

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
- 4. VISITORS (10 minute presentation, 5 minutes Q&A)**
 - A. Dave Brann, Kachemak Bay Rotary - Ben Walters Park Celebration
- 5. RECONSIDERATION**
- 6. ADOPTION OF CONSENT AGENDA** *All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.*
 - A. Minutes from November 15, 2018 Regular Meeting **Page 3**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT (20 minute limit)**
 - A. Staff Report – Julie Engebretsen, Deputy City Planner **Page 9**
 - B. Community Recreation – Mike Illg, Recreation Manager
 - C. Parks Report – Matt Steffy, Parks Maintenance Coordinator
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS (10 minutes)**
 - A. Winter Parks & Recreation Celebration - Ben Walters Park **Page 11**
- 10. NEW BUSINESS (10 minutes per item)**
 - A. Review of Draft Request for Proposals – **Page 13**
1% for Art for the Homer Police Station Project
 - B. Recommendation to Council for Appointments to the Art Selection Committee **Page 25**
 - C. Approval and Recommendation to Accept Donation of A Park Bench **Page 27**
- 9. INFORMATIONAL MATERIALS**
 - A. Commission Annual Calendar 2019 **Page 35**
 - B. Commissioner Attendance at City Council Meetings 2019 **Page 37**
 - C. Resolution 18-094, 2019 Advisory Bodies and City Council Meeting Schedules **Page 39**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF THE COUNCILMEMBER** (If one has been assigned)
- 12. COMMENTS OF STAFF MEMBERS**
- 13. COMMENTS OF THE COMMISSION**
- 14. COMMENTS OF THE CHAIR**
- 15. ADJOURNMENT** the next regular meeting will be on **THURSDAY, FEBRUARY 21, 2018** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska

Session 18-10 A Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on November 15, 2018 at 5:35 pm by Chair Ingrid Harrauld at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMISSIONERS SHARP, FAIR, ARCHIBALD, ROEDL, ASHMUN AND SALZMANN

ABSENT: COMMISSIONERS LEWIS AND LOWNEY (EXCUSED)

STAFF: DEPUTY CITY PLANNER ENGBRETSSEN
DEPUTY CITY CLERK KRAUSE
PARKS MAINTENANCE COORDINATOR STEFFY

APPROVAL OF THE AGENDA

Chair Harrauld called for a motion to approve the agenda.

ARCHIBALD/SALZMANN – MOVED TO APPROVE THE AGENDA.

There was a no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA

VISITORS

RECONSIDERATION

ADOPTION OF THE CONSENT AGENDA

A. Minutes for the Regular Meeting on October 25, 2018

Chair Harrauld requested a motion to approve the Consent Agenda.

ARCHIBALD/SALZMANN – MOVED TO APPROVE THE CONSENT AGENDA.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS

A. Staff Report - Julie Engebretsen, Deputy City Planner

B. Community Recreation – Mike Illg, Recreation Manager

Recreation Manager Illg was not present and did not provide a written report.

D. Parks Report - Matt Steffy, Parks Maintenance Coordinator

Parks Maintenance Coordinator Steffy provided a summary of his report to the Commission touching on the following:

- Camping did not stop on October 31st. I have spoken with the City Manager about authorizing winter camping and I believe we will move forward with that. City code 19.08.030(d) is what defines our camping season. Perhaps we could consider a code amendment dedicating the Fishing Hole Campground as year round?
- New playground equipment has arrived for Ben Walters and is in storage at Public Works.
- Brush work continues at Ben Walters.
- We are looking into placing two porta cans on the Spit Trail at the request of Council. Trail head parking lot will be one, and the other is still being decided and/or debated.
- Landowner has made significant progress on Woodard Creek Park. It has been opened up a lot and old structures were burned.
- The ADA units at Mariner have been officially retired! Moore and Moore have agreed to purchase two new ones for the city to rent from now on. At the rate of rental, this will save the City around \$10,500 a year.
- Fee schedule suggestions have so far been well received. The jump from \$5 to \$25 dollars is not too popular. New gas station has FREE dump station. Maybe time to repurpose this parcel of 1.73 acres? Small campground? 40 acres of City land to the south . . . with a conservation easement. (See attached)
- The dredging of Mariner Slough is on the horizon with Public Works. The issue is funding. Superintendent Gardener says contractor would take probably \$7,000. Parks Reserve may be appropriate source.
- Why do we split Spit and Hornaday in our revenue and attendance? I believe we will no longer do this after discussing the issue with City Manager and Carey Meyer.

October Camping Revenue: \$875

Spit: \$512

Hornaday: \$363

September Camping:

Spit	RV:	14
Spit	Tent:	11
KHP	RV:	11
KHP	Tent:	7

PUBLIC HEARING

PENDING BUSINESS

A. Final review and recommendations on the Letter to the Editor Submission

Commissioner Fair submitted the letter for review to Deputy City Planner Engebretsen who provided a laydown for the Commission.

