	LETTER TO THE EDITOR REVIEW HNMTPP KHP PLAN	
JUNE 2017	INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2017? REVIEW CAPITAL IMPROVEMENT PLAN & RECOMMENDATIONS	
AUGUST 2017	BUDGET REVIEW & RECOMMENDATIONS STRATEGIC PLANNING CIP RECOMMENDATIONS TO COUNCIL LETTER TO THE EDITOR	
SEPTEMBER 21, 2017	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION	
OCTOBER 19, 2017	REVIEW AND APPROVE THE 2017 MEETING SCHEDULE LETTER TO THE EDITOR	
NOVEMBER 16, 2017	BUDGET UPDATE MOU REVIEW & RECOMMENDATIONS	
DECEMBER 2017 JANUARY 2018	NO MEETING SCHEDULED NO MEETING SCHEDULED	HAPPY HOLIDAYS!

Quarterly: Letters to the editor updating the Community on P&R activities

Even Years: Comprehensive Plan (February) Strategic Plan review (March), Diamond Creek Plan (May), Camping Fees (May), Beach Policy (October)

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2017 MEETING SCHEDULE

Odd Years: HNMTPP, Karen Hornaday Park Plan, 3 year budget trends & progress toward financial goals (April/May)

2017 HOMER CITY COUNCIL MEETINGS
PARKS ART RECREATION AND CULTURE 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 2017 is as follows:

January 9, 23 2017	XXXXXX	XXXXXX
February 13, 27 2017	XXXXXX	
March 13, 28 2017		
April 10, 24 2017		
May 8, 22 2017		
June 12, 26 2017		
July 24 2017		
August 14, 28 2017		
September 11, 25 2017		
October 9, 23 2017		
November 27 2017		
December 11, 2017		

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.

Additionally it was agreed to report quarterly on any art related activities, projects, etc. to Council



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

MEMORANDUM PARC 17-04

TO: PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 6, 2017
SUBJECT: WELCOME NEW COMMISSIONER

Everybody Say Hi to our newest return commissioner. Ingrid Harrald was on the Commission several years ago and has return to us, see we are that good! They can't stay away.





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Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

December 6, 2016

Ingrid Harrald
PO Box 818
Homer, AK 99603

Dear Ingrid,

Congratulations! Council confirmed/approved your appointment to the Parks, Art, Recreation and Culture Advisory Commission during their Regular Meeting of December 5, 2016 via Memorandum 16-185.

Included is the 2016 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a commissioner as to conduct and conflicts of interest.

Thank you for your willingness to serve the City of Homer on the Parks, Art, Recreation and Culture Advisory Commission. There certainly are exciting times ahead.

Your term will expire October 31, 2019.

Cordially,

Bryan Zak, Mayor

Enc: Memorandum 16-185
Certificate of Appointment
2016 Public Official Conflict of Interest Disclosure Statement
Parks, Art, Recreation and Culture Advisory Commission Bylaws
Robert's Rules of Order Handbook

Cc: Parks, Art, Recreation and Culture Advisory Commission

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Ingrid Harrald

Has been appointed to

serve as

“Commissioner”

on the

“Parks, Art, Recreation and Culture Advisory Commission”

This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 6th day of December, 2016*



Bryan Zak
Bryan Zak, Mayor

Attest:

Jo Johnson
Jo Johnson, MMC, City Clerk



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Office of the Mayor

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(p) 907-235-3130

(f) 907-235-3143

Memorandum 16-185

TO: HOMER CITY COUNCIL
FROM: BRYAN ZAK, MAYOR
DATE: November 28, 2016
SUBJECT: APPOINTMENT OF INGRID HARRALD TO THE PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION.

Ingrid Harrald is appointed to the Parks Art Recreation and Culture Advisory Commission to fill the seat vacated by Dave Brann. Her term will expire October 31, 2019.

RECOMMENDATION:

Confirm the appointment of Ingrid Harrald to the Parks Art Recreation and Culture Advisory Commission.

Fiscal Note: N/A

Published on *City of Homer Alaska Official Website* (<http://www.cityofhomer-ak.gov>)

[Home](#) > [Application for Appointment to an Advisory Body](#) > [Webform results](#) > Application for Appointment to an Advisory Body

Submission information

Form: [Application for Appointment to an Advisory Body](#)
Submitted by Visitor (not verified)
Wednesday, November 16, 2016 - 8:32pm
66.223.248.11

Applicant Information

Name

Ingrid Harrald

Physical Address

5125 Spencer

Mailing Address

Po Box 818

Email

iharrald@hotmail.com

Phone

907-299-4370

Please select the bodies you are interested in serving on

Advisory Bodies

Parks Art Recreation & Culture Advisory Commission 3rd Thursday of the month at 5:30 p.m. No meeting January, July or December

I have been a resident of the city for

12 years

I have been a resident of the area for

15 years

Special Training & Education

MSW from UAA. Experienced Advocate. Work with youth in the community as a counselor. Coach for youth hockey.

Prior Service

Comissioner on the Parks and Recreation Advisory Board 2009-2011.

Why are you interested?

I believe that recreational oppoortunities are vital to creating a safe and healthy community. I would like to participate in ensuring that they are prioritized in the coming years of fiscal uncertainty.

Other memberships

Homer Hockey, Pickleball, Thursday Running Club, KBBI, CIK

Additional related information

My experience working on the commission previously was very rewarding. It was valuable to work closely with Dave Brann and Rob Archibald on important projects like park maintenance and improvement. I would like to continue working on my commitment to the parks and look hope to have the opportunity to work with the new commission and the new energy and enthusiasm present there.

Finish

When you have completed this application please review all the information and hit the submit button. Thank you for applying!

Source URL: <http://www.cityofhomer-ak.gov/node/9051/submission/3171>

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**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Police Chief

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ORDINANCE 16-38(S)(A)

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AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING HCC 7.04.030, TRAFFIC FINE SCHEDULES, AND
ENACTING HOMER CITY CODE CHAPTER 7.15, ANIMALS IN
VEHICLES, REGARDING ANIMALS IN VEHICLES; AND AMENDING
HOMER CITY CODE TITLE 20, ANIMALS, REGARDING THE
REGULATION AND IMPOUNDMENT OF ANIMALS, AND PENALTIES
FOR ANIMAL VIOLATIONS.

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THE CITY OF HOMER ORDAINS:

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19

Section 1. The traffic offense fine schedule in Homer City Code Chapter 7.04.030, Traffic fine schedules, is amended by adding the following offenses and fines:

Code Section	Code Section Title	Fine per Day
7.15.010	Transporting animal	\$75
7.15.020	Animal interfering with vehicle operation	\$75

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21
22
23
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29

Section 2. Homer City Code Chapter 7.15, Animals in Vehicles, is enacted to read as follows:

24
25

Chapter 7.15
ANIMALS IN VEHICLES

26

Sections:

27
28
29

7.15.010 Transporting an animal.

7.15.020 Animal interfering with vehicle operation.

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7.15.010 Transporting an animal

No person may drive a motor vehicle when an animal is riding in or on the vehicle unless the animal is prevented, in a humane manner, from falling, jumping or being thrown from the vehicle by one of the following:

a. confinement in the enclosed passenger compartment of the vehicle;

b. confinement in an area within the vehicle that is fully enclosed or that is enclosed on all sides to a height of at least 46 inches above the floor;

c. tethering in a manner that retains animal's front and hind legs within the vehicle; or

d. confinement in a secure container or cage.

40 7.15.020 Animal interfering with vehicle operation.

41 No person may drive a vehicle while holding an animal or with an animal in the
42 person's lap or immediate area so as to unreasonably obstruct the view of the driver to the
43 front or sides of the vehicle or so as to interfere with the driver's control over the driving
44 mechanism of the vehicle.

45
46 Section 3. Homer City Code 20.04.020, Definitions, is amended to read as follows:
47

48 20.04.020 Definitions.

49 In this title:

50 "Animal" means a domestic or domesticated member of the animal kingdom.

51 "At large" means that an animal is off the property of its owner and not under the
52 direct control of a competent person.

53 "Dog" means a member of the species *Canis familiaris*.

54 "Kennel" means a commercial premises where four or more dogs over four months of
55 age are owned, kept, boarded, bred or offered for sale.

56 "Large animal" means all cattle, horses, sheep, goats, swine or similar species
57 commonly kept as livestock.

58 "Prior conviction" means a conviction of a person for a violation of a provision of this
59 title involving any animal owned or controlled by the person within a 24-month period
60 preceding the date of the offense for which a citation of the person currently is pending.

61 "Quarantine" means the isolation of an animal in a substantial enclosure so that the
62 animal cannot be subject to contact with other animals or unauthorized persons.

63 "Restraint" means any of the following: (i) physical confinement by leash, chain,
64 fence, or building; (ii) under competent voice control when an animal is engaged in an activity
65 or form of training requiring that it not be physically confined; or (iii) under competent voice
66 control when an animal is on the property of its owner.

67 "Vicious animal" means an animal which has bitten or attacked a human being or
68 another animal at any time without provocation.

69
70 Section 4. Homer City Code Chapter 20.08, General Animal Regulations, is repealed
71 and reenacted to read as follows:

72 Chapter 20.08

73 GENERAL ANIMAL REGULATIONS

74 Sections:

75 20.08.010 Animals at large.

76 20.08.020 Impoundment procedures.

77 20.08.030 Animals on harbor floats.

78 20.08.040 Nuisance animals.

79 20.08.050 Cruelty or injury to animals.

80 20.08.060 Boarding dogs at animal shelter.

- 81 20.08.070 Female animals in heat – Confinement required.
82 20.08.080 Abandonment of animals.
83 20.08.090 Maintenance and sanitation.
84 20.08.100 Adoption of shelter animals.
85 20.08.110 Disposal of animal at request of owner.
86
87 20.08.010 Animals at large.
88 a. No person may cause or permit an animal to be at large in a public street or alley, or
89 on other public property, or on private property without the property owner’s consent.
90 b. No person other than the animal control officer or a peace officer performing duties
91 under this title may release an animal from restraint without its owner’s consent, except to
92 preserve the animal’s life. A person who releases an animal from restraint to preserve its life
93 shall promptly report having done so to the animal’s owner or the animal control officer.
94 c. The animal control officer or a peace officer may capture or destroy by any means
95 an animal at large that presents an immediate threat to public safety.
96 d. The owner of an animal that is at large may be cited for a violation of this section
97 without the impoundment of the animal.
98 e. Except as provided in subsection (f) of this section, a violation of subsection (a) or
99 (b) of this section with three or more prior convictions shall be punishable by a fine of not less
100 than \$300.00 nor more than \$500.00, and the unsuspended portion of the fine shall not be
101 less than \$100.00.
102 f. A violation of subsection (a) of this section where the animal is a large animal with
103 one or more prior convictions shall be punishable by a fine of not less than \$300.00 nor more
104 than \$500.00, and the unsuspended portion of the fine shall not be less than \$100.00.
105
106 20.08.020 Impoundment procedures.
107 a. The animal control officer or a peace officer may capture and impound an animal
108 that is at large in violation of HCC 2.08.010(a). The animal control officer or a peace officer
109 may pursue an animal onto private property in the course of effecting its impoundment, and
110 if necessary use a cage trap to capture an animal.
111 b. Immediately upon impounding an animal whose owner is known to the impounding
112 animal control officer or peace officer, the officer shall make a reasonable effort to inform the
113 owner of the impoundment and the conditions on which the owner may regain custody of the
114 animal.
115 c. An animal that is impounded under the provisions of this chapter shall be held in
116 the city animal shelter, and there confined in a humane manner for the applicable minimum
117 period under subsection (d) of this section unless sooner claimed by the owner, and if not
118 claimed by the owner thereafter may be, at the discretion of the animal control officer,
119 offered to the public adoption or in the case of a large animal sold at public auction with
120 public notice in the manner provided for the sale at execution of personal property in AS
121 09.35.140, or destroyed in a humane manner.
122 d. The minimum period for which an impounded animal shall be held at the animal
123 shelter shall be:

- 124 1. For a dog that is impounded while wearing a city license, five days.
125 2. For any other animal, three days.
126 e. No impounded animal may be released from the animal shelter into the custody of
127 its owner unless the owner has:
128 1. Paid all impoundment and boarding fees, and the cost of any veterinary
129 treatment provided to the animal while impounded;
130 2. For a dog owned by a city resident that was impounded while not wearing a
131 city dog license, either produced evidence satisfactory to the animal control officer
132 that a current city dog license has been issued for the dog, or if the dog is unlicensed
133 paid the fee for a city dog license for the dog; and
134 3. For a dog, either produced evidence satisfactory to the animal control officer
135 that the dog has a current rabies vaccination, or paid the fee for a 30-day rabies
136 vaccination voucher under HCC 20.16.030.

137

138 20.08.030 Animals on harbor floats.

139 No person may bring, keep, or maintain an animal on the floats of the Homer small
140 boat harbor, unless the animal is kept under physical confinement by leash or chain at all
141 times. The person in control of the animal shall be responsible for cleaning and removing the
142 animal's waste from the harbor floats. The City will charge the person in control of the animal
143 for labor (minimum of one-half hour) required for cleaning and removing any animal waste
144 that the person fails to clean and remove.

145

146 20.08.040 Nuisance animals.

- 147 a. No person may cause or permit an animal that the person owns or controls to:
148 1. Annoy another person by interfering with the latter's sleep, work or
149 reasonable right to peace and privacy by making repeated or continued noise;
150 2. Defecate, dig upon or injure private property owned by another person or a
151 public street or alley, or other public property;
152 3. Frequently or habitually growl, snap at, jump upon or otherwise menace,
153 injure or frighten another person who is not trespassing or otherwise violating the law;
154 or

155 4. Chase, harass, or otherwise disturb or injure wildlife.

156 b. The animal control officer or a peace officer may impound an animal that is
157 engaging in behavior described in subsection (a) of this section. A person may restrain an
158 animal from continuing to engage in behavior described in paragraph (a)(4) of this section,
159 and shall promptly surrender any animal so restrained to the animal control officer for
160 impoundment.

161 c. A violation of subsection (a) of this section with three or more prior convictions shall
162 be punishable by a fine of not less than \$300.00 nor more than \$500.00, and the unsuspended
163 portion of the fine shall not be less than \$100.00.

164

165 20.08.050 Cruelty or injury to animals.

166 a. No person may intentionally injure, torment, poison, provoke, or otherwise abuse

167 an animal, including without limitation through a violation of HCC 7.15.010, Transporting an
168 animal.

169 b. No person may intentionally kill an animal by injury, torment, poison, suffocation,
170 decompression or other forms of abuse of the animal.

171 c. No person may maintain an animal without providing food, water, and shelter
172 adequate to preserve the animal's health, or abandon an animal where it will not be provided
173 proper food, water, shelter, and care.

174 d. No person may maintain an animal showing symptoms of infectious or contagious
175 disease without keeping the animal confined in a building or secure enclosure and under
176 proper care.

177 e. No person may cause an animal to fight another animal or human being, whether
178 for amusement or financial gain; or train, or keep for the purpose of training, an animal for
179 exhibition in combat with an animal or human being. No person may permit property that the
180 person owns or controls to be used for any of the purposes described in this subsection.

181 f. No person may use a trap or snare within the city limits that can kill or injure a
182 domestic animal except under the supervision of a state or federal wildlife agency addressing
183 a specific nuisance wildlife issue, and with prior notice to the animal control officer of the
184 name and contact information of each person who will be working the trap(s), and the type of
185 trap(s) and the location of trap(s) being used.

186 g. No person may cause or permit an animal that the person owns or controls to
187 molest or harass wild or domesticated animals.

188 h. The driver of a vehicle involved in an accident resulting in injury to an animal shall
189 stop the vehicle as close to the scene of the accident as safely possible and inform the owner
190 of the animal of the accident and injury to the animal, if the animal's ownership is readily
191 ascertainable. If the owner of the animal is not readily ascertainable, the driver shall inform
192 the animal control officer or police department as quickly as reasonably possible of the
193 accident and injury to the animal.

194 i. Notwithstanding any other provision of this section, the animal control officer, a
195 peace officer or a licensed veterinarian may humanely euthanize an animal that in that
196 person's opinion is so seriously ill or injured that medical treatment would needlessly prolong
197 the animal's suffering; provided that if the animal bears identification of ownership, the
198 animal control officer, law enforcement officer or licensed veterinarian first shall make a
199 reasonable effort to inform the owner of the animal's condition and obtain the owner's
200 consent to euthanizing the animal.

201 j. This section does not apply to: Impounding, destruction, or other disposition of an
202 animal in a humane manner as authorized by law; killing or injuring an animal where
203 necessary to protect a human being or domesticated animal from death or bodily injury; or
204 the humane destruction of an animal by its owner or the owner's authorized agent.

205 k. A violation of subsections (a) through (h) of this section shall be punishable by a fine
206 of not less than \$300.00 nor more than \$500.00, and the unsuspended portion of the fine shall
207 not be less than \$300.00.

208
209

210 20.08.060 Boarding dogs at animal shelter.

211 The Homer Animal Shelter may accept a dog for boarding if the following
212 requirements are met:

213 a. The owner and dog must reside inside the City.

214 b. The owner pays boarding fees in advance for a maximum of ten days. The owner
215 shall pay double the standard boarding fees for any time from the end of the time for which
216 boarding fees were paid in advance until the owner claims the dog from the animal shelter.

217 c. The owner provides proof from a veterinarian that the dog has current vaccinations
218 for rabies, parvo, distemper and Bordetella (kennel cough).

219 d. The owner exhibits proof that the dog has a current City dog license.

220 e. The owner reserves boarding space 24 hours in advance of the desired boarding
221 time, and at the time of reservation space to board the dog will be available. The animal
222 shelter will not board more than four dogs at a time.

223 f. The animal shelter may deny boarding to a dog that it determines to be sick, injured,
224 vicious, or in heat.

225 g. Before the boarding time begins, the owner of the dog executes a boarding
226 agreement including all the requirements in this section and an agreement to hold the Homer
227 Animal Shelter and the City harmless and waive liability claims against the Homer Animal
228 Shelter and the City.

229 h. All boarding costs shall be paid in full before the dog is released to its owner or
230 designee.

231 i. The Homer Animal Shelter will not board dogs if any licensed private commercial
232 boarding kennel is operating within the City and that facility has space available for animal
233 boarding.

234

235 20.08.070 Female animals in heat – Confinement required.

236 Every female dog or cat in season shall be kept confined in a building or secure
237 enclosure, or in a veterinary hospital or boarding kennel, in such a manner that such female
238 dog or cat cannot come in contact with another dog or cat except for planned breeding
239 purposes.

240

241 20.08.080 Abandonment of animals.

242 No person may intentionally abandon an animal including without limitation leaving
243 the animal unattended outside of the animal shelter.

244

245 20.08.090 Maintenance and sanitation.

246 A person who owns an animal shall maintain all structures, pens and yards where the
247 animal is kept, and all areas adjacent thereto, in a clean and sanitary condition and free from
248 objectionable odor.

249

250 20.08.100 Adoption of shelter animals.

251 To minimize the destruction of animals, the City shall make unclaimed animals and
252 animals turned in to the animal shelter for disposal available for adoption by any adult

253 person except as restricted herein. The City may collect a fee for the adoption of each animal.
254 The animal control officer may deny adoption of an animal to any person with a documented
255 record of frequent violations of this title or a history of animal abuse, neglect, or housing
256 animals in inhumane or unsanitary conditions. Frequent violation for purposes of this section
257 shall mean three or more convictions in the last 24 months.

258
259 20.08.110 Disposal of animal at request of owner.

260 The animal shelter will accept an animal from its owner for disposal upon the owner's
261 execution of a written consent agreement holding the City harmless from liability for the
262 destruction of the animal. Upon execution of the agreement, the animal becomes property of
263 the City and at the City's option may be disposed of by adoption or destruction in a humane
264 manner. The City reserves the right to refuse to dispose of any animal.

265
266 Section 5. Homer City Code 20.12.010, License required – Issuance, is amended to read
267 as follows:

268

269 20.12.010 License required – Issuance.

270 No person may own, keep or harbor a dog over four months of age in the city that is
271 not licensed as provided in this chapter. The animal shelter shall issue a dog license upon
272 receiving an application stating the owner's name and address and the name, breed, color
273 and sex of the dog, a certificate from a licensed veterinarian that the dog has a current rabies
274 vaccination, and payment of the license fee. A dog license shall be issued for a period of two
275 years that begins on January 1st of an even-numbered year and ends on December 31st of
276 the following odd-numbered year. The full license fee shall be payable for a dog license that is
277 issued at any time during an even-numbered year and the fee for a dog license that is issued
278 at any time during an odd-numbered year shall be one-half of the full license fee.

279

280 Section 6. Homer City Code 20.12.020, License tag to be worn and displayed, is
281 amended to read as follows:

282

283 20.12.020 License tag to be worn and displayed.

284 Upon payment of the license fee, the animal shelter shall issue to the owner of a dog a
285 receipt for payment of the license fee and a license tag for the dog. The tag shall bear the
286 years for which it was issued and a number corresponding to the number on the receipt. The
287 owner of a dog subject to licensing under this chapter shall cause the dog to wear a collar or
288 harness to which the license tag shall be affixed at all times. In case a dog tag is lost or
289 destroyed another will be issued upon payment of a replacement fee. Dog tags are not
290 transferable from one dog to another.

291

292 Section 7. Homer City Code 20.12.030, Counterfeit tags prohibited, is repealed.

293

294 Section 8. Homer City Code 20.16.010, Rabies vaccination required, is amended to
295 read as follows:

296
297 20.16.010 Rabies vaccination required.
298 Every owner of a dog **over four months old** shall have **the** dog vaccinated against
299 rabies.

300
301 Section 9. Homer City Code 20.16.020, Quarantine of rabid animals required, is
302 amended to read as follows:

303
304 20.16.020 Quarantine of rabid animals required.
305 a. If a dog or other animal is believed to have rabies or to be vicious, or has been bitten
306 by **a** dogs or other animals suspected of having rabies, the dog or other animal shall be
307 confined by a leash or chain in a substantial enclosure on the owner’s premises and shall be
308 placed under the observation of a duly licensed physician or veterinarian for 10 days at the
309 expense of the owner. The owner shall notify a peace officer or animal control officer that the
310 dog has been exposed to rabies, and the officer may, at the officer’s discretion, place the dog
311 under observation in a designated isolation ward at the animal shelter for the quarantine
312 period at the expense of the owner. (Note: also see 7 AAC 27.020.)

313 b. The Chief of Police shall promptly notify the State Health Department Officer of the
314 location and description of the dog or other animal having rabies or suspected of having
315 rabies, and supply the State Health Officer with the names and addresses of the persons who
316 have been bitten, scratched or had any contact with the suspected animal.

317 c. A peace officer may enter upon private property where a dog or other animal that is
318 alleged to have bitten a person is kept, to inspect, seize and impound the dog as provided in
319 this chapter.

320
321 Section 10. Homer City Code 20.16.030, Rabies vaccination voucher authorization, is
322 amended to read as follows:

323
324 20.16.030 Rabies vaccination voucher authorization.
325 The animal control officer may collect the fee for, and issue to an owner claiming a
326 dog at the animal shelter who is unable to provide adequate proof of current rabies
327 vaccination for the dog, a “rabies vaccination voucher.” This voucher shall be valid for 30
328 days, and within that period shall entitle the bearer to rabies vaccination for the dog
329 identified thereon, at any licensed veterinarian agreeing to accept same. The City shall set
330 fees for such voucher at the average rates currently being charged by all veterinarians
331 licensed within the City.

332
333 Section 11. Homer City Code 20.20.010, Permitting animals to bite prohibited, is
334 amended to read as follows:

335
336

337 20.20.010 Permitting animals to bite prohibited.

338 a. No person may permit any animal that the person owns or controls to bite a person
339 or another animal, unless the person bitten is engaged in the commission of a criminal act. It
340 is an affirmative defense to a charge of violating this section that the victim of the bite
341 provoked the animal into biting, or was bitten while trespassing on premises totally enclosed
342 by chain link or similar density fencing by an animal housed therein. A violation of this
343 section shall be punishable by a fine of not less than \$300.00 and not more than \$500.00, and
344 the unsuspended portion of the fine shall not be less than \$100.00.

345 b. The City shall serve notice on the owner of an animal which has bitten a person or
346 another animal without provocation, advising the owner that the animal is now a vicious
347 animal and is subject to destruction if at large.

348
349 Section 12. Homer City Code 20.20.020, Destruction prohibited pending quarantine, is
350 amended to read as follows:

351
352 20.20.020 Destruction prohibited pending quarantine.

