

Parks & Recreation Advisory Commission

*Thursday
March 20, 2014
REGULAR MEETING
5:30 p.m.*



City Hall Conference Room - Upstairs
491 E. Pioneer Avenue
Homer, Alaska 99603

Prepared and Produced by the City Clerk's Office -3/14/2014 - rk



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES***(Minutes are approved during Regular Meetings Only)*
 - A. Minutes from the Special Meeting on March 6, 2014 Page 5
- 4. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA** *(Three minute time limit)*
- 5. VISITORS** *(Visitors normally have 10 minutes for their presentation.)*
- 6. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**
 - A. Staff Report - Julie Engebretsen, Deputy City Planning Director Page 9
 - B. Parks Maintenance - Angie Otteson
 - C. Community Recreation - Mike Illg
 - D. PARC Status Update Report - Matt Steffy
- 7. PUBLIC HEARING**
- 8. PENDING BUSINESS**
 - A. PARC Needs Assessment Page 11
 - B. Relocation of the Old Picnic Pavilion in Karen Hornaday Park Page 19
- 9. NEW BUSINESS**
 - A. Open Meetings Act and Robert's Rules Page 21
 - B. Amending the Commission Bylaws to Amend the Meeting Schedule, Establishing Committees and Holding Special Meetings. Page 31
- 10. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar Page 39
 - B. Commissioner Attendance Schedule At Council Meetings Page 41
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE COUNCILMEMBER** (If one has been assigned)
- 13. COMMENTS OF STAFF MEMBERS**
- 14. COMMENTS OF THE COMMISSION**
- 15. COMMENTS OF THE CHAIR**
- 16. ADJOURNMENT THE NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 17, 2014** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 14-03 a Special Meeting of the Parks and Recreation Advisory Commission was called to order on March 6, 2014 at 5:30 pm by Chair Matt Steffy at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS STEFFY, LOWNEY, MACCAMPBELL, AND ARCHIBALD

ABSENT: COMMISSIONERS LILLIBRIDGE AND BRANN (EXCUSED)

STAFF: WALT WREDE, CITY MANAGER
JULIE ENGBRETSSEN, PLANNING TECHNICIAN
MIKE ILLG, COMMUNITY RECREATION SPECIALIST
RENEE KRAUSE, CMC, DEPUTY CITY CLERK

PARC MEMBER: GAIL EDGERLY, HOMER COUNCIL ON THE ARTS & HOMER ARTS AND CULTURE ALLIANCE

APPROVAL OF THE AGENDA

Chair Steffy requested a motion to approve the agenda.

MACCAMPBELL/LOWNEY - MOVED TO APPROVE THE AGENDA.

There was no discussion.

The agenda was approved by consensus of the Commission.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the regular meeting on February 20, 2014

Chair Steffy requested approval of the minutes from the February meeting.

LOWNEY/ARCHIBALD - SO MOVED.

There was no discussion.

The minutes were approved by consensus of the Commission.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA *(Three minute time limit)*

Chair Steffy invited the audience to offer comments on items on the agenda.

There were no comments from the audience present.

PENDING BUSINESS

- A. Parks, Art, Recreation and Culture Needs Assessment
1. Introduction of Members
 2. Project Overview
 3. Project Timeline
 4. Q & A/Discussion

Chair Steffy stated they are almost ready to submit the Request for Proposal (RFP) for advertisement. Ms. Engbretsen confirmed it should be finalized for release end of March first of April.

Chair Steffy stated that they have a diverse representation of user groups represented. Some of the groups are as follows:

- Hockey
- Arts
- Snow Machiners

- Community Recreation

Great communication and volunteers giving up 1-2 hours of their time to get this developed. Through this process they have developed a set of goals or outcomes that will be included in the RFP. The main goals they have are as follows:

1. Identify existing and potential resources
2. Survey what programs and facilities are desired by the community
3. Conduct a GAP Analysis between haves and wants
4. Measure community values for art, recreation, and quality of life
5. Funding Mechanisms

Chair Steffy explained the components of the first goal -

- How do people use their spare time?
- Program resources: who offers what, when and how often?
- Identifying locations and facilities used
- How are existing programs funded?
- List the City responsibilities such as parks, maintenance, campgrounds, budget, and income
- identify volunteer efforts

The second goal is where the desires will be spelled out and what the community really wants.

The third will provide future demographic trends, identify any barriers that there may be whether it is time, money, space/facilities, lack of information and the consultant will be asked to provide an analysis on the trends, observations and the patterns of the results

The fourth goal will provide the level of importance that the community places on the availability of these services and tell us if they are essential services that should be provided and available to all income levels.

The last goal will provide some options on how these structures in new programs could be funded.

Chair Steffy asked for questions.

Commissioner Lowney inquired how the information already gathered by MAPP would be used by the Consultant selected. Chair Steffy responded that the language will either reflect require or encourage the use of accumulated information. Ms. Engebretsen stated that the MAPP information covers from Ninilchik south and their survey will cover from Anchor Point to Fritz Creek so while the information is useful not all of it would be pertinent to what the City would like to see. MAPP is one of the 7 represented groups so they are very much involved. Chair Steffy stated they also have software that will tease out certain details so they will be able to provide certain information within specified parameters. He recommended visiting the website, MAPP of the Southern Peninsula.

Commissioner Lowney also had a concern regarding compliance. She wanted to know how they were going to get people to respond to the survey in order for them to get the information they need. Chair Steffy stated that would be the responsibility of the consultant. The committee has discussed what the City could do to offer incentives for responding to the survey. They really hope the people that get paid the big bucks will have the ideas and ways to encourage the greatest number of responses.

Commissioner Lowney still had concerns regarding an educational component that should be conducted before the survey takes place so that the community knows what the goals of the survey are. She stated that it is almost leading the public to respond how they want which is how great and important parks and rec is...she wants to public to understand the magnitude of the survey that it means more than parks and recreation.

Chair Steffy commented that they had many discussions on the value of having cohesive efforts between arts, culture and recreation. He stated that what the community does during the hours you are not at work or at school.

Gail Edgerly responded that the actual naming of the committee and assessment, Parks, Art Recreation and Culture it is in the very wording.

Commissioner Lowney still felt that the very organizations involved should spread word to their members and to start that process right now so they will have a better chance of getting closer to 100% response. She stated that being involved with ReCreate Rec Kate Crowley has been consistently getting the message out to the people involved and that is the only group doing this that she has seen so far. Ms. Edgerly agreed and responded it was a good idea and they will bring it up at the next meeting to discuss out they bring this up to their own organizations.