The Commission approved the submission by consensus and thanked Commissioner Fair for taking on the duties for the Commission.

NEW BUSINESS

A. 2019 Meeting Schedule

Chair Harrauld introduced the item and opened the floor for discussion.

ASHMUN/SHARP MOVED TO APPROVE THE 2019 MEETING SCHEDULE.

There was a brief discussion on adding a meeting in January for the Winter Celebration of Ben Walters Park

SHARP/ROEDL MOVED TO AMEND THE 2019 MEETING SCHEDULE TO ADD JANUARY 17, 2019.

There was no discussion.

VOTE. (Amendment) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

ARCHIBALD/SALZMANN MOVED TO AMEND THE 2019 MEETING SCHEDULE TO REMOVE THE NOVEMBER 2019 MEETING.

There was no discussion.

VOTE. (Amendment) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VOTE. (Main as Amended.) NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Review of the Municipal Art Collection and 1% for Art Policies

Chair Harrauld introduced the item into the record and opened for discussion.

Commissioner Sharp stated he reviewed it and thought it was great.

Chair Harrauld requested clarification on how the "Appropriateness of Chosen Site or Location" when one is not exactly defined.

Deputy City Clerk Krause explained how the guidelines would be applied by the Commission if a piece of art is to be donated or commissioned and provided examples on how it would be applied.

Chair Harrauld also expressed concern on how to deal with a request when the request for funding is not enough since that is not outlined in the policies she referenced an incidence earlier in the year.

Commissioner Archibald provided some input on how the appointed selection committee's review of the proposals that come before them determined some of those items.

Deputy City Clerk Krause also noted that it would be under the purview of the Commission to grant additional funding for the artwork or making the decision to not provide additional funding.

INFORMATIONAL MATERIALS

A. Commission Annual Calendar 2018

Commissioner Ashmun confirmed when the HERC Task Force would be presenting to Council at the December 10th Council meeting.

B. Commissioner Attendance at City Council Meetings 2018

Chair Harrald confirmed that Commissioner Sharp would be attending the November 26th Council meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CITY STAFF

Deputy City Planner Engebretsen stated that the Quiet Creek Park Subdivision was recorded and now officially belong to the city. At a future meeting there will be a resolution for a park plan on the agenda so that it is adopted by the city. She encouraged the commissioners to walk the road which is a great road but steep. These are great nature areas but not people areas which was the intent.

Parks Maintenance Coordinator Steffy shared that he will be directing the Annual Homer Council on the Arts Salon Series, he will be directing and performing the theme will be Naughty and Nautical. These will be adult themed entertainment with skits, music, poetry and a signature cocktail, plus beer and wine served. The dates are to be determined upon approval of the liquor license approval.

Deputy City Clerk Krause provided the Commission with an update on attendance at the AAMC 53rd Conference and the various classes that were offered such as generational workforces and a presentation on a virus attack on the City of Valdez and Mat-Su Borough.

COMMENTS OF THE COMMISSION

Commissioner Salzmann reported that they have almost finalized the Styrofoam resolution.

Commissioner Fair wished everyone and Happy Thanksgiving.

Commissioner Archibald reminded everyone on the deadline to comment on the Kachemak Bay State Parks Plan.

Commissioner Roedl commented it was an informative meeting.

Commissioner Ashmun and Sharp had no comments.

COMMENTS OF THE CHAIR

Chair Harrald appreciated the commission agreeing to another meeting next year and knows it means more staff time but believes that the momentum at Ben Walters should be highlighted and that the celebration is a great way to do that.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 6:32 p.m. The next regular meeting is scheduled for **THURSDAY, JANUARY 17, 2019** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved:_____



City of Homer

www.cityofhomer-ak.gov

Planning
491 East Pioneer Avenue
Homer, Alaska 99603

Planning@ci.homer.ak.us
(p) 907-235-3106
(f) 907-235-3118

To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: January 9, 2019
Subject: January staff report

- HERC Task Force: Work is done! You can view the report on the Planning Department website. City Council will have a work session on the topic on Monday, January 14th. A public 'forum' is scheduled for Tuesday the 22nd in Council Chambers. Council MAY vote on a resolution on Monday, January 28th.
- Meeting with the Mayor: Mayor Castner met with staff and Commission chairs in December about communicating to City Council. He requested all budget requests be submitted to the City Manager or Council (CC/CM) by August (which the Commission typically does). Additionally, there was conversation on how to improve communications with the City Council. Overall, I feel PARCAC does a good job. The meeting provided me with things I can do to better serve you, and how the Commission can be more successful working with Council.

How to message to Council:

1. Provide better memo's with reasoning
2. Provide better recommendations
3. Explain what ideas you looked at and discarded
4. Use the public comment/commission report time at City Council meetings
5. Sell the recommendation more; stand up to CC don't be afraid of questions and opinions.