353 No person may kill or maim an animal which is known to have bitten a person or
354 animal without the prior consent of the Chief of Police. Nothing in this section shall prohibit
355 the killing of an animal where such destruction is necessary for the protection of life and limb,
356 or for the purpose of preventing a further attack. One of the purposes of the enactment of this
357 chapter is to enable the Chief of Police to observe any dogs and other animals which have
358 bitten any person or animal in order to determine whether the same are infected by rabies. A
359 violation of this section shall be punishable by a fine of not less than \$300.00 and not more
360 than \$500.00, and the unsuspended portion of the fine shall not be less than \$100.00.

361
362 Section 13. Homer City Code 20.20.030, Vicious animal, is amended to read as follows:

363
364 20.20.030 Vicious animal.

365 No person may:

366 a. Permit a vicious animal to be at large;

367 b. Knowingly or negligently permit a vicious animal to bite any person unless the
368 person bitten is in the act of committing a criminal offense;

369 c. Permit a vicious animal to be housed or transported in or on any motor vehicle
370 unless the animal is muzzled to prevent the animal from biting any person. (Exception:
371 vicious animals locked in the passenger compartment of a motor vehicle need not be
372 muzzled if the windows are adequately closed to prevent the animal from exiting the vehicle);

373 d. Permit a vicious animal to leave premises owned or controlled by the animal's
374 owner or his agent (except as authorized in subsection (c) of this section) unless the animal is
375 securely muzzled.

376 Any animal in violation of subsection (a) or (b) of this section shall, upon conviction of the
377 owner or the agent, for that offense, be immediately seized by the City and held for
378 destruction. A violation of this section shall be punishable by a fine of not less than \$300.00
379 nor more than \$500.00, and the unsuspended portion of the fine shall not be less than

380 \$100.00.

381

382 Section 14. Subsection (b) of Homer City Code 20.20.040, Administrative hearing
383 procedures, is amended to read as follows:

384

385 b. A notice of administrative hearing shall be served upon the animal's owner or his
386 designee under the procedures set for service of summons in a civil action. The notice shall
387 specify the date, time, and location of the hearing. The hearing may not be less than three
388 days following the service of the hearing notice on the animal owner or his designee.

389

390 Section 15. Homer City Code Chapter 20.24, Enforcement Authority--Interference, is
391 amended to read as follows:

392

393

Chapter 20.24

394

ENFORCEMENT AUTHORITY -- INTERFERENCE

395

396 Sections:

397 20.24.010 Enforcement.

398 20.24.020 Interference with enforcement officer prohibited.

399 20.24.030 Unauthorized removal of animals.

400 20.24.040 Tampering with City live traps prohibited.

401 20.24.050 Removal of quarantined animals prohibited.

402 20.24.060 Furnishing false information.

403

404 20.24.010 Enforcement.

405 This title may be enforced by any peace officer. Additionally, a private person may
406 lawfully detain any animal in violation of this title provided the person promptly notifies the
407 animal control officer and surrenders the animal to the animal control officer in compliance
408 with HCC 20.08.040(b).

409

410 20.24.020 Interference with enforcement officer prohibited.

411 No person shall interfere with, oppose or resist any peace officer or animal control
412 officer in the performance of his duties as provided in this title. A violation of this section shall
413 be punishable by a fine of not less than \$300.00 nor more than \$500.00, and the unsuspended
414 portion of the fine shall not be less than \$100.00.

415

416 20.24.030 Unauthorized removal of animals.

417 No person may remove or release any animal from the animal shelter, animal control
418 vehicles, municipal animal traps or from any other official custody without first obtaining
419 permission to do so from the animal control officer or any peace officer. A violation of this
420 section shall be punishable by a fine of not less than \$300.00 nor more than \$500.00, and the
421 unsuspended portion of the fine shall not be less than \$100.00.

422

423 20.24.040 Tampering with City live traps prohibited.

424 No person may tamper with any City-owned or City-operated animal live trap.
425 "Tampering" means removal or destruction of bait(s), tripping the door closure mechanism,
426 obstructing the entryway so as to prevent animals from entering the trap, or the physical
427 removal of the trap from its position. A violation of this section shall be punishable by a fine of
428 not less than \$300.00 nor more than \$500.00, and the unsuspended portion of the fine shall
429 not be less than \$100.00.

430
431 20.24.050 Removal of quarantined animals prohibited.

432 No person may remove from the animal shelter or any veterinary hospital, or from any
433 other place, any animal which has been quarantined without the consent of the chief of
434 police or animal control officer. A violation of this section shall be punishable by a fine of not
435 less than \$300.00 nor more than \$500.00, and the unsuspended portion of the fine shall not
436 be less than \$100.00.

437
438 20.24.060 Furnishing false information.

439 No person may knowingly provide false information on any license application,
440 adoption or disposal agreement, boarding agreement, citation, or any other official
441 document being executed pursuant to this title.

442
443 Section 16. Homer City Code Chapter 20.28, Kennels, is amended to read as follows:

444
445 Chapter 20.28
446 KENNELS

447 Sections:

- 448 20.28.010 Kennels – Generally.
- 449 20.28.020 Kennel license – Required.
- 450 20.28.030 Kennel license fee.

451
452 20.28.010 Kennels – Generally.

453 a. No kennel shall be maintained or operated in such a manner as to constitute a
454 nuisance to persons owning or occupying land in the vicinity of the land on which the kennel
455 facility is operated or maintained.

456 b. Any complaint that a kennel is in violation of this chapter shall be referred to the
457 animal control officer. The animal control officer may inspect the facilities to determine
458 whether such kennel constitutes a health hazard, nuisance or otherwise violates this chapter.
459 Such inspection shall be completed within seven days of the complaint.

460 c. If the animal control officer determines that the kennel complained of is a health
461 hazard, violates this chapter, or is a public nuisance, or that dogs may not be safely kept
462 therein, the owner shall be notified and shall be granted a reasonable length of time within
463 which to remedy any deficiencies found and to comply with requirements of this chapter.

464 d. If, upon a second inspection after the expiration of the time granted in the notice,
465 the kennel is still in violation, the animal control officer may then revoke any license.

466 previously issued for such kennel.

467

468 20.28.020 Kennel license – Required.

469 a. No person may own or operate a kennel without first obtaining a kennel license.
470 Application for a kennel license shall be made to the animal control officer.

471 b. Before a kennel license is issued, the animal control officer shall inspect the kennel
472 to confirm that the kennel:

473 1. Has adequate shelter for the dogs from the elements;

474 2. Has adequate provisions for keeping the dogs on the owner’s premises; and

475 3. Has adequate provisions for keeping the premises in a sanitary condition.

476 Upon finding that the kennel is in compliance with this chapter, the animal control
477 officer shall issue the license.

478

479 20.28.030 Kennel license fee.

480 A kennel license shall be issued for a period of two years that begins on January 1st of
481 an even-numbered year and ends on December 31st of the following odd-numbered year.

482 The full license fee shall be payable for a kennel license that is issued at any time from

483 January 1 of a even-numbered year through June 30 of the following odd-numbered year,

484 and the fee for a kennel license that is issued in an odd-numbered year on or after July 1 shall

485 be one-half of the full license fee. The kennel license fee shall be in lieu of a dog license fee for

486 each individual dog that is kept at the kennel; however, each dog that is kept at the kennel

487 shall be subject to all other requirements for the issuance of a dog license. Each animal kept

488 at the kennel shall be considered licensed under the kennel license so long as it remains at

489 the kennel. The owner of a dog that will remain in the city must obtain a dog license for the

490 dog when it ceases to be kept at the kennel.

491

492 Section 17. Homer City Code Chapter 20.30, Records, is enacted to read as follows:

493

494 Chapter 20.30

495 RECORDS

496 Sections:

497 20.30.010 Records.

498

499 20.30.010 Records.

500 a. The animal control officer shall maintain complete and detailed records of the
501 following as required by city contract:

502 1. The issuance and revocation of licenses under this title;

503 2. All animals brought into the custody of the animal shelter by impoundment
504 or otherwise;

505 3. The disposition of all animals in the custody of the animal shelter;

506 4. Rabies immunizations vouchers issued;

507 5. Reports required by or made pursuant to this title;

508 6. Investigations of violations of this title;

- 509 7. Monies received for fees and charges imposed by this title; and
 510 8. Notices of violation, including the disposition thereof.

511 b. The animal control officer shall not disclose the identity of a person who surrenders
 512 an animal to the animal shelter or claims or adopts an animal from the animal shelter unless
 513 the animal control officer determines that protection of the public health, safety or welfare
 514 requires such disclosure.

515 c. At the request of the animal control officer, an animal owner shall authorize the
 516 owner's veterinarian to release animal medical records related to a specific animal control
 517 investigation.

518
 519 Section 18. Subsection (c) of Homer City Code 20.32.010, Animal control fee schedule,
 520 is amended to read as follows:

521
 522 c. Animals being adopted shall be properly licensed and vaccinated.

523
 524 Section 19. Homer City Code 20.32.020, Penalty provisions, is repealed, and Homer
 525 City Code 20.32.020, Fine schedule, is enacted to read as follows:

526
 527 20.32.020 Fine schedule.

528 Citations for offenses listed in this section may be disposed of as provided in AS
 529 12.25.195-.230, without a court appearance, upon payment of the fine amounts listed below
 530 plus the state surcharge required by AS 12.55.039 and AS 29.25.074. Fines must be paid to the
 531 court. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses
 532 listed below. Citations charging these offenses must meet the requirements of Minor Offense
 533 Rule 3. If a person charged with one of these offenses appears in court and is found guilty, the
 534 penalty imposed for the offense may not exceed the scheduled fine amount plus any
 535 surcharge required to be imposed by AS 12.55.039 and AS 29.25.074.
 536

Code Section	Code Section Title	Fine per Day
20.08.010(a)	Animal at large	No prior conviction \$50; One prior conviction \$100; Two prior convictions \$200
20.08.010(b)	Unauthorized release of animal from restraint	No prior conviction \$50; One prior conviction \$100; Two prior convictions \$200
20.08.030	Animals on harbor floats	\$25
20.08.040(a)	Nuisance animals	No prior conviction \$50; One prior conviction \$100; Two prior convictions \$200
20.08.070	Female animals in heat	\$100
20.08.080	Abandonment of animals	\$100
20.08.090	Maintenance and sanitation	\$100
20.12.010	License required--Issuance	\$50

20.12.020	License tag to be worn and displayed	\$50
20.20.010	Permitting animals to bite	\$200
20.24.060	Furnishing false information	\$200
20.28.020	Kennel license--Required	\$100

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Section 20. This ordinance is of a permanent and general character and shall be included in the City code.

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA, this 22nd day of August, 2016.



CITY OF HOMER

Mary E. Wythe
MARY E. WYTHE, MAYOR

ATTEST:

Jo Johnson
JO JOHNSON, MMC, CITY CLERK

AYES: 5
NOES: 0
ABSTAIN: 0
ABSENT: 1

First Reading: 6/27/16
Public Reading: 7/25/16, 8/08/16, 8/22/16
Second Reading: 8/22/16
Effective Date: 8/23/16

Reviewed and approved as to form:

Mary K. Koester
Mary K. Koester, City Manager

Holly C. Wells
Holly C. Wells, City Attorney

Date: 8.25.16

Date: 9.16.16

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*
The Guerrilla's Guide to Robert's Rules

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. <i>Fix the Time to Which to Adjourn</i>	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. <i>Adjourn</i>	Closes the meeting	No	Yes	No	No	Majority
3. <i>Recess</i>	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. <i>Raise a Question of Privilege</i>	Asks an urgent question regarding rights	Yes	No	No	No	Ruled by chair
5. <i>Call for Orders of the Day</i>	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. <i>Lay on the Table</i>	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. <i>Previous Question</i>	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. <i>Limit or Extend Limits of Debate</i>	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. <i>Postpone to a Certain Time</i>	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. <i>Commit or Refer</i>	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. <i>Amend an amendment</i> (<i>Secondary Amendment</i>)	Proposes a change to an amendment	No	Yes	Yes ⁴	No	Majority
12. <i>Amend a motion or resolution</i> (<i>Primary Amendment</i>)	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. <i>Postpone Indefinitely</i>	Kills the motion	No	Yes	Yes	No	Majority
14. MAIN MOTION	Brings business before the assembly	No	Yes	Yes	Yes	Majority

1 Is debatable if the motion is made while no question is pending
2 Unless no question is pending
3 Majority, unless it makes the question a special order
4 If the motion it is being applied to is debatable

Note: Motions above are in the Order of Precedence of Motions.

