



Agenda

City Council Work Session

Monday, September 25, 2023 at 4:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 965 8631 4135 Password: 792566

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 4:00 P.M.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

DISCUSSION TOPIC(S)

- a. Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Boards, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager.

Memorandum CC-23-177 from City Manager as backup.

Memorandum CC-23-226 from Library Advisory Board.

COMMENTS OF THE AUDIENCE (3 minutes)

ADJOURNMENT NO LATER THAN 4:50 P.M.

Next Regular Meeting is **Monday, October 9, 2023 at 6:00 p.m.**, Work Session at 4:00 p.m. and Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



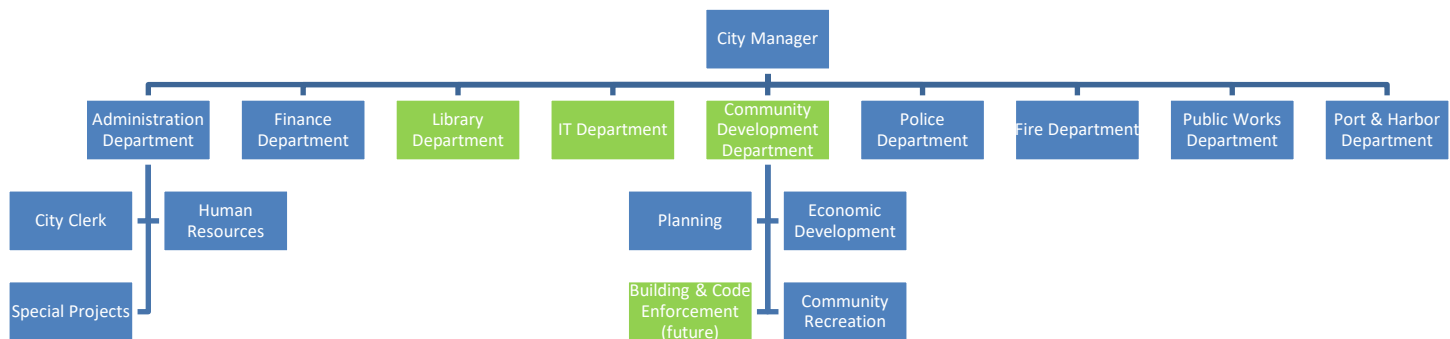
MEMORANDUM

Ordinance 23-49, An Ordinance of the City Council of Homer, Alaska Amending Homer City Code Title 2, Chapters 2.32 Departments and Board, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Information Technology and 2.57 Department of Community Development. City Manager.

Item Type: Backup Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: 18 July 2023
From: Rob Dumouchel, City Manager

Since arriving in Homer, I have been looking for opportunities to modify the organization in ways that would better integrate teams, better carry out the will of the Council, provide a more transparent view of City operations, and increase the organization's effectiveness at providing services to the City's residents, businesses, and visitors. Over the last three years I have observed how my staff interacts with each other, how our systems work (or don't work) well with each other, and the gaps between where we are as a City right now and where we're aspiring to be as we go through a phase of growth and transformation as a community. I previewed the general vision back in March 2022 at the Council Visioning work sessions, and I have been piloting the proposed changes in the meantime. There have been some changes over time as I tested out the different combinations of divisions and departments. This memo provides a high level overview of the multiple actions that I am proposing which will require Council approval due to their impact on Homer City Code.

As to why I'm bringing an employee organization issue to the Council, it's because a change in code is required to officially create a department. As City Manager I can hire/fire, move employees from one department to another, and create any number of different reporting hierarchies between employees. What I cannot do without Council is officially create a department, and all of our departments (Administration, Finance, Police, Volunteer Fire, Port & Harbor, and Public Works) are defined in Homer City Code. Regarding the creation of any other departments, at this time, I don't believe that any other present division(s) are ripe for elevation to department status. Therefore, I am bringing forward three departmental proposals: IT, Library, and Community Development.



