City of Homer
Agenda
City Council Committee of the Whole
Monday, July 25, 2022 at 5:00 PM
In Person at City Hall Cowles Council Chambers and by Zoom Webinar
https://cityofhomer.zoom.us/j/953097829?pwd=RIVmS1c1YnpUUExhbFE0b0NwSCtqUT09
Or Dial: (669) 900 6833 or (253) 215 8782 or Toll Free (888) 788 0099 or (877) 853 5247
Webinar ID: 953 097 829 Passcode: 234969

CALL TO ORDER, 5:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council’s Operating Manual, pg. 6)

CONSENT AGENDA

REGULAR MEETING AGENDA

DISCUSSION TOPIC(S)

a. Council Operating Manual Update Review

COMMENTS OF THE AUDIENCE

ADJOURNMENT NO LATER THAN 5:50 P.M.
Next Regular Meeting is Monday, August 8, 2022 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.
Memorandum

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: JULY 21, 2022
SUBJECT: COUNCIL OPERATING MANUAL UPDATE

At the 2020 Council Visioning Retreat Council Member Aderhold proposed the Council Operating Manual be revised to flow more logically, aid user friendliness, and include useful information not currently included. This is a project that moved to the back burner during COVID but the need wasn't forgotten. Council Member Aderhold and I have worked through sections and prepared this revised draft for your review. A link to the current version is included at the end of this memo.

Overall:

- The manual has been reformatted, a revised purpose statement was added, and redundancies were taken out so information appears once in its most relevant section.
- The appendices were removed and replaced with references to City Code in the appropriate places.
- The basic agenda layout for advisory bodies was removed as those are found in their orientation packets.
- Council bylaws were taken out and replaced with reference to their location in City Code.
- A table of contents has been added, but not finished. Since sections of the manual are still being adjusted, the table of contents will be completed when the final draft comes to you for adoption.

Specific to sections:

The Policies section remain in place at the beginning with minor revisions as follows:

- Council Relation with City Attorney was re-worded to reflect current practice.
- General Statement of Mayor & Council and Use of City Letterhead policies were combined with no changes to the verbiage.
- Council Member absences was updated to include how to give notice of absence.
- City Council Meetings was expanded to include meeting schedule information.
- Mayor Pro Tem reference to the oath of office was stricken, elected officials are administered the same oath.
- Orientation of New Council Members was changed to add staff members who are involved in orientation.
- Lobbying Activities was updated to reflect current practice.

Procedures and General Information updates include:

- Executive session was updated to include clarifying information to explain what it is, how it works, and to bring awareness to the confidentiality of e-sessions.
- Conflict of Interest, Partiality, and Code of Ethics was reworded and makes the reader aware that HCC 1.18 addresses the topics and how disclosing conflict of interest is dealt with at the meeting.
Open Meetings Act was added as a section and includes a reference to social media.

Agenda and Packet Deadline & Distribution Information updates include edits under Worksessions, Special Meetings and Executive Session and Committee of the Whole as reflected by the strikeout and bold underlined language.

**Recommendation:** Review, discuss, and provide feedback and a final draft will come back to Council for approval.
CITY COUNCIL OPERATING MANUAL

Revised xx/xx/2022
# TABLE OF CONTENTS

CONTENTS ............................................................................................................................................... i

I.   Policies of the Homer City Council ................................................................................................. 3

II.   Procedures & General Information ........................................................................................................... Error! Bookmark not defined.

III.  Open Meetings Act ............................................................................. Error! Bookmark not defined.

IV.   Agenda & Packet Deadlines/Distribution of Information ................................................. Error! Bookmark not defined.

V.    City Council Agenda & Meeting Conduct Guidelines ................................................... Error! Bookmark not defined.
VI. Advisory Bodies

VII. Tablet Usage Policy

VIII. APPENDICES
The City Council Operating Manual was approved by City Council on October 10, 1983 and has been amended regularly by resolution with the growth of the City and Council requirements. This manual is a reference point for directives not appropriately placed elsewhere, a standard operating procedure for questions most frequently asked by Council Members, and an outline and tool for orientation of new Council Members. The balance of these policies are as follows and should be reviewed and updated regularly. The manual is also useful to the public for understanding how the Council operates and what to expect from Council Members.

