



Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

City of Homer Agenda

Economic Development Advisory Commission Worksession

Tuesday, September 08, 2020 at 5:00 PM

Cowles Council Chambers via Zoom Webinar

Webinar ID: 930 0383 2890 Password: 266231

Dial: 346-248-7799 or 669-900-6833; (Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, PLEDGE OF ALLEGIANCE, 5:00 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 Minute Time Limit)

PENDING BUSINESS

- A.** Memorandum from Special Projects & Communications Coordinator re: EDC 2020-2021 Strategic Plan and Goals and Review of Bylaw and Homer City Code Amendments **Page 2**
 - i. Proposed HCC 2.76 Amendments **Page 3**
 - ii. Proposed Bylaws Amendments **Page 6**

COMMENTS OF THE AUDIENCE (3 Minute Time Limit)

COMMENTS OF THE COMMISSION

ADJOURNMENT, NO LATER THAN 5:50 P.M.

Next Regular Meeting is **Tuesday, October 13, 2020 at 6:00 p.m.** All meetings scheduled to be held by Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



City of Homer

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Administration

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Homer, Alaska 99603

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Memorandum

TO: Economic Development Advisory Commission
FROM: Jenny Carroll, Special Projects & Communications Coordinator
DATE: September 3, 2020
SUBJECT: EDC's September 8, 2020 Worksession

EDC Commissioners requested a Worksession to:

- 1) Compile and discuss Commissioners suggestions for the EDC's 2020-2021 Strategic Plan and Goals; and
- 2) Review EDC's amended bylaws and code amendments.

Staff Recommendations: Please bring your suggestions for the EDC's 2020-2021 Strategic Plan and Goals to share and discuss at the worksession.

Review the Bylaw and code amendments in your worksession packet and be prepared to discuss.

Chapter 2.76

ECONOMIC DEVELOPMENT ADVISORY COMMISSION

Sections:

- 2.76.010 Commission – Creation and membership.
- 2.76.020 Terms of members.
- 2.76.030 Proceedings of the Commission.
- 2.76.040 Duties and responsibilities of the Commission.

2.76.010 Commission – Creation and membership.

a. There is created the City of Homer Economic Development Advisory Commission, referred to in this chapter as the Commission. Such Commission will be made up of seven members, who shall be nominated by the Mayor and confirmed by the City Council. A minimum of five Commissioners shall reside within the corporate limits of the City of Homer and shall be registered voters in the Kenai Peninsula Borough or the City of Homer.

b. A Chairman and Vice-Chairman of the Commission shall be selected annually and shall be appointed from and by the appointive members.

c. The Mayor, the City Manager, one Council member, a representative of the Homer Marine Trades Association, and the Director of the Homer Chamber of Commerce shall serve as consulting members of the Commission in addition to the seven appointive members, and may attend and participate in all meetings as consultants, but shall have no vote. [Ord. 14-01(A), 2014; Ord. 93-15(S)(A), 1993. Code 1981 § 1.78.010].

2.76.020 Terms of members.

a. Voting members of the Commission shall be appointed for three-year terms. Terms shall be staggered.

1. Three members shall be appointed for three-year terms.
2. Two members shall be appointed for two-year terms.
3. Two members shall be appointed for one-year terms.

b. Any Commissioner who shall have two successive unexcused absences shall be subject to removal by the Commission by a majority vote of the members present. [Ord. 93-15(S)(A), 1993. Code 1981 § 1.78.020].

2.76.030 Proceedings of the Commission.

The Commission shall meet regularly once a month, and at the call of the Chairman. Permanent records or minutes shall be kept of the vote of each member upon every question. Every decision of finding shall immediately be filed in the office of the City Clerk, and shall be a public record open to inspection by any person. Every decision of finding shall be directed to the City Council at the earliest possible date. [Code 1981 § 1.78.030].

2.76.040 Duties and responsibilities of the Commission.

It shall be the duty of the Commission to act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer. The Comprehensive Economic Development Strategy was adopted by the City Council on April 26, 1993. Further duties shall include:

- a. Revisions, amendments and extensions of the Comprehensive Economic Development Strategy (CEDS) which may be adopted by the City Council after consideration and report by the Commission.
- b. Provide continued review and evaluation of the CEDS.
- c. Supervise and monitor the implementation of the CEDS.

a. Collaborate with KPEDD to assist in developing the specific Homer portion of the regional CEDS that is written every 5 years.

- 1. Co-host with KPEDD public meetings to collect comments on local strengths, opportunities, weaknesses and threats especially relating to the economy to determine the City's needs and wants. This is done to broaden public involvement.**
- 2. Review and comment on yearly CEDS updates.**
- 3. Monitor the implementation of the regional CEDS in terms of the Homer portion.**

- ¶ **b.** Collect and analyze data to evaluate existing City of Homer resources.
- ¶ **c.** Formulate and develop the overall long-range economic development goals of the residents of the City of Homer through public hearing process.
- ¶ **d.** Identify specific alternatives or projects to accomplish the City's objectives.
- ¶ **e.** Recommend priorities for the projects or alternatives.
- ¶ **f.** Promote public interest in overall economic development.
- ¶ **g.** Make inquiries regarding matters related to economic development.
- ¶ **h.** Commission may take part in activities with the Chamber of Commerce, Kenai Peninsula Borough Economic Development District, and Kenai Peninsula Borough Tourism Marketing Council upon the approval of the Council.
- ¶ **i.** Commission should provide a representative for the KPB Economic Development District Board.
- ¶ **j.** Any recommendation the Commission may have regarding economic development is to be directed to the City Council through the City Manager or the recommendations of the Commission concerning policy issues shall be sent directly to the Council upon request of the Commission.
- ¶ **k.** The Commission shall consider any specific proposal, problem or project as directed by the City Council and any report or recommendations thereon shall be made directly to the Council, unless otherwise directed by the Council.

¶ 1. The City Council may at a future date expand or withdraw duties and responsibilities of the Commission. [Ord. 93-15(S)(A), 1993; Ord. 06-25 § 1, 1993. Code 1981 § 1.78.040].

DRAFT

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

ARTICLE I - NAME AND AUTHORIZATION

~~This organization shall be called The Economic Development Advisory Commission **was** established October 25, 1993 with the adoption of via Ordinance 93-15(S)(A). The Commission was inactivated on ___ and reactivated February 27, 2006 by Resolution 06-20. and Resolution 06-20, existing by virtue of the provisions of Chapter 2.76 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on May 13, 2019 and shall be in effect and govern the procedures of the Economic Development Advisory Commission.~~

ARTICLE II - PURPOSE- OBJECT

The Economic Development Advisory Commission will act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer in accordance with Homer City Code Chapter 2.76.

~~Section 1. Act in an advisory capacity to the City Manager and the City Council on the overall economic development planning for the City of Homer.~~

~~Section 2. Oversee responsibility of the City of Homer Comprehensive Economic Development Strategy (adopted by City Council April 26, 1993; formerly known as the Overall Economic Development Plan):~~

- ~~a. Revisions, amendments and extensions of the Comprehensive Economic Development Strategy (CEDS) which may be adopted by the City Council after consideration and report by the Commission.~~
- ~~b. Provide continued review and evaluation of the CEDS.~~
- ~~c. Supervise and monitor the implementation of the CEDS.~~

~~Section 3. Collect and analyze data relevant to economic development to evaluate existing community resources.~~

~~Section 4. Formulate and develop the overall long range economic development goals of the residents of the City of Homer through public hearing process.~~

~~Section 5. Identify specific alternatives or projects to accomplish the City's objectives and recommend priorities.~~

~~Section 6. Review recommendations of the Homer Advisory Planning Commission to encourage a business friendly environment in Homer.~~

~~Section 7. Promote public interest in overall economic development.~~

~~Section 8. Make inquiries regarding matters related to economic development.~~

~~Section 9. Collaborate with other City of Homer advisory bodies, the Homer Chamber of Commerce, Kenai Peninsula Economic Development District, and Kenai Peninsula Tourism Marketing Council in activities of mutual interest.~~

ARTICLE III - MEMBERS

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

Section 2. One City Council member and one Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as consulting, non-voting members.

Section 3. The Mayor, City Manager, City Planner, and/or the Director of the Homer Chamber of Commerce and a representative from the Homer Marine Trades Association may serve as non-voting, consulting members of the Commission.

Section 4. A commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission. The Commission shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;
- Misses two (2) consecutive regular meetings unless excused;
- Is convicted of a felony.

Section 5. Honorary members of the Commission may be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Commission, but may not vote nor shall they be counted in determining the quorum of Commissioners.

ARTICLE IV - OFFICERS

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

Section 3. 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.

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING REGULAR MEETING AGENDA

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (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/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ note any 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. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 4. 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 Chair's discretion or by a majority vote of the members in attendance.

Section 5. Special Meetings and Worksessions may be called by the Special Projects and Communications Coordinator, Chair, or a majority of the Commission. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 7. Four affirmative votes are required to approve any action before the Commission and shall constitute the meaning of "majority vote". The Chairperson may vote upon, and may move or second a proposal before the Commission.

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. The Commission shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

ARTICLE VI - 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 VII - BYLAW AMENDMENTS

Section 1. 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.

Section 2. 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.

ARTICLE VIII – TELECONFERENCING

Section 1. Teleconference meetings:

- a) The preferred procedure for a Commission meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b) There must be a quorum of four members physically present in addition to the telephonic member.
- c) A Commissioner participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d) In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- e) A Commissioner who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to participate telephonically.
- f) The Clerk shall notify the other Commissioners of the Commissioner's intent to participate by teleconference three days prior to the scheduled meeting time.
- g) The means used to facilitate a teleconference meeting must enable each Commissioner participate telephonically to clearly hear, and be heard by, all other Commissioners, and members of the public.
- h) The Clerk shall note in the attendance record all Commissioners participating telephonically.