



City of Homer

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Memorandum 19-030

TO: MAYOR CASTNER AND CITY COUNCIL

FROM: PORT & HARBOR ADVISORY COMMISSION

THRU: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: MARCH 5, 2019

SUBJECT: PORT AND HARBOR ADVISORY COMMISSION BYLAW AMENDMENTS

At the December 12, 2018 and February 27, 2019 regular meeting, the Port and Harbor Advisory Commission reviewed bylaw amendment recommendations from the City Clerk's Office and made their own additional changes. Excerpts from their meeting minutes are as follows:

Regular Meeting Minutes from December 12, 2018:

- A. PHC Bylaw Amendments
 - i. DRAFT 2019 Bylaws

Chair Zimmerman deferred to Deputy City Clerk Tussey to explain the proposed amendments.

Ms. Tussey described the changes made to the new bylaws and referenced her memorandum that detailed out the main amendments that were being proposed. She noted the second section in her memo listed out common bylaw areas that get revised, if the commission decided to make additional amendments. She provided examples of items they may wish to change based on previous conversations the commission has had when discussing potential bylaw amendments. Ms. Tussey also pointed out an older section from the previous bylaws, pertaining to appointing a temporary alternative commissioner that may be outdated and require removal.

There was brief discussion on where the commission would like to make amendments and Commissioner Ulmer noted some grammatical errors.

ZEISET/HARTLEY REMOVE ARTICLE III, SECTION 7, THE UNUSED 2001 BYLAW AMENDMENT.

Commissioner Donich commented on the fact that the option was never used and doesn't need to be in the bylaws.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Zimmerman asked the commission if there were any further changes they'd like to make.

HARTLEY/ULMER MOVED TO STRIKE NOVEMBER FROM THE REGULAR MEETING SCHEDULE UNDER ARTICLE IV, SECTION 1.

There was brief discussion on why there doesn't need to be a November meeting, with reasons including regular commissioner absences in November for Seattle's Pacific Marine Expo and saving the City money by not advertising/holding a meeting that isn't necessary or won't be attended.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Commissioner Donich inquired on the student representative position; Chair Zimmerman and Ms. Tussey clarified the student representative role as it relates to the commission. Commissioner Hartley questioned the necessity of honorary members. Discussion ensued on who those members could be, what they're allowed to do, and concerns of a biased person being appointed to the commission. The commission was reminded that honorary members cannot vote, just consult, and the differentiation between honorary members and student representatives.

HARTLEY/CARROLL MOVED TO REMOVE ARTICLE III, SECTION 8, HONORARY MEMBERS.

Commissioner Zeiset asked for clarification on if other individuals would still be allowed to participate in discussions/conversations at meetings. Chair Zimmerman confirmed with the Deputy City Clerk on holding a Roll Call vote since he is unsure if removing the section would be beneficial.

VOTE. YES: HARTLEY, ULMER, DONICH, CARROLL, ZEISET, ZIMMERMAN

Motion carried.

Chair Zimmerman commented on designating certain months for topics, such as the budget. Since budget requests have to be submitted by August he suggested the commission select a month earlier in the year. There was discussion on the best time, with Mr. Hawkins noting staff doesn't usually have department numbers (used in setting the budget) until about June. Commissioner Donich voiced concerns over the commission possibly limiting its ability to review the budget other times of the year if one month is designated. Chair Zimmerman clarified that designating the month simply means the budget will automatically be on that month's agenda, it won't prevent the commission from discussing it at other times of the year.

Commissioner Zeiset suggested designating the April meeting for reviewing the Strategic Plan.

ZEISET/CARROLL MOVED TO DESIGNATE JUNE AS BUDGET MONTH AND APRIL AS STRATEGIC PLAN MONTH UNDER ARTICLE IV, SECTION 4.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Zimmerman asked for a motion for a final reading at the next regular meeting.

CARROLL/HARTLEY MOVED TO HOLD A FINAL READING ON THE PROPOSED PORT AND HARBOR ADVISORY COMMISSION BYLAW AMENDMENTS AT THE NEXT REGULAR MEETING.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Regular Meeting Minutes from February 27, 2019:

- A. PHC Bylaw Amendments
 - i. DRAFT 2019 Bylaws

Chair Zimmerman introduced the bylaw amendment agenda item and deferred to Deputy City Clerk Tussey to provide an overview of the bylaw amendments. She reviewed the bylaws section by section with the commissioners, answering questions and explaining all of the changes made by the commission and the City Clerk's Office since the commission last reviewed the proposed bylaw amendments.

ULMER/STOCKBURGER MOVED TO APPROVE THE AMENDED PORT AND HARBOR ADVISORY COMMISSION BYLAWS, AND RECOMMEND TO CITY COUNCIL TO APPROVE THE AMENDED BYLAWS BY WAY OF RESOLUTION.

There was brief discussion on declaration of vacancies, specifically related to felony convictions.

VOTE: YES: ULMER, DONICH, CARROLL, ZEISET, STOCKBURGER, ZIMMERMAN

Motion carried.

RECOMMENDATION

Approve Resolution 19-015 adopting the amended Port and Harbor Advisory Commission Bylaws.

