AGENDA

PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, February 7th, 2017

CBJ Assembly Chambers – 6:00 p.m.

Agenda Item	Presenter	Action Requested
1. Call to Order	Chair, C. Mertl	
2. Agenda Changes		
3. Public Participation of Non-Agenda Items		
4. Approval of Meeting Minutes from January 3rd, 2017		Motion to approve
5. New Business • 2016 Annual Report	C. Mertl	
6. Director's Report • Master Planning Update • Special Committee • Priority Based Budgeting • Gunakadeit Park Staging Point • Eagle Valley Center Update • Centennial Hall • Treadwell Historical Grant	K. Duncan	
7. Unfinished Business • OHV Revitalization • Parliamentary Suggestions	J. Anderson	
8. Committee, Liaison, and Board Member Reports • Chair Report o Reminder: Term apps are due 2/8/17 • Liaison to the Assembly Report • Liaisons: a) YAB b) Aquatic Facilities c) Jensen-Olson d) Lands e) 1% for art f) Treadwell • Other Partners: a) JNU Urban Forestry b) Eaglecrest c) TrailMix d) Park Foundation • Other Member Business	C. Mertl M. Gladziszewski T. Rutecki T. Rutecki E. Ouderkirk C. Mertl J. Anderson C. Mertl C. Mertl O. Brudie B. Farrell C. Mertl	
9. Adjournment	Chair, C. Mertl	

AGENDA SYNOPSIS

PARKS & RECREATION ADVISORY COMMITTEE

Tuesday, February 7th, 2017

CBJ Assembly Chambers – 6:00 p.m.

New Business —

A. 2016 Annual Report: Recap of what the PRAC discussed in 2016 [*Page 8-10*].

Director's Report —

A. Master Planning Update: Meeting with several organizations to explain where we are in the process [*Page 11-13*]

B. Special Committee: We have been receiving applications and potentially will have a list of names to review at the meeting.

C. Priority Based Budgeting: CBJ is holding two public meetings on the new priority-driven budget process. The first is at 7 p.m. on February 2nd in the Assembly Chambers; the second is at 10 a.m. on February 4th at the Valley Library.
Board and Commission meeting for priority based budgeting is Tuesday, February 7th from 1:30-3:30 in the Assembly Chambers if you wish to attend.

D. Gunakadeit Park Staging: Is being used as a staging area this summer for the Franklin Street reconstruction.

E. Eagle Valley Center Update: Small remodel is almost complete. SAIL is slated to run the ropes challenge course this summer. Weddings and business meetings can be held at the EVC, along with overnight stays for up to 28 people. I would be pleased to give anyone a tour of the facility.

F. Centennial Hall: The concrete floor in ballroom 3 has been exposed and we are hoping to receive reaction to the flooring versus the wooden flooring in the other 2 ballrooms. We are putting a plan together for upgrades on the interior, as well as the heating and cooling plant, audio/visual needs and other improvements to funding proposed from the 1% sales tax.

G. Treadwell Historical Grant: The Treadwell Historical Society received a $125,000 grant from the Rasmuson Foundation. They also received $150,000 in 1% sales tax funds. They hope to have a new roof on this summer. Trees have been removed and the area has dried up significantly.

Unfinished Business —

A. OHV Revitalization: Restart the discussion on a new plan for an OHV park in Juneau.

B. Parliamentary Suggestions: The response to PRACs questions from the Law Department [*Page 14-17*], along with other supporting documents to read [*Page 18-29*].

DRAFT MINUTES
PARKS & RECREATION ADVISORY COMMITTEE
Tuesday, January 3rd, 2017
CBJ Assembly Chambers – 6 p.m.

I. Call to Order at 6:00 p.m. – C. Mertl, Chair

Present: J. Anderson, O. Brudie, B. Farrell, T. Gilmour, C. Mertl, C. Prussing, T. Rutecki
Absent: F. Dowd, E. Ouderkirk
Staff Present: Kirk Duncan, P&R Director; Lauren Verrelli, Staff Liaison; Maria Gladziszewski, Assembly Liaison

II. Agenda Changes – None.

III. Public Participation of Non-Agenda Items – None.

IV. Approval of Meeting Minutes from November 1st, 2016 –

December 6th, 2016: T. Gilmour moves to approve the minutes, no objection. ***Minutes adopted.***

V. New Business – None.

VI. Director's Report – K. Duncan

A. Master Planning Update:

1. **Special Committee**:
   K. Duncan: Since the PRAC is not an empowered board, the Law Department said we will form a special committee. A PRAC member needs to chair this committee. I spoke with Brett a little about it but if there are other PRAC members that are interested in chairing the committee, please let me know. It's a hefty time commitment, meetings every 3 weeks for at least 6 months. The job description and application is in the packet. Staff will be putting together a pool of applicants chosen demographically so it represents the community. This potentially could be ready for the February meeting.
   B. Farrell: If a member of the PRAC has to chair it, can other members of the PRAC still be on it?
   C. Mertl: Yes, as a non-voting member. Is there anyone who is interested in chairing?
   O. Brudie: I have interest in participating, I have not thought in terms of chairing until now.
   C. Mertl: Mr. Farrell, were you interested?
   B. Farrell: I'm slightly interested but I need to still consider it.
   K. Duncan: The deadline to apply is January 24th, 2017.
2. **What We Heard**:
   K. Duncan: The document is lengthy but this is the document that the special committee will be using going forward. Also, included in that document is the McDowell report.
3. **McDowell Report:**
   K. Duncan: This also includes the online survey.

B. PRAC role in developing 1% Sales Tax project:

K. Duncan: I wanted to confirm that for the 1% sales tax, the staff will be preparing the list and providing the list to you, the PRAC, for your comments?

Board: Correct.

C. ADDITON: Food Service at DPAC:

K. Duncan: We now have food service at DPAC that includes prepackaged wraps and cookies from Heritage Coffee. It has been very well received. Sales are up at the pools, 14% over last year.

VII. Unfinished Business –

A. Parliamentary Suggestions:

T. Gilmour: We are more casual than Robert's Rules of Order; they have some really good guidelines. The CBJ Boards & Committees Informational booklet has a lot of information in there too.

T. Rutecki: There are some inaccuracies in here such as "reconsider", that says it can only be made by the prevailing side which is not true. CBJ has its own hybrid of rules and parliamentary procedures. Seconding motions is also something that CBJ does not do. My recommendation would be to have this go by the City Attorney and have them cross out what we do not use.

L. Verrelli: Did you see the list that Josh & Brett created that they want to submit to Law? Is there anything you want to add to the list or eliminate?

T. Rutecki: I think these questions are good and would go a long way to clear up some issues. Maybe add to your list, how do you handle objections? Friendly amendments, there is no such thing.

T. Gilmour: I feel some reading & understanding will keep us inline, as opposed to taking up the Law department's time.

C. Mertl: I spoke to Amy Mead and she said to keep in mind that we're volunteers, we're locals, do our best but be courteous that we're not always going to get it right all the time. Read through the information provided and let's become as best educated in this as we can; it's a learning process.

B. Hut-to-Hut:

C. Mertl: It has been expressed to me and to Mr. Duncan that there is desire to rescind or amend our motion on funding for Hut-to-Hut from our November meeting.

J. Anderson: I would like to amend the motion. I was not real clear in my wording when this came about in November. The PRAC would support Hut-to-Hut just not by use of OHV funds. We had originally implemented it was okay to use the OHV funds. Those funds were voted on for the 1% tax which was a city wide vote. If people want to use OHV money, it should be a public process. It's clear in the McDowell report that OHV is something that is important to Juneau residents and by taking that money out of the OHV fund it goes against with what we're hearing in this report.

K. Duncan: First there needs to be a motion and then there needs to be a super majority of 6 positive votes for the amended motion to pass.

T. Rutecki: It's pretty clear in the original motion that if the money does not get used we want the OHV concept to go forward. We're saying that we don't want them to take the OHV money and use it without giving it back. It's more like a loan.

C. Prussing: I thought the original motion was fine, it stated the concerns about replacing the OHV funds.

C. Mertl: The loan idea came from this body. As we were told, we cannot force a future Assembly to replace those funds. There is not guarantee that the $50,000 will be returned. That is Mr. Anderson's concern since there is a desire for OHV as stated in the McDowell report. *The number one investment CBJ should make in recreation assets or facility is Off Road Vehicle parks and trails.*

B. Farrell: Didn't we hear from the City Manager at the last meeting that the intent was not necessarily to take the money from OHV? There was some miscommunication in finding a funding source that originally led to this vote. We might have been led to go a little bit further than is needed.

M. Gladziszewski: The original question to the PRAC was what do you think about using the OHV funds?

C. Mertl: Mr. Duncan is there any other projects that are complete that still have surplus funding that is sitting in an account? That might be a source of money that doesn't take away funding for a future project and is a positive way to still support Hut-to-Hut but provide an alternative.

K. Duncan: Not to my knowledge.

J. Anderson: I move to amend the previous motion from November to state:

I would like to make an amended motion to recommend the PRAC write a letter that states the PRAC supports future projects, such as Hut-to-hut but would like to emphasize the importance of completing previous projects such as OHV.

Yay: C. Mertl, J. Anderson, T. Gilmour, B. Farrell, T. Rutecki

Nay: C. Prussing, O. Brudie

Needs a super majority (6) to pass. ***Motion stands as originally submitted back in November.***

C. Mertl: Mr. Duncan, can you see if there is funding floating around unspent CIPs for completed projects?

T. Rutecki: The OHV supporters should write a letter to the City Manager stating they don't want the money used for Hut-to-Hut and to keep it for what it was intended for; that might have a lot of weight.

C. Gunakadeit Park Motion:

O. Brudie: The motion states:

CBJ should conduct a thorough and meaningful public planning process for the future development of Gunakadeit Park. The CBJ Parks and Recreation Master Plan process should analyze the need and value of open spaces and parks in the Downtown Juneau area, including Gunakadeit Park. The Master Plan should include general guidelines for the re-development and preservation of Gunakadeit Park as a public open space.

Yay: C. Mertl, T. Gilmour, C. Prussing, O. Brudie, T. Rutecki

Nay: B. Farrell, J. Anderson

Motion passes.

B. Farrell: Who is your intended audience for this motion?

O. Brudie: The intended audience is the Parks & Rec staff working on the Master Plan and the Special Committee.

VIII. Committee, Liaison, and Board Member Reports

A. Chair Report— Reminder that applications for Mr. Brudie, Mr. Anderson and myself are due 2/8/17 if you intend to reapply. Friendly reminder to go back and verify your attendance.

