



City of Homer

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Memorandum 19-033

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: FEBRUARY 6, 2019
SUBJECT: COUNCIL OPERATING MANUAL UPDATES

The last three Resolutions amending the Council Operating Manual have been prompted by amendments to City Code that are included in the manual. This amendment relates to the amendment to the telephonic participation process.

In considering the code excerpts and whether it's more beneficial to include them in the manual, or to save space and simply reference the relevant sections of City Code, a compromise seems to be including them in an appendix at the end for easy reference, if needed.

Another consideration was if it's necessary to bring forward a resolution to change code in the manual that has already been approved by ordinance. This version of the operating manual proposes language that allows the City Clerk to update the appendices only when those sections of code are amended by ordinance. Once the update is complete the Clerk would email Mayor and Council a link to the update manual for review and reference. All other changes would have to come before the Council for approval.

In spending time working with the Council Operating Manual I have come across things that seem like they might fit better in another section, language that is inconsistent with similar language in other sections, language that seems out dated, and language that appears to be left over from other amendments and no longer applies.

Also, after Mayor Castner took office and spent time reviewing the manual he provided some suggestions to be considered.

This memorandum includes line number references to help identify the amendments and the reason behind each one.

Line 81 is language that carried over from a previous version, there is no longer a section 6.

Line 93 is a minor clerical edit

Line 106 clarifies who will preside over the meeting in the event both the Mayor and Mayor Pro Tem are absent.

Lines 112 through 125 clarifies the process for appointments to advisory bodies. The reference to the Economic Development Commission Appointment is something that carried over from a previous edition and is unnecessary language.

Lines 138-41 are moved to Line 369 with the other reference to liquor licenses process.

Line 145 was amended to delete the first section as it seems irrelevant 28 years later. The memo at the end identifies where the section came from if research is needed.

Line 152-154 was amended as the Mayor requested clarification regarding City Letterhead.

Line 179 was amended to correspond with Line 603 amendment changing the title of item 8

Line 185 is amended to strike reference to an attached format. In researching past manuals the last one I found that included an attached format was 1986.

Line 195 is amended to remove language relating to Finance verifying expenses etcetera. Travel reimbursements are addressed in the procurement manual and if Council feels it needs to be addressed in the manual an amendment can be made or it can be addressed in a future amendment.

Lines 199-220 Committee of the Whole are removed from this section and placed under General Agenda and Packet Distribution Information. Resolution 09-115(A) indicates this location and it seems to be more relevant under this heading.

Lines 222-227 are amendments to identify code sections that have been put into appendices and to allow the City Clerk to update the manual when an ordinance is adopted.

Lines 266, 339, and 1042 reference significant sections of code that were placed throughout the manual that have been moved to appendices for ease of reading, reference, and updating when City Code is amended.

Line 347 and 351 are amended to Presiding Officer as requested by the Mayor.

Lines 369 begins the liquor license information moved from line 138-141.

Line 546-549 are amended to be consistent with Public Comments starting on line 347. This language was adopted by Resolution 06-115(A)

Line 603 amends the title of Item 8 to better identify the section being used as one for a varying list of reports.

Line 608 is amended to allow some flexibility to include various reports as needed.

Lines 613 (end of) and 614 are deleted.

Line 619 -622 are amended to update old language that has carried over from previous editions of the manual.

Line 624-627 are amended to be consistent with amended to be consistent with Public Comments starting on line 347. This language was adopted by Resolution 06-115(A).

Lines 670-672 are amended at the request of the Mayor.

Line 677-680 language is deleted because after 27 years it seems irrelevant.

Lines 687-690 are amended to be consistent with Public Comments starting on line 347. This language was adopted by Resolution 06-115(A)

Lines 794 old language is deleted that has carried over from previous editions of the manual.

Line 1098 references and old process. Most of these manuals are available on line and can be accessed with iPads issued to Councilmembers.

Line 1107 Item D on line is not something the Clerk's Office maintains any longer.

Line 1127 is updated language

Lines 1131-1135 references old process. Most of these manuals are available on line and can be accessed with iPads issued to Councilmembers.

Line 1137 is added language to let Councilmembers know where they can find the Resource Materials listed.

Line 1269 begins the Appendices sections.