



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 19-055

TO: MAYOR CASTNER AND CITY COUNCIL

FROM: ECONOMIC DEVELOPMENT ADVISORY COMMISSION

THRU: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: APRIL 16, 2019

SUBJECT: ECONOMIC DEVELOPMENT ADVISORY COMMISSION BYLAW AMENDMENTS

At the March 12 and April 9, 2019 regular meetings, the Economic Development 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 March 12, 2019:

- A. EDC Bylaw Amendments
 - i. DRAFT EDC Bylaw Amendments

Acting Chair Evans initiated discussion on the proposed amendments. Deputy City Clerk Tussey and Special Projects and Communications Coordinator Carroll provided answers on the following topics:

- What the purpose of the CEDS (Comprehensive Economic Development Strategy) is, and the EDC's responsibility in evaluating and maintaining it per City Code.
- Verbiage related to how the commission communicates to the Mayor and City Council.
- Definition of what an excused absence is, and who states if an absence is excused or not.
- History of the commission including the Pledge of Allegiance in their meetings.
- Verbiage related to what constitutes a quorum, and how it pertains to members participating telephonically.
- Clarifying when committees report to the Commission.
- When and how commissioners can amend the agenda after the agenda deadline.
- Whether to make additional amendments or not to sections pertaining to the regular meeting months, the Pledge of Allegiance, and when to hold annual elections.
- If the commission was interested in designating certain months to review topics such as the budget, goals, or policies, specifically a strategic plan.

BROWN/AREVALO MOVED TO CHANGE ELECTIONS FOR CHAIR AND VICE CHAIR FROM NOVEMBER TO APRIL.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

EVANS/RICHARDSON MOVED TO LEAVE THE PLEDGE OF ALLEGIANCE IN THE BYLAWS.

Acting Chair Evans shared his thoughts on why the commission should continue opening their meetings with the Pledge of Allegiance.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Councilmember Smith noted a need to revise Article VIII, Section 2, to ensure consistent verbiage related to “participating” telephonically versus “appearing” telephonically.

There was further discussion on the regular meeting schedule and if there was a need to amend holding a regular meeting every month, or if it could remain as-is and the commission could cancel an unnecessary meeting at that time.

Acting Chair Evans asked for a motion to hold a second reading at the next meeting.

AREVALO/EVANS MOVED TO HOLD A SECOND READING OF THE DRAFT BYLAWS AT THE NEXT REGULAR MEETING.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Regular Meeting Minutes from April 9, 2019:

- A. EDC Bylaw Amendments
 - i. DRAFT EDC Bylaw Amendments

Chair Marks deferred to Deputy City Clerk Tussey, who provided an overview of what amendments the commission made/approved at the last meeting and explained the next steps in the process. Chair Marks asked Ms. Tussey for clarification on some of the proposed amendments since she had been absent at the last meeting and wanted to make sure she understood them. Commissioners Evans inquired if there were limitations on excused absences and what other City bodies do; it was confirmed that bylaws for other commissions only limit the number of unexcused absences and the number of meetings a commissioner can participate in telephonically.

There was brief discussion on the definition of a committee and how they report to the commission. Ms. Tussey noted that, for the next meeting, she will provide the commission additional information clarifying what constitutes a formal committee.

EVANS/RICHARDSON MOVED TO ADOPT THE EDC BYLAW AMENDMENTS.

There was no further discussion.

VOTE: YES: AREVALO, EVANS, MARKS, JOHNSON, RICHARDSON

Motion carried.

Chair Marks confirmed with Ms. Tussey that the approved bylaws will go to City Council for final approval at their April 22, 2019 meeting, when they would take effect, and how they will be distributed.

RECOMMENDATION

Approve Resolution 19-000 adopting the amended Economic Development Advisory Commission Bylaws.