B. Liaison to the Assembly Report— None.

C. Liaison Reports—

YAAB – T. Rutecki: None.

Aquatics – T. Rutecki: We got together at DPAC to kick off of food service which is going well. The new rates for the pools have begun for 2017.

Jensen-Olson Arboretum—E. Ouderkirk: None.

Lands – C. Mertl: None.

1% for Art— J. Anderson: None.

Treadwell – C. Mertl: None.

Urban Forestry – C. Mertl: None

Eaglecrest – O. Brudie: None.

TrailMix—B. Farrell: None.

Park Foundation—C. Mertl: 98% of 501C3 paperwork is complete.

D. Other Member Business –

T. Rutecki: I noticed in the report that someone commented that the PRAC should have term limits. It's good to get new people and have new officers on the board.

Adjournment – 7:00 p.m. *Having no other business before the board.*

Respectfully submitted by Lauren Verrelli, P&R Administrative Assistant II, 1/17/2017

PARKS AND RECREATION ADVISORY COMMITTEE
155 S. Seward Street
Juneau AK 99801
(907) 586-5226

To: Rorie Watt, CBJ City Manager
From: Chris Mertl, Chairman, Park and Recreation Advisory Committee (PRAC)
Date: 1/9/2017
Re: PRAC Motion on Hut-to-Hut

The PRAC met on January 3rd, 2017 to finish discussion on the Hut-to-Hut funding concept put forth in November. The motion from the November 1st, 2016 states:

The PRAC supports future recreation projects, such as the Hut-to-Hut, but would like to emphasize the importance of completing previous projects, such as the OHV projects. If money is to be taken from OHV CIP for funding Hut-to-Hut, when there is a future need for those funds ($50,000) for OHV projects, the money will be reinstated.

Chris Mertl
Chair, PRAC

PARKS & RECREATION ADVISORY COMMITTEE
155 S. Seward Street
Juneau AK 99801
(907) 586-5226

To: Assembly Human Resources Committee

From: Christopher Mertl, Chair recipe alter
Parks & Recreation Advisory Committee

Date: January 30, 2017

Subject: Parks & Recreation Advisory Committee 2016 Annual Report

The City & Borough of Juneau Parks & Recreation Advisory Committee (PRAC) meets the first Tuesday of each month at 6:00 P.M. in the Assembly Chambers. The PRAC is comprised of nine members appointed by the Assembly for three-year terms.

In 2016 PRAC included members from a broad-spectrum of the community including professionals, construction trades, federal employees, local non-profits, and sports clubs who brought their understanding and leadership in developing and maintaining CBJ Parks and Recreation (P&R) programs. The PRAC terms are staggered so there is continuity by overlapping appointments. In 2016 we welcomed two new members to the PRAC. PRAC's working relationship with the Department has increased as a result of the active and insightful engagement by Mr. Duncan. The PRAC, along with the Staff of Juneau Parks and Recreation Department have made lasting impacts on Juneau's recreation opportunities.

In 2016 PRAC held nine public meetings and one special meeting. The special meeting was focused on developing a fireworks ordinance for CBJ managed parkland. Another focus item for the year was the initiation of updating the P&R Comprehensive Plan (Master Plan).

Over the last year during its nine meetings, the PRAC took public comment on a wide range of issues, providing support for several Parks & Recreation initiatives, and making recommendations to the Assembly. Planning and management highlights of 2016 include:

- Accessible Tourism
- 3+1+1 Summary
- Savikko Park 11pm closure
- 1% for the arts waterfront art

- Douglas Cemetery Maintenance
- Fireworks in CBJ Parks
- Whale Park/Seawalk Update
- Juneau Park Foundation
- Lena Development Permit
- ADA motorized mobility devices on P&R trails
- Lena Loop Land Disposal
- Update of P&R Master Plan
- Gunakadeit Park
- SEAL Trust Letter of Support for N. Douglas lot access
- Hut-to-Hut concept
- Planning for 1% Sales Tax
- Priority Based Budgeting
- Parliamentary Training discussions
- Cope Park Improvements
- Eagle Valley Center Plan
- Franklin and Front St. Reconstruction
- Lands Management Plan
- Off Highway Vehicle (OHV) Park
- P&R Cost Recovery
- P&R Fees & Charges
- Project Playground ADA upgrades
- Recognition Program for Volunteers/Contributors
- Savikko Field Resurfacing
- Social Media Use to Promote P&R
- Treadwell Advisory Board updates
- Aquatic Board updates
- USFS Mendenhall Glacier Recreation Planning

2016 marks the start of the long overdue update of the P&R Comprehensive Plan (also called Master Plan). The Plan, originally adopted in 1997, with a recommendations chapter updated in 2007 will guide and assist the department on the needs of the community and address the gaps in the current system over the next 10 to 20 years. Currently in phase two of five, this process will provide a roadmap to achieve the long-term vision of Parks and Rec within our community.

This is the second year where significant effort was placed in unifying the various P&R facilities and divisions to work towards common goals. Focus included customer service, operations, efficiencies, revenue generation, and marketing and has strengthened the facilities and department as a whole.