I. Policies of the Homer City Council

In 1983 the Homer City Council directed that policy directives be drafted to promote routine handling of various categorical business practices. Personnel policies were amended in accordance with policy directives dealing specifically with personnel matters and are found in the City of Homer Personnel Regulations Manual. The balance of these policies are as follows and will be updated regularly.

General Statements
The City of Homer is a first class general law city incorporated March 31, 1964.

Mayor and Council are elected officials. The Mayor is not a member of the Council and may vote only in the case of a tie vote.

The Mayor of the City of Homer presides over meetings of the City Council, has the power to veto action of the Council (which may be overridden with a 2/3 vote of the Council), and acts in an official capacity through the City Clerk.

The City Council is a body of six elected officials empowered by State Statute and Homer City Code to represent the citizenry in decisions on their behalf. Four members of the Council constitute a majority for quorum and voting purposes.

The City of Homer adopted a manager plan form of government. The Homer City Council appoints the Manager by a majority vote of its membership and the Manager takes direction from the Council as a whole.

Policy Directives

- **Council Relations with Employees & Department Heads:**

  The Council acts as a whole, not as individuals, when interacting with employees regarding City business.

- **Council Relation with City Attorney**

  Contact with the Attorney by individual Council Members is expected to be judicious, always considering the fiscal impact. Specific information requested from the City Attorney by an individual must be in writing to the City Attorney and copied to each Council Member. **The City Attorney is hired by Council and Council works with the Attorney through the City Manager.**
Legal opinions on sensitive, controversial, or potentially costly matters will be brought before the full Council for action and should be in written form whenever possible. "Legal Opinions" are defined as paper products and not intended to include advice/information provided verbally. Legal opinions will be given to all members at the same time it is given to the individual member.

When more than one solicited legal opinion exists on the same subject, the City Attorney’s opinion overrides.

- **Council Conduct - Statement of Mayor and Council on Behalf of the City of Homer & Use of City Letterhead**

  Statements of the Mayor and Council on behalf of the City are based on consensus and resolve of the Council body and substantiated by official record.

  **Council Members should not distribute letters independently on City letterhead. Letters sent on behalf of the City Council must come before the Council for review and approval.**

- **Council Member/Mayor Absences**

  Every effort should be made to give advance notice of absences. Absences should be coordinated in order to provide the highest possible attendance at Council Meetings. Notice may be given under Council Member Comments at the end of a council meeting, or by contacting the City Clerk, Mayor, or City Manager.

- **City Council and Commission and Board Minutes**

  It is a general consensus that the official record of proceedings, the minutes of City Council and Commission meetings, will be in the "action" format which state clearly the subject considered and the action. Points made in deliberation shall be reflected only. Individual comments of the Council, Commissions and Board are summarized under "Council Comments", “Commission Comments” or “Board Comments”. Statements for the record are prefaced with a directive that the comment "is for the record." Public Comments, Public Testimony on Public Hearing Items and Audience Comments shall reflect the subject of the comment or testimony, whether the commenter/testifier is for or against the subject of his/her comments/testimony and shall reflect, in synopsis format, any historical perspective.

- **City Council Meetings**

  **Homer City Council meets regularly on the second and fourth Monday of each month. The regular meeting schedule for City Council and Advisory Bodies is adopted annually by resolution and it has been a practice to schedule one Council meeting in the months of July, November and December.** It is the policy of the City Council to avoid holding regular or special meetings on State and Federal holidays. It is the custom of the Homer City Council to cancel the second regular meeting in December.

- **Mayor Pro Tem**

  At the first meeting of the Council following certification of the municipal election each year, there shall be appointed a Mayor Pro Tempore, by majority vote of Council, to act as Mayor during the Mayor’s temporary absence or disability. HCC 2.08.080
The Mayor Pro Tem shall, in the absence of the Mayor, act as Mayor of the City of Homer as though they themselves had taken the Oath of Office of Mayor with all duties, responsibilities and power of the Office of the Mayor for the City of Homer, including agenda deadline and review, appointments to boards and commissions, Mayoral Proclamations and Recognitions, and other duties of the Mayor.