Based on Robert's Rules of Order Newly Revised, 11th Edition

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules* *The Guerrilla's Guide to Robert's Rules*

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
<i>Point of Order</i>	Requests that the rules be followed	Yes	No	No	No	Ruled by chair
<i>Appeal from the Decision of the Chair</i>	Challenges a ruling of the chair	Yes	Yes	Depends ⁴	No	Majority ⁵
<i>Suspend the Rules</i>	Allows the group to violate the rules (not bylaws)	No	Yes	No	No	Two-thirds
<i>Objection to Consideration</i>	Keeps the motion from being considered	Yes ⁶	No	No	No	Two-thirds ⁷
<i>Division of the Question</i>	Separates consideration of the motion	No	Yes	No	Yes	Majority
<i>Division of the Assembly</i>	Requires a standing vote	Yes	No	No	No	One member
<i>Parliamentary Inquiry or Request for Information</i>	Allows a member to ask a question about the business at hand	Yes	No	No	No	Responded to by chair
<i>Withdraw a Motion (after stated by the chair)</i>	Removes a motion from consideration	Yes	Depends ⁸	No	No	Majority
<i>Take from the Table</i>	Resumes consideration of a motion that was laid on the table	No	Yes	No	No	Majority
<i>Reconsider</i>	Considers a motion again	Yes ⁹	Yes	Depends ¹⁰	No	Majority
<i>Rescind or Amend Something Previously Adopted</i>	Repeals a previously adopted motion or amends it after it has been adopted	No	Yes	Yes	Yes	Depends ¹¹

4 If the motion it is being applied to is debatable

5 Majority in negative required to reverse chair's decision

6 Yes, until debate has begun or a subsidiary motion other than Lay on the Table has been stated by the chair

7 Two-thirds against consideration sustains objection

8 Yes, if motion is made by the person requesting permission; no, if made by another member

9 When another member has been assigned the floor, but not after he or she has begun to speak

10 Only if the motion to be reconsidered is debatable

11 Requires a) a majority with notice, b) two-thirds, OR c) majority of entire membership

UNDERSTANDING & USING MOTIONS

These documents provide information on the basic and most used motions during meetings. They also provide scenarios and dialog to provide samples on how & when they would be used.

- ❖ **Motion Classifications**

- ❖ **Motions in the Precedence of Motions**

- ❖ **Other Motions**

❖ **Motion Classifications**

CLASSIFICATION	MOTIONS
Main Motions	<i>Original Main Motions</i> <i>Incidental Main Motions</i>
Privileged Motions	<i>Fix the Time to Which to Adjourn</i> <i>Adjourn</i> <i>Recess</i> <i>Question of Privilege</i> <i>Call for the Orders of the Day</i>
Subsidiary Motions	<i>Lay on the Table</i> <i>Previous Question (Close Debate)</i> <i>Limit or Extend Limits of Debate</i> <i>Postpone Definitely (Postpone to a Certain Time)</i> <i>Commit or Refer</i> <i>Amend</i> <i>Postpone Indefinitely</i>
Incidental Motions	<i>Point of Order</i> <i>Appeal from the Decision of the Chair</i> <i>Suspend the Rules</i> <i>Objection to the Consideration of a Question</i> <i>Division of a Question</i> <i>Consideration by Paragraph or Seriatim</i> <i>Division of the Assembly</i> <i>Motions relating to Methods of Voting and the Polls</i> <i>Motions Relating to Nominations</i> <i>Request to be Excused from a Duty</i> <i>Requests and Inquiries</i> <i>Parliamentary Inquiry</i> <i>Request for Information</i> <i>Request for Permission to Withdraw a Motion</i> <i>Request to Read Papers</i> <i>Request for any Other Privilege</i>
Bring Back Motions	<i>Rescind</i> <i>Amend Something Previously Adopted</i> <i>Take From the Table</i> <i>Reconsider</i>

❖ Motions in the Precedence of Motions

➤ *Main Motion*

- **DESCRIPTION:** The purpose of a *Main Motion* is to bring business before the assembly for consideration and action. If passed, it commits the assembly to do or say something. There are two kinds of *Main Motions*: *Original Main Motions* and *Incidental Main Motions*.
 - An *Original Main Motion* introduces a new subject
 - An *Incidental Main Motion* relates to the business of the assembly, its past action, or its future action.
- **USE:** It's the *Main Motion* that causes the group to take an action or a stand on an issue. The wording of the *Main Motion* is crucial. This motion, unlike most others can only be made when there is no other pending motion on the floor.
 - It's important to realize that the only time a group takes an action is if the *Main Motion* is adopted. Failure to adopt a motion does not mean that the group has taken a stand against an issue.
 - Some organizations prefer resolutions to motions. A resolution is simply a *Main Motion* in a specific format that includes “Whereas” and “Therefore” clauses.
 - Not all *Main Motions* are in order. *Robert’s Rules* provides a listing of the *Main Motions* that are not in order, e.g. motions that conflict with the bylaws or are outside of the scope of the organizations object.

➤ *Postpone Indefinitely*

- **DESCRIPTION:** This motion, in effect, kills the *Main Motion* for the duration of the session without the group having to take a vote on the motion. If this motion passes, there is no vote on the *Main Motion*, which means there is no stand taken for or against the *Main Motion*.
- **USE:** As the description indicates, it's a way to kill something without going on record against it. Think about it, you can kill a motion, and no one can say that you or your organization voted against it!
 - This motion can kill another motion. It's not advisable to kill a motion without having full opportunity to discuss it. Therefore, debate on the motion to *Postpone Indefinitely* cannot only be on the advisability of postponing it but, unlike other motions, can go into the merits of the *Main Motion* that this motion is trying to kill.

- Notice that this motion is very low on the list of Precedence of Motions. Therefore, many other options are open to the membership to fix the motion, if that is the will of the group.

➤ ***Amend a Motion or Resolution (Primary Amendment)***

- **DESCRIPTION:** A motion to modify the pending motion before it is voted on. There are three different ways to *Amend* a motion: to insert or add, to strike out (words or a paragraph), and to strike out and insert (if the strike out and insert is more than words – for example, paragraphs or more – this way is referred to as substitute). Each of these different ways have some specific rules (check *Robert's Rules* for the rules).
 - To be in order the amendment must be germane – the amendment must be closely related to the subject of the motion.
 - Friendly amendment is an amendment offered that is believed to be consistent with the wishes of the original maker of the motion. This is an improper form of an amendment because the amendment belongs to the members present, not the original maker of the motion. It should be handled like any other amendment.
- **USE:** Amend is the most widely used kind of secondary motion. If the amendment was adopted, the motion is still pending, it has just been changed. If the amendment failed, the motion is pending, exactly like it was before the amendment was made.
 - There is no limit to the number of times a motion can be amended. But there can only be two amendments on the floor at one time, one *Primary Amendment* and one *Secondary Amendment*.
 - Amendments to bylaws are frequently confusing. Because they are amending a document that already exists (the bylaws), a bylaw amendment is not an amendment as defined here, but is a main motion.

➤ ***Amend an Amendment (Secondary Amendment)***

- **DESCRIPTION:** An *Amendment* can be an attempt to change the *Main Motion*, which is referred to as a *Primary Amendment*. It can also be an attempt to change the *Primary Amendment*, which is referred to as a *Secondary Amendment*.
- **USE:** A *Secondary Amendment* is not just the second amendment offered, but it must apply to the *Primary Amendment*, not the *Main Motion*.

- ***Commit or Refer***
 - **DESCRIPTION:** This motion sends the *Main Motion* to a smaller group (a committee) for further examination and refinement before the body votes on it.
 - **USE:** Committees get a lot of bad rap but they can be a very effective way to move an issue forward. Think of how much more effective this motion can be if it is specific as to what the committee should do, who should make up the committee, and when they should report back to the assembly.

- ***Postpone to a Certain Time (Postpone Definitely)***
 - **DESCRIPTION:** If the body needs more time to make a decision or if there is a time for consideration of this question that would be more convenient, this motion may be the answer. If a group meets at least quarterly, the postponement cannot go beyond the next session.
 - **USE:** The purpose of this motion is to delay consideration of a particular motion. The motion has been moved, seconded, restated by the chair, and is now pending. Anytime it is pending (being debated) it can be moved to *Postpone Definitely*. If the motion is simply stated as to *Postpone Definitely*, and the motion passes, the motion is put off until the next meeting and would come up under Unfinished Business.

- ***Limit or Extend Limits of Debate***
 - **DESCRIPTION:** This motion can reduce or increase the number and length of speeches permitted or limit the length of debate on a specific question.
 - **USE:** Unless the rules state otherwise, a member may speak in debate two times on the same motion on the same day and neither of those speeches can exceed 10 minutes. Sometimes a group adopts rules that change those limits. This motion is used to change any of those limits. This motion can be made in application to a particular motion or in application to a series of motions.

➤ ***Previous Question***

- **DESCRIPTION:** The effect of this motion is to stop debate on the pending motion and to move immediately to a vote on the motion(s).
- **USE:** This motion is frequently misused. Its purpose is to close debate and immediately go to a vote. But because it takes rights away from members, it requires a second and a two-thirds vote.
 - When this motion is adopted, the next step is to vote on the pending motion. No additional amendments to the motion can be made after adoption of this motion.
 - This motion has various forms. If there are many motions on the floor, the *Previous Question* can be ordered anywhere from only one of those motions to all of the motions.

➤ ***Lay on the Table***

- **DESCRIPTION:** This motion interrupts pending business and places in the care of the secretary the pending motion and everything adhering to it. If a group meets at least quarterly, the question laid on the table remains there until taken off or until the end of the next regular session. The motion to *Lay On The Table* should not be used to kill a motion or to put off completion of a motion specifically until Unfinished Business at the next meeting. This motion has the distinction of being the most misused and abused of all the motions!
- **USE:** Simply stated, this motion is used when something unexpected has come up and you need to set aside the motion for more urgent business. It's used when you want to lay the pending motion aside but you don't know if you will get back to it at this meeting or at the next meeting. When this motion is used, there is flexibility as to when the motion will be brought back before the group.

➤ ***Call for Orders of the Day***

- **DESCRIPTION:** By the use of this motion, a single member can require the assembly to follow the order of business or agenda, or take up a special order that is scheduled to come up, unless two-thirds of the assembly wishes to do otherwise.
- **USE:** This motion keeps the group on the planned schedule for the meeting. If the agenda is deviated from, either accidentally or on purpose, this motion can be initiated by any member.

- ***Raise a Question of Privilege***
 - **DESCRIPTION:** To bring an urgent request or a Main Motion relating to the rights of either the assembly or an individual up for immediate consideration. Because of the urgency, it may interrupt business and actually interrupt the speaker.
 - **USE:** *Questions of Privilege* can either be relating to privileges of a personal nature or privileges relating to the whole.
 - A *Question of Privilege* can be raised as a request or can be made into a *Main Motion*. If it's raised as a request, the chair will rule on the request. If it's made as a *Main Motion*, it will be processed like other *Main Motions*.
 - This motion usually has to do with the physical comfort of the members or external noise that is preventing them from hearing the proceedings.

- ***Recess***
 - **DESCRIPTION:** A short interruption which does not close the meeting. After the recess, business resumes at exactly the point where it was interrupted.
 - **USE:** This motion has many uses. If the group needs a break because they are getting restless, this is the motion of choice. If tempers are flaring and the group needs time to calm down, this motion can be a lifesaver.

- ***Adjourn***
 - **DESCRIPTION:** A motion to close the meeting.
 - **USE:** This motion has two things going for it. It's the second highest ranking motion in the Precedence of Motions list and can, therefore, be made at almost any time. Secondly, there are always people at any given meeting who want to see the meeting end and would vote for a motion to adjourn!

- ***Fix the Time to Which to Adjourn***
 - **DESCRIPTION:** Don't let the name of this motion confuse you! It does not adjourn the current meeting. This motion sets the time for another meeting to continue the business of the current meeting. Adoption of this motion does not adjourn the present meeting or set a time for its adjournment.
 - **USE:** This is the motion that creates an adjourned meeting. During the adjourned meeting any business that could be considered at the original meeting can be considered. If notice was required for the original meeting, that notice is still in effect because this meeting is a continuation of the original meeting.

❖ Other Motions

➤ *Point of Order*

- **DESCRIPTION:** If a member feels the rules are not being followed, he can use this motion. It requires the chair to make a ruling and enforce the rules.
- **USE:** One member rises and without waiting for recognition from the chair, calls out “*Point of Order*”. The presiding officer asks the member to state the point. The member states their point and the chair then rules on that point, either ruling that the point is well taken or the point is not well taken. The motion must be made at the time that the breach of rule occurs.

➤ *Appeal from the Decision of the Chair*

- **DESCRIPTION:** A motion to take a decision regarding parliamentary procedure out of the hands of the presiding officer and place the final decision in the hands of the assembly.
- **USE:** The rules are a little different for this motion than for other motions. The main differences are in the area of debate and the vote needed. In debate, the chair can speak at the very beginning of discussion and at the end, and other members are allowed to only speak one time, instead of the customary two times. A tie vote normally goes in the negative, because it is not a majority vote. But in this motion, the decision of the chair stands unless reversed by a majority. Timing is critical. This motion must be made at the time of the ruling; it cannot wait until other business has occurred.

➤ *Suspend the Rules*

- **DESCRIPTION:** This motion is used when the assembly wants to do something that violates its own rules. This motion does not apply to the organization's bylaws; local, state, or national law; or fundamental principles of parliamentary law.
- **USE:** When you make this motion, you should tell the object of the rule you are moving to suspend, you don't have to know the exact rule and where it is located. You can suspend rules relating to business procedures, priority of business, the group's standing rules, and the group's policies/procedures. The vote needed depends on the rule being suspended. If it's in the nature of a parliamentary rule of order, a two-thirds vote is needed. If it's a rule in the nature of guidelines relating to the way the organization carries out its business, a majority vote is required.

➤ ***Object to Consideration***

- **DESCRIPTION:** The purpose of this motion is to prevent the assembly from considering the motion because a member deems the question as irrelevant, unprofitable, contentious, or simply objectionable. The member believes it is undesirable for this motion to come before the assembly. This motion is only applicable to an *Original Main Motion*, not an *Incidental Main Motion*.
- **USE:** This motion must be made before any debate occurs on the motion you are objecting to and before any subsidiary motion has been stated by the chair. In other words, the motion is so objectionable that it does not take debate to determine that it is objectionable.

➤ ***Division of the Question***

- **DESCRIPTION:** This motion is used to separate a *Main Motion* or *Amendment* into parts to be voted on individually. It can only be used if each part can stand as a separate question.
- **USE:** This motion is used when there are multiple issues covered in one motion. This is frequently done to save time. If the issues are unrelated, then the *Division* happens at the request of a single member. If the issues are related, it takes a motion and a majority vote to divide the question. This motion can only be made if the motion can be divided into separate parts and stand alone as a separate question. The making of this motion should indicate how the *Division of the Question* should occur. If a member does not like the way the *Division* was proposed, the member can amend the motion by proposing a different *Division* method.

➤ ***Division of the Assembly***

- **DESCRIPTION:** The effect of this motion is to require a standing vote (not a counted vote). A single member can demand this if she feels the vote is too close to declare or is unrepresentative. This motion can only be used after the voice vote or hand vote is too close to declare.
- **USE:** If you question the declaration of a vote that was conducted by voice vote or show of hands, a single member can call out “*Division*” and the chair is required to have a standing vote.

THIS MOTION WILL NOT BE USED BY THE COMMISSION SINCE IT HAS SMALLER NUMBERS BUT CAN BE USED IN LARGER GROUPS THAT A COMMISSIONER MAY BE A MEMBER OF SUCH AS ROTARY.

- ***Request for Information (formerly Point of Information)***
 - **DESCRIPTION:** A nonparliamentary question about the business at hand. The question can be directed to the chair or through the chair to another member.
 - **USE:** If you don't understand a point because of a lack of information, this is the motion for you. Or if a member on the other side of an issue states some information that you believe to be false and you want it corrected, this motion can help do that. If this motion is directed to the speaker, it counts toward his speaking time, so keep that in mind when someone wants to ask you a *Request for Information*.

- ***Parliamentary Inquiry***
 - **DESCRIPTION:** A question directed to the presiding officer concerning parliamentary law or the organization's rules as they apply to the business at hand.
 - **USE:** This motion is an attempt to put everyone on a level playing field when it comes to parliamentary procedure. If you don't understand something about parliamentary procedure or you don't know how to correctly do something, this is the motion for you. This motion can even interrupt the speaker, but only if urgent and warrants the interruption. Because the making of this motion is not considered to be debate, it can be used when the motion is not debatable.

- ***Withdraw a Motion***
 - **DESCRIPTION:** A request by the mover of a motion to remove the motion from consideration. After the motion has been stated by the presiding officer, it belongs to the assembly and the assembly's permission (majority vote) is needed to withdraw the motion. After a motion has been withdrawn, it is as if it was never made.
 - **USE:** If the discussion reveals that your motion is not doing well, you can either let it be voted on and fail, or you can withdraw it. If the motion is withdrawn, it is as if it was never made and can thus be brought up again later in the same meeting. The person who made the motion must be the person asking permission to withdraw it, but others can suggest it be withdrawn by the maker of the motion. This motion is usually handled by general consent. If any member objects to *Withdrawing the Motion*, then the chair puts it to a vote.

➤ ***Take from the Table***

- **DESCRIPTION:** The effect of this motion is to resume consideration of a motion that was laid on the table earlier in the present session or in the previous session of the organization.
- **USE:** After a motion has been *Laid On The Table*, the only way it comes off of the table is by use of this motion. This motion must be made during the current session or, at the latest, by the end of the next regularly scheduled session. The exception to this is if the next session is more than three months away, and then it must come off of the table during the current session. Any member may move to *Take from the Table* a tabled motion.

➤ ***Reconsider***

- **DESCRIPTION:** This motion enables the majority to bring back for further consideration a motion that has been voted on.
Limitations: only a member who voted on the prevailing (winning) side can make this motion and, in an ordinary meeting of an organization this motion can be made only during the same session as the vote to be *Reconsidered* was taken.
- **USE:** Warning: extremely complicated motion ahead! The motion to *Reconsider* is clearly the most difficult motion to master and understand. It has some very unusual rules and applications that make it both challenging and extremely useful.
 - The principle of *Reconsider* is that before a group should have to spend time on a motion that they have already voted on at a particular meeting, someone on the winning side must have changed their mind on the motion. It was created to allow a group to fix a hasty, ill-advised decision.
 - The effect of an affirmative vote on the motion to *Reconsider* is to erase the original vote on the motion and put the assembly in exactly the place it was in right before that vote occurred. If the motion to *Reconsider* passes, the motion is put back on the floor as if the original vote had not occurred, and discussion continues.

➤ ***Rescind or Amend Something Previously Adopted***

- **DESCRIPTION:** These two motions are basically two different forms of the same motion. They are governed by identical rules. These motions, when seconded, allow the assembly to repeal or change an action previously taken. These motions can be applied to any previously adopted *Main Motion*, provided that none of the actions involved have been carried out in a way that it is too late to undo.
- **USE:** If the purpose is to completely cancel a previous action that the group has taken, the motion to *Rescind* is the one to use. If the purpose is to change the previous action that the group has taken, the motion to *Amend Something Previously Adopted* is used. There is no time limit on these motions and it does not matter how you voted on the motion you are moving to *Rescind* or to *Amend Something Previously Adopted*. Not only is this a debatable motion, but the debate can go into the merits of the question to be rescinded or amended.

UNDERSTANDING PARLIAMENTARY PROCEDURE

- Quorum
 - Agenda
 - Processing a Motion
 - Precedence of Motions
 - Meaning of Votes
 - Script of a Motion
 - Rules for a Small Committee/Board
 - Basic Characteristics of a Motion
-

QUORUM

The number of voting members who must be present for business to be transacted legally.

AGENDA

The following is the agenda for organizations that are governed by *Robert's Rules of Order Newly Revised*:

- I. Approval of minutes
- II. Reports of:
 - A. Officers
 - B. Boards
 - C. Standing Committees
 - D. Special Committees (select, ad hoc, task force, etc.)
- III. Special Orders (orders from the governing documents)
- IV. Unfinished Business (*not* old business)
- V. New Business

PROCESSING A MOTION

1. ***A Member Makes a Motion***
 - a. The member words the motion properly: I move that (followed by specific statement of proposed action)
 - b. The member who made the motion has the first right to speak on the motion
 - c. The member who made the motion can not speak against the motion, but may vote against it
 - d. The presiding officer has the right to request that the motion be in writing, unless the rules indicate otherwise. NCR paper on hand at each meeting will aid in this process
2. ***Another Member Seconds the Motion***
 - a. Motion that comes from a committee does not need a second
 - b. In seconding a motion, a person may only be agreeing that the issue should be discussed and decided upon
 - c. If there is no second, the presiding officer tells the assembly that the motion dies for lack of a second
3. ***The Chair States the Motion, Therefore Formally Placing It Before the Assembly***
 - a. Do not overlook this step. It is crucial because:
 - i. At the completion of this step, ownership of the motion is transferred from the individual who made the motion to the members present
 - ii. After this step, the motion belongs to the body, not an individual
 - b. Proper restatement of the motion by the presiding officer:
 - i. Helps make sure everyone has heard the motion, exactly as it was proposed, and
 - ii. Helps keep everyone on target as to the exact wording of the motion to be debated
 - c. If the presiding officer is unclear about the exact wording, there are two places the presiding officer can go to for assistance:
 - i. Use the NCR copy of the motion paper provided by the maker of the motion
 - ii. Ask the secretary to read the motion
4. ***The Members Debate the Motion***
 - a. During this time the motion is
 - i. considered pending and
 - ii. can have secondary motions applied to it
 - b. Assignment of the floor: While a motion is open to debate, the first person to rise and address the chair shall be assigned the floor by the chair. Cases where the floor should be assigned to a person who may not have been the first to rise and address the chair are:
 - i. If the member who made the motion has not yet spoken on the question,
 - ii. When the person seeking the floor has not already spoken on the same motion on the same day; and
 - iii. In cases where the chair knows the opinions of the persons seeking the floor, then the assignment should alternate between those favoring and those opposing the question

- c. During debate, there are some motions that are improperly used. If that occurs, assist the maker of the motion to help make it a proper motion.
- i. "I move to table this motion until"
 - (1) Can not table until a specific time. The intent is probably the motion to Postpone Definitely.
 - (2) Differences between Postpone Definitely and Table:
 - (a) Table is not debatable, Postpone Definitely is debatable.
 - (b) Table must be brought back by a motion to Take from the Table. Postpone Definitely **automatically** comes up when the time of postponement arrives.
 - (3) If the member uses this terminology, simply treat the motion as a motion to Postpone Definitely.
 - (a) Member: "I move to table this motion until next weeks meeting"
 - (b) Another Member: "Second"
 - (c) Presiding Officer: "It has been moved and seconded that we postpone this motion until next weeks meeting. Is there any discussion.
 - ii. "I move to table this motion so that we can kill this issue."
 - (1) Presiding Officer should rule this motion out of order and then suggest that the proper motion is to Postpone Indefinitely.
 - (2) Differences between Table and Postpone Indefinitely:
 - (a) Table is not debatable. Postpone Indefinitely is debatable.
 - (b) The motion to Postpone Indefinitely prevents the issue from coming up again at this meeting. The motion to Table does not.
 - iii. "I call the question" or "Question"
 - (1) These are two versions of the same motion. The intent of this motion is to close debate on this motion and move immediately to the vote.
 - (2) If the motion is to "Call the Question on this and all pending questions" then the effect is to close debate and require movement to the vote on the pending motion and all other pending motions. (E.g. On the amendment and on the main motion.)
 - (3) The member may not simply yell out this motion. Like all other motions, the maker must wait to be recognized.
 - (4) This motion must go through all of the steps of a motion with the following uniqueness:
 - (a) It is not debatable
 - (b) Because it takes rights away from the members, it requires a two-thirds vote.
- d. Debate must be limited to the specific motion that is pending.
- i. The specific aspects covered in the motion are open to debate, not the whole subject area.
 - ii. If the members begin wondering away from the subject area, a nice way to bring them back on task is: "Is there any further discussion on [specifically state the subject]?"