Chair Steffy also noted that they discussed having a public meeting for the directors or heads of the organizations then a separate public meeting for members of those user groups.

Commissioner Archibald questioned if there will be some way to show what could happen or will result as they progress along in the process.

Chair Steffy stated that they will be bringing this as a monthly item to Council and the commission. He then went on to discuss the previous presentation to Council and what he plans to present at the Council meeting on March 10, 2014.

Chair Steffy further stated that they have a responsibility to articulate what they want to achieve by performing this needs assessment. Not just have someone say they need to eat better and exercise more.

Ms. Edgerly responded that it is important to note that the committee is determined that they are not deciding beforehand what they are getting out of this assessment but stated that it is a tricky balance to tell the public what they will get out it but not tell them what they will get out it. And give them the confidence that they are listening to them.

Further discussion ensued on getting the various groups to talk, the economic value to the community, how the needs assessment will report on the stability of the community, disseminate the information, the respondents are informed not reactionary, the art of asking questions, attitudes toward government and how to ask questions regarding the volatile stuff. There was also a suggestion to bring alternatives if the answer was no. It was noted that would be a discussion for after the needs assessment. Included in the discussion was the difference between essential services and non-essential services. Some may argue that all that is needed is the water/sewer, police and fire but some may argue that they do not use fire or police services so why should they pay for those and on the other spectrum others who would argue that it you could not have a vital, healthy community without good programs for the family. It was noted that need and want are two different languages and it would be a real relevant argument that will be coming up often.

Another aspect regarding relevant was determining the level of funding which the assessment will also flesh out.

Mr. Wrede commented on the work that the committee has accomplished and agreed that some education may be needed on how the arts and culture portion were included in the assessment. He recommended starting with City Council on Monday since the scope has been expanded. He stated that the Commission will need their buy-in. He did agree that they did not want to ask leading questions. He stated that they want Council to see that they reached out to everybody.

Mr. Illg commented on the fact that Community Recreation program offers art programs that includes dance. Recreation goes beyond the standard perception.

Chair Steffy agreed and agreed that it would be a valid point that they are already combining Art and Culture and it is really nothing new that they are undertaking to include. He went on to state that the press release was also included and really was a summary of the project overview. He inquired if there were any additional concerns, comments, or questions.

Ms. Krause confirmed that comments will be able to be made on the Needs Assessment under Public Comments so it was not necessary for folks to stay for the whole meeting.

Chair Steffy reiterated that they are on schedule and he is looking forward to getting the consultants responses to the RFP. In response to Commissioner Archibald it was noted that there were several companies and staff anticipated maybe 3-6 responses however the budget was small so that will put a limit on the responses they receive. There are some things that cost money so that is something that the commission should keep in mind.

Chair Steffy is hoping to have the assessment underway this summer and it should be completed in the first of the year.

Continuing discussion touched on that even though they have residents interested in recreation in the Caribou Mountains, across the bay, etc. It was pointed out that they do not expect to have this project awarded until the end of May and should be out to the residents no later than August. Concern was expressed that the survey be done when Homer residents are home. Further comment was made on the importance of outreach to the small business community to make them understand the economic benefits in supporting the needs assessment and in return the information that the assessment will provide them such as what type of recreational equipment or clothing should be stocked.

Commissioner Archibald expressed concern about when to have representatives from the various organizations attend a meeting. Ms. Engebretsen recommended that August they should expect to see something out August- September. She outlined a schedule that a consultant might make for this needs assessment so that would be the appropriate time.

COMMENTS OF THE AUDIENCE

There were no comments from the audience.

COMMENTS OF THE CITY STAFF

There were no comments from staff.

COMMENTS OF THE COMMISSION

Chair Steffy thanked Julie and Mike for all there invaluable help with PARC.

Commissioner Lowney expressed how valuable she found this meeting and appreciates all their efforts and communicating with them on what the committee has been doing.

Commissioner MacCampbell stated he will miss the next meeting but he appreciated having this meeting to get the heads up on the information and where they were at, he believes he is caught up on where the commission is at now and wishes he was a bit more involved with MAPP with his other job. Thank you. He reported on recent research that indicated if you put the American Flag on signs they were not shot up.

Commissioner Archibald asked if anyone had anything specifically he will bring that before Council. Speed limit reductions, collaboration on signage with Public Arts, plus thanking the volunteer efforts were asked to be reported on at the council meeting.

ADJOURNMENT

There being no further business to come before the Commission, Chair Steffy adjourned the meeting at 7:00 p.m. The next **REGULAR MEETING IS SCHEDULED FOR THURSDAY MARCH 20, 2014** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____



City of Homer

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(p) 907-235-3106
(f) 907-235-3118

To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 11, 2014

Subject: March Staff Report

Land Allocation Plan follow up: At the last meeting I gave you some incorrect information! I was wrong about activities at the Pier 1 lot. Here is what is happening. Over by the chip pad, there is a committee looking at a large vessel haul out facility. This might include a travel lift, to lift large boats out of the water so they could be worked on. This is a completely separate and different facility than the barge facility at Pier 1, where barges would be moored to pilings in the bay, and beached at high tide. I thought the two projects were the same thing; they are not!

Pier 1 update: The large barge will be remaining through the summer. I have no further information.

Water Trail: Mark your calendar! The water trail ribbon cutting and grand opening is Friday, June 6th 5-8 pm.

Student Member: I communicated your interest from the last meeting to Mike Illg on having a high school student member. Mike is a member of the High School site council and has some ideas on this.

PARC Needs Assessment: I have received two comments via email about the assessment. There may be other folks that come and speak at the Commission meeting. The PARC committee and staff will incorporate these comments and the Commission's comments as appropriate into the request for proposals.

Little League MOU: The City Manager has authorized me to work on an MOU with Little League. Commissioner MacCampbell had also requested permission to speak on the City's behalf to Little League about Karen Hornaday Park. The manager did not directly endorse this; he prefers the Commission as a body articulate what you would like to see, and have staff discuss options with Little League.

April 3rd Work Session: Don't forget, there is a work session scheduled to talk about Karen Hornaday park 5:30 pm, Council Chambers.





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To: Parks and Recreation Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: March 13, 2014

Subject: Park, Art Recreation and Culture Needs Assessment

Introduction

At the March 6th special meeting, the Commission reviewed the project outline for the needs assessment. There was also a press release that invited interested groups and citizens to comment to the Commission at the March 20th meeting, about this scope of work. Staff received two comments and they are attached to this staff report.

Staff comment: One of the questions raised in the public comments and by Commissioners was what about recreation outside of Homer. While the scope of this project is Anchor Point to Fritz Creek census areas, it may be possible to use the survey to ask a question or two about recreation outside of Homer. (Visiting Kachemak bay State Park, flying to watch bears across the inlet, recreating in the Caribou Hills, etc). We also talked about needing firm deliverables during the project. My suggestion is the consultant provide the Commission with the draft survey questions before they go out. The Commission can decide if the survey is broad enough, or if we need to ask specific questions about recreation further away.

Timeframe: The PARC committee will meet sometime the week of March 24th, to review the Request for Proposals. The RFP will be advertised in April. The end goal is the May 27th Council meeting, for a resolution awarding the contract and authorizing the City Manager to negotiate and sign a contract. (Consultant would be able to proceed with work in June sometime).

Recommendation: Listen to any further public comments. Discuss the project overview, focusing on the information we are asking the consultant to find out. Make any recommendations to the PARC committee to consider.

Attachments

1. PARC project overview
2. Email from Nina Faust
3. Email from Jack Wiles





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Park Art Recreation and Culture Needs Assessment

PARC Mission Statement

To determine the resources and prioritize the needs for our community concerning parks, arts, recreation and culture facilities and programs. (10-15 year outlook)

Project Overview

Needs Assessment Goals:

1. Identify existing and potential resources
 - a. How do people use their spare time?
 - b. Program resources: who offers what, when and how often?
 - c. Identify locations and facilities used
 - d. How are existing programs and facilities funded?
 - e. List City responsibilities – parks, maintenance, campgrounds, budget, income,
 - f. Identify volunteer efforts
2. Survey what programs and facilities are desired by the community
3. Conduct a Gap Analysis between haves and wants
 - a. Include future demographic trends
 - b. Identify barriers to access, (money, time, space/facilities, lack of information)
 - c. Consultant to provide an analysis on trends, observations and patterns of results
4. Measure community values for art, recreation and quality of life
 - a. What level of importance do citizens place on the availability of these services?
 - b. Are Culture and Recreation essential services?
 - c. Is it important that they be available to all income levels?
5. Funding Mechanisms
 - a. How could new programs and structures be funded?

Julie Engebretsen

From: Nina Faust <aknina51@gmail.com>
Sent: Saturday, March 08, 2014 9:11 AM
To: Julie Engebretsen
Cc: Department Planning; Homer Council on the Arts
Subject: PARC

Follow Up Flag: Follow up
Flag Status: Flagged

P.O. Box 2994
Homer AK 99603

March 6, 2014

Julie Engebretsen
Planning Department

Dear PARC Folks,

I love the idea of coordinating parks, arts, recreation and culture facilities and programs into an integrated community program with a look to the future. I firmly believe a community which develops these sorts of programs becomes a healthier, closer, more vibrant, and desirable place to live. It makes sense to coordinate them all to share facilities, costs, avoid calendaring conflicts, and provide a wide variety of activities to residents and visitors. The PARC Mission Statement is focusing the community effort appropriately.

Here are my thoughts on the specific questions posed:

1. What are the existing and potential PARC resources in our community?

All participating non-profit facilities and programs should be evaluated to see what they have to offer to physically host events and integrate programs with other groups and City facilities and programs. Community Schools, I & O, the NERR, and non-profits might be able to expand offerings through partnerships. Perhaps some for-profit fitness groups could participate by offering some free classes that may then draw new clients for their services. School facilities should most definitely be part of this partnership. These are some of our best facilities for recreation, arts, and even conventions. Be sure to include Alaska State Parks in the planning as we do have Park areas on this side too. More needs to be done to make it easier for the average person to get across the Bay to hike, kayak, birdwatch, and learn about the Park environment.

1. What programs and facilities does the Community want?

More interconnected bike and walking trails will benefit the community. As roads are upgraded, it is important to seek funding to include bike and walking trails along our community roadways. This benefits residents but also makes Homer a more desirable destination. We need a facility to replace the Boys and Girls club if the City does decide to destroy the old school building. Programs with recreation, arts, tutoring, field trips and more need to be available to youth after school hours. This pays big dividends in keeping kids out of trouble and engaged. I would like to see more pocket parks around town. We are fast losing open space and should strategically look at lots that are still undeveloped and potentially available for purchase. Many areas in the core town area should be considered. Many communities Outside looked at the big picture and planned out their openspace

before it was too late. We are fast approaching that threshold of no longer having undeveloped land that could be strategically protected for future parks.

1. How big is the gap between what we have, and what we want?

Homer has a good start in providing a comprehensive program because there are so many groups providing programs. Integration and cooperation will allow for growth and improvement without overwhelming costs. We should dream big, plan well, and implement conservatively within budgets. Grants should be part of the planning. Homer has a great reputation of a "Place of Quiet Beauty" which includes its reputation for arts, acting, music, and recreation. We have a great opportunity to really define this and perhaps trademark it into the psyche of Homer and its reputation.

1. What are future trends?

Future trends seem to indicate that people are becoming more interested in living a life that includes art, recreation, culture, and community. These are the sorts of things that contribute to quality of life and health. As we continue to explore the concept of sustainability, local foods, and building community, all the PARC concepts fit into the discussion. One important consideration is how to draw more people into the activities, particularly if they are struggling financially. Everyone stands to benefit if they can partake, kids especially.

1. Quality of life: How important are PARC activities to Homer's quality of life?

Supremely important. If we did not have the vibrant arts, culture, and recreation programs that we have, life here would be rather dull. Building community is what it is all about.

1. Funding: How can new programs and facilities be paid for?

User fees with subsidies for low-income, grants, event fundraisers, sponsorships, raffles, government funding. There are many ways, it just cannot all be done at once. Prioritize and then plan for funding step by step.

Thanks for your efforts to make Homer an even better place to live.

Sincerely,

Nina Faust

Julie Engebretsen

From: John Wiles <wilesmichaud@msn.com>
Sent: Friday, March 07, 2014 12:17 PM
To: Mike Illg; Julie Engebretsen; Matt Steffy
Subject: Re: Homer Area Parks, Arts, Recreation and Culture Needs Assessment March 3 2104 PARC press release for

Follow Up Flag: Follow up
Flag Status: Flagged

Great! You have nailed an ambitious set of desired outcomes.
Wish I was there to join in on the project. Thanks for including me on your email list.

