

CITY OF HOMER
HOMER, ALASKA

ORDINANCE 85-26

AN ORDINANCE CREATING THE DEPARTMENT OF FINANCE
TO BE HEADED BY THE DIRECTOR OF FINANCE/CITY
TREASURER.

WHEREAS, Section 1.40.010 of the Homer Municipal Code provides for subdivisions of the City government known as departments, and provides for the appointment of a director to head the department; and

WHEREAS, the Department of Finance has not been formally created with the Director of Finance/City Treasurer as the Department Head; and

WHEREAS, the Director of Finance/City Treasurer, Christopher L. Newby, has been appointed by the City Manager and confirmed by the City Council.

NOW THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Chapter 1.41 of the Homer Municipal Code is hereby enacted to read as follows:

Chapter 1.41
Department of Finance

Sections:

1.41.010	Department - Created
1.41.020	Director - Appointment and Confirmation
1.41.030	Director - Duties and Responsibilities

1.41.010 Department - Created. There is created a Department of Finance of the City of Homer.

1.41.020 Director - Appointment and Confirmation. The Department of Finance shall be under the direction of the Director of Finance who shall be the ex officio City Treasurer, and who shall be appointed by the City Manager and confirmed by the City Council.

1.41.030 Director - Duties and Responsibilities. The Director of Finance shall:

- A. Administer the Department of Finance;
- B. Formulate, recommend and administer City financial policies and procedures;
- C. Ensure accountability for, and act as the custodian of all municipal funds, and keep an itemized record of money received, invested and disbursed;

- D. Administer all City insurance programs and policies;
- E. Prepare all necessary financial reports;
- F. Prepare operating, maintenance and capital budgets for presentation by the City Manager to the City Council;
- G. Provide administrative, financial and data processing support to other City Departments;
- H. Administer all City property leases and rentals;
- I. Provide for an internal audit program;
- J. Provide for centralized procurement support to other City Departments;
- K. Provide program management and coordination services to the administrative and economic development programs.
- L. Assume the duties and responsibilities of the City Manager in his absence.
- M. Provide other services, perform other duties, and carry out special projects as directed by the City Manager.

CITY OF HOMER



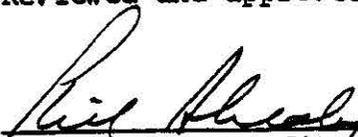
Wayne Kessler, Mayor

ATTEST:



Narda Koby
Acting City Clerk

Reviewed and approved as to form and content:


Phil C. Shealy, City Manager


A. Robert Hahn
City Attorney

Date: 8/8/85

Date: 7-22-85

First Reading: 7/22/85

Public Hearing: 8/12/85

Second Reading: 8/26/85

Date of Adoption:

Effective Date: