

1 CITY OF HOMER
2 HOMER, ALASKA

3 City Manager
4 Erickson/Davis

5 ORDINANCE 23-49(S)
6

7 AN ORDINANCE OF THE CITY COUNCIL OF HOMER, ALASKA
8 AMENDING HOMER CITY CODE TITLE 2, CHAPTERS 2.32
9 DEPARTMENTS AND BOARDS, 2.44 DEPARTMENT OF
10 ADMINISTRATION, 2.48 PUBLIC LIBRARY, AND ENACTING
11 CHAPTERS 2.46 DEPARTMENT OF INFORMATION TECHNOLOGY
12 AND 2.57 DEPARTMENT OF COMMUNITY DEVELOPMENT.
13

14 WHEREAS, The City's organizational design changes over time to meet the needs of the
15 Council, the organization, and the administration; and
16

17 WHEREAS, The City Manager has identified a series of modifications to the current
18 organizational design which would result in the creation of a Department of Information
19 Technology, a Department of the Library, and a Department of Community Development.
20

21 NOW, THEREFORE, THE CITY OF HOMER ORDAINS:
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23 Section 1. Homer City Code Title 2 is hereby amended to read as follows:
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25 Title 2
26 ADMINISTRATION AND PERSONNEL

27 Chapters:

- 28 2.04 City Manager
- 29 2.08 Mayor and Council
- 30 2.12 City Clerk
- 31 2.16 City Attorney
- 32 2.20 City Treasurer
- 33 2.24 Health Officer
- 34 2.28 Public Officials and Employees
- 35 2.32 Departments and Boards
- 36 2.36 Department of Finance
- 37 2.40 Department of Port and Harbor
- 38 2.44 Department of Administration
- 39 **2.46 Department of Information Technology**
- 40 2.48 Public Library
- 41 2.52 Police Department
- 42 2.53 Fire Department
- 43 2.56 Department of Public Works

[Bold and underlined added. Deleted language stricken through]

- 44 **2.57 Department of Community Development**
- 45 2.58 Boards and Commissions
- 46 2.60 Parks, Art, Recreation, and Culture Advisory Commission
- 47 2.64 Port and Harbor Advisory Commission
- 48 2.68 *Repealed*
- 49 2.70 Americans with Disabilities Act Advisory Board
- 50 2.72 Planning Commission
- 51 2.76 Economic Development Advisory Commission
- 52 2.78 *Repealed*
- 53 2.80 *Repealed*
- 54 2.84 Public Release of Record
- 55 2.92 Public Records Management
- 56 2.96 *Repealed*

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58 Section 2. Homer City Code Chapter 2.32 Departments and Boards is hereby amended
59 to read as follows:

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61

Chapter 2.32

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DEPARTMENTS AND BOARDS¹

63

Sections:

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2.32.010 Departments – Directors.

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2.32.020 *Repealed.*

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2.32.030 Designation and function of departments.

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2.32.040 Departmental administrative fee schedule.

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Prior legislation: Ords. 1-100.4 and 73-8.

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2.32.010 Departments – Directors.

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There shall be principal subdivisions of the City government known as departments. Each department shall be headed by the City Manager until such time as the ~~Council~~ **City Manager**

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shall approve the appointment of a “director” who shall then head the designated department.

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The director shall be appointed by and be responsible to the City Manager. These departments

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are the functional units under which all matters of an administrative, organizational or

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utilitarian nature shall fall and shall be all-inclusive of every City function as defined in this

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chapter. Each department may be further subdivided into divisions for operational purposes.

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[Code 1967 § 3-400.1; Code 1981 § 1.40.010].

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2.32.020 Boards and commissions.

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Repealed by Ord. 18-38(S). [Ord. 92-30(S)(A), 1992. Code 1967 § 3-400.2; Code 1981 § 1.40.020].

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83

2.32.030 Designation and function of departments.

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The City departments are designated in this section and their functions set forth:

Chapter 2.36 HCC	Department of Finance
Chapter 2.40 HCC	Department of Port and Harbor
Chapter 2.44 HCC	Department of Administration
<u>Chapter 2.46 HCC</u>	<u>Department of Information Technology</u>
<u>Chapter 2.48 HCC</u>	<u>Department of the Public Library</u>
Chapter 2.52 HCC	Police Department
Chapter 2.53 HCC	Fire Department
Chapter 2.56 HCC	Department of Public Works
<u>Chapter 2.57 HCC</u>	<u>Department of Community Development</u>

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86 [Amended by City in August 2017; Ord. 91-7 § 2, 1991; Ord. 85-35 § 2, 1985. Code 1981 §
87 1.40.030].

