

Council Information

Introduced by: City Manager Hannan
 Date: January 13, 2015 – for council discussion
 Action: Moved for introduction on February 10, 2015
 Date: February 10, 2015
 Public hearing: February 24, 2015
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Best	
Combs	
DeVries	
Hanson	
Johnson	
Carrington	

CITY OF PALMER, ALASKA

Ordinance No. 15-005

An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 2.22 Parks, Recreation, and Cultural Resources Advisory Board

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Section 2. Palmer Municipal Code Chapter 2.22 is hereby enacted to read as follows:

**Chapter 2.22
 PARKS, RECREATION, AND CULTURAL RESOURCES ADVISORY BOARD**

2.22.005 Purpose.

- A. The purpose of the city of Palmer Parks, Recreation and Cultural Resources Advisory Board is to develop, support, and advise the City Council on all matters pertaining to city parks, recreation and cultural programs and projects.
- B. The board shall provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects.

2.22.010 Creation.

- A. There is created a city board for parks, recreation and cultural resources which shall consist of seven members who shall be nominated by the mayor and confirmed by the city council.
- B. Membership should include representatives from the community with interests in parks, recreation, trails, playgrounds, bikeways, the arts and the general public. The majority of the membership shall be residents of the City of Palmer.
- C. A chair and vice chair of the board shall be selected and appointed from and by members during the first regular November meeting of each year.

2.22.020 Duties and responsibilities.

The parks, recreation, and cultural resources advisory Board shall have the following duties and responsibilities:

- A. To offer recommendations on the management, marketing, operations and maintenance of all city parks and recreation facilities, including the golf course;
- B. Support and guide acquisition and development of future parks, trails and recreational amenities;
- C. Receive public comment and input related to parks, recreation and cultural resources;
- D. Recommend relevant policy changes or enhancements to council;
- E. Advise staff and council on parks, recreational and cultural amenities capital projects;
- F. Periodically review the Parks, Trails and Recreational Facilities Plan and recommend changes necessary in keeping with community needs and future growth;
- G. Promote art activities and the role of art in economic development and in reinforcing civic pride through arts and culture; and
- H. Recommend any necessary changes to the established fees for use of facilities and properties.

2.22.030 Membership and terms.

The term of each appointed board member shall be three years. The terms shall be staggered so that three members shall be appointed at the first regular meeting in October of the city council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three-year period.

2.22.040 Compensation.

- A. Each board member shall receive \$50.00 per regular and special meeting.
- B. A commission member may decline compensation by completing the form required to decline compensation.

2.22.050 Staff assistance to board.

The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote.

2.22.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date.

2.22.070 Board chair.

- A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.
- B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair.

2.22.080 Meetings.

- A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.
- B. Regular board meetings shall be held on the first Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the board.
- C. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.
- D. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.
- E. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.
- F. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.
- G. The board shall report quarterly to the city council on board objectives and performance.

2.22.090 Public meeting notification.

- A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.
- B. Regular Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.
- C. Special Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting.

2.22.100 Meetings-Rules of proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition.

2.22.110 Audience participation.

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits.

2.22.120 Agenda and agenda packets.

- A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members.

- B. The city manager or designee shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet.

2.22.130 Voting.

- A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.
- B. The vote upon all matters considered by the board shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.
- C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.
- D. The affirmative vote of at least four members shall be required for official action of the board.

2.22.140 Cause for removal.

- A. A board seat shall become vacant upon the occurrence of any of the following:
 1. Expiration of the term of office;
 2. Death of the board member;
 3. Resignation approved by the council;
 4. Ceasing to possess the required eligibility qualifications to be a board member;
 5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
 6. Judicial determination that the board member is of unsound mind;
 7. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the board member's first board meeting; and
 8. Other just cause for removal, as determined by a majority vote of the city council.
- B. In addition, a board member may be removed by the council if, during any 12-month period while in office:
 1. The board member is absent from three regular meetings without excuse; or
 2. The board member is absent from six regular meetings.


2.22.150 Conflict of interest.

A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

- A. The chair shall rule on the request to be excused from discussion and vote;
- B. The decision of the chair on the request may be overridden by a majority vote.

Section 4. Effective date. Ordinance No. 15-005 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this twenty-fourth day of February, 2015.



Steven Carrington, Deputy Mayor



Janette M. Bower, MMC, City Clerk