1 - Proposed organizational structure – green denotes new department or proposed future division

Move #1: Creation of a Library Department and an IT Department

In early 2021, I combined the Library and IT Divisions under the leadership of the Library Director. This has been a very successful experiment. Originally I wanted to spin these Divisions out of the Administration Department and keep them together as a new department. That proposal created some controversy and resistance from the Library Advisory Board. In the time since it was introduced, we've had some significant changes in personnel and culture within the IT Division. At this time I am much more comfortable creating standalone departments for each Division. From a management perspective, I'm still going to keep these Departments closely aligned because of the benefits that can be generated when they work with each other.

Move #2: Creation of a Community Development Department

I believe that Homer is poised for significant growth, development, and redevelopment that will have impacts on daily life in Homer, and we need a future-focused department that can take on the challenges this transformative change will have on the community together.

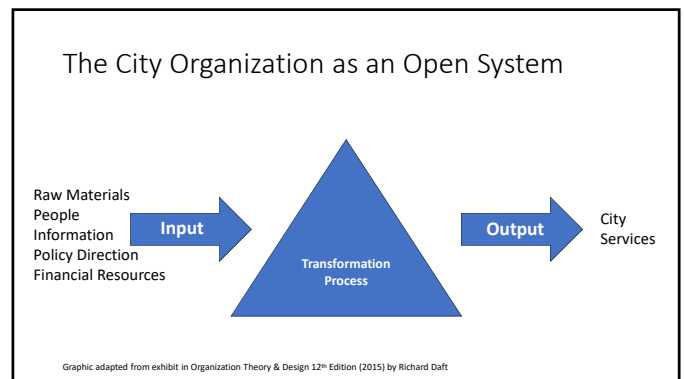
Creating a Community Development Department will bring together planning, economic development, building & code enforcement, and community recreation under one director. This will help focus development in Homer, while also ensuring quality of life programming is integrated into our community's growth. In anticipation of creating a Community Development Department, I created an Economic Development Division and designated an Economic Development Manager in March 2022. That move has been successful and well received by Council, staff, the Economic Development Commission, and external stakeholders. Some elements housed in the Parks Division related to tasks like park & trail planning, beautification, invasive species mitigation, and volunteer coordination have also transferred into Economic Development. We are beginning to lay the groundwork for the creation of a Building & Code Enforcement Division. The special projects team submitted a grant applications to support the adoption and implementation of a building code within the City and it has been selected for further review by FEMA. Community Recreation will benefit from having a dedicated director and additional staff support from the other divisions within Community Development.

Future consideration: Merge the Finance Department into Administration

The integration of Finance into an Administration Department is a common arrangement in cities across the country that have Administrative Services departments. I've been piloting a framework in which Administration and Finance are much more integrated. It has been successful in some ways and faced challenges in others. I want to continue to dial in that concept before I consider bringing an ordinance to Council that would merge the departments.

Fiscal Considerations: The re-organization plan, as proposed, is expected to create very little direct financial impact. The Human Resources Division, with help from the Finance Department, analyzed the changes and expects that we'll see an impact of approximately \$3500 per year between FY24 and FY25. Where the re-organization has more of a financial benefit is in that it makes each department's budget and spending more transparent while also giving the new department heads increased purchasing authority under the procurement manual which streamlines operations.

Staff Recommendation: Introduce/adopt ordinance creating Library, IT, and Community Development Departments.



Fundamentals of Organization Structure

- “Organizations use a wide variety of structural alternatives to help them achieve their purpose and goals, and nearly every firm needs to undergo reorganization at some point to help meet new challenges.”
- Organization structure helps organizations execute their strategies and achieve their goals
- Because of external factors, many organizations are more complex and amorphous than they used to be

Quoted or Adapted from Organization Theory & Design 12th Edition (2015) by Richard Daft

Fundamentals of Organization Structure

- Organization Structure:
 - Defines reporting relationships, hierarchies, and spans of control
 - Groups individuals into departments, and departments into an organization
 - Designs systems for effective communication, coordination, and collaboration

Adapted from Organization Theory & Design 12th Edition (2015) by Richard Daft

Centralized vs. Decentralized Organizations

- Centralized = Decision authority is located at the top of the organization
- Decentralization = Decision authority is pushed down to lower levels
- Municipal organizations benefit from elements of both organization types