The Mayor Pro Tem, when acting in that capacity, does not lose the privilege or duty to discuss and vote as Council Member.

In the event both the Mayor and Mayor Pro Tem are unable to preside, the most senior member will serve as the Presiding Officer and assume the duties as identified for Mayor Pro Tem.

- **Orientation of New Council Members**

  A general orientation to municipal government, Council conduct and expectations will take place in close proximity to being sworn into office. The City Manager, City Clerk, Information Technology Manager, and Mayor (unless newly elected) is responsible for providing orientation program for newly elected officials.

- **Release of Telephone, Mailing Address and Location of City Council and Commissions**

  It is the policy of the City of Homer to release all available information on any elected official unless otherwise directed by the individual elected official.

- **Fiscal Notes**

  Every action item on Council’s Agenda is to include both negative and/or positive financial impact. If a fiscal note is not required or not applicable the action item is to be so marked. (Memorandum 90-239)

- **Use of City Letterhead**

  Council Members should not distribute letters independently on City letterhead. Letters sent on behalf of the City Council must come before the Council for review and approval.

- **Political Endorsement**

  The Homer City Council takes no position in the endorsement of any political race. Since the Mayor is not a member of the voting body and is an elected official, there is nothing to prohibit his using his title to endorse a political candidate.

- **Lobbying Activities**

  City Council annually adopts by Resolution the City’s five year Capital Improvement Plan (CIP) and Legislative Priorities for the upcoming fiscal year.

  When working with a contract lobbyist or lobbying on behalf of the City, the City Council will adopt resolutions or approve memorandums in support of capital projects or legislation which will direct Council’s position when lobbying on behalf of the City.
When opportunities arise for Mayor and Council Members to lobby on behalf of the City, City staff and/or contract lobbyist will prepare a schedule of meetings with legislators and other State officials to address specific matters related to Council supported capital projects or legislation. If a Council Member chooses to address non-city related legislative issues or positions, they should make separate appointments outside of and so as not to conflict with the staff/lobbyist prepared schedule.

Upon returning from travel on City business, including lobbying trips or other trips made on behalf of the City, the City Manager, Council Members and Mayor will file written reports for inclusion in the next Council meeting packet under Announcements/Presentations/Reports.

Travel Report Narratives are required for all travel and will be included under Announcements/Presentations/Reports.

- Amendments to the Council Operating Manual

Amendments to City Code that are adopted by Ordinance and are referenced in this manual and in the Appendices will be updated by the City Clerk and will not be required approved by resolution. All other amendments to the Council Operating Manual will be approved by resolution.

II. Procedures and General Information

Robert's Rules, Homer City Code (HCC) and Alaska State Statues (AS) govern powers and operations of the Council. Title 29 specifically deals with municipalities; however, other State Statutes can affect specific subjects of consideration. The following is a quick reference for Council Members confronted with the first exposure as an elected government official.

Bylaws

By-laws for Council procedure govern the procedures of the City Council are found in HCC 2.08.040.

Attendance

By-laws for Council procedure provides that Unexcused absences from three consecutive meetings is adequate basis for declaring the seat vacant. Notification of intent to be absent is the primary prerequisite to being excused.

Notification of future absences can be made at any Council meeting under Comments of the Council.

Notification of absence between meetings is accomplished by advising the Mayor, City Clerk or City Manager.

During opening remarks, the Mayor, or designated presiding officers declares the status of any absence for the record.

Council Members may state objections to absences either when authorization for an absence is required by a Council Member or declared excused by the Mayor. HCC 2.08.040(1)(5).

Teleconference

The preferred procedure for City Council meetings is that the Mayor and all Council Members should be physically present at the designated time and location within the City for the meeting. However, physical
presence may be waived and the Mayor and any member(s) may participate in a Council meeting by teleconference, subject to the procedures and limitations provided in HCC 2.08.

Mayor and Council Members may participate may attend a maximum of three meetings telephonically during the twelve month period commencing November 1st of each year.