5. ***The Chair Puts the Question to a Vote***
 - a. This should include restatement of the motion to be voted on. This restatement serves as a reminder of what the membership is voting on
 - b. Even in obvious votes, the presiding officer should call for votes for and votes against the motion. The only exception here is with courtesy resolutions (e.g. the resolutions at the end of the convention that thank everyone who worked on the convention.)
 - e. If the presiding officer requests that those voting in favor of the motion indicate with an affirmative response, the presiding officer should not call for negative votes with a call for “same sign.” E.g. “All those in favor say ‘aye’, those opposed, same sign.”
 - f. The presiding officer should be very comfortable with being able to determine the results of the vote. If in doubt, it is the duty of the chair to verify the vote beyond reasonable doubt, and to the satisfaction of the members
6. ***The Chair Announces the Results of the Vote***

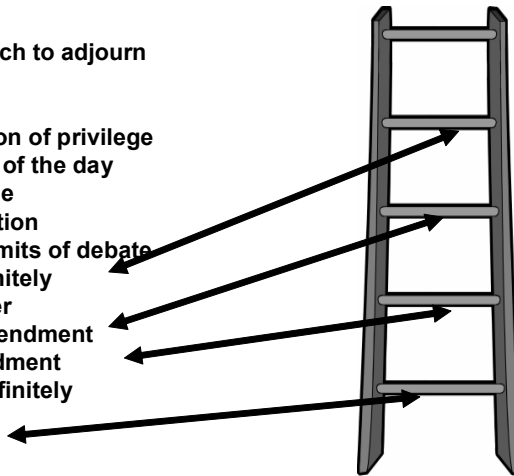
The content of a complete announcement of the results of the vote includes:

 - a. Announcement of which side has the necessary votes, and is thus the prevailing side. In a counted vote, the presiding officer should first give the count before announcing the prevailing side
 - b. Declaration as to whether the motion is adopted or lost
 - c. A statement indicating the effect of the vote
 - d. Where applicable, announcement of the next item of business

PRECEDENCE OF MOTIONS

PRECEDENCE OF MOTION

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone definitely
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion



MEANING OF VOTES

Majority – More than half of the votes cast

Two Thirds – Two times the number of yes votes as no votes

Plurality – A method of voting in which the candidate or proposition receiving the largest number of votes is elected or selected.

Abstain – To refrain from voting

VOTING EXAMPLE		
1,000 members in the organization 100 members present 90 members vote		
Vote	Majority	Two Thirds
Of the members present	51	67
Of the entire membership	501	667
Of the members present and voting	46	60

Presiding officer votes: In all other methods of voting other than a ballot vote, the chair only votes when his or her vote affects the results. Numerical examples would help here.

VOTE REQUIRED	YES VOTES	NO VOTES	PRESIDING OFFICER VOTE	
			YES	NO
Majority	13	13	Yes – affects results	No - fail without vote
Majority	14	13	No – pass without vote	Yes – affects results
Two Thirds	9	5	Yes – affects results	No - fail without vote
Two Thirds	10	5	No - pass without vote	Yes – affects results

SCRIPT OF A MOTION

MEMBER: I move that . . .

CHAIR: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

MEMBER: I second the motion

CHAIR: It is moved and seconded that... Is there any discussion? [Since the maker of the motion has first right to speak on the motion, the chair should call on the maker of the motion first.]

MEMBERS: Discussion occurs [It is during this time that a motion is considered pending and secondary motions may be applied to it.]

CHAIR: Is there any further discussion? Are you ready for the question? [Pause]
The question is on the adoption of the motion to [clearly restate the motion]

VOICE VOTE:

All those in favor, say aye. [Pause for response]

All those opposed, say no. [If the chair is in doubt of the results of a voice vote, then the chair should state "The chair is in doubt, therefore a rising (or counted) vote will be taken." Then proceed with a counted vote.]

RISING VOTE:

Those in favor of the motion, please stand. [Pause] Please be seated. Those opposed to the motion, please stand. [Pause] Please be seated

SHOW OF HANDS VOTE:

All those in favor of the motion, please raise your right hand. [Pause]

Please lower your hand. Thank you. Those opposed to the motion, please raise your right hand. [Pause] Please lower your hand. Thank you

BALLOT VOTE:

Please mark your ballots clearly, fold them one time, and hand them directly to a teller

ROLL CALL VOTE:

The clerk will now call the roll

CHAIR: *ANNOUNCEMENT OF VOTING RESULTS:*

UNCOUNTED VOICE, RISING OR SHOW OF HANDS VOTE: The affirmative has it, the motion is adopted, we will [state the effect of the vote] and the next business in order is . . .

OR

The negative has it, the motion is defeated and [state the effect of the motion]

COUNTED MAJORITY VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a majority in the affirmative and the motion is adopted. We will [state the effect of the vote] and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a majority in the affirmative and the motion is defeated [state the effect of the vote] and the next business in order is . . .

COUNTED TWO-THIRDS VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a two-thirds vote in the affirmative and the motion is adopted. We will (Give the effect of the vote) and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a two-thirds vote in the affirmative and the motion is defeated (state the effect of the vote]

CHAIR: The next business in order is . . .

RULES FOR A SMALL BOARD/COMMITTEE – no more than 12 members present

- It's not necessary to rise in order to make a motion or when seeking recognition by the chair, raising the hand is adequate
- There is no limit on the number of times a person may speak
- The presiding officer does not have to leave the chair when making a motion or when participating in debate
- Motions to close or limit debate are in order in a board meeting, but not in order in a meeting of a committee
- Motions do not need to be seconded
- Rules that apply only to committees, of any size, except executive committee which follows the rules of a board:
 - A motion can be reconsidered, regardless of when the motion was made
 - A motion can be reconsidered by anyone who did not vote on the losing side (so a member who was not present can move to reconsider, as can a member who abstained)
 - If the motion to reconsider is made at a later meeting, it requires a two-thirds vote without notice, or a majority vote if all committee members who voted with the prevailing side are present or have been notified”

SCRIPT: MOTION TO ADJOURN

"Motion A" is pending

Member: I move that the meeting adjourn.

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded that the meeting adjourn. This is not a debatable motion.

The question is on the adoption of the motion that we adjourn. This motion requires a majority vote.

Those in favor . . .

Those opposed . . .

There is a majority in the affirmative, the motion is adopted. [State effect]

OR

There is less than a majority in the affirmative, the motion is lost and we will not adjourn at this time. The motion before you is _____.
Is there any further discussion?

RULES FOR THE MOTION TO ADJOURN:

- Needs a second
- Is *not* debatable
- Is *not* amendable
- Needs a majority vote

SCRIPT: MOTION TO AMEND

When a main motion is pending

Member: I move to amend _____ by [inserting; striking out; striking out and inserting] as follows

_____.

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded that we amend _____ by [inserting; striking out; striking out and inserting] as follows _____ . If the amendment is adopted the main motion would then read _____ .

Is there any discussion?

[After discussion] Are you ready for the question? [PAUSE]

The question is on the adoption of the motion that we amend _____ by [inserting; striking out; striking out and inserting; or substituting] as follows _____ . If the amendment is adopted, the main motion would then read _____ .

RULES FOR THE MOTION TO AMEND:

- Needs a second
- Is debatable
- Is amendable
- Needs a majority vote

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted. The motion is amended and now reads _____ .

Is there any discussion on the motion as amended?

OR

There is less than a majority in the affirmative, the motion is lost and the motion is not amended. The motion before you is _____ , as originally proposed. Is there any further discussion?

SCRIPT:
MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED

Member: I move to amend the motion adopted at the _____ [state the day] meeting to _____ [state the motion], by striking _____ and inserting _____.

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

2nd member: I second the motion.

Chair: It is moved and seconded that we amend the motion adopted at the _____ [state the day] meeting to _____ [state the motion], by striking _____ and inserting _____. Is there any discussion?

[After discussion] Is there any further discussion? Are you ready for the question? [PAUSE] The question is on the adoption of the motion that we amend the motion adopted at the _____ [state the day] meeting to _____ [state the motion], by striking _____ and inserting _____. The motion will require either a majority of the entire roll of voting delegates OR a 2/3 vote of the voting delegates present and voting.

Those in favor of the motion to Amend Something Previously Adopted,

...

Those opposed ...

[PAUSE]

IF MAJORITY OF ENTIRE ROLL OF VOTING MEMBERS/DELEGATES:

There is a majority of the entire roll of voting members/delegates in the affirmative, the motion is adopted. We have amended something previously adopted.

OR

There is less than a majority of the entire roll of voting members/delegates in the affirmative, the motion is lost and we have not amended the action previously adopted.

IF 2/3 OF VOTING MEMBERS/DELEGATES PRESENT AND VOTING:

There are 2/3 of the voting members/delegates present and voting in the affirmative, the motion is adopted. We have amended something previously adopted

OR

There is less than 2/3 of the voting members/delegates present and voting in the affirmative, the motion is lost and we have not amended the action previously adopted.

The next business in order is . . .

SCRIPT:
MOTION TO APPEAL FROM THE DECISION OF THE CHAIR

Member: I appeal from the decision of the chair.

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded to appeal the decision of the chair that . . .

The question is: Shall the decision of the chair be sustained?

Under the rules for Appeal, the chair may state his position and then the motion is open to debate.

Each member may only debate once on the appeal of the motion and the chair has the opportunity to make a closing argument. Then the motion will be put to a vote.

This motion is on the appeal and not the [state the subject of the appeal]

Debate on the appeal should be limited to whether or not the decision of the chair should be sustained.

The reason for the chair's decision is that . . .

Is there any discussion? [PAUSE]

RULES FOR APPEAL FROM THE DECISION OF THE CHAIR:

- Needs a second
- Is debatable unless it is made when the immediately pending question (motion) is undebatable. In debate, no member is allowed to speak more than one time, except the presiding officer who may speak two times and does not need to vacate the chair when speaking.
- Is not amendable
- Needs a majority vote in the negative to reverse the decision of the chair. Therefore, a tie vote sustains the decision of the chair.

We will now vote on the motion to appeal from the decision of the chair.

This motion requires a majority in the negative to overturn the decision of the chair.

At this time, the vote will be taken on SUSTAINING the decision of the chair.

If you agree with the ruling of the chair and the reasons given by the chair, you should vote YES.

If you disagree with the ruling of the chair, you should vote NO.

Those in agreement with the ruling of the chair, thus in favor of sustaining the decision of the chair, . . .

Those who disagree with the ruling of the chair and thus are not in favor of sustaining the decision of the chair, . . .

Chair: There is a majority in the affirmative, the motion is adopted. The motion to sustain the decision of the chair passes. You have agreed with the decision of the chair and that decision will now go into effect.

OR

There is less than a majority in the affirmative, the motion is lost. The motion to sustain the decision of the chair fails. You have not agreed with the decision of the chair and that decision has been overturned. We will now continue with . . .

SCRIPT: CALL FOR THE ORDERS OF THE DAY

Member: I call for the orders of the day. [May add what was scheduled to come before the assembly at this time.]

Chair: The orders of the day are called for.

[Proceed to what was scheduled for this time.]

OR

Chair: It appears that the members wish to continue discussing the current issue and not call up the orders of the day. We will take a vote. The question before you is "Will the assembly proceed to the orders of the day?" This motion needs a two-thirds vote in the negative for us to continue with the current issue and not follow the agenda.

Those in favor of proceeding to the orders of the day please . . .

Those opposed to proceeding to the orders of the day will please . . .

There are fewer than two thirds in the negative and the motion to proceed to the orders of the day is adopted. The meeting will proceed to the orders of the day

OR

There are two thirds in the negative and the motion to proceed to the orders of the day is lost. The motion before you is . . .

RULES FOR A CALL FOR THE ORDERS OF THE DAY:

- Can interrupt the speaker
- If the orders are going to be followed, it takes only one member to make this motion and no vote is needed.
- If the group is going to deviate from the established agenda, a vote is needed. It takes two thirds in the negative to deviate from the established agenda.

SCRIPT: MOTION TO COMMIT OR REFER

A motion is pending

Member: I move to refer _____ to the _____ committee. [Can specify details like date the committee is to report back. If it is to be referred to a special committee, you can tell size of committee and give direction as to makeup of committee.]

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded to refer _____ to the _____ committee. [PAUSE]

Is there any discussion?

[After discussion] The question is on the adoption of the motion that we refer _____ to the _____ committee. Are you ready for the question? This motion requires a majority vote.

