

CITY OF HOMER, ALASKA
ORDINANCE NO. 90 - 6

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, REPEALING AND REENACTING CHAPTER 1.41 OF THE HOMER CITY CODE, RELATING TO THE DEPARTMENT OF FINANCE, AND AMENDING SECTION 1.20.020 g., AND ADDING A NEW CHAPTER 1.34 RELATING TO THE APPOINTMENT AND DUTIES OF THE OFFICE OF TREASURER.

WHEREAS, funding for the Director of Finance position was eliminated from the 1990 budget by the Homer City Council; and

WHEREAS, the need exists to clarify the duties of and appointments to the position of City Treasurer and to clarify the functions of the Department of Finance;

NOW THEREFORE, BE IT ORDAINED by the City of Homer, Alaska;

Section 1. Chapter 1.41, Department of Finance is hereby repealed in its entirety and reenacted to read as follows:

Chapter 1.41

DEPARTMENT OF FINANCE

1.41.010 Department - Created. There is created a Department of Finance of the City of Homer headed by the City Manager, unless the Council by motion or resolution authorizes the appointment of a Director of Finance.

1.41.020 Department - Duties and Responsibilities. The Department of Finance shall;

- a. formulate, recommend and administer city financial policies and procedures; and
- b. provide other services and perform other duties as directed by the City Manager.

Section 2. A new Chapter 1.34, City Treasurer, is hereby added to the Homer City Code to read as follows:

Chapter 1.34

CITY TREASURER

1.34.010 Treasurer and Deputy Treasurer - Appointments. The Treasurer and Deputy Treasurer shall be appointed by and serve at the pleasure of the City Manager. They shall be confirmed by the Council annually during the first meeting in January, and whenever the appointment becomes vacant or whenever the City Manager deems it appropriate to change the appointment.

1.34.020 Treasurer and Deputy Treasurer - Responsibilities.

- a. The Treasurer shall serve as the custodian of all city funds pursuant to AS 29.20.390.
- b. The Treasurer and Deputy Treasurer shall be signatory to all municipal accounts.
- c. The Treasurer shall review and present a report on the annual audit for Council review.
- d. The Treasurer and Deputy Treasurer shall perform other duties as directed by the City Manager.
- e. The Deputy Treasurer shall serve as Treasurer in the absence of the Treasurer.

Section 3. Section 1.20.020 g. of the Homer City Code, establishing some of the powers and duties of the City Manager, shall be amended to read as follows:

- g. He shall appoint and remove the heads of all departments, boards, bureaus and all other officers and employees of the city, except the City Attorney who shall be appointed by and serve at the pleasure of the Council, and he shall have supervision and control over them and their work with power to transfer an employee from one department to the other. He shall supervise all other city departments to the end of obtaining the utmost efficiency in each of them.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA,
this 9th day of April, 1990.

AYES: 6
NOES: 0
ABSENT: 0
ABSTAIN: 0

THE CITY OF HOMER, ALASKA

John P. Calhoun
John P. Calhoun, Mayor

ATTEST:

Mary L. Shannon
Mary L. Shannon, Deputy City Clerk

First Reading: 03/12/90
Public Hearing: 03/29/90
Second Reading: 04/09/90
Effective Date: 04/10/90

Reviewed and approved as to form and content:

Pat J. Whelan
City Manager
Date: 4/10/90

Gordon J. Tans, Perkins Coie
Date: _____

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. (Ord. 85-26 §1 (part), 1985).

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. (Ord. 85-26 §1(part), 1985).

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 to the administrative and economic development programs;
- l. Provide other services, perform other duties, and carry out special projects as directed by the City Manager. (Ord. 89-23(S) §2, 1989: Ord. 85-26 §1(part), 1985).

THIS IS THE WAY THE FINANCE DEPARTMENT ORDINANCE PRESENTLY READS IN THE HOMER MUNICIPAL CODE.