Mayor or Council Members shall notify the City Clerk at least 5 days prior to the scheduled time for the meeting their request to participate telephonically. The City Clerk will notify the Mayor and Council Members of the request three days prior to the scheduled meeting time.

 Procedures regarding telephonic participation are in HCC 2.08.100-2.08.120.

Executive Session
An executive session is an agenda item of a special or regular meeting that provides an opportunity for Council to meet privately to discuss and possibly provide direction to the City Manager and/or the City Attorney regarding sensitive and confidential issues. Alaska Statutes and Homer City Code governs matters that may be discussed in an executive session as follows:

(1) Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit;

(2) Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

(3) Matters which by law, municipal charter, or ordinances are required to be confidential.

(4) Confidential records, matters involving consideration of government records that by law are not subject to public disclosure. HCC 2.84.040

(5) Attorney-client privilege.

(6) Exemption for adjudicatory deliberations and decision-making.

(7) Organizational votes.

On the Council's Agenda only the Statute number and section are required to be listed as the reason for Executive Session. The issue to be discussed is to be listed in parenthesis after the reason for executive session.

This section is not applicable to quasi-judicial bodies.

A regular or special meeting may be recessed or adjourned to executive session. Future times for executive sessions may be set by motion. A duly constituted, called meeting with a quorum present is required for consideration of an executive session motion. Vote on the motion is taken by roll call and if it passes, Council will enter into executive session.

When the executive session is complete, the Mayor will reconvene in the public meeting and Council may take action if necessary.

Any Council Member, the Mayor or City Manager may place consideration of an executive session on the agenda. When placed before agenda closing, the question is decided by 2/3 vote.

During Executive Session:
It's imperative to remember that discussion that takes place in executive session is confidential and is not to be shared with anyone outside of executive session.

**Conflict of Interest, Partiality, and Code of Ethics**

HCC 1.18.010 explains that the proper functioning of democratic government requires ethical behavior by public officials. Ethics involves the commitment to take individual responsibility in creating a government that has the trust and respect of its citizens. The purpose of HCC 1.18 is to set reasonable standards of conduct for City officials and the City Manager so that the public may be assured that its trust in such persons is well placed and that the City officials and the City Manager themselves are aware of the standards of conduct demanded.

However, recognizing that Homer is a small community, with a limited number of people interested in serving as community leaders, it is not the intent of HCC 1.18 to set unreasonable barriers that will serve only to deter aspirants from public service.

Mayor and Council Members must familiarize themselves with HCC 1.18 to understand when Council business may present a conflict and the process for addressing conflict of interest.

At the meeting after the Mayor announces the business item and before a motion or discussion takes place the Council Member announces they have a conflict of interest and states the conflict and the Mayor will make a ruling on the conflict. The Mayor’s ruling may be overridden by a majority of the Council. A Council Member may move to disqualify another member if they do not disqualify themselves.

If a Council Member is determined to have a conflict of interest, they must leave the dais and return upon completion of the business item.

Key Steps are:

1) notification of substantial financial interest which then leads to

2) Mayor or Presiding Officer determination of whether financial interest is substantial.

To abstain from voting without giving notice may be a disservice to the other Council Members. An abstention counts as a negative vote (Robert’s Rules of Order).

*All procedures regarding conflict of interest and code of ethics are in HCC Chapter 1.18 Conflicts of Interest, Partiality.*

**Council Vacancy**

Alaska Statutes 29.20.180 and HCC 2.08.050 delegate responsibility for the appointment to a vacated Council seat exclusively to the City Council. Upon the Council’s acceptance of a vacancy the City Clerk shall prepare an advertisement soliciting applications for candidates for appointment to the vacated seat to be submitted within a time certain. Applications, which are a public record, shall be submitted on a form approved by Council who shall schedule interviews of the candidates. Upon conclusion of the interviews Council shall appoint in its sole discretion the candidate to fill the vacated seat. A Council Member appointed in accordance with HCC
2.08.050 shall serve until the next regular election, when a successor shall be elected to serve the balance of the term.

