



MEMORANDUM

CC-26-123

Draft updates to City Council Operating Manual

Item Type: Action Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: June 16, 2026
From: Amy Woodruff, City Clerk
Through: Melissa Jacobsen, City Manager

BACKGROUND:

The City Council Operating Manual states that it will be reviewed annually in June. Councilmember Aderhold and City Clerk Woodruff reviewed the manual in May and met to draft suggested edits and additions. Chief Technology Officer Jirsa reviewed the Tablet Usage Policy section of the manual.

This is an opportunity for Council to make any other recommendations for changes. The resolution to approve the changes will be introduced at the July 27th Council meeting.

RECOMMENDATION:

Review the suggested edits to the operating manual and make any additional recommendations for edits.

ATTACHMENTS:

2022 City Council Operating Manual with 2026 draft edits

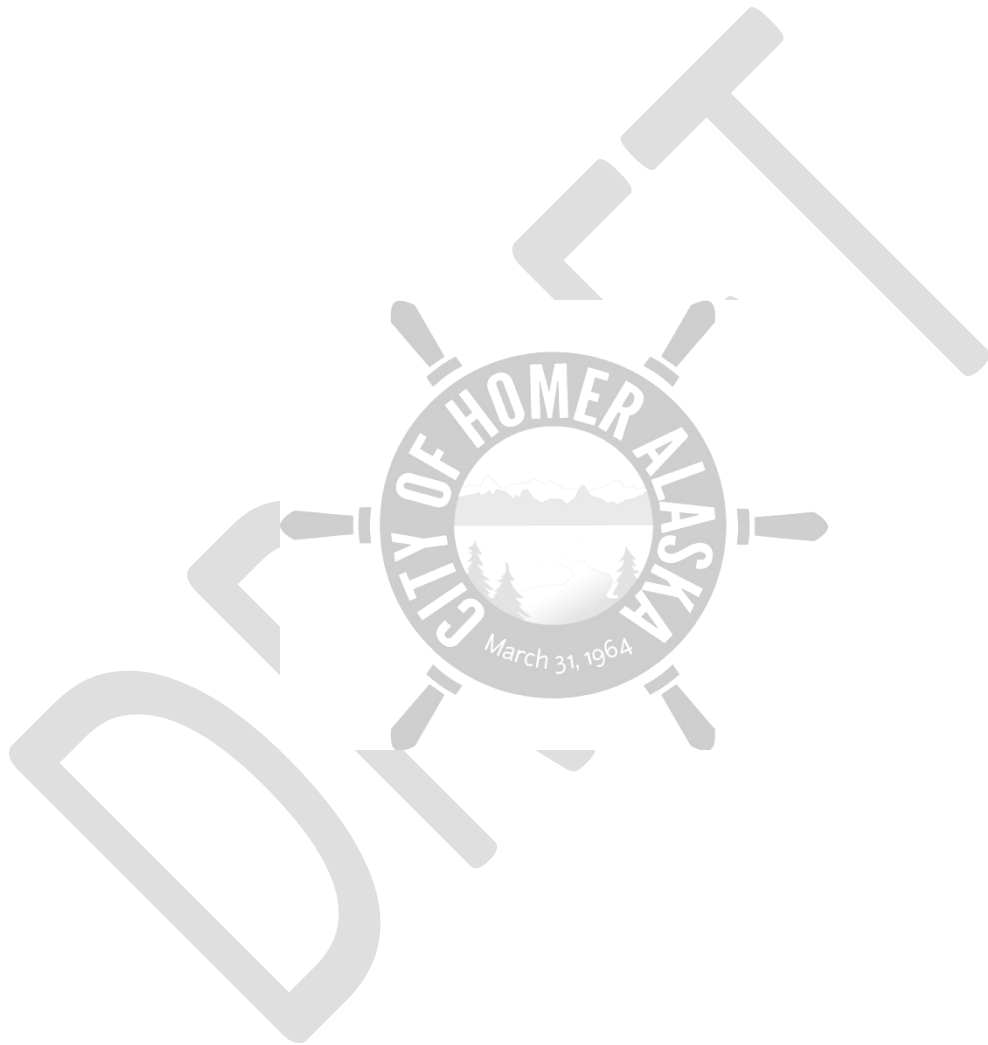
Memorandum
City Council
June 16, 2026

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CITY COUNCIL OPERATING MANUAL

Approved by Resolution 22-070



CITY COUNCIL OPERATING MANUAL

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DRAFT



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

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.

Alaska Statute Title 29 is the chapter that addresses municipal government. Mayor and Council Members are strongly encouraged to familiarize themselves with Title 29 and the rules that are explicit in the statute.

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.

Elected Officials from Homer typically take part in the Alaska Municipal League (AML) Annual Conference (December), Winter Legislative Conference (February), and Summer Legislative Conference (August). The Annual Conference is held in Anchorage and provides valuable training for newly elected officials, opportunities for city leaders to meet on a wide variety of topics important to municipalities across the state, and voting to set municipal legislative priorities. The Winter Legislative Conference, held in Juneau during the legislative session, is an important opportunity to hear from state agencies and to meet with state legislators on city priorities. The Summer Legislative Conference rotates among municipalities and discussion topics vary based on current legislative issues.

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. 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~~ **they are** given to the individual member.

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

- [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.

- [Policy on the use of Artificial Intelligence](#)

To uphold public trust and the integrity of Council decision-making, all information presented to the Council and/or City Advisory Bodies must be accurate and verifiable. Elected and appointed officials are solely responsible for the content of any materials they submit, regardless of whether artificial intelligence (AI) tools were used in their preparation. It is not acceptable to present or enter into the public record any AI-generated information that has not been verified, reviewed and determined to be accurate and appropriate for official use.

Where AI tools are used to generate content that is substantially incorporated into a document with minimal modification, elected and appointed officials shall provide appropriate disclosure of that use. This disclosure expectation does not apply to incidental uses of AI tools for editing, formatting, or limited assistance in research or drafting where the official remains the primary author of the final product. No confidential information provided to elected or appointed officials shall be entered into any AI tools at any time for any reason. (Resolution 26-031)

- [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 **and to schedule no meetings in** December. It is the policy of the City Council to avoid holding regular or special meetings on State and Federal holidays.

- [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 (**Mayor Pro Tem**), 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 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~~ **Chief Technology Officer**, and Mayor (unless newly elected) is responsible for providing orientation for newly elected officials.

- [Release of Telephone, Mailing Address and Location of City Council and ~~Commissions~~ Commissioners](#)

It is the policy of the City of Homer to release all available information on any elected **or appointed** 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)

- [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.

- [Political Agendas](#)

The City Council will not take positions that adversely affect the City of Homer.

- [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 opportunities arise for Mayor and Council Members to lobby on behalf of the City, City staff and/or the 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 Council Members and Mayor will file written reports for inclusion in the next Council meeting packet 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 require approval 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 Statutes (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 govern the procedures of the City Council and are found in HCC 2.08.040.

Attendance

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.

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 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.

All 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 govern 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;
- (5) Attorney-client privilege;
- (6) Exemption for adjudicatory deliberations and decision-making; and
- (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 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.

During Executive Session:

- (1) Stick to the issue
- (2) No action; limited exceptions
- (3) Decision-making in adjudicatory proceeding (quasi-judicial matters) **is only permitted in executive session when it pertains to a quasi-judicial matter**

It is 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. **Council Members participating in Executive Session via teleconference must ensure that they have adequate privacy to prevent disclosure of confidential information.**

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 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.

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

Council Vacancy

Alaska Statute 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 three-minute time limit. Time limits may be adjusted by two minutes up or down with the concurrence of the body in special circumstances only such as agenda content and public attendance.

Emergency Operations

The Mayor has the authority to declare an emergency as outlined in the City's Emergency Operations Plan (EOP). The EOP outlines the role of the Mayor and Council Members in the event of an emergency within the City of Homer. The Mayor and Council Members are strongly encouraged to familiarize themselves with the National Incident Management System (NIMS) and complete IS-700 NIMS: An Introduction and ICS-100 AN Introduction to ICS Training Courses available online at <http://training.fema.gov/emiweb/IS/crslist.asp>

Updates to the Council Operating Manual

The Council Operating Manual will be reviewed annually in June. Any revisions will be adopted by resolution.

III. Open Meetings Act

Alaska Statute 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 OMA.

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 OMA.

Alaska courts have ruled strongly in favor of the OMA. 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~~ **Adapted** 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 online 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~~ **5:00 P.M. on the Tuesday** 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~~ **5:00 P.M. on the Tuesday** 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 **Tuesday or** Wednesday preceding the meeting.

Agenda packets are typically posted on the City's website and available for downloading to devices **tablets** 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

Special Meetings may be 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

Emergency Meetings may be called by unanimous consent of a quorum of Council, four Council Members. An Emergency Meeting requires a justifiable reason, and the agenda will be limited to the emergency matter. Public notice broadcast as soon as possible and repeated at least two times prior to meeting.

Worksession

A worksession 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. A worksession may be called by the Mayor or four Council Members.

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. 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. No official action is taken at Committee of the Whole.

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 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, except for public hearing items (heard under public hearings). No prior notice is required to comment. Members of the 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 has been dispensed 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 **until** 48 hours **of** **after** 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.~~ **Any materials used during a visitor presentation must be provided to the City Clerk to be included**

in the record of the meeting. Each visitor is limited to 10 minutes. 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. **Each presentation or report is limited to 5 minutes.**

Public Hearings

The Mayor opens the public hearing. The public may comment for three minutes on each public hearing item. No prior notice is required to comment. The 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 the 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 City 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, except for 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. Members of the 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 **it is** 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 10:00 p.m. 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.

Applications for appointment to boards 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.

Board and Commission bylaws provide conditions under which an appointment is vacated. An appointed member of a board or commission may also be removed by a two-thirds vote of Council for a violation of their oath of office.

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 **the** membership ~~on~~ **of** 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 can be issued a device **tablet** 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. **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.**

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 **reset and prepared for** 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.~~ **Recipients are responsible for using the tablet in accordance with this policy and applicable law. The City reserves the right to restrict, remove, or remediate content or use that presents a security, legal, or operational risk.**

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.

Email communications related to City business must when practicable be conducted through the recipient's assigned City email account, which the City will configure on the tablet. Emails sent or received through the City's email system are subject to retention, monitoring, and disclosure in accordance with applicable law and the City's Records Retention Policy.

City-issued tablets may not be configured to connect to personal email accounts. Use of a personal email account to conduct City business does not exempt those communications from applicable public records laws. All such communications may be subject to disclosure in accordance with law.

If City business is conducted using a personal email account, the recipient is responsible for ensuring that those communications are preserved and provided to the City in accordance with records retention requirements.

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 **Limited** personal use **of the tablet is permitted as long as** that **use** does not interfere with the ability of the device **tablet** to be used for official intended purposes.

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

Privacy

Recipients should be aware that the technology and data used to conduct City business are the property of the City and should not be assumed to be private. The City may monitor tablets for compliance with security, operational, or legal requirements. All communications made via device **tablets** 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 **justifies** withholding the records.

Configuration

Recipients acknowledge that City-issued tablets are subject to administrative access and control as necessary to support security, maintenance, and legal compliance. Administrative access includes applying required updates, enforcing security settings, and maintaining consistent baseline configurations. Recipients are prohibited from taking any measures to prevent the City from accessing its equipment or data.

Access to tablets must be secured with a City-approved authentication method. Where available, multifactor authentication (MFA) shall be required for access to City systems and applications.

All applications must be reviewed and approved by the Chief Technology Officer prior to installation and must be obtained from authorized sources.

Installation of applications

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~~ **tablet** safe and in good working order. If a user demonstrates extreme negligence with a ~~device~~ **tablet**, or loses a replacement ~~device~~ **tablet** 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. **Any suspected loss, compromise, unauthorized access, or data security incident involving tablets must be reported promptly to City. Timely reporting is essential to allow IT staff to assist with locating the tablet and coordinating appropriate responses to unauthorized access.**

Recipients must exercise reasonable care when connecting tablets to home or public networks and avoid using unsecured networks altogether.

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 **Chief Technology Officer**. 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:

Reso 95-78(A)	Reso 03-81	Reso 09-116	Reso 21-017(A)
Reso 00-08	Reso 03-118(A)	Reso 13-035(A)	Reso 22-070
Reso 01-24	Reso 03-140	Reso 16-122	Reso 26-031
Reso 01-08(S)	Reso 06-54	Reso 19-012(S)(A)	
Reso 01-61	Reso 06-115(A)	Reso 19-051	