



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum 22-155

TO: MAYOR CASTNER AND HOMER CITY COUNCIL
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: SEPTEMBER 2, 2022
SUBJECT: 2022 COUNCIL OPERATING MANUAL UPDATE

Council reviewed the 2022 Council Operating Manual Update at their July 25th Committee of the Whole the Whole Meeting. The following changes are reflected in this final draft presented for Council's approval.

Line 73 – Information regarding Title 29 was added (Council Member Lord)

Line 81 – Information regarding attendance at AML (Council Member Aderhold)

Line 187 - Reference to political agendas (Council Member Erickson)

Line 332 - Reference to Emergency Operations (Mayor)

Line 340 – Annual review information (Council Member Aderhold)

Line 385 - Cleaned up emergency meetings verbiage (Council Member Lord)

Line 389 - Remove special meetings from this section, its referenced in different section and this paragraph is specific to worksessions, not special meetings (Clerk)

Recommendation: Adopt resolution approving the 2022 Council Operating Manual updates.

Attachments: FEMA Fact Sheet
July 25th Committee of the Whole Memorandum



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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.

[Current 2021 Council Operating Manual](#)



FEMA

Fact Sheet

Revised: March 2007
NIMS Integration Center
202-646-3850

ELECTED OFFICIALS: WHAT YOU NEED TO KNOW ABOUT NIMS

The National Incident Management System (NIMS) was published by the Department of Homeland Security on March 1, 2004. It provides a comprehensive and consistent national approach to all-hazard incident management at all jurisdictional levels and across all functional emergency management disciplines.

Since most incidents occur and are handled by local government, the support of elected and appointed officials in the NIMS implementation process is crucial to the nation's success in preventing, preparing for, responding to and recovering from disasters – regardless of their cause.

The benefit of NIMS is especially evident at the local level, when the entire community prepares for and provides an integrated response to an incident. Elected and appointed officials need to be involved in all aspects of NIMS implementation to include the following:

- * Adopt NIMS at the community level for all government departments and agencies and encourage NIMS adoption and use by associations, utilities, non-government organizations and the private sector.
- * NIMS should be adopted through executive order, proclamation, resolution, or legislation as the jurisdiction's official all-hazards, incident response system.

The NIMS necessitates the use of the Incident Command System, the multi-agency coordination systems and a public information system. All these command and management systems rely on the direct involvement of elected and appointed officials in a community during an incident.

When implementing NIMS, all emergency plans and SOPs must incorporate NIMS components, principles and policies, including emergency planning, training, response, exercises, equipment, evaluation, and corrective action plans. Elected and appointed officials of a community need to be directly involved in these NIMS preparedness elements, especially when the community exercises its emergency management policies, plans, procedures and resources.

Jurisdictions will be required to meet the FY 2006 NIMS implementation requirements as a condition of receiving federal preparedness funding assistance in FY 2007. However, it is important to recognize that the NIMS is a dynamic system, and the doctrine as well as the implementation requirements will continue to evolve as our emergency management capabilities nationwide change based on the hazards and threats of the nation.

The NIC strongly recommends that elected and appointed officials complete IS-700 NIMS: An Introduction and ICS-100: An Introduction to ICS training courses. They are available online at:
<http://training.fema.gov/emiweb/IS/crslist.asp>

Supersedes Fact Sheet, Elected Officials, What You Need to Know About NIMS, dated Dec. 2005

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