**Public Comment/Testimony and Audience Comment Time Limits for City Council, Commission, and Board Meetings**

The meeting chairperson shall note for the audience’s benefit that there is a three minute time limit each time there is a place in the agenda for public comment/testimony or audience comments. Any individual wishing to address the City Council or any of its Advisory Bodies shall adhere to a three minute time limit. It is the responsibility of the Chair to announce under Public Comments, Public testimony on public hearing items and Audience Comments that there is a 3 minute time limit. Time limits may be adjusted by the 2 minutes up or down with the concurrence of the body in special circumstances only such as agenda content and public attendance.

Any person making personal, impertinent, threatening or slanderous remarks or who shall become boisterous while addressing the Council, shall be forthwith, by the presiding officer barred from further audience at the meeting before the Council, unless permission to continue be granted by a majority vote of the Council.

Any Council Member may rise to a Point of Order regarding this issue.

**III. Open Meetings Act**

Alaska Statutes 44.62.310 (AS 44.62.310) requires that all meetings of a governmental body of a public entity be open to the public, and that reasonable notice of such meetings (including regular and special meetings, work sessions, and committee meetings) must be given. This law is commonly referred to as the Open Meetings Act (OMA).

The OMA defines a meeting as a gathering of more than three members, or a majority of the members of the governing body, whichever is less. Public officials should exercise caution when engaged in discussion about municipal issues among themselves outside of a publicly noticed meeting, or on social media. This kind of discussion can be construed as violating the Open Meetings Act.

As a practical matter, people talk to one another about the things they have in common, and Council Members are no exception. When members pass each other on the street or visit one another at home, it is natural that the conversation includes city business. Council Members must be careful not to commit a vote or seek another member’s commitment on an issue before a topic can be discussed at a public meeting. Exchanging information, ideas, and viewpoints can be valuable, but Council Members, and all public officials, must be mindful of the provisions of the Open Meetings Act.

Alaska courts have ruled strongly in favor of the Open Meetings Act. Actions must be taken only at a properly noticed meeting or the actions may be subject to voidance. It can cost cities a great deal of money to defend officials against charges of OMA violations.  *(Excerpt from State of Alaska Primer for City Council Members)*

**IV. Agenda and Packet Deadline and Distribution Information**

**Tentative Agendas and Final Packet Documents**

Tentative and Preliminary Agenda items deadline is 5:00 p.m. on Thursday of the week preceding Council packet week. Type of enactment, a working title, and draft documents must be submitted to the City Clerk before the deadline. Tentative agendas are posted on line the following day and distributed to the Library and City Clerk’s office kiosk.
All final packet materials are due no later than 11:00 a.m. on the Wednesday prior to the Council meeting for packet review.

Any late agenda item from a Council Member not meeting the tentative agenda deadline must have approval from the Mayor for inclusion in the packet.

Agenda and Agenda Packet
The Regular Council Meeting Agenda closes at 11:00 a.m., Wednesday preceding the meeting. Allowances will be made for holidays.

The City Manager, Mayor and City Clerk review the agenda at 11:00 a.m. on Wednesday, preceding the meeting.

Agenda packets are typically posted on the City’s website and available for downloading to devices on Thursdays by 5:00 p.m. but no later than 5:00 p.m. on the Friday preceding the regular meeting.

Special City Council Meeting
Called and agendas established by the Mayor or four (2/3) City Council Members. Adequate notice must be given to provide for materials preparation and delivery of meeting notice thirty-six (36) hours prior to the meeting.

Emergency City Council Meeting
By unanimous consent of quorum, four Council Members, requires justifiable reason, informal agenda - limited to emergency, public notice broadcast as soon as possible and repeated at least two times prior to meeting.

Worksession, Special Meetings, and Executive Sessions
May be called at any time, including beginning at 4:00 p.m. and ending not later than 4:50 p.m. before a Regular Council Meeting, with proper notice to the public. The agenda and packet information may be handed out at the worksession depending on the nature of the session. No formal action may be taken. May be called by Mayor or four Council Members. Public notice requirements are relaxed but should be at least broadcast as soon as possible and repeated at least two addition times prior to the session. Reference: HCC 1.14.