One suggestion I would make is to tightly prioritize by category since the fiscal conservatives and council will ultimately balk at the final price tag. By setting categories it is easier to find opportunity funding and implementation mechanisms for the category and avoid unnecessary competition, e.g. trails don't necessarily have to compete with a community rec center.

As you begin to define you needs you might spend some time analyzing the census data for Homer and the potential service area. Good demographics, age populations, and future trends.

Best,

JACK

Mike Illg <MIlg@ci.homer.ak.us> wrote:

Greetings!

As you may or may not know, we are in the beginning stages of our Parks, Arts, Recreation and Culture Needs Assessment!

Here is the first press release from the steering committee and Julie Engebretsen. Please share this press release with your members, associates or anyone who has an interest in parks, arts, recreation and culture in the Homer area as knowledge, communication and participation is keep to the success of this assessment for our community.

Thanks,

Mike Illg

Press Release (3/3/14)

The City of Homer is working diligently on the "Parks, Arts, Recreation and Culture Needs Assessment" (PARC) funded by the City Council and community donations. A group of citizens is meeting weekly with the City to move this project forward. PARC has a mission statement, and has identified six project goals. The City of Homer Park and Recreation Advisory Commission will be reviewing these goals during their meeting on March 20th, 2014, 5:30 pm in the City Council Chambers. Your organization is welcome to comment to the Commission, or contact Julie Engebretsen in the Planning Department at 435-3119 between now and the 20th. As the project progresses, your organization will be contacted to participate in this needs assessment. We look forward to working with you!

Renee Krause

From: Julie Engebretsen
Sent: Thursday, March 13, 2014 4:15 PM
To: Renee Krause
Subject: FW: Homer LWCF questions

From: Katie Koester
Sent: Tuesday, March 04, 2014 3:46 PM
To: Julie Engebretsen; Carey Meyer
Subject: FW: Homer LWCF questions

Hi Julie and Carey,

See the response below from the State regarding Land and Water Conservation Funds and moving the shelter.

In summary, moving the shelter within the park is doable. Moving it to an alternate location would be difficult.

Katie

From: Ayers, Jean M (DNR) [<mailto:jean.ayers@alaska.gov>]
Sent: Tuesday, March 04, 2014 11:06 AM
To: Katie Koester
Subject: RE: Homer LWCF questions

Good Morning Katie,

Yes, the grant would cover moving the picnic shelter to another location within the park boundary. Although the application and site development plan indicated a specific area for the relocated shelter, we know plans change and alternatives often work out well.

However, moving the picnic shelter to a location outside the Karen Hornaday park boundary would be problematic for the grant. First, if even one dollar of LWCF goes into that move, then the site the shelter lands on would need to become protected under the 6(f) provisions of the LWCF Act of 1965. Second, the protection couldn't just be the 20'x20' spot the shelter rests upon, but the 6(f) boundary would need to cover a "viable recreational unit," generally an entire park. We would need site plans, boundary maps, etc to establish it with the National Park Service (NPS), and set the park up for perpetual compliance (monitoring for inspections, possible conversions, etc.).

If the city decides they truly do not need a picnic shelter at Karen Hornaday park and want/need it at another park, then the city would need to submit a thorough written explanation of such. With a valid explanation, we could amend the grant with NPS to remove that particular element, and show how the \$12,000 originally slated for the shelter relocation would be shifted into another grant eligible element of the Karen Hornaday project. In that case, of course, the LWCF grant would not reimburse any of the relocation cost.

I would recommend keeping the shelter within the current park boundary, if at all feasible. If the city chooses otherwise, though, at least they will know of potential ramifications.

Thank you for the inquiry.

Jean Ayers
Grants Administrator, State of Alaska: DNR
Division of Parks and Outdoor Recreation
(907) 269-8694

From: Katie Koester [<mailto:kkoester@ci.homer.ak.us>]
Sent: Monday, March 03, 2014 11:31 AM
To: Ayers, Jean M (DNR)
Subject: Homer LWCF questions

Hi Jean,

I have been asked a by the City of Homer Advisory Parks and Recreation Commission a couple of questions about the Land and Water Conservation Fund grant the City was awarded. This commission advises on improvements to the park. They were integral in coming up with the original project description and now have a couple of questions about the use of funds regarding moving the picnic shelter. The grant application as written states that the picnic shelter will be moved to the grassy area between the two ball fields.

- 1) Would the grant cover moving the picnic shelter to an alternate location within the park boundary (for example, to the campground)?
- 2) Would the grant cover moving the picnic shelter to a City park outside of the Karen Hornaday Park boundary (ie, a park on the Homer Spit)?

Thank you for your help in answering these questions.

Best,

Katie Koester
Community and Economic Development Coordinator
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491 E. Pioneer Ave
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Cell: (907)-435-7536
Fax: (907)-235-3148



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Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MARCH 13, 2014

SUBJECT: ROBERT'S RULES AND THE OPEN MEETINGS ACT

It was requested at a past meeting and with new commissioners being appointed that the Clerk's Office conduct or provide a refresher or in case of a new commissioner introduction of how our public or city meetings are conducted and what guidelines we use to conduct business plus include some clarification on the Open Meetings Act.

Following is the information that is distributed to new commissioners regarding Robert's Rules, there were updates in 2012 which resulted in the 11th Edition of Robert's Rules of Order – Newly Revised and the one that most generally affected all boards, committees and commissions is that minutes can be approved at regular and special meetings. Since this commission is advisory most of the rules that were added or changed due not affect us or we were already using them.

Included is the City Attorney response regarding the number of commissioners that constitutes a "meeting"

RECOMMENDATION: Review / Questions and Answers

THE BASICS OF ROBERT'S RULES OF ORDER



City Officials Guide to an
Effective Meeting

Role of the Officers

Chairperson

The member chosen for this position is selected principally for the ability to preside. They should be familiar with the bylaws of the commission/committee. As Chairperson the member selected has to use diplomacy, tact and common sense during a meeting. The duties of the chairperson are as follows:

1. To open the meeting at the appointed time.
2. Ascertain a quorum is present.
3. Announce in proper sequence the business before the commission/committee.
4. Recognize members who are entitled to the floor.
5. To state and put to vote all questions that legitimately come before the commission/committee and announces the results.
6. To protect the commission/committee from frivolous motions by refusing to recognize them.
7. To expedite business in every way compatible with the rights of members.
8. To enforce the rules relating to debate and to order and decorum within the commission/committee.
9. To respond to inquiries relating to parliamentary procedures.
10. To decide all questions of order subject to appeal.
11. To declare the meeting adjourned.

The Chairperson should have a copy of the bylaws in case they are needed for reference.

Vice Chairperson

The Vice Chairperson is chosen to preside over a meeting when the Chairperson is not present, or it is necessary for them to vacate the chair. The duties of the Vice Chairperson are the same as shown above for the Chairperson when assuming that role.

In most commissions/committees if the Chairperson and Vice Chairperson are not present or have disqualified themselves in some manner and there is still a quorum the most senior member of the commission/committee/board fills in as Acting Chairperson.

It is recommended to familiarize yourself with parliamentary procedures and terminology. When each member has understanding of these procedures the result is productive meetings.

City Officials Guide to an Effective Meeting

Basics of Robert's Rules

General Order of Meetings

1. Call to Order
2. Approval of Minutes
3. Officers, Boards and Standing Committee Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

Procedure to Make a Motion

1. Member raises hand and waits for recognition from the presiding officer.
2. The member states the motion. e.g. "I move that we paint city hall."
3. Another member must second the motion to continue.
4. The presiding officer states the motion. (This puts the motion on the floor.)
5. Presiding officer calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.

6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and is recognized from the presiding officer.
2. Member states the amendment. e.g. "I move that we paint city hall with funding received from grants."
3. Amendment must be seconded.
4. Presiding officer states the amendment.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

A "friendly amendment" is often used to describe an amendment offered by a member who agreed with the main motion, but believes that the amendment will improve the statement or effect of the main motion, or will increase the chances of the main motion's adoption.

1. Member raises hand and is recognized from the presiding officer.
2. Member states they would like to "offer a friendly amendment to the motion; I move to amend the motion, that we paint city hall red with funding from grants."
3. Amendment is seconded.
4. Presiding officer states the friendly amendment.

Types of Meetings

A Regular Meeting refers to the regularly scheduled meetings as established by the bylaws for the particular commission/committee/board. These are scheduled for the upcoming calendar year by resolution every December. During a regular meeting the procedures as outlined under the General Order of Meetings is followed.

Special Meetings are held when a single business item or two are to be addressed; the day or meeting time is changed from the regular schedule established in the bylaws; or the commission/committee feels that additional meetings are required to address items on the agenda responsibly. Special meetings follow the same procedures as outlined under the General Order of Meetings with the exception that minutes are not approved.

Executive Session is a portion of a meeting at which the proceedings are withheld from the public. This type of meeting is normally used to handle matters relating to discipline or finances. The members adjourn to another location within City Hall (usually the conference room adjacent to the Mayor's office.) After dealing with the business at hand the members will return to the main meeting place and resume the public portion of the regular or special meeting.

Types of Motions

Original or Incidental main motions are used to introduce business.

Original Main motion is a main motion that introduces a substantive question as a new subject. This is the most commonly used motion. (e.g. I move that the Club contribute \$50 to the centennial celebration")

Incidental Main motion is a main motion (Point of Order, Suspend the Rules) that relates to the business of the Commission/Committee, or its past or future action. (e.g. I move to take a recess.)

1. Takes precedence of nothing. Cannot be made when a question is pending.
2. Can be applied to no other motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is debatable and amendable.
6. Requires a majority vote.
7. Can be reconsidered.

Subsidiary motions (Amend, Postpone) can be applied to the main motion to modify, delay action or dispose of the main motion. These motions are commonly made while the main motion is open for debate. Once made these motions must be voted on before the main motion.

Privileged motions (Recess, Adjourn) do not relate to pending business but deal with special matters of immediate and overriding importance. These motions are allowed to interrupt the consideration of anything else.

Motion for Reconsideration

Used to bring a motion back before the Commission/Committee for further consideration.

1. Can be made by a member who voted with the prevailing side (aye if the motion was adopted/no if the motion was lost.)
2. Motion must be seconded.
3. Motion cannot be amended.
4. Only the merits of the reconsideration are debatable.
5. Requires a two-thirds vote to adopt a motion to reconsider.
6. Presiding officer states the result of the vote and the action taken.

Call for the Question

Used to immediately close discussion and the making of subsidiary motions except the motion to "Lay on the Table." Commonly used to bring an immediate vote on one or more pending questions.

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Yields only to the subsidiary motion to lay on the Table, privileged motions and all applicable incidental motions.
3. Must be seconded.
4. Is out of order when another has the floor.
5. Is not debatable or amendable.
6. Requires a two-thirds vote to adopt a call for the question.
7. Cannot be reconsidered.

Lay on the Table

Used to enable the Commission/Committee to lay the pending question aside temporarily when something else of immediate urgency has arisen. Commonly misused to stop discussion on a motion, with the intent to "kill" or avoid dealing with a measure.

1. Takes precedence over all subsidiary motions and pending incidental motions when made.
2. Cannot be applied to main motions.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable or amendable. The presiding officer can ask the maker his/her reasons.
6. Requires a majority vote.
7. Cannot be reconsidered.

Meeting Minutes

1. Minutes are a record of what was done at the meeting, not what was said.
2. Meeting minutes are not verbatim transcripts.
3. Amendments that will change the substance of the minutes should be addressed on the record.
4. Approval of the minutes is not a time to correct typographical errors. If necessary, those may be provided directly to the recording clerk prior to or at the meeting.

5. Presiding officer call for discussion on the friendly amendment.
6. Presiding officer calls for a vote on the amendment and announces result.

Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer states motion.
4. Presiding officer calls for discussion.
5. Motion is amendable and debatable.
6. Presiding officer calls for a vote, and states result of the vote and action taken.

Motion to Suspend the Rules

Used if the Commission/Committee wishes to do something during a meeting that it cannot do without violating one or more of its regular rules. Commonly used to address agenda items out of order after the agenda has been approved or allowing an unscheduled visitor to address the assembly.

1. Can be made any time that no question is pending.
2. A member makes a motion; "I move to suspend the rules to hear New Business, Item C. before New Business, Item A."
3. Is out of order when another has the floor.
4. Motion must be seconded.
5. Motion is not debatable or amendable.
6. Motion must have two-thirds majority approval.
7. Presiding officer calls for a vote, and states the result of the vote and the action taken.

Motion for Point of Order

Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.

1. Does not have to be recognized by the presiding officer.
2. Does not need to be seconded.
3. Is not debatable. The presiding officer may allow explanation.
4. Is not amendable.
5. Is ruled on by the presiding officer. The presiding officer may seek the advice of the Clerk or more senior members present.
6. Cannot be reconsidered.

Renee Krause

From: Jo Johnson
Sent: Thursday, March 13, 2014 2:48 PM
To: Melissa Jacobsen; Renee Krause; Julie Engebretsen; Katie Koester; Rick Abboud
Cc: Ann Dixon; Bryan Hawkins
Subject: FW: Open Meetings and Advisory Commissions

Please include this email from City Attorney Klinkner in your next board and commission packets.

Jo Johnson, MMC
City Clerk

City of Homer
491 E. Pioneer Avenue
Homer, Alaska 99603
907~235~3130
jjohnson@ci.homer.ak.us

PUBLIC RECORDS LAW DISCLOSURE:

Most e-mails from or to this address will be available for public inspection under Alaska public records law.

From: Thomas Klinkner [mailto:tklinkner@BHB.com]
Sent: Tuesday, March 11, 2014 2:32 PM
To: Jo Johnson
Cc: Walt Wrede; Holly Wells
Subject: Open Meetings and Advisory Commissions

Jo,

At last night's Council meeting a Parks and Recreation Advisory Board member asked how the Open Meetings Act applied to City boards and commissions whose functions are solely advisory. The board member who spoke to me asked whether he was correct in believing that as few as two members of that Commission could constitute a meeting subject to the Open Meetings Act. The answer to that question is that he correctly stated the law before a 2009 amendment to the Open Meetings Act, but since that amendment more than three members or a majority of the members, whichever is less, also must be present to constitute a meeting of an advisory body under the Open Meetings Act. The purpose of this message is to provide the answer to this question in a form that can be shared with members of all such boards and commissions.

AS 44.62.310(h)(2) contains two alternative definitions of the term "meeting" for the purpose of the requirement that all meetings of a governmental body of a public entity must be open to the public:

- (2) "meeting" means a gathering of members of a governmental body when
- (A) more than three members or a majority of the members, whichever is less, are present, *a matter upon which the governmental body is empowered to act is considered by the members collectively,*

and the governmental body has the authority to establish policies or make decisions for a public entity;
or
(B) more than three members or a majority of the members, whichever is less, are present, ***the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act***, and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

Separate definitions of "meeting" apply to (i) a body that has the authority to establish policies or make decisions (such as the Council or the Planning Commission), and (ii) a body that has only authority to advise or make recommendations (such as the Parks and Recreation Advisory Commission). In each case the number of members who must be present to constitute a meeting (more than three or a majority, whichever is less) is the same. The "more than three members or a majority of the members" language only was added to the definition of a meeting of an advisory body in 2009. Before that amendment, a gathering of as few as two members of an advisory body could constitute a meeting subject to the Open Meetings Act.

Since the 2009 amendment, the only distinction between the two definitions of "meeting" is in the formality of the gathering that is required. The necessary number of members constitutes a meeting of a body that has the authority to establish policies or make decisions whenever the members consider collectively a matter upon which the body is empowered to act, regardless of the formality with which the gathering is convened. In contrast, the necessary number of members constitutes a meeting of a body that has only authority to advise or make recommendations when ***the gathering is prearranged for the purpose of considering a matter upon which the body is empowered to act***. Thus, a gathering of members of an advisory body is not a meeting unless the gathering is prearranged. A spontaneous encounter among members of the body, regardless of what the members may consider, is not a meeting subject to the Open Meetings Act.

Let me know if you have any questions.

Thomas F. Klinkner | Birch Horton Bittner & Cherot
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Tel: (907) 276-1550 | Fax: (907) 276-3680
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Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MARCH 13, 2014

SUBJECT: AMENDING COMMISSION BYLAWS TO ADDRESS CHANGES TO THE MEETING SCHEDULE AND ESTABLISHING COMMITTEES

Background

At the regular meeting on February 20, 2014 the commission addressed amending their annual meeting schedule at the request of City Council. After much discussion the commission agreed to reduce the number of meetings annually to nine.

The meeting requirements are outlined in the commission bylaws and in city code requiring the commission to bring the changes forth at one meeting and for a final vote at the second meeting.

The change regarding creation of committees has also been made to the bylaws.

A copy of the proposed amended bylaws has been included for review.

RECOMMENDATION: Make a motion to amend the commission bylaws to reflect the proposed changes to the creation of committees and the meeting schedule.

Fiscal Note: N/A

1 **PARKS AND RECREATION ADVISORY COMMISSION**
2 **BYLAWS**
3

4 The Homer Parks and Recreation Advisory Commission is established with those powers and duties as set
5 forth in Title 1, Section 74, of the Homer Municipal Code.

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

8 The Commission's jurisdiction is limited to the area within the City Boundaries except for those extra
9 territorial interests, such as trails and city properties, subject to city jurisdiction.

10 The Homer Parks and Recreation Advisory Commission consist of seven members; up to three members
11 may be residents from outside the city limits, preference shall be given to City resident applicants.

12 Members will be appointed by the Mayor for three-year terms (except to complete terms) subject to
13 confirmation by the City Council.

14 One Homer area High School student selected by his or her student body shall serve as a consulting
15 member of the Commission in addition to the seven appointed members, and may attend and participate
16 in all meetings as a consultant, but shall have no vote. (Ord. 99-04, 1999)

17 There will be regular monthly meetings January through November of the Commission and permanent
18 records or minutes shall be kept of the proceedings. The minutes will record the vote of each member
19 upon every question. Every decision shall be filed in the office of the City Clerk and shall be public record
20 open to inspection.
21

22 **HISTORY**

23 The By-laws were passed by the Parks and Recreation Commission on October 20, 1983 by the Homer
24 City Council on February 13, 1984, and shall be in effect and govern the procedures of the Commission.

25 The duties and responsibilities of the Commission are:

26 A. Act in advisory capacity to the City Manager and the City Council on the problems and
27 development of park and recreation facilities and public beaches in the city. Consideration may include
28 existing facilities, possible future developments and recommendations on land use.

29 B. Consider any specific proposal, problem or project as directed by the City Council.
30
31

32 **BY-LAWS**
33

34 A. To abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer
35 Municipal Code;
36

37 B. To abide by Robert's Rules of Order, current edition, in so far as this treatise is consistent with
38 Homer Municipal Code.
39

40 **C. REGULAR MEETINGS:**

41 1. ~~January through November~~ **February through June and August through November**
42 **on the third Thursday of the month, at 5:30 p.m. No meetings will be scheduled**
43 **during the months of January, July and December unless a Special meeting is**
44 **required in accordance to the bylaws.**
45

46 2. Items will be added to the agenda upon request of staff, the Commission or a
47 Commissioner. Agenda deadline is the Wednesday of the week preceding the meeting
48 date at 5:00 p.m.
49

50 3. Removing items from the published agenda will be by consensus of the Commission. No
51 items may be added.
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53 4. Commissioners will give staff or Chair a minimum of a two week notice or as soon
54 as possible regarding their potential absence from a meeting.
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D. COMMITTEES

1. ~~The Chair shall appoint committees for such specific purposes as the business of the Commission may require.~~ **The commission shall submit a request for approval to City Council to form special committees.** Committee membership shall include at least two Commissioners. ~~Other Committee members may be appointed from the public.~~ **The commission will submit in memorandum form to council the reason for establishing a committee, the task(s) assigned to the committee and the expected term for the committee plus a list of persons to be appointed to the committee such as Council members, department personnel, or number of public in specific sectors or with special experience preferred.**
2. One committee member shall be appointed as Chair and be responsible creating an agenda and notifying ~~work with~~ **the City Clerk's Office to create the agenda and schedule** of meetings so they may be advertised in accordance with Alaska State Law and Homer City Code.
3. One committee member shall be appointed and responsible for furnishing summary notes of all Committee meetings to the City Clerk.
4. Committees shall meet in accordance with Commission bylaws and Robert's Rules.
5. Committees will make a progress report at all commission meetings.
6. No committee shall have other than advisory powers.
7. Per Robert's Rules **and the resolution creating the committee as established by City Council** upon giving final report the committee is disbanded.
8. **All meetings are to be conducted in City Hall where they may be recorded.**

E. COMMISSION MEETING PUBLIC COMMENT/TESTIMONY AND AUDIENCE COMMENT TIME LIMITS

1. The meeting Chair shall note for the audience's benefit that there is a three minute time limit each time there is a place in the agenda for public comment/testimony or audience comments.
2. Any individual wishing to address the Commission shall adhere to a three minute time limit. It is the responsibility of the Chair to announce under Public Comments, Public testimony on public hearing items and Audience Comments that there is a 3 minute time limit.
3. Time limits may be adjusted by the 2 minutes up or down with the concurrence of the body in special circumstances only such as agenda content and public attendance.

F. SPECIAL MEETINGS:

1. Called by Chair or majority of the Commission **only when required to complete time sensitive business of the commission, at the request of City Administration or City Council.**

G. DUTIES AND POWERS OF THE OFFICERS:

1. A Chair and Vice-Chair shall be selected annually (November meeting) by the appointive members.
2. The Chair shall preside at all meetings of the Commission, call special meetings in accordance with the by-laws, sign documents of the Commission, see that all actions and notices are properly taken, and summarize the findings of the Commission for the official record.
3. The Vice-Chair shall perform all duties and be subject to all responsibilities of the Chair in his/her absence, disability or disqualification of office.
4. The Vice-Chair will succeed the Chair if he/she vacates the office before the term is completed, to complete the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.

H. MOTIONS TO RECONSIDER:

1. Notice of reconsideration shall be given to the Chair or Vice-Chair, if the Chair is unavailable, within forty-eight hours from the time the original action was taken.
2. A member of Commission who voted on the prevailing side on any issue may move to reconsider the Commission's action at the same meeting or at the next regular meeting of the body provided the above 48-hour notice has been given.
3. Consideration is only for the original motion to which it applies.

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I. CONFLICT OF INTEREST:

1. A member or the Commission shall disqualify himself/herself from participating in any official action in which he/she has a substantial financial interest.
2. Should the Commission member not move to disqualify himself/herself after it has been established that he/she has a substantial financial interest, the Commission may move to disqualify that member by a majority vote of the body.

J. QUORUM; VOTING:

1. Four Commission members shall constitute a quorum.
2. Four affirmative votes are required for the passage of a resolution or motion.
3. Voting will be by verbal vote, the order to be rotated. The final vote on each resolution or motion is a recorded roll call vote.
4. The City Manager, Mayor and High School student shall serve as consulting members of the Commission but shall have no vote.

K. CONSENSUS:

1. The Commission may, from time to time, express its opinion or preference concerning a subject brought before it for consideration. Said statement, representing the will of the body and meeting of the minds of the members, may be given by the presiding officer as the consensus of the body as to that subject without taking a motion and roll call vote.

L. ABSTENTIONS:

1. All Commission members present shall vote unless the Commission, for special reasons, permits a member to abstain.
2. A motion to excuse a member from voting shall be made prior to the call for the question to be voted upon.
3. A member of the Commission requesting to be excused from voting may make a brief, oral statement of the reasons for the request and the question of granting permission to abstain shall be taken without further debate.
4. A member may not be permitted to abstain except upon the unanimous consensus of members present.
5. A member may not explain a vote, may not discuss the question while the roll call vote is being taken and may not change his/her vote thereafter.

M. VACANCIES:

1. A Commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission.
2. The Commission shall declare a vacancy when the person appointed:
 - A. fails to qualify to take office within 30 days after his/her appointment;
 - B. resigns and the resignation is accepted;
 - C. is physically or mentally unable to perform the duties of his/her office;
 - D. misses three consecutive regular meetings unless excused; or
 - E. is convicted of a felony or of an offense involving a violation of his/her oath of office.

N. GENERAL ORDER OF BUSINESS:

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA.
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)

- 178 9. PLAT CONSIDERATION (Planning Commission only)
- 179 10. PENDING BUSINESS or OLD BUSINESS
- 180 11. NEW BUSINESS or COMMISSION BUSINESS
- 181 12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY
- 182 BE DISCUSSED ONLY).
- 183 13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
- 184 14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the
- 185 agenda.)
- 186 15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
- 187 16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE
- 188 COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
- 189 17. COMMENTS OF THE COMMISSION
- 190 18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____
- 191 note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held
- 192 in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.
- 193 (Sometimes the meeting is scheduled for the Conference Room)
- 194

195 **O. PROCEDURE FOR CONSIDERATION OF AGENDA ITEMS:**

196 The following procedure will normally be observed pursuant to Robert’s Rules:

- 197 1. A motion is made to discuss the item OR to approve the staff recommendation. The
- 198 item may then be discussed, amended or voted on.
- 199 2. If there are questions of staff or an appropriate audience member, a Commissioner
- 200 may request permission from the Chair to ask the question. The Chair, upon with
- 201 consensus approval, may grant the request.
- 202

203 **P. BYLAWS AMENDED:**

204 The bylaws may be amended at any meeting of the Commission by a majority plus one vote of

205 the members, provided that notice of said proposed amendment is given to each member in

206 writing. The proposed amendment shall be introduced at one meeting and action shall be taken

207 at the next commission meeting.