Adapted from Organization Theory & Design 12th Edition (2015) by Richard Daft

Vertical vs. Horizontal Information Sharing

- Vertical – controlling; coordinates flow of information up and down the hierarchy, problems move upwards for solutions and are sent back down when “solved”
- Horizontal – collaborative; achieved through cross-functional information systems, liaisons, task forces, full-time integrators, teams, and relational coordination
- A mix of both types of communication makes for a successful organization

Adapted from Organization Theory & Design 12th Edition (2015) by Richard Daft

Mechanistic vs. Organic Design

- Mechanistic – standard rules, procedures, and a clear hierarchy of authority, generally very centralized
- Organic – organization is more flexible and adaptive, hierarchy is looser, and authority is decentralized

Adapted from Organization Theory & Design 12th Edition (2015) by Richard Daft

My Organization Design Philosophy: The Bio-Mechanical Municipality

- I prefer flatter, faster organizations that combat institutional silos and encourage collaboration and innovation
- I use an ecological lens to view the traditional mechanistic, vertical, hierarchy-focused elements of design as the roots of the organization, and the organic and horizontal pieces to be the mycelium that interconnect various systems and make the whole organism more dynamic and successful
- Cities have to embrace rigid structures in many cases for legal, regulatory, and public safety purposes. For everything else, organic methods are appropriate and (I believe) a major difference between cities that are either failing or simply maintaining the status quo, and those that are successful and achieving Council goals



Value of Departments

- Specialization
- Accountability
- Resource Allocation
- Transparency
- Flexibility
- Morale and Retention

Alaska and Municipal Departments

- AS 29.35.010 General Powers
 - All municipalities have the following general powers, subject to other provisions of law:
 - (3) to establish and prescribe the functions of a municipal department, office, or agency;

Homer City Code and Departments

- HCC 2.32.010
 - There shall be principal subdivisions of the City government known as departments
 - The departments are the functional units under which all matters of an administrative, organizational, or utilitarian nature shall fall...
 - Each department may be further subdivided into divisions for operational purposes

Homer City Code and Departments

HCC 2.04.020 Duties and Powers (City Manager)

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.**

Homer Personnel Regulations and Departments/Divisions

- 2.2.1 Department: A principal subdivision of the City government established by Chapter 2.32 of the City Code... each department is headed by a Department Director or the City Manager
- 2.2.3 Division: A subdivision of a department whose chief supervisor has a direct reporting relationship to a Department Director... Divisions may also be established by the City Manager, when, due to insufficient employees or other reasons department status is unwarranted but division status is warranted due to the responsibilities assigned. The supervisors of such administrative divisions may report directly to the City Manager.

Homer City Code and Departments

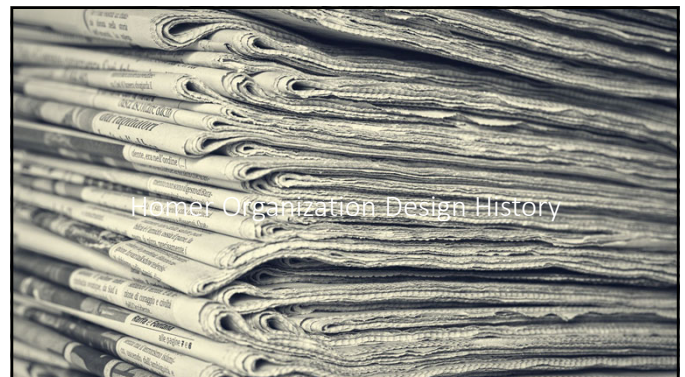
- 2.36 Department of Finance
 - Created in 1964 (Ord 1-100.2) and reestablished in 1966 (Ord 1-100.4)
 - Modified in 1990 (Ord 90-6)
- 2.40 Department of Port and Harbor
 - Began as Division of Marine Facilities in Public Facilities Dept. in 1964
 - Officially became a Department in 1985 (Ord 85-35)
- 2.44 Department of Administration
 - Created in 1964 (Ord 1-100.2) and reestablished in 1966 (Ord 1-100.4)
 - Last modified by Ord 10-16 which changed the name of Community Schools to Community Recreation

Homer City Code and Departments

- 2.52 Police Department
 - Police Chief created in 1966 (Ord 6-200.2)
 - Ord 17-25 repealed the Department of Public Safety and replaced it with separate Police and Fire Departments
- 2.53 Fire Department
 - Ord 17-25 repealed the Department of Public Safety and replaced it with separate Police and Fire Departments