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89 2.32.040 Departmental administrative fee schedule.

90 Unless established by ordinance or resolution of the City Council, the director of each
91 department of the City shall have the authority, subject to the approval of the City Manager
92 and ratification by the City Council, to promulgate and maintain an administrative fee
93 schedule for services provided by that department. Fees for identical services shall be uniform
94 throughout all departments. A current copy of the departmental administrative fee schedule
95 shall be available for inspection by any person at the front reception area of the department
96 and at the office of the City Clerk. Unless otherwise provided by ordinance or resolution, all
97 fees collected under this schedule shall be forwarded to the Finance Department for deposit
98 into the general fund. [Ord. 92-07(S)(A), 1992. Code 1981 § 1.40.040].

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100 ¹ For Alaska Statute provisions authorizing municipalities to establish and prescribe the
101 functions of departments, officers and agencies, see AS 29.35.010.

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103 Section 3. Homer City Code Chapter 2.44 Department of Administration is hereby
104 amended to read as follows:

Bold and underlined added. Deleted language ~~stricken through~~

105
106 The Department of Administration is created which shall be headed by the City Manager or his
107 designee. Within this Department will be the City Clerk and such other personnel as may be
108 necessary to provide such services as personnel administration; ~~City wide planning; zoning~~
109 ~~and platting; permitting and inspection; services such as parks, recreation, Community~~
110 ~~Recreation Program, and library programs;~~ administration of the Homer Advisory Planning
111 Commission, the Homer Advisory Parks, ~~Art,~~ and Recreation, ~~& Culture Advisory~~ Commission,
112 the City of Homer Port and Harbor Advisory Commission, **Americans With Disabilities Act**
113 **(ADA) Advisory Board** and the Library Advisory Board; major capital projects administration;
114 ~~economic development and City enhancement programs and such other services or programs~~
115 as designated by the City Manager or requested by the City Council. The Department may be
116 subdivided into divisions with their own supervisors as deemed necessary. [Ord. 10-16 § 1,
117 2010; Ord. 85-35 § 4, 1985. Code 1981 § 1.43.010].

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119 Section 4. Homer City Code Chapter 2.46 Department of Information Technology is
120 hereby enacted to read as follows:

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Chapter 2.46

DEPARTMENT OF INFORMATION TECHNOLOGY

2.46.010 Department of Information Technology.

The Department of Information Technology is created which shall be headed by the Director of Information Technology, also known as the Chief Technical Officer of the City. The Director shall be appointed by the City Manager for an indefinite term and shall be removable by the City Manager. The Department may be subdivided into divisions with their own supervisors as deemed necessary.

Section 5. Homer City Code Chapter 2.48 Public Library is hereby amended to read as follows:

Chapter 2.48

Department of the PUBLIC LIBRARY¹

Sections:

2.48.005 Department of the Library

2.48.010 Library functions.

2.48.020 Library Director – Appointment.

2.48.030 Library Director – Duties.

2.48.040 Board – Creation and membership.

2.48.050 Library Advisory Board – Powers and duties.

2.48.060 Library Advisory Board – Vacancies.

2.48.070 Use of library.

2.48.005 Department of the Library.

Bold and underlined added. Deleted language stricken through]

148 **The Department of the Library is created which shall be headed by the Library Director.**
149 **The Director shall be appointed by the City Manager for an indefinite term and shall be**
150 **removed by the City Manager. The Department may be subdivided into divisions with**
151 **their own supervisors as deemed necessary.**

152
153 2.48.010 Library functions.

154 The major functions of the library are the operation of the Homer Library, including control
155 and supervision of library use, acquisition of library property and other related matters.
156 [Ord. 85-35 § 5, 1985; Ord. 80-2 § 1, 1980. Code 1981 § 1.48.010].

157
158 2.48.020 Library Director – Appointment.

159 The head of the Homer Library is the Library Director, who shall be appointed by the City
160 Manager. **The Library Director must hold a master’s degree in library or information**
161 **science, or other relevant credential, as required for library grant eligibility by the State**
162 **of Alaska** [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 2, 1980. Code 1981
163 § 1.48.020].

164
165 2.48.030 Library Director – Duties.

166 The Library Director of the City shall be responsible for and shall have supervision and control
167 of the library and hold responsibilities as denoted in the job description for the position.
168 [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5, 1985; Ord. 80-2 § 3, 1980. Code 1981 § 1.48.030].

169
170 2.48.040 Board – Creation and membership.