Preliminary numbers indicate that use at the Treadwell Arena was up nearly 5% with revenue increasing and expenditures declining. This resulted in the arena’s highest cost recovery to date at just over 60%. Areawide Recreation adult programs indicate that volleyball participation is consistent with previous years and the program pays for itself. Dimond Park Aquatic Center (DPAC) is now selling wraps, cookies and coffee and revenue is up at both pools.

On behalf of the PRAC, we would like to thank Parks & Recreation staffs for their hard work in providing the facilities and services that contribute to the quality of life for us all in Juneau. Despite the significant budget cuts to the department they have made significant efforts to become more efficient and do more with less. The Department’s facilities, staffing and programs add significantly to the quality of life of our residents and visitors to the Capital City. We would also like to thank the Assembly for their support and, in particular, our current Assembly Liaison Maria Gladziszewski for her guidance.

Finally, thank you for this opportunity to serve our community. If you would like more information please call me at 907-988-9000.
Attachment: 2016 Attendance Record

PARKS AND RECREATION ADVISORY COMMITTEE (PRAC)
ATTENDANCE 2016

Tuesdays @ 6pm unless specified	1/5	2/2	3/1	4/5	5/3	6/7	7/5	8/2	9/6	9/9 Special Meeting	10/11*	11/1	12/6
Josh Anderson	P	N/A	P	P	P	N/A	N/A	P	P	P	P	P	P
Odin Brudie	P	N/A	A	P	P	N/A	N/A	P	A	A	P(t)	P	P
Frances Dowd	P	N/A	P	P(t)	P	N/A	N/A	A	P(t)	P	A	P	A
Traci Gilmour	P	N/A	P	P	P	N/A	N/A	P	P	P	P	P	P
Brett Farrell Appointed 7/11/16								P	P	P	P	P	P
Christopher Mertl Chair 3/3/15 Re-elected 4/5/16	P	N/A	P(t)	A	P	N/A	N/A	P	P	P	P	P	P
Eric Ouderkirk	P	N/A	P	P	A	N/A	N/A	P	P	P	P(t)	P	A
Chris Prussing Appointed 7/11/16								P	P	A	P	P	A
Tom Rutecki	P	N/A	P	P	P	N/A	N/A	P	P	P	P	P	P

*LEGEND: **A** – Absent / **P** – Present/ **P(t)** – Present Telephonically **N/A**- No Meeting*
**Date moved*

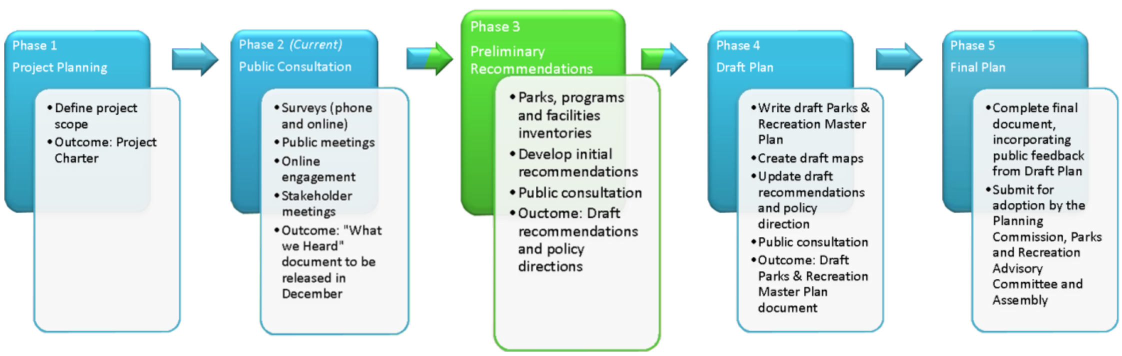
Date: February 6, 2017

To: Kirk Duncan, Parks and Recreation Advisory Committee

From: Alexandra Pierce, Project Manager

Subject: Parks and Recreation Master Plan Update

The Parks and Recreation Master Plan project is on schedule, with staff currently working on Phase 3: Preliminary Recommendations. We have released the document "What we Heard" (found at https://www.placespeak.com/uploads/4692/What_we_heard_Dec_2016.pdf) and are working on developing recommendations and convening a special committee of PRAC to provide detailed review and feedback on our recommendations and eventually on the Master Plan document. We will also be working on a parks, programs, and facilities inventory in the coming months. Details of each component of this phase are listed below.



PRAC Special Committee

The Special Committee will be confirmed at the March PRAC meeting. We are in the process of ensuring that we have a demographically balanced committee, selected for their commitment to working on behalf of the community rather than their participation in specific Parks & Rec activities. The committee will hold its kick off meeting in mid-March.

Parks, Programs, and Facilities Inventory

The parks, programs and facilities inventory will benchmark Juneau's Parks and Recreation services against national guidelines and similar communities and will identify priority projects and inventory data information about Juneau's parks and recreation facilities.

Needs Assessment

- Gather information from community engagement for topical needs
- Review NRPA guidelines for facility needs
- Inventory of other remote communities as part of benchmarking

Parks Inventory

- Assess future capital improvement needs for CBJ Parks
- Use national guidelines to identify gaps in the parks system
- Update policy mechanism for parkland acquisition and disposal

Recreation Programs and Facilities Inventory

- Ensure alignment with Parks inventory
- Lay groundwork for fees and charges and cost recovery policies

Draft Recommendations

The Draft recommendations will be collected in table form and will include the recommendation, cost estimate, and priority. The recommendations will be validated by the PRAC Special Committee and delivered to the public through a series of public meetings and online through PlaceSpeak. Community organizations that were contacted as part of initial public consultation will be contacted to ensure they have the opportunity to review and comment on the recommendations. Public engagement for this project phase is targeted for June 2017.

Next Steps

Draft Plan – Fall 2017: The draft plan will be a first draft document submitted to the public for review. The project team will reach out to stakeholders and the public through a series of meetings and online to ensure that the draft plan and recommendations are in line with the interests and needs of the community.

Draft Plan

- Outline of how document will be organized to be accepted by working group and presented to the public for comment through the following channels:
  - Stakeholder meetings
  - Public meetings
  - Online engagement

Draft Maps

- Visual component of Plan to be accepted by working group and presented to public for comment through the following:
  - Stakeholder meetings
  - Public meetings
  - Online engagement

Draft Recommendations

- Recommendations with timeline and budget estimates to be accepted by the working group and presented for public comment through the following channels:
  - Stakeholder meetings
  - Public meetings
  - Online engagement

Final Plan – Spring 2018: The final document will be presented in a complete, visually appealing format and providing community-verified direction for how Juneau Parks and Recreation looks over the next one to two decades.

Acceptance Criteria

- Acceptance by PRAC
- Acceptance of any lands-related recommendations by Planning Commission
- Acceptance by CBJ Assembly

Response from the Law Department on PRACs Parliamentary Questions

NOTE: *Advisory committee procedure shall be governed by Robert's Rules of Order except where superseded by the Assembly Rules of Procedure, as such may be amended from time to time.*

1. **Approval of the agenda and agenda changes. What is an appropriate time frame to propose such changes? What is required to make such change? A motion and then an unanimous vote?**

Agenda changes usually occur after the Call to Order but before Public Participation on Non-Agenda Items.

Chairperson: Are there any agenda changes?

- Hearing none, we will accept the agenda as presented; or

2. **Definition of a motion.**

The purpose of a motion is to introduce an item to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

Subsidiary motion – the purpose is to change or affect how a motion is handled, and is voted on before the main motion.

Privileged motion – the purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

Incidental motion - the purpose is to provide a mean of questioning procedure concerning other motions and must be considered before the other motion.

3. **Dynamics of making a motion. When is it appropriate?**

1. Obtaining the floor
    a. Wait until the last speaker has finished.
    b. Rise and address the Chairman by saying, "Mr. Chairman."
    c. Wait until the Chairman recognizes you.
2. Make Your Motion

    a. Speak in a clear and concise manner.
    b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
    c. Avoid personalities and stay on your subject.
3. The Chairman States Your Motion
    a. The Chairman will say, "it has been moved that we ..." Thus placing your motion before the membership for consideration and action.
    b. The membership then either debates your motion, or may move directly to a vote.
    c. Once your motion is presented to the membership by the chairman it cannot be changed by you without the consent of the members.
4. Expanding on Your Motion
    a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
    b. The mover is always allowed to speak first.
    c. All comments and debate must be directed to the chairman.
    d. Keep to the time limit for speaking that has been established.
    e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
5. Putting the Question to the Membership
    a. The Chairman asks, "Are you ready to vote on the question?"
    b. If there is no more discussion, a vote is taken.
    c. On a motion to move the previous question may be adapted.

4. **Seconding motions…. Necessary or not necessary as applies to PRAC?**

Rule 9 (Assembly Rules of Procedure) – Seconds to motions are not required.

5. **What is the proper terminology to make a motion and to stop a motion?**

Member: “Mr. Chairman” (pause for recognition) “I move that we…..” etc.

Chairman: “It is moved that we (state the motion). Is there any discussion?”

PUT TO VOTE: “The vote is on the motion that we (state the motion). Those in favor of the motion say AYE (pause) Those opposed say NO.

AYE vote: The AYES have it and the motion is carried. Is there any further business?

NO vote: The NOES have it and the motion is lost. Is there any other business?

6. **Often a subject comes up that PRAC would like to provide input on but a portion of the members may have a difference of opinion. What can be done to move forward in a productive manner?**

- Debate may be limited but requires an affirmative vote of at least 6 members

- Robert's Rules (42 – Debate) : No member shall speak more than twice during the same day to the same question, nor longer than 10 minutes at one time, without leave of the assembly; and the question upon granting leave shall be decided by 2/3rds vote without debate. No member can speak a second time to a question so long as any member desires to speak who has not spoken to the question.

7. **Sometimes a motion is introduced but not well thought out due to the suddenness of its proposal. Can we table the motion to allow for time to think about it before it is voted on?**

8. **If a member strongly disagrees with the above mentioned situation what could they do… Reconsideration vs. amending a motion.**

9. **Voting on motions - What is required? Majority vote/supermajority/quorum?**

9 members on the PRAC – Majority constitutes a quorum (5); The minimum vote required to take official action shall be the same as constituting a quorum

10. **How do we handle objections?**

Objection to consideration is a motion not often used. Its purpose is to prevent any discussion on a motion when either the motion or the discussion on it is quite objectionable to a large majority of the group.