Homer City Code and Departments

- 2.56 Department of Public Works
 - Started as Department of Public Facilities (Ord 1-100.2)
 - Became Department of Public Works and Facilities in 1966 (Ord 1-100.4)
 - Last modified in by Ord 85-1 which defined the departments of Public Works and Community Development



Homer Organization Design History

- City officially organized March 31, 1964 and appointed the following commissioners/positions:
 - Commissioner of Public Facilities
 - Commissioner of Health
 - Commissioner of Community Development
 - Commissioner of Special Services
 - Head of Administration (Mayor)
 - City Clerk/Treasurer

Homer Organization Design History

- May 1964 City Departments and Positions were created (Ord 1-100.2):
 - Office of the Mayor/Department of Administration
 - Department of Finance
 - Department of Health
 - Department of Development
 - Department of Public Facilities
 - Department of Public Safety
 - Department of Special Services
 - City Attorney
 - City Accountant

Homer Organization Design History

- In 1966 Ord 1-100.2 was repealed and replaced with Ord 1-100.4 which created the City Manager position and established the following departments:
 - Department of Administration
 - Department of Special Services (Liaison to the Borough)
 - Department of Health and Public Welfare (Became Dept. of Health with Ord 1-100.5)
 - Department of Finance
 - Department of Personnel
 - Department of Development
 - Department of Public Safety
 - Department of Public Works and Facilities
- Police "Department" and Chief of Police created by Ord 6-200.2 (assumed to be within Dept. of Public Safety)
- Library Department created by Ord 81-2

Homer Organization Design History

- 1985 Council Approved the Following Organization (Ord 85-35)
 - Department of Finance
 - Department of Port and Harbor
 - Department of Administration
 - Department of Health
 - Department of Public Safety
 - Department of Public Works
- Other Relevant Changes in 1985
 - Public Works Department and Community Development Department defined by Ord 85-1
 - City Clerk moved under City Manager (85-24)
 - Library became a Department with Ord 81-2, but was demoted to a division by Ord 85-35

Homer Organization Design History

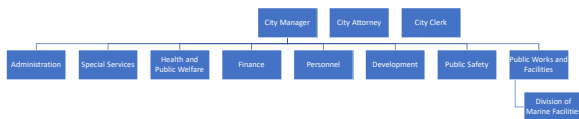
- 2007 CM Wrede Proposes a Reorganization (Memo 07-111)
 - Proposal would elevate Planning, City Clerk, and Library to Departments
 - Does not appear to have ever made it past the idea phase

Organizational Design May 1964



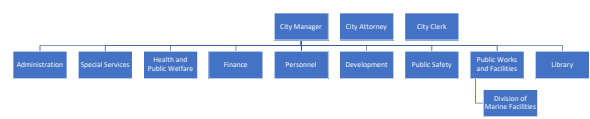
Structure enacted by Ord. 1-100.2

Organizational Design 1966



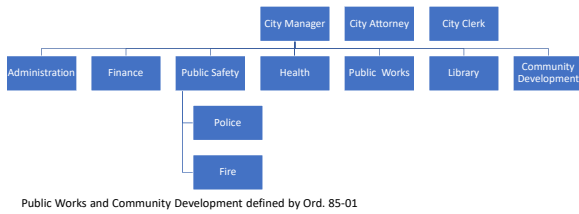
Ord. 1-100.2 Repealed and new structure enacted by Ord. 1-100.4