208

209

210 **Q. TELECONFERENCE:**

211 Teleconference meetings.

212

213 1. The preferred procedure for Commission meeting is that all members be physically

214 present at the designated time and location within the City for the meeting. However, physical

215 presence may be waived by the Chair or Commission and a member may participate in a meeting

216 by Teleconference when it is not essential to the effective participation or the conduct of business

217 at the meeting.

218 A. A Commission member participating by teleconference shall be deemed to be

219 present at the meeting for all purposes. In the event the Chair participates telephonically,

220 the Vice-Chair shall run the meeting.

221

222 2. Teleconference procedures.

223 A. A Commission member who cannot be physically present for a regularly scheduled

224 meeting shall notify the recording clerk at least five days prior to the scheduled time for the

225 meeting of his/her intent to appear by telephonic means of communication.

226 B. The recording clerk shall notify the Commission members three days prior to the

227 scheduled time for the Commission meeting of Commission members intending to appear by

228 teleconference.

229 C. The means used to facilitate a teleconference meeting of the Commission must enable

230 each Commission member appearing telephonically to clearly hear all other Commission members

231 and members of the public attending the meeting as well as be clearly heard by all other

232 Commission members and members of the public.

233 D. The recording clerk shall note in the attendance record all Commission members

234 appearing telephonically.

235

236

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239 **LEGISLATIVE HISTORY**
240 Amendment to the first paragraph was passed by the Commission on April 19, 1990 and passed by
241 Homer City Council on May 14, 1990 via Resolution 90-34.
242
243 New section M, Alternate Voting Members was passed by Homer City Council on June 8, 1998 via
244 Resolution 98-41.
245
246 Amendment to include Teleconference Procedures was approved by the Commission on February 15,
247 2001 and adopted by the City Council on February 26, 2001 via Resolution 01-09. This amendment
248 changed the edition of Robert's Rules of Order from seventh to current and added new sections N. and
249 O.
250
251 Amendment to the meeting time was passed by Homer City Council on February 14, 2005 via Resolution
252 05-17.
253
254 Amendment Revising the Agenda Layout and Content, Regular meeting procedures, Special Meeting
255 procedures; adding Commission Meeting Public Comment/Testimony and Audience Comment Time limits,
256 Public Beaches, Procedure for Consideration of Agenda Items; Removing Alternative Voting Members
257 was passed by Homer City Council via Resolution 07-22(A).
258
259 Amendment Revising the Frequency of Meetings and Attendance Requirements was passed by Homer
260 City Council via Resolution 09-79
261
262 Revising the meeting time from 6:30 p.m. to 5:30 p.m. was passed by Homer City Council on December
263 13, 2010 via Resolution 10-96.
264
265 Establish Monthly Meetings with the Exception of December was passed by Homer City Council on July
266 25, 2011 via Resolution 11-076.
267
268 Amending the monthly meetings to February through June, August through November no meetings will
269 be scheduled during the months of January, and July and December unless a Special Meeting is required
270 in accordance with the Bylaws. Establish committees only with the approval of City Council and by
271 Resolution was passed by Homer City Council on _____ via Resolution _____

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2014 MEETING SCHEDULE**

<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEM</u>
<input type="checkbox"/> FEBRUARY 20, 2014	LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS TO COUNCIL
<input type="checkbox"/> MARCH 20, 2014	CEMETERY STATUS REPORT
<input type="checkbox"/> APRIL 17, 2014	SELECT SPRING PARK &/ OR BEACH WALK THROUGH ESTABLISH PARK DAY EVENT DATE – COMMISSIONER
ATTENDANCE	
<input type="checkbox"/> MAY 15, 2014	PLANNING PARK DAY OR SIMILAR EVENT SPRING PARK AND/OR BEACHES WALK THROUGH
<input type="checkbox"/> JUNE 19, 2014	COMPLETE ARRANGEMENTS FOR PARK DAY OR SIMILAR EVENT INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION FOR 2015? THANK YOU ADVERTISEMENT FOR THE FIRST HALF OF THE YEAR REVIEW CAPITAL IMPROVEMENT PLAN PARK DAY
WANT	
<input type="checkbox"/> JULY 17, 2014	NO MEETING SCHEDULED
<input type="checkbox"/> AUGUST 14, 2014	BUDGET REVIEW & RECOMMENDATIONS TO CITY MANAGER & CITY COUNCIL
<input type="checkbox"/> SEPTEMBER 18, 2014	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS; SELECT KHP CLEAN UP DAY BUDGET DISCUSSION
<input type="checkbox"/> OCTOBER 17, 2014	KAREN HORNADAY PARK CLEAN-UP REVIEW AND APPROVE THE 2015 MEETING SCHEDULE THANK YOU ADVERTISEMENT FOR 2 ND HALF OF THE YEAR
<input type="checkbox"/> NOVEMBER 20, 2014	STRATEGIC PLAN REVIEW & PLANNING REVIEW OF KAREN HORNADAY MASTER PLAN & PROGRESS
DECEMBER 2014	NO MEETING SCHEDULED HAPPY HOLIDAYS!

PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2014 MEETING SCHEDULE

2014 HOMER CITY COUNCIL MEETINGS
PARKS AND RECREATION ADVISORY COMMISSION ATTENDANCE

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

The following Meeting Dates for City Council for 2014 is as follows:

Commissioner Archibald will attend as needed depending on his work schedule.

January 13, 27 2014	<u>Commissioner Steffy , Commissioner Brann</u>
February 10, 24 2014	<u>Commissioner Lillibridge, Commissioner Steffy</u>
March 10, 24 2014	<u>Commissioner Archibald, Commissioner Steffy</u>
April 14, 28 2014	<u>Commissioner MacCampbell, Commissioner Steffy</u>
May 12, 27 (Tues)	<u>Commissioner Brann, Commissioner Steffy</u>
June 9, 23 2014	_____
July 21 2014	_____
August 11, 25 2014	_____
September 8, 22 2014	<u>Commissioner Lowney</u>
October 13, 27 2014	_____
November 24, 2014	_____
December 8, 2014	_____

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.