171 There is created the City of Homer Library Advisory Board, referred to in this chapter as the
172 Board, which shall act in an advisory capacity to the Library Director and the City. The Board
173 shall consist of seven members comprised as follows:

- 174 a. At least five members of the Board shall reside within the corporate limits of the City.
175 b. Members shall serve for three years with initial appointments to be made for staggered
176 terms as follows: Two one-year terms; two two-year terms; and three three-year terms.
177 c. Members shall serve without compensation. [Ord. 09-28(S) § 1, 2009; Ord. 98-7, 1998;
178 Ord. 95-5, 1995; Ord. 85-35 § 5, 1985; Ord. 80-2 § 4, 1980. Code 1981 § 1.48.040].

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180 2.48.050 Library Advisory Board – Powers and duties.

181 The Library Advisory Board shall:

- 182 a. Establish operational policies for the library program, and submit same to the City Council
183 for approval. There shall be an annual review of policies and revisions may be recommended
184 by the Board.
185 b. Assist the Librarian in preparation and presentation of the annual budget request to the City
186 Council.
187 c. Adopt bylaws and regulations for internal operations governing the proper and orderly
188 discharge of its responsibilities.
189 d. Make recommendations through the City Manager to the Mayor and City Council concerning
190 the library and its programs.

Added language. Deleted language stricken through]

191 e. Solicit donations of money and/or property for the benefit of the library. Any money
192 donations shall be deposited to the City treasury in a reserve fund designated for public library
193 use. If property, it shall be accepted by deed or other conveyance subject to approval by the
194 City Council. Such property shall be held or disposed of for public library purposes as the
195 Council may direct. The Board may make recommendations for disposition of money or
196 property so received and such recommendations shall be considered and acted upon by the
197 Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 5, 1980. Code 1981 § 1.48.050].

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199 2.48.060 Library Advisory Board – Vacancies.

200 a. In the event of a vacancy on the Library Advisory Board, the Mayor shall appoint a person to
201 fill such vacancy for the unexpired term, subject to confirmation by the City Council.

202 b. If any Library Board member is absent for three consecutive meetings (unless a majority of
203 the other members have previously granted a leave of absence, not to exceed six months), the
204 seat of that member shall be declared vacant and a new member appointed by the Mayor
205 subject to confirmation by the City Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 6, 1980. Code 1981
206 § 1.48.060].

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209 2.48.070 Use of library.

210 All persons shall be extended the use of library privileges subject to observing the rules and
211 regulations established for the use thereof. The Library Director may prohibit any person from
212 using the library who willfully or persistently violates any rule or regulation prescribed for the
213 operation of the library. No person shall fail or refuse to leave the library when ordered to do
214 so by the Library Director or other person in charge. [Ord. 09-28(S) § 1, 2009; Ord. 85-35 § 5,
215 1985; Ord. 80-2 § 7, 1980. Code 1981 § 1.48.070].

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217 Section 6. Homer City Code Chapter 2.57 Department of Community Development is
218 hereby enacted to read as follows:

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Chapter 2.57

221

DEPARTMENT OF COMMUNITY DEVELOPMENT

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223 **2.57.010 Department of Community Development.**

224 **The Department of Community Development is created which shall be headed by the**
225 **Director of Community Development. The Director shall be appointed by the City**
226 **Manager for an indefinite term and shall be removable by the City Manager. Within this**
227 **Department will be the City Planner and such other personnel as may be necessary to**
228 **provide services such as city-wide planning; zoning and platting; permitting and**
229 **inspection; economic development; City enhancement programs and such other services**
230 **or programs as designated by the City Manager or requested by the City Council; services**
231 **such as parks, and community recreation. The Department may be subdivided into**
232 **divisions with their own supervisors as deemed necessary.**

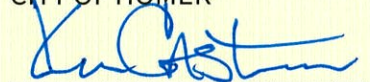
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[Bold and underlined added. Deleted language stricken through]

234 Section 7. This Ordinance is of a permanent and general character. and shall be
235 included in the City Code.

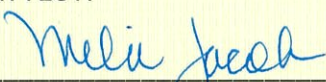
236
237 ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this 8 day of January, 2023.

238
239 CITY OF HOMER

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241
242 KEN CASTNER, MAYOR

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244
245 ATTEST:

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247 _____
248 MELISSA JACOBSEN, MMC, CITY CLERK

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250 YES: 6

251 NO: 0

252 ABSTAIN: 0

253 ABSENT: 0

254
255 First Reading: 8.14.23

256 Public Hearing: 10.9.23 + 1.8.24

257 Second Reading: 1.8.24

258 Effective Date: 1.9.24