Organizational Design 1980

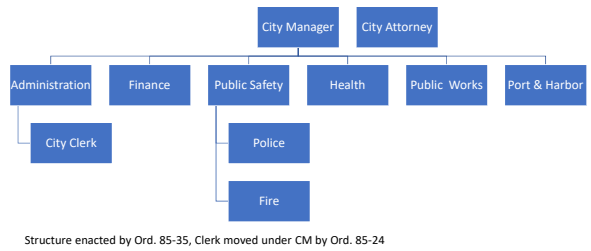


Ord. 80-2 Added the Library Department

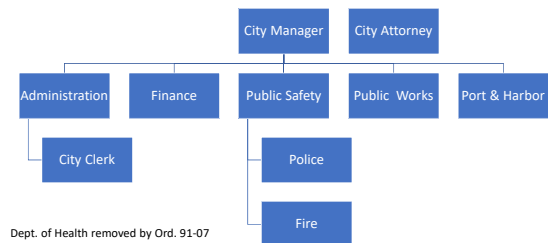
Organizational Design in Early 1985



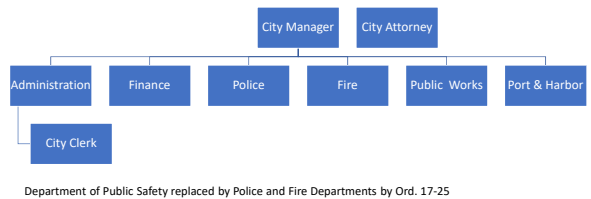
Organizational Design in Late 1985



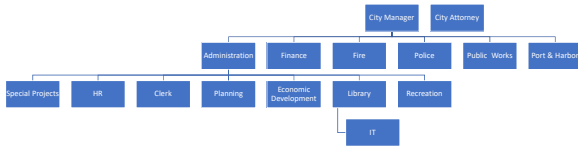
Organizational Design in 1991



Organizational Design in 2017



Current Organizational Design

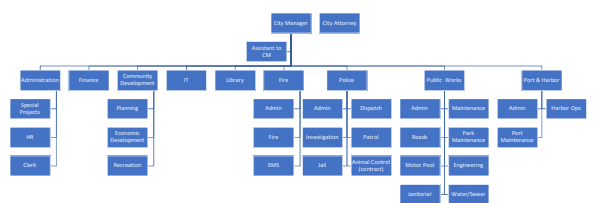


Proposed Organization Design and Discussion

Proposed Organizational Design



Proposed Organizational Design – All Divisions



Goals of Reorganization

- Focus Administration Department on Administration
- Elevate IT to highlight its existential importance to the City's future
- Separate the Library to match existing public perception and make it easier for staff reporting to be more transparent about the size and expense of the operation
- Create a Community Development Department that strengthens the quality of life mission and can also act as an incubator for a future Parks & Recreation Department

Re-organization Timeline

- March 22, 2022 – Provided first glimpse of proposed redesign at Visioning
- March 29, 2022 – Published draft proposal in CM report
- April 19, 2022 – Presented at the LAB per their request
- May 17, 2022 – LAB passes motion that opposed the Library and IT divisions becoming one Department
- July 24, 2023 – Resumed discussion of Re-organization with Council
- August 10, 2023 – Introduced Re-organization Ordinance
- September 25, 2023 – Re-organization Work Session
- October 9, 2023 – Ordinance returns to Council for Public Hearing

IT

- IT recently grew to 3 employees, including a Chief Technical Officer; Based on Homer's size, complexity, etc. we should be targeting a team of approximately 5-6 IT employees in the coming years
- The IT operating budget is approximately \$700k/year and we have many capital projects on deck either for IT or IT-adjacent purposes
- IT is critical to the functioning of the City. Without phones, internet, databases, etc. the City is severely restricted in the services it can provide

Library

- The Library is a distinct unit of the Municipal Organization with 10 total employees and an annual budget over \$1M.
- The Library was a department from 1981 to 1985
- Text amendment includes an educational requirement (MLIS) for the director. In Alaska, communities with 6,000 residents or more must have a properly credentialed librarian in order to access grant funds.

Community Development – Back to the Future!

- Homer had a Commissioner of Community Development in 1964 and a Department of Development until 1985! The make up of Community Development defined in Ord 85-1 was roughly the same as the current proposal except it also included HR and the Library

Ord 85-1 Defined the Department of Community Development as such:

1.66.010 Department of Community Development. The Department of Community Development is hereby created which shall be headed by the Director of Community Development who shall be appointed by the City Manager for an indefinite term and shall be removable by the City Manager. The Director shall supervise personnel as may be necessary to provide such services as **personnel administration; city wide planning; zoning and platting; city permitting and inspection administration; cultural services such as Parks and Recreation and Library programs;** administration of the Homer Advisory Planning Commission and the Homer Advisory Parks and Recreation Commission; major capital projects administration; **economic development** and city enhancement programs; and other such services or programs as designated by the City Manager.