What Staff can do: We are here to support you! We will write more thorough memos, be available for Commissioners before you speak with Council, and provide more guidance on recommendations.

In return: the Commission needs to identify funding sources and explain why your project is a priority to the city.

- I reported at the last meeting that the City will apply for a conditional use permit to expand the Seafarers Memorial parking lot. As of the writing of this memo, no application has been submitted.
- At a future meeting I hope to have Special Projects Coordinator Jenny Carroll attend to talk about sidewalk funding, LWCF and CIP project descriptions. I spoke with her more in December and it does not look like the funding opportunities that are currently available are a good fit for Main Street sidewalks. She will keep an eye out for funding, as she does for all of the City's prioritized projects.
- I continue to participate on behalf of the City in the update to the Kachemak Bay Critical Habitat Area meetings.



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To: Parks, Art, Recreation and Culture Advisory Commission
From: Julie Engebretsen, Deputy City Planner
Date: January 10, 2019
Subject: Winter Carnival

PARCAC requested a special meeting to plan for winter carnival. Members of Rotary may attend the meeting to partner on the event.

Requested action: approve funding for supplies, and volunteer to help with part of the event.

- Winter Carnival is Saturday, Feb 9th.
- Theme is “coasting through winter”. Celebrating the Coast Guard’s 50th anniversary in Homer. Parade is typically noonish.
- We can have a warming fire in the shelter at Ben Walters Park in the pavilion.
- It would be easy to roast marshmallows if Rotary/a Commissioner would like to take charge of that.
- Matt also has a picture of the new playground equipment, so people could check out what improvements to the park are in the works.
- If the weather is conducive, it may be possible to create an ice skating area, or a way for people who are skating to come over and warm up. We could also add a burn barrel down by the lake, so people can participate via ice skate from the lake.
- Hot cocoa or a beverage would be nice, Rotary may have ideas on that.

~City will pay for advertising

~PARCAC could chose to purchase marshmallows or whatever else is decided on with PARCAC funds.

~Need to decide on date, start and end time for the fire(s) and who can volunteer to do it



Memorandum

TO: PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: JANUARY 9, 2019

SUBJECT: REVIEW OF THE DRAFT REQUEST FOR PROPOSALS – 1% FOR ART FOR THE
HOMER POLICE STATION PROJECT

In the interest of saving time in the issuance of the Request for Proposal (RFP) process staff is putting the draft proposal before the commission for review. It must be noted that while the Police Department is a public facility it is not wholly accessible, open and available to the public therefore staff has included preliminary drawings on the areas that would be viewable and open to the public for possible placement of artwork.

The Commission can review the documents to make sure that items outlined in the policy are addressed, dates for this RFP are appropriate and conducive to allow the best response from interested artists, firms and or companies.

If there are any amendments from the Commission for this RFP it is requested that the Commission make motions to make those adjustments.

RECOMMENDATION

Review the Proposal documents in accordance with the established policy, make a motion to amend areas if required.

City of Homer
Request for Proposals
Incorporation of Art into the New City of Homer Police Station

Proposals to provide art or to incorporate art into the new Homer Police Station will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:30 P.M., Thursday, April 4, 2019.** The intent of this proposal effort is to provide an opportunity for artists and other interested persons to present ideas on how and what art can be incorporated into/onto the building (interior and exterior) at specific locations.

The proposals will be evaluated by the Art Selection Committee appointed for the Project utilizing the City's 1% for Art Funding designated for this project. All ideas and concepts will be considered. Expect that more than one art piece or idea will be funded with the available dollars.

A non-mandatory Q & A for the Police Station Project will be held on **Thursday, March 7, 2019 at 2:00 p.m.** to discuss the potential locations for art and answer any questions interested proposers may have about the project and timelines. Proposers interested in attending are directed to meet in the **Upstairs Conference Room, City Hall 491 E Pioneer Avenue, Homer, Alaska.**

The time of receipt for submittals will be determined by the City Clerk's time stamp. Proposals received after the time fixed for the receipt of proposals shall not be considered. Respondents not on the plan holder's list shall be deemed unresponsive and shall not be considered. The City shall not accept faxed proposals. The Request for Proposals package and Plan Holder registration form is posted on the City website: <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$10 per set (\$15 for overnight delivery). All fees are non-refundable.

For proposal evaluation criteria questions contact: City Clerk's Office, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603 at clerk@cityofhomer-ak.gov or 907-235-3130

Please direct all technical questions regarding this project to: Pat McNary, Project Manager, City of Homer 3575 Heath Street, Homer, AK 99603 at 907-235-3170

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria based on the recommendations of the review committee.

Dated this **18th** day of January, 2019

CITY OF HOMER

Katie Koester, City Manager

Advertisement:

Homer News February 7 & 14, 2019
Anchorage Daily News February 17, 2019
Acct. No. 151-XXXX-5227

REQUEST FOR PROPOSAL
By the City of Homer, Alaska

INCORPORATING ART INTO THE NEW HOMER POLICE STATION

The City of Homer, Alaska is requesting proposals from artists and other interested parties to provide art, artist services or ideas for incorporating art into the new Homer Police Station. Proposals will be received at the City Clerk's Office, City Hall until **4:30 p.m., Thursday, April 4, 2019.** Proposals received after this date and time will not be accepted. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals and to enter into an agreement with the respondent(s) that best meet the selection criteria as determined by the Art Selection Committee.

The following subjects are discussed in this Request for Proposal (RFP) to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process

I. INTRODUCTION

THE CHALLENGE: The City is currently in the process of completing the design for a new **12,482 square foot** Police Station facility located on a parcel of land situated within and bordered by Heath Street, Grubstake Avenue and Snowbird. The City has made incorporation of art in municipal buildings a priority and has dedicated **\$50,000.00** for the incorporation of art into this project.

OPPORTUNITY: To create public buildings that will provide essential Public Safety services to the City of Homer. The City of Homer already demonstrates their appreciation of the arts, which has become a distinguishing characteristic of this community, by displaying a host of various works of art in a multitude of mediums.

ANTICIPATED PROJECT DATES: The following dates represent the project timeframe and are subject to change based on the overall project completion date, selected location(s) or additional factors that are or may be unknown at this time.

Advertisement Dates:

February 7 & 14, 2019	Homer News
February 17, 2019	Anchorage Daily News
	Online listing with www.codaworx.com

Non-Mandatory Pre-Proposal Q & A Meeting

February 21, 2019 @ 2:00 p.m. City Hall Conference Room - Upstairs

Deadline for Submittal of Proposals:

April 4, 2019 @ 4:30 p.m.

Proposals Submitted to Selection Committee:

April 5, 2019 no later than 2:00 p.m. available for pickup by committee members

Proposals Reviews and Comments Returned to Staff:

April 10, 2019 no later than 12:00 p.m.

Selection Committee Meeting for Review and Selection:

April 11, 2019 @ 3:30 p.m. in Council Chambers

Finalists Interviews if Required:

Week of April 15, 2019

Week of April 22, 2019

Recommendation to City Council:

No Later than May 7, 2019

Award by Council:

May 13, 2019

Project Installation and Building Open House:

Summer/Fall 2019/2020 - TBD

II. SCOPE OF SERVICES

The Selection Committee will consider, but is not limited to, one or more of the following sites for placement of works of art. Artists are encouraged to submit one or more concept or proposals for the project.

Artists are further encouraged to consider the

Building Exterior Areas:

North Elevation - Wall Area to the Left of the Main Entrance adjacent to window (can be viewed from the Public Parking Lot and Grubstake

Areas in front of building for placement of flagpole, statuary, seating, etc.

East Elevation – Wall Area upper right side adjacent to window location (can be viewed from Public traveling south on Snowbird

West Elevation – Wall Area, right side (can be seen from public traveling along Heath Street

Vehicle Covered Parking Shed – Approximately 8 feet tall x 60 feet long – backside can be viewed by the Public traveling along Heath Street

(See attached Site Plan showing the potential art placement areas described above)

Building Interior Areas:

Entryway Public Reception/ Waiting Area – Interior Wall located next to the Elevator doors (Approximately 7 LF

Stairwell Windows - decorative glass treatment

(See attached Floor Plan showing the potential art placement area described above and front and back exterior building elevations)

The amount of the commission will be up to **\$50,000**, in one or more individual awards which must cover all costs of design, engineering (if needed), fabrication, installation, special lighting and an identifying plaque. State laws related to public construction, including insurance, bonding and payment of prevailing wages rates may apply.

III. GENERAL REQUIREMENTS

The following information is presented as a guideline for the preparation of the proposals:

a. To achieve a uniform review process and obtain the maximum degree of comparability it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this section may be considered incomplete and may be deemed non-responsive.

b. Interested proposers shall submit one (1) 8 ½” x 11” original, and six (6) copies of completed proposals in an opaque envelope marked as follows:

REQUEST FOR PROPOSALS
1% FOR ART FOR THE NEW HOMER POLICE STATION
HOMER, ALASKA

c. The proposals shall be addressed to:

City of Homer
Attn. City Clerk's Office
491 E. Pioneer Avenue
Homer, Alaska 99603

d. Proposal envelopes must have the following information in the top upper left hand corner

Proposer Name
Company Name (if applicable)
Mailing Address

Proposals shall be received at the office of the City Clerk until **4:30 p.m., Thursday, April 4, 2019**. Proposals received after this date or time will not be accepted.

e. Direct questions regarding this proposal to City Clerk's Office, City of Homer, 907-235-3130 or clerk@ci.homer.ak.us

f. Direct questions regarding the building or site to Pat McNary, Project Manager, Public Works Department, City of Homer, 907-235-3170 or pmcnary@ci.homer.ak.us

IV. PROPOSAL FORMAT AND CONTENT

1. Letter of Transmittal (2 Pages Maximum) – The transmittal letter shall identify the project or idea for which the proposal has been prepared; briefly state your understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address and phone number of the contact person(s) proposing to provide art or artistic involvement.

2. Proposal Narrative (6 pages maximum) – The proposal narrative shall provide the following information:

A. If you have existing art that you are proposing to be incorporated into the project – At a minimum, you should address the following:

- Photos of the art work, brief description of the dimensions, colors, approximate budget and the location for the installation of the piece.
- A current resume of the artist
- A minimum of three photos of other works completed by the artist similar to submission
- A self-addressed stamped envelope for the return of these documents if required.

B. If you are an artist proposing to provide new art for the project – at a minimum you should address the following:

- A brief description of the proposed art work or thumbnail sketch (copy, collage, handwritten notes are all acceptable) describing the location, dimensions, materials, colors and approximate budget.
- A current resume of the artist
- A minimum of three photos of other work completed by the artist
- A self-addressed stamped envelope should be provided for return of above materials if needed.

C. If you have an idea for incorporating art into the project – at a minimum you should address the following:

- A brief description of the proposed artwork or thumbnail sketch (copy, collage, handwritten notes are all acceptable) describing the location, dimensions, materials, colors and approximate budget.
- A Current resume of the artist
- A minimum of three photos of other work completed by the artist
- A self-address stamped envelope should be provided if return if the materials if needed.

The thumbnail sketches should be designed to encourage more ideas and concepts without consuming a lot of the proposers time. Color is preferred but not required.

No submissions in binders or notebooks please.

V. EVALUATION CRITERIA AND SELECTION PROCESS

A. EVALUATION:

Submitted proposals will be reviewed by the Art Selection Committee established for this project.

- The Art Selection Committee will be able to pick up copies of the proposals received and the Scoring Sheets no later than **Friday, April 5, 2019** for their review and scoring.
- All comments and scoring sheets are to be returned to staff no later than the following **Wednesday, April 10, 2019, at 12:00 p.m.**
- Meetings are scheduled for **Thursday, April 11, 2019 at 3:30 p.m.** in City Hall Cowles Council Chambers, reviewing proposals will be conducted in Executive Session.
- Target date for Council award no later than **Monday, May 13, 2019 or Tuesday, May 28, 2019**
- In the event that the Art Selection Committee determines that interviews will be needed to narrow the field of proposals received interviews will be scheduled during the weeks of **April 15, 2019 and April 22, 2019 at times mutually convenient for proposers and committee members.**

The Art Selection Committee will make their recommendations to the City Council for approval. The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to the request for proposal.

The proposals will be reviewed using any or all of the following, but is not limited to the following:

1. Proposal Requirements - All requirements outlined in the Request for Proposal have been followed and/or are included in the proposal package.
2. Concept of the Proposal
3. Proposer interest or willingness in collaboration or working within a team approach.
4. Proposers experience or interest in working in the public realm or outside a studio setting.
5. Ability of the Proposer to meet time deadlines and schedules.
6. Quality of previous work of the proposer.
7. Is the proposed artwork designed and constructed by persons experienced in the production of such artwork and recognized by critics and peers as one who produces works of art.

8. Does the proposed work of art aesthetically enhance the public space or built environment to which it relates or otherwise interacts with its surrounding environment?
9. Does the proposed work of art add to the local identity and profile in the context of the City of Homer?
10. Is it specifically designed for its site (location) and is commensurate in scale with its surroundings?
11. Is a suitable addition to the public space proposed?
12. Is it durable (where applicable) and reasonable to maintain in terms of time and expense? Does the proposed art require regular maintenance in order for it to last?
13. Does the artwork need lighting or other additional fixtures? Have they been included in the proposal?
14. Is it a permanent fixed asset to the property or can it be relocated to another facility or location if required in the future?
15. Is the proposed art suitable by way of form and quality, for public viewing and accessibility taking into consideration the possibility of an unsecured public space?
16. Does the proposed art fall within the applicable zoning codes as outlined in the Homer City Code?
18. Is the proposed artwork susceptible to vandalism?
19. Is the proposed artwork free of unsafe conditions or factors?
20. Does the proposed concept contribute to a sense of civic pride?
21. Does the proposed concept involve the local community? Such as addresses, but is not limited to, aspects of the city's history and/or culture?
22. Is the proposed work of art recognizing the overall broad intent and objectives of the City of Homer Public Art Policy?

B. SELECTION:

The proposals chosen will be based on the overall top choices of the Art Selection Committee after scoring. If there is no apparent first, second and/or third choices the top proposers will be invited to attend a presentation/interview.

Depending on the cost of the proposed art work submitted all top proposers may be selected for recommendation to City Council by the Art Selection Committee for installation.