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted. _____ is referred to the _____ committee

OR

There are less than a majority in the affirmative, the motion is lost. _____ is not referred to the _____ committee. The motion before you is _____. Is there any further discussion?

<p>RULES: COMMIT OR REFER: —Needs a second —Is debatable —Is amendable —Needs a majority vote</p>
--

SCRIPT: DIVISION OF THE QUESTION

While a motion is pending that has separate recommendations or parts.

Member: I move that the motion be divided and we consider each of . . . separately.

Chair: It is moved that we divide the question and consider each of . . . separately. Is there any objection to dividing the question? [PAUSE] Hearing no objection, we will divide the question. The motion before you at this time is . . . Is there any discussion on . . . ?

1) [Independent questions] the motion to divide is in order as requested by the member/delegate because each portion is independent and can stand alone.

[No vote required]

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2) [Single subject but several parts] how does the delegate propose the motion be divided?

This will require a majority vote to divide and if adopted each part will be considered and voted on separately.

[See voting script]

3) [Interdependent - Not in Order] the request to divide the question is not in order as the questions are interrelated and would require re-writing to be separated.

RULES FOR THE DIVISION OF THE QUESTION:

- If there is an objection, it must be processed as a motion
- Needs a second
- Is *not* debatable
- Only amendable as to how the motion is divided
- Needs a majority vote
- If the question is divided, each section is treated as a separate motion that has already been made. So you discuss one, vote on it, and then go to the next one.

SCRIPT: MOTION TO LAY ON THE TABLE

"Motion A" is pending

Member: I move to lay the motion on the table.

Chair: For what purpose does the member seek to lay the motion on the table? [If it is a legitimate request, proceed. If not, the motion should be called out of order. If you call it out of order, try to tell the member how to do what they want to do.]

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded to lay the question on the table. This is not a debatable motion.

The question is on the adoption of the motion to lay _____ on the table. This motion requires a majority vote.

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted. The motion is laid on the table

OR

There is less than a majority in the affirmative, the motion is lost and we have not laid the motion on the table and will continue considering the motion. Is there any further discussion?

RULES: LAY ON THE TABLE:

- Needs a second
- Is *not* debatable
- Is *not* amendable
- Needs a majority vote

SCRIPT: MOTION TO LIMIT OR EXTEND THE LIMIT OF DEBATE

"Motion A" is pending

Member: I move to [specifically state how to limit or extend the limit of debate]

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded that we [specifically state how the motion was stated to limit or extend the limit on debate.] This is not a debatable motion. Are you ready for the question? [PAUSE]

The question is on the adoption of the motion that we [state specifically]. This motion requires a two-thirds vote.

Chair: Those in favor, . . .

Those opposed, . . .

There are two-thirds in the affirmative and the motion is adopted. We will have the following limits on debate: _____

The motion before you is . . . Is there any further discussion?

OR

There are less than two-thirds in the affirmative and the motion is lost. We will not have additional limits on debate. The motion before you is . . . Is there any further discussion?

RULES:LIMIT OR EXTEND THE LIMIT OF DEBATE:

- Needs a second
- Is *not* debatable
- Is amendable, but the amendment is not debatable
- Needs a two-thirds vote

SCRIPT: MAIN MOTION

Member: I move that . . .

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

2nd member: I second the motion.

Chair: It is moved and seconded that [state the motion]. Is there any discussion?

[After discussion] Is there any further discussion?

Are you ready for the question? [PAUSE]

The question is on the adoption of the motion to [clearly restate the motion].

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted. We will [state the effect of the vote] and the next business in order is . . .

OR

There is less than a majority in the affirmative, the motion is lost [state the effect of the vote] and the next business in order is . . .

RULES FOR A MAIN MOTION:

- Needs a second
- Is debatable
- Is amendable
- Needs a majority vote

SCRIPT: OBJECTION TO THE CONSIDERATION OF A QUESTION

"Motion A" is pending

Member: I object to the consideration of the question. [Note: this motion ***must*** be made before there has been any debate on the motion, and before the chair has restated any secondary motions applying to the motion.]

Chair: The consideration of the question is objected to. Should the question be considered?

This motion is not debatable or amendable and needs a two-thirds vote in the negative. The effect of this motion is to prevent the consideration of this motion during this session.

[Two-thirds vote in the negative is needed to object to consideration of the question.]

Those in favor, . . .

Those opposed, . . .

There are two-thirds opposed and the question will not be considered. The next item of business is . . .

OR

There are less than two-thirds opposed and the objection is not sustained. The motion before you is "Motion A". Is there any discussion?

RULES FOR OBJECTION TO THE CONSIDERATION OF A QUESTION:

- This motion must be made before there has been any debate on the motion, and before the chair has restated any secondary motions applying to the motion.
- Does not need a second
- Is *not* debatable
- Is *not* amendable
- Needs a two-thirds vote in the negative to prevent consideration

SCRIPT: POINT OF ORDER

Member: Point of order!

Chair: The chair recognizes _____. State your point of order.

Member: [states point of order]

Chair: *If the chair agrees with the point of order:*

The chair rules that the point is well taken. The reason for the chair's ruling is that . . . [state here your reason for the ruling and the effect of the ruling.]

or, if the chair disagrees with the point of order:

The chair rules that the point is not well taken. The reason for the chair's ruling is that . . . [state here your reason for the ruling and the effect of the ruling.]

RULES FOR POINT OF ORDER:

- Does not need a second
- May interrupt the speaker
- Is *not* debatable
- Is *not* amendable
- Ruled by the chair

SCRIPT: MOTION TO POSTPONE TO A CERTAIN TIME

"Motion A" is pending

Member: I move to postpone this motion to [state another time].

[Cannot postpone beyond the close of the convention *Robert's*, page 175]

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded that we postpone this motion to [state when]. Is there any discussion?

[After discussion]

Are you ready for the question? [PAUSE]

The question is on the adoption of the motion that we postpone this motion to [state when]. This motion requires a majority vote.

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted. We will postpone this motion to [state when]. The next business in order is . . . *OR*

There is less than a majority in the affirmative, the motion is lost and we will not postpone Motion A. The motion before you is "Motion A". Is there any further discussion?

RULES: POSTPONE TO A CERTAIN TIME:

- Needs a second
- Is debatable
- Is amendable
- Needs a majority vote

SCRIPT: MOTION TO POSTPONE INDEFINITELY

"Motion A" is pending

Member: I move to postpone "Motion A" indefinitely.

Chair: Is there a second? [This statement is eliminated if a member calls out "second".]

2nd member: Second

Chair: It is moved and seconded to postpone indefinitely the motion _____ . The effect of the motion to postpone indefinitely is to kill the motion. Postpone indefinitely is used to allow the assembly to not take a position on a motion, without having to vote down the motion.

Chair: The question is: Shall _____ be postponed indefinitely? Is there any discussion?

[After discussion] Are you ready for the question? [PAUSE] The question is: Shall _____ be postponed indefinitely?

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted, and the motion has been postponed indefinitely. The next business in order is _____ .

OR

There is less than a majority in the affirmative, the motion is lost and the motion has not been postponed indefinitely, and we will continue discussion of

RULES POSTPONE INDEFINITELY:

- Needs a second
- Is debatable
- Is *not* amendable
- Needs a majority vote

SCRIPT: PREVIOUS QUESTION

"Motion A" is pending

Member: I move the previous question [or "I move that we close debate," or simply "Question."]

[If multiple motions are pending, ask: "Is it the will of the member to move to close debate only on the immediately pending question, or on all pending questions?"]

[Robert's page 190-2: "Can be applied to any immediately pending debatable or amendable motion; to an entire series of pending debatable or amendable motions; and to any consecutive part of such a series, beginning with the immediately pending question"]

Chair: Is there a second?

2nd member: Second

Chair: The previous question is moved and seconded on This is not a debatable motion. It takes a two-thirds vote. The effect of the passage of this motion is that we would immediately stop debate and vote on the motion. If you want to close debate, vote in favor of the motion; if you want debate to continue, vote against the motion.

Those in favor, . . .

Those opposed, . . .

There are two-thirds in the affirmative and the motion is adopted. The previous question has been ordered. We will now move to the vote on

OR

There are less than two-thirds in the affirmative and the motion is lost. The previous question has not been ordered. We will continue to discuss the motion before us.

RULES PREVIOUS QUESTION

- Needs a second
- Is *not* debatable
- Is *not* amendable
- Needs a two-thirds vote

SCRIPT: QUESTION OF PRIVILEGE

"Motion A" is pending

Member: I rise to a question of privilege.

Chair: State your question of privilege.

Member: [States Question of Privilege, e.g. noise preventing from hearing, temperature of room, etc.]

Chair: [Chair resolves the question, e.g. decreases the noise level, has room temperature changed, etc.]

OR

[If not urgent] The chair rules that the question is not of such an urgent nature that it is one of privilege to be entertained immediately. [It might be helpful to add:] When there is no other business before us, you could raise that question again.

Chair: [After handling the question] The motion before you is
Is there any further discussion?

RULES FOR A QUESTION OF PRIVILEGE:

- Can interrupt the speaker, if deemed appropriate to do so
- Ruled by the chair

SCRIPT: QUESTION OF PRIVILEGE MOTION

"Motion A" is pending

Member: I rise to a question of privilege.

Chair: State your question of privilege.

Member: [States Question of Privilege]

Chair: [If the question is raised in the form of a motion and is urgent] The chair rules that the question is one of privilege and is to be entertained immediately.

Is there a second?

It is moved and seconded that _____

The question is on the adoption of the motion that _____ . This motion requires a majority vote.

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted, and _____ [effect of the motion]. [After processing the motion, the chair states: The motion before you is _____ . Is there any further discussion?]

OR

There is less than a majority in the affirmative, the motion is lost and _____ [effect of the motion]. The motion before you is _____ . Is there any further discussion?

RULES FOR A QUESTION OF PRIVILEGE MOTION:

- Can interrupt the speaker, if deemed appropriate to do so
- Needs a second
- Is not debatable on whether or not to admit the question. But once the motion has been made and is pending, it is debatable.
- Is amendable
- Needs a majority vote

SCRIPT: MOTION TO RECONSIDER

Member: I move to reconsider the vote on _____

Chair: The motion to reconsider can be made only by a member who voted on the prevailing side. That motion [passed/failed]. Therefore, you needed to have voted [in favor/against] the motion. Is that how you voted? [Pause for answer]

[Robert's Page 316: "In a convention or session of more than one day, a reconsideration can be moved only on the same day the original vote was taken or on the next succeeding day within the session on which a business meeting is held"]

Is there a second to the motion?

2nd member:Second

Chair: It is moved and seconded to reconsider the vote on _____.

The question is: Shall the motion be reconsidered? Is there any discussion?

[After discussion] Are you ready for the question? [PAUSE]

We will now go to the vote. The question is: Shall the motion to _____ be reconsidered?

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted , the motion is reconsidered. The motion on the floor and open for discussion at this time is _____.

[Proceed with discussion and the vote on the motion that is reconsidered.]

OR

There are less than a majority in the affirmative, the motion is lost , and we will not reconsider the motion. Therefore, the original decision made by the members on this motion stands. [Repeat the original motion and the original vote.]

The next business in order is . . .

RULES

RECONSIDER:

—Is debatable only if the motion being reconsidered was debatable

—Is *not* amendable

—Needs a majority vote

—Can only be made by a person who voted on the prevailing side

—Can be moved only on the same or the next succeeding day after the original vote was taken

SCRIPT: MOTION TO RECESS

"Motion A" is pending

Member: I move to recess for _____ minutes.

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second".]

2nd member: I second the motion.

Chair: It is moved and seconded that we recess for _____ minutes. Are you ready for the question? [PAUSE]

The question is on the adoption of the motion that we recess for _____ minutes. This motion requires a majority vote.

Those in favor, . . .

Those opposed, . . .

There is a majority in the affirmative, the motion is adopted, we will recess for _____ minutes. When we return from recess the motion before you will be _____. We are in recess.

OR

There being less than a majority in the affirmative, the motion is lost and we will not take a recess. The motion before you is _____.
Is there any further discussion?

RULES: TO RECESS:

- Needs a second
- Is *not* debatable
- Is amendable (only as to the length of the recess, and that amendment is not debatable)
- Needs a majority vote

SCRIPT: MOTION TO RESCIND

Member: I move to rescind the motion adopted at the _____ meeting to [state the motion].

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

2nd member: I second the motion.