Community Development

- Planning, Econ Dev, and Recreation operating budgets add up to approximately \$900k/year and there are multiple projects funded for FY24/25 which include \$650k for an update of the comprehensive plan and zoning code
- In the long run, I could see this Department split into a Development Services and a Parks & Recreation Department, however, I strongly believe that move would be premature if it happened today

A Word About Recreation...

As directed by Resolution 23-047(S), staff is actively developing a 10-year plan for the potential growth and development of a Parks & Rec Department which is due back to Council in November (after a stop at PARCAC)

Reorganization Cost

- The cost of the reorganization is approximately \$3,500 per year in salary and benefits
- A component of City wage factoring is based on who an employee reports to, the most points are awarded for reporting to the City Manager
- The Chief Technology Officer would move from reporting to the Library Director to reporting to the City Manager, there are no other changes which would impact factoring

Staff Recommendation

- Adopt Ordinance 23-49 to create departments for: IT, Library, and Community Development



AGENDA ITEM REPORT

Ordinance 23-49 Amending Title 2, Chapters 2.32 Departments and Boards, 2.44 Department of Administration, 2.48 Public Library, and Enacting Chapters 2.46 Department of Technology and 2.57 Department of Community Development. City Manager.

Item Type: Informational
Prepared For: Mayor Castner and Homer City Council
Meeting Date: 16 August 2023
Staff Contact: Dave Berry, Library Director
Through: Robert Dumouchel, City Manager

Summary Statement:

The Library Advisory Board reviewed and discussed Ordinance 23-49 at their regular meeting on August 15, 2023. They approved a motion expressing support for the creation of a Library Department unanimously.

Excerpt of Approved Minutes for August 15, 2023:

B. Creation of a Library Department

Memorandum LAB 23-011 from Library Director as backup

Chair Finn introduced the item and deferred to Library Director Berry.

Library Director Berry reviewed his memorandum and provided a synopsis of the actions taken at Council level noting there has been no opposition to creating a standalone IT or Library Department. There has been some discussion and questions regarding the Community Development Department. He was asking for a motion of support from the Board to create the Library Department. City Council introduced the ordinance and then postponed until September 25, 2023, there will be a worksession and all the chairs for the advisory bodies will be invited to participate in the discussion.

FAIR/CARSSOW MOVED THE LIBRARY ADVISORY BOARD SUPPORTS THE CREATION OF A STAND ALONE LIBRARY DEPARTMENT FOR THE CITY OF HOMER.

Discussion on the previous sentiment and opposition in the beginning of the Library Director taking on IT and hearing this is great news. Question was posed why the ordinance does not reflect the Library Department when all other departments are titled, such as Department of Information Technology, etc. The Board was informed of the previous historical actions of Council that changed the library from a department.

Boardmember Kuszmaul expressed that she would like it clarified as the Public Library throughout the ordinance since there are a number of different types of Libraries.

Library Director Berry responded that Public may be easy enough to amend, but does not recommend tinkering with the remaining document since there are so many details. He agreed that there is textual cleanup to remove contraindications required.

Boardmembers noted that while Library Department was not listed under the main listing Public Library was shown and then Library department was under the subheading 2.48.050

VOTE: YES. CARSSOW, BAILY, KUSZMAUL, FAIR, FINN

Motion carried.

Recommendation:

Approve Ordinance 23-49.

**CITY OF HOMER
HOMER, ALASKA**

City Manager

ORDINANCE 23-49

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

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

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

NOW, THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Homer City Code Title 2 is hereby amended to read as follows:

Title 2
ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 City Manager
- 2.08 Mayor and Council
- 2.12 City Clerk
- 2.16 City Attorney
- 2.20 City Treasurer
- 2.24 Health Officer
- 2.28 Public Officials and Employees
- 2.32 Departments and Boards
- 2.36 Department of Finance
- 2.40 Department of Port and Harbor
- 2.44 Department of Administration
- 2.46 Department of Information Technology**
- 2.48 Public Library
- 2.52 Police Department
- 2.53 Fire Department
- 2.56 Department of Public Works
- 2.57 Department of Community Development**