11. **What is the definition of "friendly amendments"? Is there such a thing?**

Yes, but often misused. An amendment is a proposal to change a motion - a proposed action considered by the group. Once a motion has been made and stated by the chair, it is the group that must accept or reject the proposed amendment, regardless of the intent of the proposer.

When someone offers a "friendly amendment" the Chairman may say "A friendly amendment is handled just like any other amendment." This language maintains the procedural path.

<u>Note: A custom has arisen whereby when a person suggests a friendly amendment, the Chairman often turns to the maker of the motion to ask if s/he would accept the amendment – this is wrong because the decision is made by the group.</u>

OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
e-mail: Beth.McEwen@juneau.org

MEMORANDUM

Date: August 24, 2016

To: CBJ Boardmembers & Liaisons

From: Beth McEwen, Deputy Clerk

cc: Rorie Watt, City Manager
Mila Cosgrove, Deputy City Manager
Amy Mead, Municipal Attorney
Laurie Sica, Municipal Clerk
Assemblymembers

Re: Board Training Q&A

As a supplement to this year's CBJ Board Training events being held August 24, 25, and 30, this memo will hopefully address a number of the questions that we tend to get from board members and staff liaisons here in the Clerk's office. Many of the answers to other common board questions can also be found in our CBJ Board pamphlet. I encourage each of you to become familiar with the pamphlet as well as the CBJ Charter and Code sections pertaining to your work. I would especially like to draw your attention to the CBJ Conflict of Interest Code section 01.45 and if you have any questions about this, please contact Municipal Attorney Amy Mead.

AGENDAS/MINUTES

Q: Is there a standard agenda or minutes format used by all CBJ groups?
A: No, there isn't, however, you may be somewhat familiar with our NOVUS online agenda management program that is currently in use for the Assembly, Assembly Standing Committees, and Planning Commission meetings. Our hope is to eventually utilize that same program for use by our CBJ boards and commissions for their meetings. Sample agendas and minutes templates are available under Appendix E in the CBJ Board Pamphlet as is Laurie Sica's "Tips for Writing Minutes" document. Most CBJ boards use summary or action minutes verbatim minutes are rarely, if ever, used.

Q: Who sets the agenda?
A: The Chair (or presiding officer), with the assistance of the staff liaison, if there is one, sets the agenda. For empowered boards or those boards with heavier staff involvement, it is often the staff person who is responsible for

tracking items and scheduling them on the agenda according to the work of the board. They then send the Chair a copy of the draft agenda for approval or input in advance of the meeting. Once finalized, the staff liaison posts the agenda, draft minutes and any packet materials on the CBJ website and notifies the members that the packets are available. If there is no staff liaison, this responsibility falls on the Chair or in the absence of the Chair, the Vice-Chair who works with the Clerk's staff to ensure it is posted online and sent out to the boardmembers.

Q: How does something get placed on the agenda?
A: Things can be added to the agenda in a number of different ways:

1) During a meeting, a board member can request that something be added to a future agenda and if it is the agreement by the body to do so, that should be reflected in the minutes and it will be added to a future agenda – usually the next meeting or one to which a specific timeframe is requested.

2) Since it is the Chair's responsibility to set the agenda, a member can contact the Chair to request that an agenda item be added. The chair will consider the request and may or may not add the item at their discretion.

3) During a meeting, under the "Agenda Changes" or "Adoption of the Agenda" sections, a member may request that something be added to that particular meeting. [Clerk's note: this is the least favored option since it does not give the public notice of the agenda item and allow them to decide whether or not to attend the meeting based on what was in the published agenda.] Best practice would be to take the steps outlined in #1 above.

Agendas/Minutes Important Task: All CBJ boards should be sending copies of their agendas and draft minutes (and packet items, if any) to the Municipal Clerk's Office prior to the meeting. This enables both the members of the board but also the public and Assemblymembers an opportunity to see what is anticipated to be discussed during an upcoming meeting so they can make an informed decision on whether or not they wish to attend the meeting.

Each group handles packet distribution a little differently and determines the timing for agendas, minutes, and packet items to be posted and distributed to the members.

Some boardmembers pick up their documents from the staff liaison's office, while others mail the packet to its members, while still others just choose to access the materials electronically through the online packet. If there is no staff liaison, this responsibility falls on the Chair or in the absence of the Chair, the Vice-Chair who works with Clerk staff to post it online and send it out to the boardmembers. If the board is one that has a staff liaison the staff liaison is responsible for posting the agendas and minutes to the CBJ website and sending a link to Clerk's office to the packet. Once the minutes have been approved by the board, the board secretary (or staff liaison) must send the finalized minutes (or link to the final minutes online) to the Clerk's office. In the past, some boards have waited until the end of the year to send all agendas/minutes to the Clerk's Office. Please refrain from doing that. Please send the Clerk's office copies of the agendas and minutes at the same time that they are sent out to all the board members and/or made public at the meeting.

ANNUAL REPORT & APPOINTMENTS

[Please see Resolution 2686 (Pamphlet Appendix B) for full details on the below materials]

Q: When is our Board's Annual Report due?

A: Each year at the time that the Assembly Human Resources Committee (HRC) considers the applications for board appointments, each board is also asked to provide its annual report to the HRC, including a copy of the attendance of boardmembers at regular meetings held over the preceding twelve month period. The report is due the Wednesday prior to the following Monday's HRC meeting. An example of this would be for a board whose members' terms are expiring September 30, 2016, that board would most be scheduled for its annual report to be considered at the Monday, September 12 Assembly Human Resources Committee meeting and the report would be due to the Clerk's office on Wednesday, September 7. As this is the opportunity for the board and the Assembly to have a meaningful dialogue about the work of the board over the past year, at least one or more representatives from the board (it is often, though not always the Chair) should be present at the HRC meeting. There is some flexibility in scheduling the date of which HRC meeting this will be on so if your board needs to reschedule its annual report presentation for any reason, I'm happy to work with you.

Q: I am an incumbent and wish to be considered for reappointment, what do I need to do?

A: There is no guarantee that incumbents will be reappointed to serve on any of our boards. In order to be fair to all applicants, incumbents are asked to submit an updated application form and go through the same process as all other applicants. The application/appointment process for all boards, with a few exceptions is the same. The Clerk's office begins to advertise 30-60 days out for seats whose terms are coming up for expiration. Applications for all boards are accepted at anytime during the year and held by Clerk's staff for a one year period to be considered at the annual appointment time or during the year should any mid-term vacancies occur. For inclusion in the HRC packet, applications are due the Wednesday prior to an HRC meeting, however late applications received by 4:30pm on the day of an HRC meeting, for all but the Planning Commission and Enterprise Boards, will be forwarded to the HRC for consideration at that meeting.

Q: My term has already expired, am I still considered an active member of a board?

A: In accordance with the rules of procedure for boards (Res. 2686), incumbents continue to serve past their term end date until one of the following three actions occur:

1) An incumbent notifies staff that they wish to end service as of their term ending date; or

2) An incumbent applies for reappointment and the Assembly acts to reappointment them to the next full term; or

3) The Assembly appoints a new member to the seat.

Q: Under what circumstances might my seat be declared vacant?

A: Some boards are created in the municipal code and for those boards, I would direct you to look at the code language for your particular board. For those boards that are created by resolution, Resolution 2686 sets out the following conditions under which a seat is declared vacant.

A vacancy on a City and Borough advisory board shall exist under the following conditions:

(a) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(b) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(c) If a member submits his or her resignation to the Assembly;

(d) If a member is physically unable to attend board meetings for a period of more than 90 days; or

(e) If a member misses more than 40 percent of the board meetings in a 12-month period.

The chair of the advisory board shall notify the Clerk's office of any vacancy on the board. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in this section.

Please also note the language in Res. 2686, Rule 8 "Removal."

The Assembly Rules of Procedure, under Resolution 2550, Rule 16, created the provision for members to participate telephonically in meetings to help facilitate member participation. When determining the 40% attendance rate, there are no provisions for "excused absences;" either someone is counted as attending (both in person and telephonic participation are counted as present) or someone is counted as absent.

OFFICERS & LIAISONS
[See Board Pamphlet (pages 4&5)]

Q: When do boards hold their election of officers and how long do the officers serve in the position?

A: Prior to the adoption of the Advisory Board Rules of Procedure resolutions, many boards had bylaws under which the timing for election of officers and their service in those roles were established. Those boards that still have bylaws, follow the election process outlined therein. If a board does not have bylaws, Resolution 2686 states that officers are elected at the first regular meeting after which the regular annual appointments of board members are made by the Assembly. Each officer shall serve for a one-year term or until such time as offices become vacant.

Q: What officer positions are elected and what is their role?

A: Each board needs to elect a Chair and Secretary and some choose to also elect a Vice-Chair as well. The Chair is the presiding officer and sets the agendas and sends it out to the members and the Clerk's Office. The Vice-Chair performs the duties of the Chair when the Chair is absent. The Secretary prepares the minutes and transmits the draft and final minutes to the Clerk's Office. Those boards who wish to do fundraising are also required to elect a treasurer.

Q: What is the role of the staff liaison to the board? [See Pages 5 & 6.]

A: The City Manager, or designee, may appoint a staff liaison to assist a board as appropriate or as requested by the Assembly. The key role of a staff liaison is to serve as an informational link between the board, the City Manager, the CBJ departmental staff, and the Assembly. The Assembly and Board members do not direct staff. The Assembly directs the City Attorney and the City Manager and only the City Manager or the manager's designee has the power to direct staff. Not all boards have staff liaisons and the City Manager or designee may assign staff liaisons to boards as staff resources may be available. The manager will identify the role and responsibilities of each staff liaison as it pertains to each board individually. For some boards, the manager has asked the staff liaison to work with the Chair and Secretary in preparing the agenda and minutes for each meeting. For those boards who meet in City Hall, the staff liaisons often make audio recordings of the meetings. Staff liaisons are also often asked to assist in scheduling the meetings of the board and ensuring they receive proper public notice through the Clerk's office "usual and customary" public notice practices.

Q: What is the role of an Assembly liaison or a board liaison to another body?

A: Similar to the staff liaison role, the role of an Assembly liaison or other board liaison to another body is to serve as an informational link between the board and the Assembly or between two different boards. The governing legislation for each board identifies whether the person serving in a liaison role is a voting member or not of the board to which they are appointed as a liaison. Usually, liaisons serve for a one year period and are appointed by the Chair of their board. These appointments usually occur at the annual meeting and/or by the

Chair just after the chair is elected. One example is the Assembly liaisons to boards are appointed for a one year period by the Mayor just after the annual municipal election. Another example is that a board will hold its annual meeting and elect its officers. At the next meeting following that, the newly elected Chair may announce any subcommittee assignments and liaison positions for its members.

OPEN MEETINGS ACT (OMA) /PUBLIC NOTICE

[Please see Board Pamphlet, especially Appendix C for the OMA details]

Q: Why can't we conduct board business via email?

A: The Alaska Open Meetings Act (OMA) is a state statute which requires all meetings of state and local government bodies are open to the public. (AS 44.62.310-312) AS 44.62.310 outlines the State's policy regarding meetings including the requirement that "actions [of those units] be taken openly and that their deliberations be conducted openly"… and "the people's right to remain informed shall be protected so that they may retain control over the instruments they have created."

Emails between board members should be limited to information regarding the date/time/location of the next meeting and to member availability as it relates to trying to obtain a quorum. The Chair or Staff liaison may disseminate information and recommendations to be taken up at the next board meeting. However, any comments or discussion on the merits of those items need to wait and be discussed at an officially convened meeting of the board which is open to the public.

Q: What constitutes the required public notice and who is responsible for making sure it gets done?

A: The Municipal Clerk's Office provides the required public notice for all CBJ meetings and an email outlining the date/time/location and contact name and phone number for each board meeting needs to be sent via the online Event Submission form in the City Calendar or via email to our City.Clerk@juneau.org email address. Our "usual and customary practice" is to run an advertisement in the Juneau Empire called "Your Municipality" each Friday. This notice lists all meetings in a 10-day window which includes meetings occurring on the Friday the ad is published through the next week and ending on the following Monday. Boards need to have their meeting information sent into the Clerk's email address by Tuesday morning to appear in Friday's Your Municipality advertisement.

Usually it is the board chair or staff liaison who contacts the Municipal Clerk's Office with notification of the meeting. The Clerk's office sends out a DRAFT Public Meeting Schedule to the Board Chair and Staff liaison email distribution list, usually the Monday prior to the Friday ad. When you receive this draft schedule, please review it to ensure that your meeting is listed with the correct meeting date/time/location and contact the Clerk's Office if any changes need to be made. On the rare occasion that a meeting needs to be called and/or cancelled and it does not fit within the advertising schedule, please notify Clerk's staff. Public notice, at minimum, needs to be made at least 24 hours prior to the meeting. Please notify our office as soon as you know about the meeting so we can respond in a timely manner.

DECORUM BY MEMBERS

Q: When is something considered "on the record" or "off the record"?

A: Only those items discussed in executive session or during deliberations by a quasi-judicial body (usually an appeal board) are considered "off the record." All other proceedings during a meeting are considered "on the record" and are often being recorded on a digital recording. Keeping that in mind, members are expected to behave with decorum during meetings. Please see the Assembly Rules of Procedure Rule 7. Debate…

…C. Decorum. Members shall not question the motives, competency or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

Q: Under what circumstances is contact with board members limited?

A: CBJ has a handful of elected and appointed boards that sit in a quasi-judicial manner to decide appeals. The rules of procedure for those bodies are generally set out in code supplemented by appeal procedures. Each member of these bodies is expected to familiarize themselves with the code sections pertaining to their bodies and CBJ Code 01.50 as well as any additional rules of procedures to ensure the integrity of the appeal process. CBJ Code 01.50.230 states (***emphasis added***):

01.50.230 - Impartiality.

The functions of hearing officers and those appeal agency members participating in decisions shall be conducted in an impartial manner with due regard for the rights of all parties and the facts and the law, and consistent with the orderly and prompt dispatch of proceedings ***. Hearing officers and appeal agency members, except to the extent required for the disposition of ex parte matters authorized by law, shall not engage in interviews concerning the appeal with, or receive evidence or argument on the appeal from, a party, directly or indirectly, except upon opportunity for all other parties to be present. Copies of all communications with a hearing officer or appeal agency member concerning the appeal shall be served upon all parties.*** *(Serial No. 92-36, § 2, 1992)* **State law reference —** *Impartiality, AS 44.62.630.*

The above Q&A's are an attempt to cover the frequently asked questions that the Clerk's Office has received. If you have any questions, or would like a staff member to provide additional training at one of your future meetings, please contact our office at 586-5278 or the City Attorney's office at 586-5242. ***WHEN IN DOUBT - JUST ASK!***

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How is a Motion Presented?

1. Obtaining the floor
    a. Wait until the last speaker has finished.
    b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
    c. Wait until the Chairman recognizes you.
2. Make Your Motion
    a. Speak in a clear and concise manner.
    b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
    c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
    a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
    b. The membership then either debates your motion, or may move directly to a vote.
    c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
    a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
    b. The mover is always allowed to speak first.
    c. All comments and debate must be directed to the chairman.
    d. Keep to the time limit for speaking that has been established.
    e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership
    a. The Chairman asks, "Are you ready to vote on the question?"
    b. If there is no more discussion, a vote is taken.
    c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly. Most importantly, *BE COURTEOUS*.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. **§** indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority