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CITY OF HOMER  
HOMER, ALASKA  
ORDINANCE 80-4

AN ORDINANCE REVISING AND UPDATING CODE PROVISIONS PERTAINING TO THE ADMINISTRATIVE ORGANIZATION OF THE CITY GOVERNMENT AND PROVIDING FOR THE OFFICERS OF THE CITY.

WHEREAS, in conjunction with a contract with a professional codification firm to review and modernize the Homer City Code, the administration has reviewed various provisions for consistency with current practices, and,

WHEREAS, current Homer City Code provisions concerning the administration of the city government have not been thoroughly reviewed and revised since originally passed in 1966, and,

WHEREAS, the City's administrative organization and management are designed to meet the needs of the community and the level of services provided by the City and current Code provisions do not reflect the present administrative organization, and,

WHEREAS, it is desirable for the City Code to be consistent with the organizational needs of the city government,

THE CITY OF HOMER ORDAINS:

Section 1. Sections 3-300.2 (a), (f) and (g) are hereby repealed and reenacted to read:

Sec. 3-300.2.

(a) He is the executive and administrative officer of the City and he shall perform those duties as specified below, prescribed by State law and as directed by Council.

(f) He shall supervise the enforcement of ordinances and resolutions and the execution and administration of all contracts entered into by the City and see that provisions of all franchises, permits, leases and privileges granted by the City are observed.

(g) He shall appoint and remove all other officers and employees of the City, except that the appointment of the City Clerk, City Treasurer, City Attorney and Chief of Police shall be confirmed by the City Council; and he shall have supervision and control over them and their work with the power to transfer an employee from one department to the other. He shall supervise all City departments to the end of obtaining the utmost efficiency in each of them.

Section 2. Section 3-400.3 DESIGNATION AND FUNCTION OF DEPARTMENTS of the Homer City Code is hereby repealed and reenacted to read as follows:

Sec. 3-400.3. DEPARTMENTS -- CREATION AND FUNCTIONS  
The following city departments are established and their functions are as set forth.

a) Department of Administration. The major functions of this department are in the area of administrative ordinances, resolutions, regulations, records management, administrative

support services, elections, legal matters, correspondence and cooperation with other government agencies, City Council business, personnel administration, planning administration, and other related administrative matters. Divisions within this department will include the Office of the City Manager and Office of the City Clerk and the City Attorney.

b) Department of Finance. The major functions of this department are in all matters of finance -- bookkeeping, accounting, auditing, billing, payrolls, budget preparation, insurance, banking, bonding, public service rates, providing financial reports and other related matters. Included in this department is the Office of the City Treasurer.

c) Public Safety Department. The Department of Public Safety consists of two divisions, the Police Department and the Fire Department. The main functions of each division are as follows:

1. Police Department. The main functions of the Police Department are to apprehend and arrest and bring to justice all violators of the ordinances of the City; to suppress all riots, affrays, and unlawful assemblies which may come to their knowledge, and generally to keep the peace; to serve all warrants, writs, executions, and other process properly directed and delivered to them; to apprehend and arrest persons violating federal or state law as provided by law, and to turn them over to the proper authorities; and in all respects to perform all duties pertaining to the offices of policemen.

2. Fire Department. Functions of the Fire Department are to be provided under contract with the Homer Volunteer Fire Department, Inc. The status of the Fire Department is that of an independent contractor.

d) Department of Public Works. The major functions of this department are operating, maintaining and constructing when needed, public facilities such as the water system and treatment facilities, the sewer system and treatment facilities, parks, cemeteries, streets and highways and other related city owned facilities.

e) Port Department. The major functions of this department are the operation of the City of Homer Port and Harbor facilities including docks, warehouses, inner harbor facilities, supervising administration of leases and agreements for use of the port and harbor facilities, collecting user fees, enforcing regulations and other related matters.

f) Library Department. The major functions of this department are the operation of the Homer Library, including control and supervision of library use, acquisition of library property and other related matters.

g) Special Services Department. The major functions of this department are in the area of special services or facilities including supervision and operation of the city sponsored recreation programs, city sponsored programs relating to health and/or welfare, and the cooperation and coordination with other local, state and federal agencies providing similar related facilities, services or programs.

Section 3. Article IV., Chapter 3, Administration of the Homer City Code is amended by adding the following new section:

Sec. 3-400.4. DEPARTMENTS -- POLICIES, REGULATIONS AND PROCEDURES. Unless otherwise provided policies and provisions may be established, subject to the approval of the City Council, which govern the management of city departments. Such policies

and regulations include the personnel rules and credit policy. In addition, operating procedures, subject to the approval of the City Manager, may be established which direct the daily operations of individual departments.

Section 4. Article VI. -- OFFICERS. is added to the Homer City Code which shall read as follows:

Sec. 3-600.1. OTHER CITY OFFICERS. In addition to the City Manager, the officers of the City of Homer are the City Clerk, the City Treasurer, the City Attorney and the Chief of Police.

Sec. 3-600.2. CITY CLERK. The City Clerk shall:

1. Give notice of the time and place of meetings to the assembly or the council and to the public.
2. Attend meetings and keep the journal.
3. Arrange publication of notices, ordinances, and resolutions.
4. Maintain and make available for public inspection an indexed file including the municipal ordinances, resolutions, rules, regulations, and codes.
5. Attest deeds and other documents.
6. Perform other duties specified in this title or prescribed by the City Manager or by the governing body.

Sec. 3-600.3. THE CITY TREASURER.

1. The treasurer is the custodian of all municipal funds. He shall keep an itemized account of money received and disbursed. He shall pay money on vouchers drawn against appropriations.
2. The treasurer shall give bond to the municipality in a sum which the assembly or council directs.
3. Shall perform other duties specified in this title or prescribed by the City Manager or by the governing body.

Sec. 3-600.4. THE CHIEF OF POLICE. The Chief of Police shall:

1. Be responsible for the enforcement of law and order.
2. Direct the police training and police work of the city.
3. Arrange for the attendance of one or more police officers at every fire, to preserve order and to prevent theft and destruction.
4. Cause the streets and alleys of the city to be inspected regularly, and cause all nuisances, obstructions or impediments therein to be removed, and cause offenders to be prosecuted when necessary to abate such nuisances.
5. Receive and deliver all notices and papers to members of the city council and to the City Manager (Mayor) and officers appointed by either, when requested by the City Clerk, and make due return thereof.
6. Be responsible for the maintenance and care of all property used by the Police Department.
7. Investigate, or cause to be investigated, the cause and circumstances of any accident occurring for which the city may be liable; instruct all police officers to report to him such accidents; and notify the city attorney promptly of all such accidents.
8. Investigate promptly all applicants for any license or permit when such application requires certification by the police chief, and either deliver promptly to the City Clerk a certificate approving such license or permit, or promptly advise the City Clerk of his refusal to so certify.
9. Maintain and staff the city jail and be responsible for the prisoners.

10. At least monthly turn over to the Finance Department all bail deposits, fines, impounding and towage and storage fees, other fees and all moneys received by the department, subject to such rules as may be prescribed by the City Manager.

11. Perform such other duties as shall be required of him by the City Manager.

Section 5. Article I, Chapter 9 and Sections 9.200.1, 9-200.2 and 9-200.3, PUBLIC SAFETY DEPARTMENT are hereby repealed.

Section 6. Section 14-100.1. DEPARTMENT OF PUBLIC WORKS. is hereby repealed.

Section 7. Section 3-500.1 CITY ATTORNEY - GENERAL is hereby repealed and reenacted to read as follows below; however, paragraphs (a) through (e) are retained in their entirety.

Sec. 3-500.1. CITY ATTORNEY - GENERAL. The City Attorney shall act as legal advisor to and be attorney and counsel for the City. His duties and responsibilities shall be as follows:

CITY OF HOMER

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Leo Rhode, Mayor

ATTEST:

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Kathleen F. Herold, City Clerk

First Reading 2/11/80

Public Hearing 2/25/80

Second Reading 2/25/80 Repealed

Effective Date \_\_\_\_\_