[Bold and underlined added. Deleted language stricken through]

2.58 Boards and Commissions
2.60 Parks, Art, Recreation, and Culture Advisory Commission
2.64 Port and Harbor Advisory Commission
2.68 *Repealed*
2.70 Americans with Disabilities Act Advisory Board
2.72 Planning Commission
2.76 Economic Development Advisory Commission
2.78 *Repealed*
2.80 *Repealed*
2.84 Public Release of Record
2.92 Public Records Management
2.96 *Repealed*

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

Chapter 2.32
DEPARTMENTS AND BOARDS¹

Sections:

2.32.010 Departments – Directors.
2.32.020 *Repealed.*
2.32.030 Designation and function of departments.
2.32.040 Departmental administrative fee schedule.
Prior legislation: Ords. 1-100.4 and 73-8.

2.32.010 Departments – Directors.
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** shall approve the appointment of a “director” who shall then head the designated department. The director shall be appointed by and be responsible to the City Manager. These departments are the functional units under which all matters of an administrative, organizational or utilitarian nature shall fall and shall be all-inclusive of every City function as defined in this chapter. Each department may be further subdivided into divisions for operational purposes. [Code 1967 § 3-400.1; Code 1981 § 1.40.010].

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

2.32.030 Designation and function of departments.
The City departments are designated in this section and their functions set forth:

Chapter 2.36 Department of Finance
HCC

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>
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>

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

2.32.040 Departmental administrative fee schedule.

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

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

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

The Department of Administration is created which shall be headed by the City Manager or his designee. Within this Department will be the City Clerk and such other personnel as may be necessary to provide such services as personnel administration; ~~City-wide planning; zoning and platting; permitting and inspection; services such as parks, recreation, Community~~

[Bold and underlined added. Deleted language stricken through]

~~Recreation Program, and library programs;~~ administration of the Homer Advisory Planning Commission, the Homer Advisory Parks, ~~Art,~~ and Recreation, **& Culture Advisory** Commission, the City of Homer Port and Harbor Advisory Commission, **Americans With Disabilities Act (ADA) Advisory Board** and the Library Advisory Board; major capital projects administration; ~~economic development~~ and City enhancement programs and such other services or programs as designated by the City Manager or requested by the City Council. The Department may be subdivided into divisions with their own supervisors as deemed necessary. [Ord. 10-16 § 1, 2010; Ord. 85-35 § 4, 1985. Code 1981 § 1.43.010].

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

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

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.

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

2.48.010 Library functions.

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

2.48.020 Library Director – Appointment.

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

2.48.030 Library Director – Duties.

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

2.48.040 Board – Creation and membership.

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

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

2.48.050 Library Advisory Board – Powers and duties.

The Library Advisory Board shall:

- a. Establish operational policies for the library program, and submit same to the City Council for approval. There shall be an annual review of policies and revisions may be recommended by the Board.
- b. Assist the Librarian in preparation and presentation of the annual budget request to the City Council.
- c. Adopt bylaws and regulations for internal operations governing the proper and orderly discharge of its responsibilities.
- d. Make recommendations through the City Manager to the Mayor and City Council concerning the library and its programs.
- e. Solicit donations of money and/or property for the benefit of the library. Any money donations shall be deposited to the City treasury in a reserve fund designated for public library use. If property, it shall be accepted by deed or other conveyance subject to approval by the City Council. Such property shall be held or disposed of for public library purposes as the Council may direct. The Board may make recommendations for disposition of money or

[Bold and underlined added. Deleted language stricken through]

property so received and such recommendations shall be considered and acted upon by the Council. [Ord. 85-35 § 5, 1985; Ord. 80-2 § 5, 1980. Code 1981 § 1.48.050].

2.48.060 Library Advisory Board – Vacancies.

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

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

2.48.070 Use of library.

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

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

Chapter 2.57

DEPARTMENT OF COMMUNITY DEVELOPMENT

2.57.010 Department of Community Development.

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

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

ENACTED BY THE CITY COUNCIL OF HOMER, ALASKA this ____ day of _____, 2023.

CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

YES:

NO:

ABSTAIN:

ABSENT:

First Reading:

Public Hearing:

Second Reading:

Effective Date: