

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 24-093

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE ECONOMIC DEVELOPMENT ADVISORY
COMMISSION BYLAWS ARTICLE V. CITY STAFF ROLES AND
ARTICLE VI. MEETINGS.

WHEREAS, Article V – City Staff Roles is amended to reflect the change in the title of the
Staff Liaison to Community Development Director; and

WHEREAS, Article VI – Meetings, Section three is amended to reflect that a quorum is
required for a worksession; and

WHEREAS, The Economic Development Advisory Commission introduced the
amendments at their May 14, 2024 regular meeting and approved the amendments at a second
meeting on August 13, 2024 in accordance with their bylaws.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska amends the
Economic Development Advisory Commission Bylaws Article V. City Staff Roles and Article VI.
Meetings, Section Three.

PASSED AND ADOPTED by the Homer City Council this 26th day of August, 2024.

CITY OF HOMER



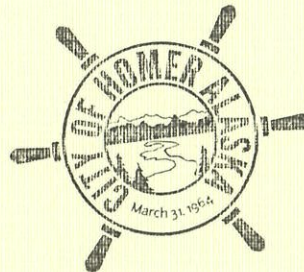
KEN CASTNER, MAYOR

ATTEST:



RENEE KRAUSE, MMC, CITY CLERK

Fiscal note: N/A





MEMORANDUM

Resolution 24-093, A Resolution of the City Council of Homer, Alaska, Amending the Economic Development Advisory Commission Bylaws Article V City Staff Roles and Article VI Meetings.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: August 20, 2024
From: Economic Development Advisory Commission
Through: Melissa Jacobsen, City Manager

Summary:

At the May 14, 2024 Regular meeting the Commission reviewed and amended the bylaws Section V. City Staff Roles to correct the title of the staff liaison from the Economic Development Manager to the Community Development Director and amended Section VI Meetings to correctly reflect that worksessions require a quorum of the Commission in attendance. The Commission adopted the amendments at their regular meeting on August 13, 2024

Excerpt of the minutes are as follows:

May 14, 2024

Approved Minutes

NEW BUSINESS

A. *Bylaws Review*

Memorandum from Community Development Director as backup

Community Development Director Engebretsen recommended the following minor changes to the EDC Bylaws:

- 1. Article V Staff Roles Section 1, Line 64, changing "Deputy City Planner" to "Community Development Director."*
- 2. Article VI Meetings Section 3, Line 89, the Bylaws currently state a quorum is no needed, but this is out of date. Worksessions do require a quorum, this is a change that has been implemented since the last Bylaw amendment in 2021.*

AREVALO/BROWN MOVED TO ACCEPT THE SUGGESTED CHANGES ON LINES 64 AND 89 OF THE BYLAWS AND MOVE THE DOCUMENT FORWARD TO THE EDC'S JUNE MEETING.

There was no further discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

August 13, 2024
Unapproved Minutes Excerpt

PENDING BUSINESS

- B. EDC Bylaws
Memorandum from Community Development Director as backup

Community Development Director Engebretsen provided a brief summary of the action taken by the Commission and noted that a motion was needed to forward the amended bylaws to Council for approval.

YOUNG/BRENNAN MOVED TO FORWARD THE AMENDED EDC BYLAWS TO CITY COUNCIL FOR APPROVAL.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Recommendation:

City Council approve Resolution 24-093 Amending the Economic Development Advisory Commission Bylaws.

1 **CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION**
2 **BYLAWS**

3
4 **ARTICLE I - NAME AND AUTHORIZATION**
5

6 The Economic Development Advisory Commission was established October 25, 1993 with the adoption
7 of Ordinance 93-15(S)(A). The Commission was inactivated on January 24, 2000 and reactivated
8 February 27, 2006 by Resolution 06-20. The following bylaws were adopted on December 13, 2021
9 August 26, 2024 and shall be in effect and govern the procedures of the Economic Development
10 Advisory Commission.

11
12 **ARTICLE II – PURPOSE**
13

14 The Economic Development Advisory Commission will act in an advisory capacity to the City Manager
15 and the City Council on the overall economic development planning for the City of Homer in accordance
16 with Homer City Code Chapter 2.76.040.

17
18 **ARTICLE III - MEMBERS**
19

20 Section 1. The Commission shall consist of seven members comprised of at least five (5) members that
21 reside inside city limits and shall be registered voters in the Kenai Peninsula Borough or the City of
22 Homer. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-
23 year terms to expire on April 1st of designated years.

24
25 Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members
26 wishing to continue services upon the completion of a three-year term must submit a reappointment
27 application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City
28 Council. There are no limits on the number of terms a member may serve.

29
30 Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for
31 the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

32
33 Section 4. A member's appointment is vacated under the following conditions:

- 34 • A member fails to qualify to take office within 30 days after their appointment;
35 • A member resigns;
36 • A member is physically or mentally unable to perform the duties of the office;
37 • A member is convicted of a felony or of an offense involving a violation of their oath of office; or
38 • A member has three consecutive unexcused absences, or misses half of all meetings within an
39 appointment year, whether excused or unexcused.

40
41 Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council
42 member and one Homer area high school Student Representative to serve as consulting, non-voting
43 members. The Mayor, the City Manager, a representative of the Homer Marine Trades Association, and
44 the Director of the Homer Chamber of Commerce shall serve as non-voting, consulting members.

45
46 **ARTICLE IV - OFFICERS**
47

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular April meeting of the Commission.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

ARTICLE V – CITY STAFF ROLES

Section 1. The Deputy City Planner **Community Development Director** shall serve as a staff liaison to the commission. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Commission. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Commission and serve as the Commission's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be open to the public and held on the second Tuesday of each month at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the Staff Liaison, Chair, or a majority of the Commission. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING REGULAR MEETING AGENDA NAME OF BODY DAY OF WEEK, DATE, AND TIME OF MEETING PHYSICAL LOCATION OF MEETING & MEETING ROOM	DEPT. CONTACT INFO (City Clerk's Office)
1. CALL TO ORDER		
2. AGENDA APPROVAL		
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)		
4. RECONSIDERATION		
5. APPROVAL OF MINUTES		
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)		
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS		
8. PUBLIC HEARING (3 minute time limit)		
9. PENDING BUSINESS		
10. NEW BUSINESS		
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)		
12. COMMENTS OF THE AUDIENCE (3 minute time limit)		
13. COMMENTS OF THE CITY STAFF		
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)		
15. COMMENTS OF THE COMMISSION (includes Comments of the Chair since they are part of the commission.)		
16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)		

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Commission prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

ARTICLE VII – GENERAL OPERATING PROCEDURES

Section 1. The Commission shall abide by the current edition of Robert's Rules of Order insofar as it is consistent with the Commission's bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.76 Economic Development Advisory Commission; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Commission shall be present, and two-thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Commission.

ARTICLE VIII - COMMITTEES

Section 1. Committees of one or more members for such specific purposes as the business of the Commission will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Commission.

Section 2. All committees shall make a progress report to the Commission at each of the Commission's regular meetings.

ARTICLE IX - BYLAW AMENDMENTS

The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Commission meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council via resolution.