Committee of the Whole
Committee of the Whole (COW) meets prior to every Regular Council Meeting beginning at 5:00 p.m. and ending not later than 5:50 p.m. when scheduled worksessions do not exceed 4:50 p.m. COW provides a forum for Mayor and Council Members to discuss and ask questions of City Department Heads and Division Directors regarding items noticed on the regular agenda and on the COW agenda. This is a device to enable the full Council to give detailed consideration to a matter under conditions of freedom approximating those of a committee. The results of any votes taken are not the final action of the Council and are recommendations. The Mayor shall be the presiding officer. No text may be altered in any agenda item for Council’s Regular meeting; however, amendments may be recommended. No official action is taken at Committee of the Whole.

The Committee of the Whole is the Mayor and Council’s opportunity to ask questions of City Department Heads and Division Directors regarding department issues on the regular agenda.

The agenda shall be noticed the same as a Council’s Regular meeting. Only those matters on the noticed consent and regular agenda shall be considered; however, other items not on the Council’s Regular meeting agenda may be considered if noticed on the Committee of the Whole agenda. The agenda item is received by the City Clerk no later than the Wednesday prior to the meeting. "Old business" shall be added to the
Committee of the Whole agenda and shall be those items that are not on Council's Regular Meeting agenda and that were not discussed at the previous Committee of the Whole meeting due to insufficient time.

V. City Council Agenda and Meeting Conduct Guidelines

Call to Order, Pledge Allegiance
Four Council Members are required for a quorum. The Pledge of Allegiance will be said for recited at all Special and Regular meetings.

Approval of the Agenda
The agenda may be approved by consensus of the Council. Only items on the noticed agenda may be considered. Items may be removed by unanimous consent of the Council. The Mayor will read supplemental items into the record prior to agenda approval.

Mayoral Proclamations and Recognitions
Mayoral recognitions and mayoral proclamations must be approved by the Mayor. A request must be made timely for inclusion in the City Council packet. Official action of the City Council is not taken under this agenda item.

Public Comments on Items Already on the Agenda
The public may comment for three minutes on items listed on the consent agenda or regular agenda, with the exception of public hearing items (heard under public hearings). No prior notice is required to comment. Public must state their first and last name and whether they are a city resident, for the record.

Reconsideration
Reconsideration is an opportunity to bring a motion back before Council after it’s been dispensensed with. A member must have voted on the prevailing side to move for reconsideration.

If a member wishes to reconsider a motion during the meeting that it was voted on, the member may be recognized by the Mayor when no other motions are pending and move for reconsideration. If the motion to reconsider passes, the motion in question is back on the floor at that time.

If the meeting at which the motion was made is over, a member has 48 hours of the decision to give notice of reconsideration to the Mayor, City Manager, or City Clerk. At the next Council meeting reconsideration will be noticed on the agenda and the member will move for reconsideration. If the motion for reconsideration passes the motion will be taken up under Pending Business, Ordinances or Resolutions - depending on the item.

Consent Agenda
Routine and non-controversial items may be included on the consent agenda and the items are approved/adopted with one motion. These items may include minutes approval, advisory body appointments, liquor and marijuana license renewals, travel authorizations, introduction of ordinances, and resolutions of a general nature. Any item on the consent agenda can be moved to the regular agenda for consideration, at the request of a Council Member.

Visitors
Visitor requests must be approved by the Mayor or City Manager. To be placed in the visitor’s category, an outline, letter, or other descriptive material must be provided (timely) for distribution in the City Council Packet. No action is taken under this item and no questions from the audience are permitted.
Announcements/Presentations/Reports
Reports may include, but are not limited to, Kenai Peninsula Borough Assembly report, Advisory Body reports, Worksession and Committee of the Whole reports, Mayor’s report, and Travel reports. No action by Council will be made here, although the Council may request a matter brought to their attention in a report be placed on an agenda for a future meeting.

Public Hearings
Mayor opens the public hearing. The public may comment for three minutes on each public hearing item. No prior notice is required to comment. Public must state their first and last name and whether they are a city resident, for the record. When public comment is complete, the Mayor will close the public hearing and open the floor to Council for action.

Ordinances
Introduction (when not on consent agenda) and subsequent readings of ordinances. Ordinances may be placed on the agenda by the Mayor, Council Members, and City Manager.

City Manager’s Report
The Manager or his designee reports to the City Council. Questions and answers between the Council and Manager are appropriate. Official action is not taken by the Council under this agenda item.

Pending Business
Matters postponed from previous meetings are taken up under pending business, with the exception of subsequent readings of ordinances.

New Business
Matters requiring Council action that are not resolutions or ordinances are taken up under new business.

Resolutions
Resolutions may be placed on the agenda by the Mayor, Council Members, and City Manager.

Comments of the Audience
The public may comment for three minutes on any matter. No prior notice is required to comment. Public must state their first and last name and whether they are a city resident, for the record.

Comments of Attorney, Clerk, Manager, Mayor, Council
Reserved for comments of the City Attorney, City Clerk, City Manager, and Mayor. Each Council Member may comment regarding any subject whether or not on the agenda. This is an appropriate place to note or bring to the attention of the Mayor, Council and Administration any miscellaneous business or point of interest. Miscellaneous announcements, notifications of absence from future Council meetings, and requests for items to appear on the agenda, are other areas appropriately covered. Notice of reconsideration may be given at this time. No action is taken under comments.

Adjournment/Notice of Next Regular Meeting
Meetings will be concluded by or recessed by midnight, unless Council votes to suspend the rules. The balance of any business will be held over until call of the Chair. Notice of the next regular, and/or special meeting will appear on the agenda following "adjournment".

VI. Advisory Bodies
City Council may create or abolish boards and commissions. Council shall create or abolish boards and commissions via ordinance. Council shall establish the number of members of each board or commission, their terms of office, and the purpose for which the board or commission is created via ordinance.

**Appointment to Board & Commissions**
Members of Boards and Commissions are appointed by the Mayor and confirmed by City Council. (AS 29.20.320(b))

Applications for appointment to board and commissions will be on file in the City Clerk's office for those considered for appointment. The Mayor will submit a list the names of those considered to the City Council. Representation of a wide community cross-section is desirable on the commissions and boards. Replacements for vacancies may be recommended by the appropriate Commission or Board.

Appointment of a City representative on a board, commission, etc., that is not advisory to the City is made by the Council.

**Creating Task Forces**
A city task force is a temporary body appointed by the City Council to study or work on a particular subject or problem. Task Forces serve only in an advisory capacity to City Council; they retain no official, independent authority and may not speak or act for the City Council.

Task Forces are created solely by City Council Resolution. At a minimum, the establishing resolution shall:

- Clearly articulate the Task Force purpose, scope of work and deliverables;
- Provide a timeframe for completion. Unless otherwise stated, a task force will cease to exist upon completion of its charge as given by the City Council; and
- Fix an odd number of Task Force members of no less than five and no more than nine.

Additionally, City Council will consider whether it is in the best interest of the City to define requirements for serving on the Task Force such as:

A residency requirement to ensure that membership on the Task Force is representative of people in the community (e.g. all appointees to a task force shall be residents of the City of Homer, defined as maintaining their principal place of residence within Homer City limits or own and operate a business within City limits);

And/or any additional requirements or qualifications (e.g. professional qualifications or stakeholder group representation).

**Appointment Structure**
The Mayor nominates appointees to a Task Force from a list of applicants; nominees must be approved by City Council. All appointees shall serve at the pleasure of the Council and may be removed from their position by a majority of the Council at any time without cause.

Advisory Boards or Commissions may request a Task Force be formed by submitting a memorandum to City Council that includes their recommendations for the items listed above.

**VI. Tablet Usage Policy**

**Purpose**
The City of Homer recognizes that the use of digital communications has become necessary to conduct official business. This policy strives to ensure that the Mayor and Council Members are able to be issued a device which will enable them to utilize digital communications in a manner consistent with their role as an elected official and applicable law.

Ownership
One tablet computer and accessory package (tablet) will be issued to the Mayor and each member of Council. Tablets issued under this policy will remain the property of the City of Homer. The Mayor and members of Council will have no ownership, interest, or right to title of the tablet.

Each recipient issued a tablet is responsible for the security and care of that tablet, regardless of where the tablet is used.

All tablets will be covered by a hardware warranty and supplemental support plan through the manufacturer or a third party. The exact details of the coverage and remaining term will be outlined on the equipment receipt form.

Upon vacating elected or appointed seat, each tablet recipient will ensure that their tablet is returned to the City Clerk, who will ensure that the tablet is reimaged and will reissue the unit to the next holder of that seat.

License Agreements
The City of Homer is the sole licensee of the software included with the tablet. Any copying, modification, merging, or distribution of the software by the recipient, including written documentation, is prohibited. The recipient is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

Liability
Recipients are responsible for all material sent by and/or stored on the tablet issued to them which they will knowingly and intentionally send or store/install. Recipients accept responsibility for keeping their tablet free from all inappropriate or dangerous files.

The City of Homer is not liable for any inappropriate material sent by and/or stored on tablets issued under this policy outside of the scope of use expected by a city official.

Email Usage
The recipient of a device under this policy agrees to conduct all email communications which are stored on this device through their assigned City email account. All emails sent through the City’s email system are archived and retained by the City in a manner consistent with the City’s Record Retention Policy.

Syncing personal email accounts to the issued device, other than the recipient’s assigned City email account, is prohibited.

Acceptable Use
The City of Homer only authorizes use of its tablets in a manner that supports the recipient’s role as an elected official of the City.
The device may only be used for limited personal use; that does not interfere with the ability of the device to be used for official intended purposes.

Use of the tablet for any political use including but not limited to campaigning is expressly forbidden.

**Privacy**

All communications made via devices covered under this policy are subject to disclosure under the Open Records Act or for litigation purposes unless a privilege or exception exists that justify withholding the records.

**Installation of applications**

The installation of applications is limited to applications that are consistent with the terms listed in this policy and are available through the tablet's application store.

Applications will only be licensed and installed by the Information Technology Manager and his staff.

Modification of the tablet's operating system to allow installation of applications not approved by the manufacturer and/or not available through the “application store” is prohibited.

Applications for personal use that do not interfere with city use may be allowed by the IT Manager on a case by case basis.

**Care of the Device**

Recipients are responsible for the general care of the device issued under this policy. The tablet must remain free of any writing, drawing, stickers, or labels that are not property of the City. Only a clean microfiber cloth, like what is used to clean eyewear, should be used when cleaning the screen.

**Loss and Damage**

Recipients of tablets under this policy are encouraged to keep the device safe and in good working order. If a user demonstrates extreme negligence with a device, or loses a replacement device within 18 months of being issued a replacement, then he or she may be financially responsible for the cost of the replacement.

Loss of or damage to a City of Homer tablet and/or accessory must be reported immediately to City staff.

Recipients must not modify, upgrade, or attempt to repair tablets and/or accessories issued under this policy without the express permission of the City of Homer Information Technology Manager. All repairs must be made through the provided protection plan. Repairs not covered by the supplied protection plan which are determined to be caused by negligence, shall be covered by the recipient.

---

The Council Operating Manual has been amended by the following legislative enactments:

<table>
<thead>
<tr>
<th>Reso 95-78(A)</th>
<th>Reso 03-81</th>
<th>Reso 09-116</th>
<th>Reso 21-017(A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reso 00-08</td>
<td>Reso 03-118(A)</td>
<td>Reso 13-035(A)</td>
<td></td>
</tr>
<tr>
<td>Reso 01-24</td>
<td>Reso 03-140</td>
<td>Reso 16-122</td>
<td></td>
</tr>
<tr>
<td>Reso 01-08(S)</td>
<td>Reso 06-54</td>
<td>Reso 19-012(S)(A)</td>
<td></td>
</tr>
<tr>
<td>Reso 01-61</td>
<td>Reso 06-115(A)</td>
<td>Reso 19-051</td>
<td></td>
</tr>
</tbody>
</table>

---