A Finalist Evaluation will be conducted wherein the top proposers will be invited to make a presentation interview which may include questions on some or all of the following:

- Artistic excellence – review sample of the proposed work of art or previous works presented by the Finalists
- Ability to relate the proposed artwork to the site
- Experience with projects in similar scope and/or type
- Knowledge of fabrication and installation of media proposed
- Ability to be detail oriented – efficient understanding of schedules and budgets
- Flexibility of the proposer/open to ideas

- The proposed budget is realistic for the proposed work of art
- Presentation of the proposed concept/artwork

The Finalist Evaluation may contain some or all of the questions/topics outlined in the evaluation process.

Staff will contact the Finalists and schedule appointments no later than 10 working days after the Art Selection Committee picks their choices.

Once the Art Selection Committee has determined the final choice(s) for recommendation the proposer(s) will be notified by the City Clerk's Office. All information regarding the award of the project is to be confidential until awarded by City Council. The name(s) will not be available until the Thursday prior to the Council meeting when the recommendation will be approved.



Memorandum

TO: PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: JANUARY 9, 2019

SUBJECT: RECOMMENDATION TO CITY COUNCIL FOR APPOINTMENTS TO ART SELECTION COMMITTEE FOR THE HOMER POLICE STATION PROJECT

In accordance with the 1% for Art program the Commission has the responsibility to submit recommendations to City Council for appointment to the Art Selection Committee established for projects. Following is the required composition for membership of the committee as outlined:

Selection Committee

1. The Commission will submit to the Council for its approval members of a new Selection Committee for each eligible project. Appointments will be made as early as possible in the construction process to encourage integration of art into the architecture of the building and design of the outdoor spaces.
2. A Selection Committee will be composed of at least five (5) members, including
 - a. One member(s) from the Commission
 - b. One Artist
 - c. One member from the architectural/design team
 - d. One member from the user department
 - e. Director of building in question or his/her designated representative.

The scope of the project may require the appointment of additional members.

Staff recommendations are as follows:

Department Director: Police Chief Mark Robl and/or his designee

User Department: Officer/Dispatcher

Commission: Commissioner or two

Architectural Team: Stantec – Giovanna >>>>

City – Pat McNary, Project Manager

There is no artist recommended at this time. The commission can request Staff to contact various organizations to solicit interest.

RECOMMENDATION

Make a motion to recommend City Council appoint the following to the Art Selection Committee for the Homer Police Station Project_____.



Memorandum

TO: PARKS ART RECREATION & CULTURE ADVISORY COMMISSION

FROM: RENEE KRAUSE, MMC, DEPUTY CITY CLERK

DATE: JANUARY 10, 2019

SUBJECT: RECOMMENDATION TO CITY COUNCIL TO APPROVE AND ACCEPT DONATION
OF A PARK BENCH

Following is an application received to donate a park bench to be placed in a park or location that is most beneficial to the community.

The bench will be a standard wooden park bench and will have a memorial plaque stating "In Memory of Johnnie and Anna Flood". A conceptual picture has been included.

RECOMMENDATION

Make a motion to recommend City Council approve and accept the donation of a memorial Park Bench to be placed in a park and or location that is the most beneficial.



MUNICIPAL ART COLLECTION GIFT PROPOSAL APPLICATION

PLEASE TYPE OR PRINT CLEARLY AND MAKE YOUR RESPONSES COMPLETE AND THOROUGH.

DATE _____

CONTACT PERSON _____ TITLE _____

ORGANIZATION IF APPLICABLE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ CELL _____

EMAIL _____

TELL US WHY YOU WISH TO DONATE THIS ARTWORK TO THE CITY OF HOMER? _____

PROPOSED ARTWORK

TITLE OF ARTWORK _____

ARTIST(S) NAME _____

YEAR COMPLETED _____ DIMENSIONS _____

MATERIALS USED TO CREATE ARTWORK _____

PHYSICAL DESCRIPTION OF THE PROPOSED PIECE--

NARRATIVE DESCRIPTION OF THE PROPOSED ARTWORK - TELL US THE STORY BEHIND THE PIECE OR SIGNIFICANCE -

IS THE PROPOSED PIECE ONE OF A KIND? _____ IS THE PIECE PART OF A SERIES, LIMITED OR OTHERWISE? _____
IF SO, AN EDITION OF HOW MANY? _____ IS THE PIECE COMPLETED? _____ IF NOT WHEN IS THE
EXPECTED COMPLETION DATE? _____
WHAT IS THE CURRENT CONDITION OF THE PIECE? _____

