

Submitted by: Chair of the Assembly the  
Request of the Mayor  
Prepared by: Department of Law  
For reading: June 30, 1998

ANCHORAGE, ALASKA  
AO NO. 98-115

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS 3.10 AND 3.20 TO AMEND THE EXECUTIVE ORGANIZATION OF THE MUNICIPALITY BY REDEFINING THE DUTIES AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER, ELIMINATING THE POSITION OF OPERATIONS MANAGER AND CREATING AND SPECIFYING THE DUTIES AND RESPONSIBILITIES OF THE POSITION OF EXECUTIVE MANAGER.

THE ANCHORAGE ASSEMBLY ORDAINS:

**Section 1.** Anchorage Municipal Code section 3.10.010 is hereby amended to read as follows and the Revisor of Ordinances shall amend the chart of the organizational plan in said section to conform to the amendments enacted by this ordinance:

**3.10.010**     **Organization plan.**

The executive branch of the municipal government shall be organized as provided in chapter 3.20 and the following organization plan: [(DEPARTMENT OF TRANSIT RENAMED PUBLIC TRANSPORTATION DEPARTMENT)]

**EXECUTIVE ORGANIZATION CHART** [ADD FIGURE] *(To be prepared and inserted by the Revisor of Ordinances in place of the existing chart.)*

(AO No. 21-76; AO No. 79-27; AO No. 80-5; AO No. 82-49; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No. 88-82; AO No. 89-39; AO No. 90-15(S); AO No. 91-173(S); AO No. 94-135(S), § 1, 7-12-94; AO No. 96-47, § 1, 3-5-96)

**Section 2.** Anchorage Municipal Code sections 3.20.040 and 3.20.055 are hereby amended to read as follows:

**3.20.040**     **Municipal manager.**

A. The municipal manager shall be appointed in accordance with section 5.03 of the Charter.

B In addition to the duties described in Charter section 5.03(b), the municipal manager is responsible to the mayor for overall municipal administrative policy and operations. The municipal manager shall also be responsible to the mayor for the executive management of those departments and agencies listed in section 3.20.070.A.1[AND DIRECT SUPERVISION OF THE OPERATIONS MANAGER].

(AO No. 79-27; AO No. 88-47(S); AO No. 89-39; AO No. 90-15(S); AO No. 94-135(S), § 4, 7-12-94)

**Charter reference(s)**—Municipal manager, § 5.03.

### **3.20.055    Executive Manager [OPERATIONS MANAGER].**

There shall be an executive manager [AN OPERATIONS MANAGER] appointed by the mayor and confirmed by the assembly. The executive manager [OPERATIONS MANAGER] shall be responsible to the mayor [MUNICIPAL MANAGER] for the executive management of those municipal departments listed in section 3.20.070.A.2[B].

(AO No. 94-135(S), § 6, 7-12-94)

**Charter reference(s)**--Appointment of department heads, § 5.02(a).

**Section 3.** Anchorage Municipal Code section 3.20.070 is hereby repealed and re-enacted to read as follows:

### **3.20.070    Municipal organization.**

A. The administrative, public service and public utility functions of the municipality shall be under the direct supervision of the following managers and offices conducted through the following departments and agencies:

#### ***1.    Municipal manager.***

a    *Office of the municipal manager.* The office of the municipal manager is responsible for providing executive and administrative support to the municipal manager, providing assembly agenda coordination with all municipal agencies and the municipal clerk's office and other duties as assigned by the municipal manager.

- 1                   b.     *Office of management and budget.* The office of management and  
2                   budget is responsible for fiscal and operational planning,  
3                   monitoring compliance with municipal policies and standards,  
4                   management analysis, budgeting and program evaluation,  
5                   preparing and managing the municipal budget and coordinating  
6                   state and federal grant assistance.
- 7
- 8                   c.     *Water and wastewater utility.* The water and wastewater utility is  
9                   responsible for providing water and sanitary sewage services  
10                  within service areas defined by the state public utilities  
11                  commission. The utility is also responsible for billing and  
12                  collecting special assessments.
- 13
- 14               d.     *Department of cultural and recreational services.* The department  
15                  of cultural and recreational services is responsible for enhancing  
16                  the quality of life for residents and visitors by providing cultural,  
17                  educational and recreational activities and programs. This  
18                  department shall develop, maintain, operate and schedule  
19                  recreation facilities, the municipal library system, museum of  
20                  history and art, parks and trails.
- 21
- 22               e.     *Office of emergency management.* The office of emergency  
23                  management is responsible for providing emergency management  
24                  capabilities to the municipality through mitigation, preparedness,  
25                  response and recovery activities.
- 26
- 27               f.     *Department of fire.* The department of fire is responsible for the  
28                  prevention and suppression of fire, the enforcement of fire codes,  
29                  and the operation of the emergency medical services system.
- 30
- 31               g.     *Department of health and human services.* The department of  
32                  health and human services is responsible for protecting the public  
33                  health and safety through programs in disease prevention, mental  
34                  health, abatement of air, noise and water pollution, substance  
35                  abuse, individual, family and community health and sanitation.  
36                  The department is also responsible for providing social programs  
37                  in such areas as day care, manpower, housing, older persons and  
38                  handicapped persons.
- 39

- 1 h. ***Merrill Field Airport.*** This agency is responsible for operating  
2 and maintaining Merrill Field.  
3
- 4 i. ***Municipal light and power utility.*** The municipal light and power  
5 utility is responsible for supplying electric service to consumers  
6 within a service area defined by the state public utilities  
7 commission.  
8
- 9 j. ***Department of police.*** The department of police is responsible for  
10 enforcing the observance of all laws and ordinances, to promote  
11 and maintain order and to protect lives and property.  
12
- 13 k. ***Port of Anchorage.*** The Port of Anchorage is responsible for  
14 operating and maintaining port facilities in the municipality.  
15
- 16 l. ***Department of public works.*** The department of public works is  
17 responsible for providing services which include engineering and  
18 design, construction control, the maintenance of public streets,  
19 the administration of the municipality's building Codes,  
20 transportation planning and traffic engineering.  
21
- 22 m. ***Solid waste services.*** Solid waste services is responsible for  
23 providing refuse collection and solid waste disposal within  
24 service areas defined by this Code and the state public utilities  
25 commission.  
26
- 27 n. ***Public transportation department.*** The public transportation  
28 department is responsible for managing an efficient and safe  
29 public transportation system.  
30
- 31 o. ***Transportation inspector.*** The transportation inspector and the  
32 municipal transportation commission are responsible for the  
33 enforcement and administration of all laws pertaining to the  
34 regulation of public transportation services under chapters 11.10  
35 through 11.40. The transportation inspector shall report to and is  
36 supervised by the municipal manager.  
37  
38

2. *Office of the executive manager*

- a. *Office of the executive manager.* The office of the executive manager is responsible for providing executive and administrative support to the executive manager, providing coordination between the municipality and the state legislature during legislative sessions and other duties as assigned by the executive manager.
- b. *Department of community planning and development.* The department of community planning and development is responsible for comprehensive land use, transportation and environmental planning for the municipality. This department is also responsible for providing information, analysis and support for public and private development projects; administering community development grants; updating and maintaining the comprehensive plan, including parks, urban design, zoning, platting and public facilities plans; and providing planning review, analysis and staff recommendation on all zoning, subdivision and conditional use requests. The department provides staff support to the Anchorage Metropolitan Area Transportation Study (AMATS).
- c. *Department of finance.* The department of finance shall be administered by the chief fiscal officer, who is the custodian of all municipal funds. The department of finance, through the chief fiscal officer, shall keep an itemized account of money received and disbursed, and periodically report the results of municipal operations and financial position; pay money on vouchers drawn against appropriations; and perform other duties as provided by law. Included are the functions of payroll disbursement, property appraisal, assessments, collection of taxes, revenues and investment of cash, and risk management.
- d. *Heritage Land Bank.* The Heritage Land Bank is responsible for management oversight of the acquisition, retention and disposal of municipal lands within the Heritage Land Bank, to include reserving needed lands for future public uses.

- 1 e *Department of management information systems.* The department  
2 of management information systems, operating under the  
3 guidelines of an internal service fund, is responsible for the  
4 administration and application of information systems technology  
5 for the municipality, strategic long range systems planning,  
6 municipal-wide systems standards and procedures, acquisitions  
7 of computer equipment and related products and services,  
8 strategic direction for dissemination of computer and data  
9 communication systems and application processing, and technical  
10 support and computer operation services for centralized  
11 municipal-wide and selected distributed data centers. This  
12 department is also responsible for reprographics and records  
13 management services within the municipal government.  
14
- 15 f. *Department of property and facility management.* The department  
16 of property and facility management is responsible for lease  
17 management and for the planning, acquisition, management,  
18 maintenance and disposition of real property and facilities owned  
19 or occupied by the municipality, except for Heritage Land Bank  
20 and utility properties. This department is also responsible for  
21 municipal fleet services, personal property inventory and  
22 disposition of surplus personal property.  
23
- 24 g *Purchasing department.* The purchasing department is  
25 administered by the purchasing officer, who is responsible for  
26 purchasing supplies, services and construction in accordance with  
27 title 7.  
28

29 (AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78-82; AO  
30 No. 78-113; AO No. 78-121; AO No. 79-27; AO No. 80-5; AO No. 82-49; AO No.  
31 83-159; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No. 88-82; AO No. 89-  
32 10; AO No. 89-18; AO No. 89-39; AO No. 90-15(S); AO No. 91-173(S); AO No. 92-  
33 79; AO No. 92-148; AO No. 94-135(S), § 8, 7-12-94; AO No. 95-141, § 1, 7-11-95;  
34 AO No. 96-47, § 2, 3-5-96)  
35

36 **Section 4.** Anchorage Municipal Code subsection 3.30.172G. is hereby amended by adding  
37 to the classifications listed therein the position of executive manager.

1 **Section 5.** This ordinance shall become effective immediately upon its passage and  
2 approval by the Assembly.

3  
4 **PASSED AND APPROVED** by the Anchorage Assembly this      day of \_\_\_\_\_, 1998.

5  
6  
7  
8 \_\_\_\_\_  
Chair of the Assembly

9 **ATTEST:**

10  
11 \_\_\_\_\_  
12 Municipal Clerk  
13



# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 667-98

Meeting Date: June 30, 1998

1 **From:** Mayor

2  
3 **Subject:** AO 98-<sup>115</sup>; Amending Anchorage Municipal Code Chapters 3.10 and  
4 3.20 to Amend the Municipality's Executive Organization  
5

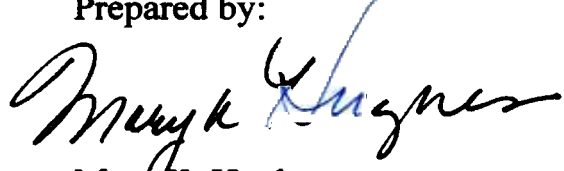
6 This ordinance amends the Municipality's Administrative Code to reflect the Mayor's  
7 reorganization of responsibilities presently assigned the Municipal Manager and the  
8 Operations Manager. Mr. George Vakalis has been appointed the Municipal Manager  
9 and will retain the duties assigned him as the former Operations Manager and will also  
10 assume responsibility for the Office of Management and Budget. This ordinance  
11 eliminates the office of Operations Manager and creates a new office of Executive  
12 Manager to which Elaine Christian has been appointed. The Executive Manager will  
13 report directly to the Mayor and will assume the management responsibility for the  
14 departments of Community Planning and Development, Finance, Management  
15 Information Systems, Property and Facility Management, Purchasing and the Heritage  
16 Land Bank. A copy of the former section 3.20.070 of the Municipal Administrative Code  
17 is attached for purposes of comparison.  
18

19 THE ADMINISTRATION URGES THE ASSEMBLY'S APPROVAL OF THIS  
20 ORDINANCE.  
21  
22  
23

24 Respectfully submitted:

25  
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27  
28 Rick Mystrom  
29 Mayor  
30  
31

Prepared by:

  
Mary K. Hughes  
Municipal Attorney



**PRESENT AMC SECTION 3.20.070****3.20.070 Municipal organizations.**

The administrative, public service and public utility functions of the municipality shall be under the direct supervision of the following managers and conducted through the following departments and agencies:

***A. Municipal manager.***

- 1 *Department of community planning and development.* The department of community planning and development is responsible for comprehensive land use, transportation and environmental planning for the municipality. This department is also responsible for providing information, analysis and support for public and private development projects; administering community development grants; updating and maintaining the comprehensive plan, including parks, urban design, zoning, platting and public facilities plans; and providing planning review, analysis and staff recommendation on all zoning, subdivision and conditional use requests. The department provides staff support to the Anchorage Metropolitan Area Transportation Study (AMATS).
2. *Department of finance.* The department of finance shall be administered by the chief fiscal officer, who is the custodian of all municipal funds. The department of finance, through the chief fiscal officer, shall keep an itemized account of money received and disbursed, and periodically report the results of municipal operations and financial position; pay money on vouchers drawn against appropriations; and perform other duties as provided by law. Included are the functions of payroll disbursement, property appraisal, assessments, collection of taxes, revenues and investment of cash, and risk management.
3. *Heritage Land Bank.* The Heritage Land Bank is responsible for management oversight of the acquisition, retention and disposal of municipal lands within the Heritage Land Bank, to include reserving needed lands for future public uses.
4. *Department of management information systems.* The department of management information systems, operating under the guidelines of an internal service fund, is responsible for the administration and application

of information systems technology for the municipality, strategic long range systems planning, municipal-wide systems standards and procedures, acquisitions of computer equipment and related products and services, strategic direction for dissemination of computer and data communication systems and application processing, and technical support and computer operation services for centralized municipal-wide and selected distributed data centers. This department is also responsible for reprographics and records management services within the municipal government.

5 *Office of management and budget.* The office of management and budget is responsible for fiscal and operational planning, monitoring compliance with municipal policies and standards, management analysis, budgeting and program evaluation, preparing and managing the municipal budget and coordinating state and federal grant assistance.

6 *Office of the municipal manager.* The office of the municipal manager is responsible for providing executive and administrative support to the municipal manager, providing assembly agenda coordination with all municipal agencies and the municipal clerk's office, providing coordination between the municipality and the state legislature during legislative sessions, and other duties as assigned by the municipal manager.

7. *Department of property and facility management.* The department of property and facility management is responsible for lease management and for the planning, acquisition, management, maintenance and disposition of real property and facilities owned or occupied by the municipality, except for Heritage Land Bank and utility properties. This department is also responsible for municipal fleet services, personal property inventory and disposition of surplus personal property.

8. *Purchasing department.* The purchasing department is administered by the purchasing officer, who is responsible for purchasing supplies, services and construction in accordance with title 7.

B *Operations manager.*

1 *Water and wastewater utility.* The water and wastewater utility is responsible for providing water and sanitary sewage services within service areas defined by the state public utilities commission. The utility is also responsible for billing and collecting special assessments.

2. *Department of cultural and recreational services.* The department of cultural and recreational services is responsible for enhancing the quality of life for residents and visitors by providing cultural, educational and recreational activities and programs. This department shall develop, maintain, operate and schedule recreation facilities, the municipal library system, museum of history and art, parks and trails.
3. *Office of emergency management.* The office of emergency management is responsible for providing emergency management capabilities to the municipality through mitigation, preparedness, response and recovery activities.
4. *Department of fire.* The department of fire is responsible for the prevention and suppression of fire, the enforcement of fire codes, and the operation of the emergency medical services system.
5. *Department of health and human services.* The department of health and human services is responsible for protecting the public health and safety through programs in disease prevention, mental health, abatement of air, noise and water pollution, substance abuse, individual, family and community health and sanitation. The department is also responsible for providing social programs in such areas as day care, manpower, housing, older persons and handicapped persons.
6. *Merrill Field Airport.* This agency is responsible for operating and maintaining Merrill Field.
7. *Municipal light and power utility.* The municipal light and power utility is responsible for supplying electric service to consumers within a service area defined by the state public utilities commission.
8. *Department of police.* The department of police is responsible for enforcing the observance of all laws and ordinances, to promote and maintain order and to protect lives and property.
9. *Port of Anchorage.* The Port of Anchorage is responsible for operating and maintaining port facilities in the municipality.
10. *Department of public works.* The department of public works is responsible for providing services which include engineering and design, construction

control, the maintenance of public streets, the administration of the municipality's building Codes, transportation planning and traffic engineering.

11. *Solid waste services.* Solid waste services is responsible for providing refuse collection and solid waste disposal within service areas defined by this Code and the state public utilities commission.
12. *Public transportation department.* The public transportation department is responsible for managing an efficient and safe public transportation system.
13. *Transportation inspector.* The transportation inspector and the municipal transportation commission are responsible for the enforcement and administration of all laws pertaining to the regulation of public transportation services under chapters 11.10 through 11.40. The transportation inspector shall report to and is supervised by the operations manager.

(AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78-82; AO No. 78-113; AO No. 78-121; AO No. 79-27; AO No. 80-5; AO No. 82-49; AO No. 83-159; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No. 88-82; AO No. 89-10; AO No. 89-18; AO No. 89-39; AO No. 90-15(S); AO No. 91-173(S); AO No. 92-79; AO No. 92-148; AO No. 94-135(S), § 8, 7-12-94; AO No. 95-141, § 1, 7-11-95; AO No. 96-47, § 2, 3-5-96)

**MUNICIPALITY OF ANCHORAGE**  
**Summary of Economic Effects - General Government**

AO Number: 98- 115      Title: Amending AMC Chapters 3.10 and 3.20 to Amend the Municipality's  
Executive Organization

Sponsor:

Preparing Agency: Municipal Attorney's Office

Others Impacted:

**CHANGES IN EXPENDITURES AND REVENUES:** (Thousands of Dollars)

	FY98	FY99	FY00	FY01	FY02
Operating Expenditures					
1000 Personal Services					
2000 Supplies					
3000 Other Services					
4000 Debt Service					
5000 Capital Outlay					

**TOTAL DIRECT COSTS:**

ADD: 6000 Charge from Others

LESS: 7000 Charge to Others

**FUNCTION COST:**

**REVENUES:**

**CAPITAL:**

**POSITIONS:** FT/PT and Temp.

**PUBLIC SECTOR ECONOMIC EFFECTS:**

None

PRIVATE SECTOR ECONOMIC EFFECTS:

None

Prepared by: Daniel Moore, Capital Budget Officer

Telephone: 343-4282

Validated by OMB: Daniel Moore for Gem Dush

Date: 6/22/98

Approved by: Daniel Moore for Gem Dush

Date: 6/22/98

(Director, Preparing Agency)

Concurred by: \_\_\_\_\_

(Director, Impacted Agency)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

(Operations/Municipal Manager)