Chair: It is moved and seconded that we rescind the motion adopted at the _____ meeting to _____ [state the motion].

Is there any discussion?

[After discussion] Is there any further discussion? Are you ready for the question? [PAUSE] The question is on the adoption of the motion that we rescind the motion adopted at the _____ meeting to _____ [state the motion].

1. Those in favor of the motion to rescind, . . .
2. Those opposed to the motion, please . . .

There being a majority in the affirmative, the motion is adopted, and we have rescinded the action adopted at the _____ meeting to _____ [state the motion].

OR

There being less than a majority in the affirmative, the motion is lost, and we have not rescinded the action adopted at the _____ meeting. That motion is still in effect.

The next business in order is . . .

RULES: TO RESCIND:

- Needs a second.
- Is debatable.
- Is amendable.
- Vote needed: a two-thirds vote; a majority vote if previous notice is given; or a majority of the entire membership.

SCRIPT: MOTION TO SUSPEND THE RULES

Member: I move to suspend the rules [Indicate which rule you want to suspend or what you want to do that the rules interfere with].

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

2nd member: I second the motion.

Chair: It is moved and seconded to suspend the rules for the purpose of . . .

Chair: This is not a debatable motion. The question is on the adoption of the motion to suspend the rules for the purpose of . . .

[Needs a two-thirds vote]

Chair: Those in favor, . . .

Those opposed, . . .

There are two-thirds in the affirmative and the motion is adopted. We will suspend the rules for the purpose of . . .

OR

There are less than two-thirds in the affirmative and the motion is lost. We will not suspend the rules for the purpose of . . .

RULES: SUSPEND THE RULES:

- Needs a second
- Is *not* debatable
- Is *not* amendable
- May be made while another motion is pending, as long as it applies to that motion
- Vote needed: If the rule is in the nature of a parliamentary rule of order, a two-thirds vote is required. If the rule is in the nature of guidelines relating to the way the organization carries out its business, a majority vote is required.

SCRIPT: MOTION TO TAKE FROM THE TABLE

Member: I move that we take from the table the motion relating to _____.

Chair: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

2nd member: I second the motion.

Chair: It is moved and seconded that we take from the table the motion relating to _____. This is not a debatable motion. The question is on the adoption of the motion to take from the table the motion relating to _____.

Those in favor of the motion to Take from the Table, . . .

Those opposed to the motion, please . . .

There being a majority in the affirmative and _____ is taken from the table and before you for your consideration at this time. Is there any further discussion on the motion _____?

OR

There being less than a majority in the affirmative, the motion is lost, and we will not take from the table the motion relating to _____. The next business in order is . . .

RULES: TAKE FROM THE TABLE:

- Needs a second.
- Is *not* debatable.
- Is *not* amendable.
- Needs a majority vote.
- May be made during the Unfinished Business or New Business portion of the agenda.



2016 Major Capital Projects Completed



Waddell Way Improvements

Waddell Way Road and Water Main Improvements

– this project consisted the design and construction 1300 LF of paved road with curb and gutter, sidewalk and street lighting; and 1000 LF of 8” water main with hydrants. (Project cost = \$1,600,000). Funded by State Legislative Grant and Homer Accelerated Road/Trail Program (HART). Provides alternate access to Central Business District from Lake Street and Heath Street.

Shellfish Avenue/South Slope Drive Water Main Improvements

– this project consisted of the construction of 2600 LF of 8” and 10” water main; and a pressure reducing station. (Project cost = \$900,000). Funded by ADEC/EPA Grant and Homer Accelerated Water/Sewer Program (HAWSP). The project provides backup water service to the Hospital and the pressure zone west.



Shellfish Avenue Water Main Installation

Kachemak Drive Water and Sewer Main Improvements

(Phase III) – this project consisted of the construction of 4500 LF of 12” water main and 4500 LF of 2”-3” pressure sewer main which provides piped water and sewer service to the last section along Kachemak Drive. (Project cost = \$1,000,000) Funded by ADEC/EPA Grant and Homer Accelerated Water/Sewer Program (HAWSP)

Deep Water Dock Uplands Improvements

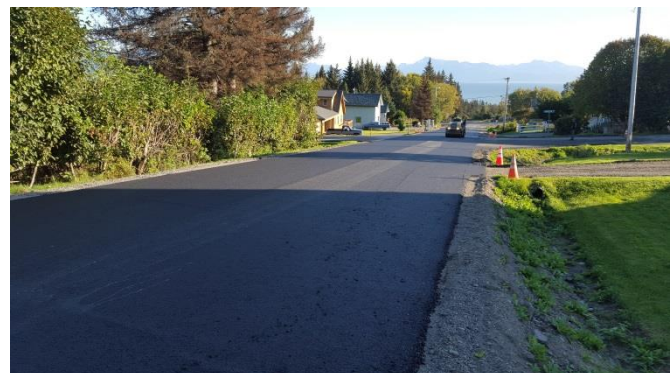
- this project consisted of the construction of a paved access road, demolition of wall around the old chip pad, new fencing, lighting, and security camera installation to improve cargo laydown and storage facilities supporting the Deep Water Dock. (Project cost = \$1,000,000). Funded by a State Legislative Grant. These improvements were recommended in the draft DWD expansion feasibility report.



New paved access road to the DWD Dock

Various Road Rehabilitation Improvements

- this project consisted of grinding and paving deteriorated sections of E. Bunnell Ave., Beluga Place, Early Spring St., Clover Lane, Clover Place, Hillview Place, Mullikin St., Kachemak Way, Mark White Ave. (Project cost = \$425,000) Funded by Homer Accelerated Road/Trail Program (HART).



Mullikin Street looking brand new



New structure over cleaning tables

Nick Dudiak Fishing Lagoon Fish Cleaning Table Renovation Project –

this project consisted of expanding the station and building a structure over the tables to eliminate bird conflicts. In the spring, Harbor maintenance will install tables, connect to water, and hang netting between the columns. (Project cost = \$60,000) Funded by AKF&G grant.

Homer Library Emergency Generator – This project installed a 50KW emergency generator at the library. (Project cost = \$100,000). Funded by a State Homeland Security Grant. In the event of a disaster (earthquake, tsunami, wildfire, extended power disruption, etc.), the 17,000 square foot library will serve as an emergency shelter for individuals that need temporary housing and accommodation.



Spit Campground Fee Collection Building Improvement –

This project included the sale and removal of the existing fee collection building (due to severe erosion) and the construction of a mobile fee collection building (now located at Mariner Park). Project cost = \$5,000 + Public Works labor. Funded by General Fund. Building provided power thru solar panel.

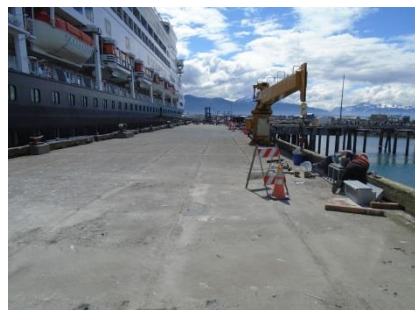


Cruise Ship Passenger Enhancement Project –

this project was completed this year by installing additional cleats on the Deep Water Dock (to improve ship berthing), replacement of the mooring buoy (located near the entrance to the Small Boat Harbor), eliminating trip hazards on the dock, and installing bird nesting deterrents on the dock approach. Also interpretive/educational signage was placed around the harbor trail to remind visitors about the unique aspects of the harbor and Kachemak Bay. (Project cost = \$120,000) Funded by Cruise Ship Passenger Head Tax Grant.



New DWD Cleat



Cruise Ship using new cleats



delivery of new mooring buoys

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 16-124

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2017 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, AND CANNABIS ADVISORY COMMISSION.

WHEREAS, Pursuant to Homer City Code Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

42 WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the
 43 Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.
 44

45 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2017 meeting
 46 schedule is established for the City Council, Economic Development Advisory Commission,
 47 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory
 48 Planning Commission, and Port and Harbor Advisory Commission of the City of Homer,
 49 Alaska, as follows:
 50

51 Holidays - City Offices closed:

January 2**, New Year's Day, Monday	February 20*, Presidents' Day, the third Monday	March 27*, Seward's Day, last Monday	May 29*, Memorial Day, last Monday	July 4*, Independence Day, Tuesday	September 4*, Labor Day, first Monday
October 18*, Alaska Day, Wednesday	November 10**, Veterans Day, Friday	November 23* Thanksgiving Day, Thursday	November 24*, Friday, the day after Thanksgiving	December 25*, Christmas, Monday	

52
 53 *Indicates holidays - City offices closed.

54 **If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the
 55 preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel
 56 Rules and Regulations.
 57

58 CITY COUNCIL (CC)

January 9, 23	February 13, 27	March 13, 27	April 10, 24	May 8, ***30	June 12, 26
July 10**, 24	August 14, 28	September 11, 25	October 3 Election	October 9, 23 Oath of Office October 9*	Canvass Board October 6 or 9
November 7 Runoff Election	November 13**, 27	December 11****	December 18**** if needed		

59
 60 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50
 61 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each
 62 month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.
 63 AML Annual Conference Week is tentatively scheduled for November 13 – 17, 2017.

64 *Tuesday meeting due to Memorial Day/Alaska Day.

65 **There will be no First Regular Meeting in July or November.

66 ***The City Council traditionally reschedules regular meetings that fall on holidays or High
 67 School Graduation days, for the following Tuesday.

68 **** The City Council traditionally cancels the last regular meeting in December and holds the
 69 first regular meeting and one to two Special Meetings as needed. Generally the second
 70 Special Meeting the third week of December, will not be held.

71

72 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 10	February 14	March 14	April 11	May 9	June 13
July 11	August 8	September 12	October 10	November 14	December 12

73

74 Economic Development Advisory Commission Regular Meetings are held on the second
 75 Tuesday of each Month at 6:00 p.m.

76

77 LIBRARY ADVISORY BOARD (LAB)

February 7	March 7	April 4	May 2	August 1
		October 3	November 7	December 5

78

79 Library Advisory Board Regular Meetings are held on the first Tuesday of the months of
 80 February, March, April, May, August, October, November, and December at 5:30 p.m.

81

82 PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

	February 16	March 16	April 20
May 18	June 15		August 17
September 21	October 19	November 16	

83

84 Parks Art Recreation and Culture Advisory Commission Regular Meetings are held on the third
 85 Thursday of each month at 5:30 p.m. with the exception of January, July, and December.

86

87 PLANNING COMMISSION (P/C)

January 4, 18	February 1, 15	March 1, 15	April 5, 19	May 3, 17	June 7, 21
July 19**	August 2, 16	September 6, 20	October 4, 17*	November 1**	December 6**

88

89 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of
 90 each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular
 91 Meetings in November and December. *Tuesday meeting due to Alaska Day Holiday.

92

93

94

95

96 PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 25	February 22	March 22	April 26	May 24	June 28
July 26	August 23	September 27	October 25	November 15	December 13

97
98 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
99 each month at 5:00 p.m., with the exception of May, June, July and August meetings that are
100 held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the
101 December meeting is scheduled for the second Wednesday of the month.

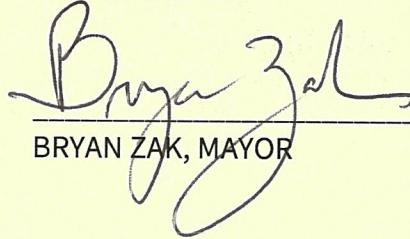
102
103 CANNABIS ADVISORY COMMISSION (CAC)

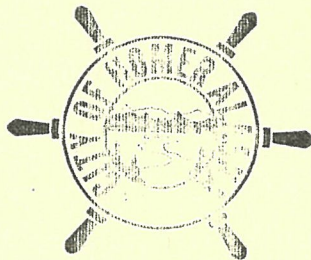
January 26	April 27			
August 24	December 14			

104
105 Cannabis Advisory Commission Regular Meetings are held on the fourth Thursday of each
106 month at 5:30 p.m. The November and December meetings are scheduled for the third
107 Thursday of the month. The meetings for 2017 are reduced to quarterly due to lack of
108 business pending. The December meeting is scheduled for the second Thursday.


109
110 PASSED AND ADOPTED by the Homer City Council this 5th day of December, 2016.

111
112 CITY OF HOMER

113
114 
115
116 _____
117 BRYAN ZAK, MAYOR



120 ATTEST:

121 
122 _____
123 JO JOHNSON, MMC, CITY CLERK

124 Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertizing of any
125 additional meetings.

