



# MEMORANDUM

CC-26-062

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## Request for Approval for Employment of Person Related to the City Manager

**Item Type:** Action Memorandum  
**Prepared For:** Mayor Lord and Homer City Council  
**Date:** March 12, 2026  
**From:** Melissa Jacobsen, City Manager

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Homer City Code 2.04.040 Ineligible persons, states that no person related to the Manager by consanguinity or affinity within the third degree shall hold any appointive office or employment with the City except by approval of the Council.

I am requesting Council's approval for my son Cole Jacobsen to seek employment with the City. Cole has worked for the City at Port and Harbor, Building Maintenance, and Water/Wastewater in seasonal and temporary positions periodically since 2010. He recently separated from the US Army and is back in Homer and would like to apply and be considered for temporary or permanent jobs he may be qualified for.

Personnel regulations Chapter 3.14 Employment of Relatives, would apply -

“3.14.1 For purposes of this chapter, “family member” means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including a stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, step-sibling, or grandparent, or grandchild of the employee or a parent or sibling of the employees' spouse.

3.14.2 The City will not hire or promote a full or part-time employee into a position where the employee will report to, be supervised by, audited by, or work in the same department with a family member.

3.14.3 If two employees working in the same department or in a supervisory/subordinate capacity become family members the City may permit one of the employees to transfer to another department where neither employee supervises, reports to or audits the other employee and the employees do not report directly to the same supervisor if a position is available. This provision permits the City Manager to supervise family members who report directly to the City Manager; provided the employees are in different departments. If a transfer cannot be accomplished the City must terminate the employment of one of the employees. The City Manager shall determine which employee to terminate based upon the needs of the City.

3.14.4 Temporary employees may be employed within the same department as a family member so long as neither employee reports to, is supervised or audited by the other and the employees do not report directly to the same supervisor.”

**RECOMMENDATION:** Approve City Manager's request for Cole Jacobsen to obtain employment with the City of Homer in accordance with City of Homer Personnel Regulations.