



City of Homer

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Office of the City Manager

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Memorandum 21-005

TO: Mayor Castner and Homer City Council
FROM: Rob Dumouchel, City Manager
DATE: December 16, 2020
SUBJECT: Acting City Manager Appointment for 2021 (Resolution 21-001)

Each year the City Manager must appoint an Acting City Manager, subject to City Council confirmation, to serve whenever the City Manager is not available. This action is required by Homer City Code 2.04.010(b).

Planning Director Rick Abboud has served as Acting City Manager since May 2017. Mr. Abboud has served well in this capacity and had a particularly challenging assignment in 2020 filling in as both Acting and Interim City Manager for an extended period of time while the City did not have a permanent City Manager in place. I would like to commend him for his service to the City.

For 2021, I am appointing City Clerk Melissa Jacobsen to fill this position. I am very certain that Ms. Jacobsen will be able to provide a high level of service to Council and the public when called upon to serve in this capacity.

Additionally, I have included a list in Resolution 21-001 which clarifies who would fill the Acting City Manager position in an instance where both myself and the Acting City Manager are not available to serve. While it is unlikely to be necessary to advance down this list, the pandemic has highlighted the need to have a clear line of succession in case a large number of staff become ill at the same time. The order of succession that I have proposed includes each department head and is ranked in order of seniority.

1. Police Chief Mark Robl, 36 years
2. Harbormaster Bryan Hawkins, 21 years
3. Finance Director Elizabeth Walton, 3 years
4. Fire Chief Mark Kirko, 1.5 years
5. Public Works Director Jan Keiser, .75 years

Staff Recommendation: Approve Resolution 21-001 confirming my appointment of Melissa Jacobsen as Acting City Manager for 2021.