

1 **CITY OF HOMER**  
2 **HOMER, ALASKA**

City Clerk

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4 **RESOLUTION 23-124**  
5

6 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
7 ESTABLISHING THE 2024 REGULAR MEETING SCHEDULE FOR CITY  
8 COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION,  
9 LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND  
10 CULTURE ADVISORY COMMISSION, PLANNING COMMISSION,  
11 PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS  
12 WITH DISABILITIES ACT (ADA) ADVISORY BOARD.  
13

14 WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council  
15 annually sets the schedule for regular and some special meetings, noting the dates, times and  
16 places of the City Council, Planning Commission, Advisory Commissions and Boards; and  
17

18 WHEREAS, The public is informed of such meetings through notices located at the City  
19 Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public  
20 Library; and  
21

22 WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper  
23 of general circulation at least three days before the date of the meeting and that special  
24 meetings should be advertised in the same manner or may be broadcast by local radio at least  
25 twice a day for three consecutive days or two consecutive days before the day of the meeting  
26 plus the day of the meeting; and  
27

28 WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council  
29 and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the  
30 foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the  
31 failure to give the notice provided for under this chapter does not invalidate or otherwise affect  
32 any action or decision of a public body of the City; however, this sentence does not change the  
33 consequences of failing to give the minimum notice required under State Statute; that notice  
34 will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons  
35 calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for  
36 the Clerk to publish notice in a newspaper of general circulation in the City; and  
37

38 WHEREAS, This Resolution does not preclude additional meetings such as emergency  
39 meetings, special meetings, worksessions, and the like; and  
40

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

43  
 44 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2024 meeting  
 45 schedule is established for the City Council, Economic Development Advisory Commission,  
 46 Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning  
 47 Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act  
 48 (ADA) Advisory Board of the City of Homer, Alaska, as follows:

49  
 50 HOLIDAYS – City Offices closed:

January 1, New Year's Day, Monday	February 19, Presidents' Day, 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, Fourth Thursday	November 29, Friday, the day after Thanksgiving	December 25, Christmas, Wednesday	

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

54  
 55 CITY COUNCIL (CC)

January 8, 22	February 12, 26	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, 28 Oath of Office October 14	Canvass Board October 4
November 5 Runoff Election	November 12, 25	December ***If needed			

56  
 57 \*Second meeting in March and May will be held on a Tuesday due to Seward's Day and  
 58 Memorial Day respectively, first meeting in November will be held on a Tuesday due to  
 59 Veterans Day

60 \*\*There will be no First Regular Meeting in July.

61 \*\*\* The City Council will not schedule a regular meeting in December to allow for attendance  
 62 at AML Annual Conference and may hold Special Meetings as needed.

63  
 64 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.  
 65 prior to every Regular Meeting which are held the second and fourth Monday of each month at  
 66 6:00 p.m. Council will not conduct a First Regular Meeting in July or a meeting in December.

67 AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY BOARD (ADAAB)

	February 8		April 11	May 9	June 13
July 11	August 8		October 10	November 14	

68  
 69 The Americans with Disabilities Act (ADA) Advisory Board Regular Meetings are held on the  
 70 second Thursday at 4:00 p.m. in the months of February, April, May, June, July, August,  
 71 October, November, with additional meetings called as needed.

72  
 73 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

74  
 75 Economic Development Advisory Commission Regular Meetings are held on the second  
 76 Tuesday of each month at 6:00 p.m. with the exception of July and December.

77  
 78 LIBRARY ADVISORY BOARD (LAB)

January 16	February 20	March 19	April 16	May 21	
	August 20	September 17	October 15	November 19	December 17

79  
 80 Library Advisory Board Regular Meetings are held on the third Tuesday of January through May  
 81 and August through December at 5:30 p.m.

82  
 83 PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

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

84  
 85 Parks, Art, Recreation and Culture Advisory Commission Regular Meetings are held on the third  
 86 Thursday February through June and August through November at 5:30 p.m.

87  
 88 PLANNING COMMISSION (PC)

January 3, 17	February 7, 21	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*

89 \*There will be no First Regular Meeting in July or Second Regular Meetings in November and  
 90 December.

91

92 Planning Commission Regular Meetings are held on the first and third Wednesday of each  
93 month at 6:30 p.m.

94

95 PORT AND HARBOR ADVISORY COMMISSION (PHC)

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

96

97 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of  
98 month January through October, and the second Wednesday of December at 5:30 p.m.

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100 PASSED AND ADOPTED by the Homer City Council this 27<sup>th</sup> day of November, 2023.

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CITY OF HOMER



KEN CASTNER, MAYOR

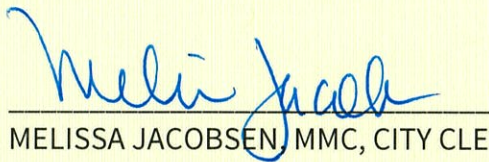
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ATTEST:

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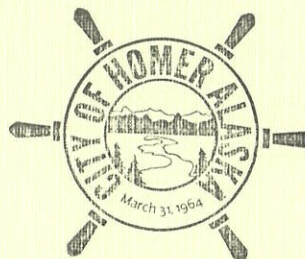
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MELISSA JACOBSEN, MMC, CITY CLERK

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114 Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any  
115 additional meetings.





# MEMORANDUM

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**Resolution 23-124, A Resolution of the City Council of Homer, Alaska Approving the 2024 Regular Meeting Schedule for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and Americans with Disabilities Act Advisory Board. City Clerk.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** November 15, 2023  
**From:** Melissa Jacobsen, MMC, City Clerk

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Pursuant to Homer City Code 1.14.020 Notice-Regular meetings, City Council adopts a resolution setting out the days of each month, time, and location of City Council and City's Boards and Commissions regular meetings for the upcoming year.

In prior years the City Council held one meeting on the fourth Monday in November to allow for attendance at the Alaska Municipal League (AML) Annual Conference in early November, and one meeting the second Monday in December when they adopted the calendar year budget.

In 2022 AML changed the Annual Conference dates to December and the City has transitioned to a fiscal year budget schedule. Because of this change Council has adopted resolutions to change their meeting schedule in 2022 and 2023 to hold two regular meetings in November and no meetings in December. This change is reflected in the 2024 meeting schedule resolution.

Boards and Commissions reviewed their annual meeting schedules and recommended schedule changes are reflected in the 2024 meeting schedule resolution. Board and Commission minutes excerpts are included below.

**ADA Advisory Board:**

- A. 2024 Regular Meeting Schedule  
Memorandum from City Clerk

ADA Coordinator Krause directed the board members to the memo in the packet and reviewed the proposed dates with them. She inserted that the Board can add or remove meetings, or leave it as is.

GEISLER/THORSRUD MOVED TO AMEND THE MEETING START TIME TO 4:00 P.M. FOR THE 2024 REGULAR MEETING SCHEDULE.

Ms. Krause added that when the meeting times were changed to start at 5:00 p.m., the Board received an applicant right away. Discussions continued about the pros and cons of starting meetings earlier. Board member Geisler noted that they could always change the time back if it doesn't work out.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

LEPLEY/GEISLER MOVED TO APPROVE THE 2024 MEETING SCHEDULE AS AMENDED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**Economic Development Advisory Commission:**

A. 2024 Meeting Schedule

AREVALO/BROWN MOVED TO STRIKE BOTH THE JULY AND DECEMBER MEETINGS FROM THE 2024 MEETING SCHEDULE AND RECOMMEND ADOPTION FOR THE AMENDED SCHEDULE TO CITY COUNCIL.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**Library Advisory Board**

A. 2024 Regular Meeting Schedule  
Memorandum from City Clerk as backup.

Chair Finn reviewed the memorandum and the requested action of the Board. She announced that December she will be out of state and Boardmember Kuszmaul will be chairing the meeting.

KUSZMAUL/CARSSOW MOVED TO APPROVE THE 2024 REGULAR MEETING SCHEDULE AS PRESENTED.

CARSSOW/KUSZMAUL AMEND THE MOTION TO INCLUDE FORWARDING TO CITY COUNCIL FOR APPROVAL.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**Parks Art Recreation and Culture Advisory Commission**

- B. 2024 Regular Meeting Schedule  
Memorandum from City Clerk

FAIR/ARCHIBALD MOVED TO AMEND THE 2024 REGULAR MEETING SCHEDULE BY INCLUDING A SPECIAL MEETING ON THURSDAY, JANUARY 18<sup>TH</sup>, 2024 AT 5:30 P.M. HERE IN COUNCIL CHAMBERS.

Recreation Manager Illg added that this came from him because it can be assumed that there will be more for PARCAC to work on, and he believes the Commission would benefit from a meeting in January.

There was no objection.

VOTE (Amendment): NON-OBJECTION: UNANIMOUS CONSENT

Motion carried.

FAIR/ARCHIBALD MOVED TO ADOPT THE 2024 REGULAR MEETING SCHEDULE AS AMENDED.

There was no objection.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**Planning Commission**

- A. 2024 Meeting Schedule

Chair Smith introduced the item and deferred to City Planner Foster.

City Planner Foster noted the memorandum from the City Clerk, he stated that he has based the Commission's meeting schedule off of the dates in the draft resolution. He further noted that this is the time that the Commission can make any changes to their meeting schedule.

City Planner Foster facilitated a brief discussion on the following:

- Commissioner Training during the Annual Planning Conference in February

SCHNEIDER/CONLEY MOVED TO ADOPT THE 2024 REGULAR MEETING SCHEDULE AS PRESENTED.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**Port & Harbor Advisory Commission:**

10.B. Approve 2024 Meeting Schedule

Chair Matthews directed the Commissioners to the meeting schedule in the packet and asked if anyone had any issues with the schedule. The Commission noted that their originally scheduled meeting date for November falls on the same week as Thanksgiving.

SIEKANIEC/PITZMAN MOVED TO AMEND THE 2024 MEETING SCHEDULE BY MOVING THE NOVEMBER 2024 MEETING TO NOVEMBER 20<sup>TH</sup>, 2024 AND SUBMIT THE AMENDED SCHEDULE TO COUNCIL FOR APPROVAL.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**RECOMMENDATION:** Adopt the resolution approving the 2024 Regular Meeting Schedule for Council, Boards, and Commissions.