PROPOSED SITE OR LOCATION

DO YOU HAVE A SITE(S) IN MIND FOR THE PLACEMENT OF THE ARTWORK? IF SO WHERE? _____

IS THIS A CITY OWNED PROPERTY IF NOT WHO OWNS THE PROPERTY? _____

WHAT IS THE RATIONALE FOR SELECTING THIS/THESE LOCATION(S)? _____

ARE YOU AWARE OF ANY PERMITS OR PERMISSIONS THAT MAY BE REQUIRED? _____

TECHNICAL SPECIFICATIONS

DESCRIBE HOW THE ARTWORK IS CONSTRUCTED OR MADE. PLEASE INCLUDE ANY DOCUMENTATION AT THE END OF
THIS APPLICATION. _____

HOW IS THE ARTWORK TO BE PROPERLY INSTALLED? _____

DOES THE PIECE REQUIRE ELECTRICITY, PLUMBING OR OTHER UTILITY HOOKUPS? _____

WHO WILL BE INSTALLING THE ARTWORK? _____

WHAT IS THE EXPECTED LIFETIME AND STAYING POWER OF THE MATERIALS USED IN CREATING THE PIECE? _____

WHAT MAINTENANCE IS REQUIRED AND HOW OFTEN? _____

PLEASE IDENTIFY ANY SPECIFIC MAINTENANCE PROCEDURES AND OR EQUIPMENT AND THE ASSOCIATED COSTS: _____

WHAT PRECAUTIONS HAVE BEEN TAKEN TO GUARD AGAINST VANDALISM IF ANY? _____

WHAT STEPS HAVE BEEN TAKEN TO ASSURE THIS PIECE WILL NOT PRESENT A SAFETY HAZARD? _____

BUDGET

PROJECT MANAGEMENT FEES	\$ _____	INSURANCE	\$ _____
ARTIST’S FEES	\$ _____	UTILITY HOOKUP	\$ _____
PURCHASE PRICE	\$ _____	DELIVERY	\$ _____
PERMITS	\$ _____	INSTALLATION	\$ _____
STRUCTURAL ENGINEERING	\$ _____	SIGNAGE	\$ _____
SITE PREPARATION	\$ _____	RECOGNITION	\$ _____
OTHER COSTS NOT LISTED	\$ _____	DESCRIPTION	_____

DATE PIECE WAS LAST APPRAISED? _____

WHAT IS THE VALUE OF THE PIECE OR ESTIMATED MARKET VALUE IF NO APPRAISAL WAS DONE? _____

TIMELINE

WHAT IS THE TIMELINE FOR THE COMPLETION OR INSTALLATION OF THE PIECE? IDENTIFY THE DIFFERENT STAGES AND DATE GOALS TO PREPARE THE PIECE FOR DONATION _____

RESTRICTIONS

ARE THERE ANY KNOWN COVENANTS, REQUIREMENTS OR RESTRICTIONS THAT COME WITH THE PIECE? _____

WHAT EXPAECTATIONS DO YOU HAVE FOR THE CITY OF HOMER IN ACCEPTING THIS ARTWORK? _____

COMMUNITY INVOLVEMENT

WAS THERE ANY COMMUNITY OR USER INVOLVEMENT IN SELECTING THE RECOMMENDED LOCATION? _____

PLEASE INCLUDE ANY LETTER(S) OF SUPPORT FOR THE PROJECT OR PROPOSED DONATION.

APPLICANT MUST SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS APPLICATION.

_____ AN RESUME OR BIO FROM THE ARTIST WHO CREATED OR WILL CREATE THE ARTWORK.

_____ FIVE TO TEN IMAGES OF PAST WORK FROM THE ARTIST. THESE CAN BE PHOTOGRAPHS.

_____ THREE TO FIVE CLEAR IMAGES OF THE PROPOSED ARTWORK

_____ SCALE DRAWING/MODEL OF THE PROPOSED ARTWORK

_____ IF YOU HAVE A SITE(S) IN MIND PLEASE INCLUDE PHOTO AND DESCRIPTION OF THE SITE(S) AND A SCALED
DRAWING OF THE PROPOSED ARTWORK IN THE RECOMMENDED LOCATION.

_____ A COPY OF A FORMAL APPRAISAL IF AVAILABLE

_____ TECHNICAL SPECIFICATIONS, MAINTENANCE MANUAL OR DRAWINGS/RECOMMENDATION FROM STRUCTURAL
ENGINEER.

APPLICATIONS ARE TO BE SUBMITTED TO:

THE CITY OF HOMER

CITY CLERKS OFFICE

491 E. PIONEER AVENUE

HOMER, AK 99603

OR YOU MAY SUBMIT VIA FAX AT 907-235-3143 TO SUBMIT VIA EMAIL PLEASE SEND TO clerk@ci.homer.ak.us

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CLERK'S OFFICE AT 235-3130.



PARKS ART RECREATION & CULTURE ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2019 MEETING SCHEDULE

<u>MEETING DATE</u>	<u>SCHEDULED EVENTS OR AGENDA ITEM</u>
JANUARY 2019	DRAFT ART RFP PROPOSED BEACH TRAIL WINTER CARNIVAL EVENT/RECOGNITION OF BEN WALTER PARK
FEBRUARY 2019	COMPREHENSIVE PLAN LAND ALLOCATION PLAN KHP MASTER PLAN REVIEW
MARCH 2019	LETTER TO THE EDITOR DRAFT FOR PUBLICATION IN APRIL KHP MASTER PLAN NON-MOTORIZED TRANSPORTATION AND TRAIL PLAN
APRIL 2019	3 YEAR BUDGET TRENDS/FINANCIAL GOALS NON-MOTORIZED TRANSPORTATION AND TRAIL PLAN
MAY 2019	3 YEAR BUDGET TRENDS/FINANCIAL GOALS SPRING PARK &/ OR BEACH WALK THROUGH
JUNE 2019	INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION WANT FOR 2020? REVIEW CAPITAL IMPROVEMENT PLAN & RECOMMENDATIONS FOR NEW PROJECT(S) IF ANY
JULY 2019	NO MEETING SCHEDULED
AUGUST 2019	BUDGET REVIEW & RECOMMENDATIONS CONTINUED CIP RECOMMENDATIONS TO COUNCIL LETTER TO THE EDITOR DRAFT
SEPTEMBER 2019	FALL PARK WALK THROUGH AND BEACH WALK; ELECTIONS SCHEDULE KHP CLEAN UP DAY BUDGET DISCUSSION
OCTOBER 2019	REVIEW AND APPROVE THE 2020 MEETING SCHEDULE LETTER TO THE EDITOR
NOVEMBER 2019	BUDGET UPDATE MOU/MOA REVIEW & RECOMMENDATIONS
DECEMBER 2018	NO MEETING SCHEDULED HAPPY HOLIDAYS!

PARKS ART RECREATION & CULTURE ADVISORY COMMISSION ANNUAL CALENDAR
FOR THE 2019 MEETING SCHEDULE

Quarterly: Letters to the editor updating the Community on PARCAC activities

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

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

**2019 HOMER CITY COUNCIL MEETINGS
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council's regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission's opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	_____
February 11, 25	_____
March 11, 26*	_____
April 8, 22	_____
May 13, 28*	_____
June 10, 24	_____
July 22**	_____
August 12, 26	_____
September 9, 23	_____
October 14, 28	_____
November 25**	_____
December 9, 16****	_____

City Council's Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

*Tuesday meeting due to Memorial Day/Seward's Day.

** There will be no first regular meeting in July or November.

***Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

****Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting the third week of December will not be held.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 18-094

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2019 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, AND PORT AND HARBOR ADVISORY COMMISSION.

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2019 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Advisory Planning Commission, and Port and Harbor Advisory Commission of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1, New Year's Day, Monday	February 18, Presidents' Day, the third Monday	March 25, Seward's Day, last Monday	May 27, Memorial Day, last Monday	July 4, Independence Day, Thursday	September 2, Labor Day, first Monday
October 18*, Alaska Day, Friday	November 11**, Veterans Day, Monday	November 28 Thanksgiving Day, Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

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

CITY COUNCIL (CC)

January 14, 28	February 11, 25	March 11, 26*	April 8, 22	May 13, 28*	June 10, 24
July 22**	August 12, 26	September 9, 23	October 1 Election	October 14, 21 Oath of Office October 14	Canvass Board October 4 or 7
November 5 Runoff Election	November 25**	December 9****	December 16**** if needed		

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

AML Annual Conference Week is tentatively scheduled for November 18-22, 2019.

*Tuesday meeting due to Memorial Day/Seward's Day.

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

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

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

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

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

LIBRARY ADVISORY BOARD (LAB)

February 5	March 5	April 2	May 7	August 6
	September 3	October 1	November 5	December 3

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

PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION (PARCAC)

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

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

PLANNING COMMISSION (P/C)

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

Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

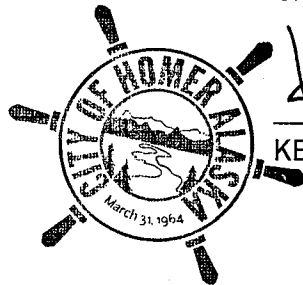
95 PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 23	February 27	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 20	December 11

96
97 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
98 each month at 5:00 p.m., with the exception of May, June, July and August meetings that are
99 held at 6:00 p.m. The November meeting is scheduled for the third Wednesday and the
100 December meeting is scheduled for the second Wednesday of the month.

101
102 PASSED AND ADOPTED by the Homer City Council this 10th day of December, 2018.

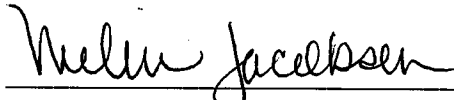
103
104 CITY OF HOMER



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108 KEN CASTNER, MAYOR

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110 ATTEST:

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114 MELISSA JACOBSEN, MMC, CITY CLERK

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116 Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertising of any
117 additional meetings.

