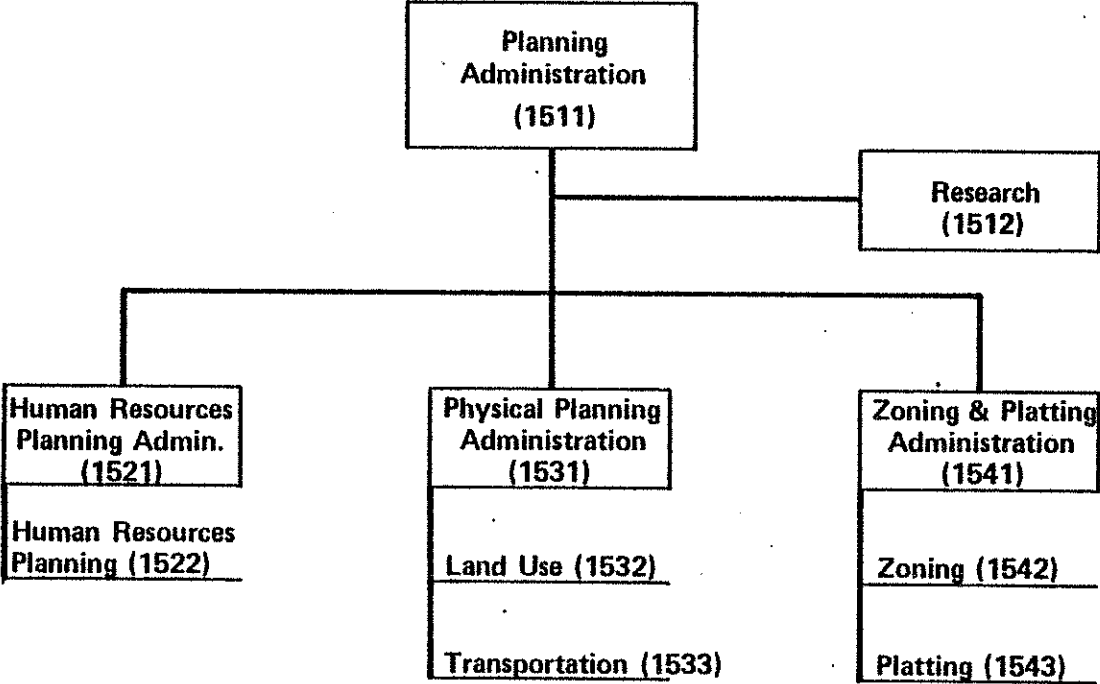


ORGANIZATION CHART

Planning Department



| DEPT. Planning | | MAJOR OBJECTIVES FOR 1977 | MAJOR OBJECTIVES FOR 1978 | MAJOR PROGRAM CHANGES FOR 1978 |
|-------------------|-----------------|--|---|---|
| CODE | BUDGET UNIT | | | |
| 1511 | Administration | <ol style="list-style-type: none"> 1. Develop departmental work program. 2. Inventory staff skills and capabilities. 3. Establish greater participation of the planning and Zoning Commission in the "Planning Process". | <p>Prepare 3-year work program and annual element.</p> <p>Develop interdisciplinary team approach.</p> <p>Create "Planning Process" awareness by establishing standardized procedures for issue analysis, policy information and plan(s) development.</p> | <p>Emphasis on management systems approach and emphasize "service to the community" concept</p> <p>Greater emphasis on intra-departmental and interdepartmental "team building" for issue analysis and resolution.</p> |
| 1512 | Research | <ol style="list-style-type: none"> 1. Establish land use information base. 2. Strengthen Municipal role in economic development. 3. Strengthen relationship between Municipal capital improvement program and the planning process. | <p>Maintenance of Socio-Economic, demographic and land use information base.</p> <p>Strengthen Municipal role in economic development.</p> <p>Continued emphasis on Municipal capital improvement program process.</p> | |
| 1521 | Administration | <ol style="list-style-type: none"> 1. Design, coordinate and carry out human resource study. 2. Reduce response time. 3. Staffing for Health Commission. | <p>Develop skills inventory and resource team.</p> <p>Design ongoing human resource data system.</p> <p>Design inventory of non-Municipal funding sources.</p> <p>Administer Block Grant Program.</p> | <p>Emphasis on implementation of team approach to problem solving and development of resource tools for use in identifying least cost alternatives in human resource funding.</p> |
| 1522 | Human Resources | <ol style="list-style-type: none"> 1. Medically underserved area designation program. 2. Revised process for Community Development Block Grants. 3. Conduct needs assessment. | <p>Community Development Block application.</p> <p>Human Resource service inventory.</p> <p>Cost effectiveness model for human service funding.</p> <p>Identify duplication of privately funded health, social services by the public sector.</p> | |
| 1531 | Administration | <ol style="list-style-type: none"> 1. Establish division work plan. 2. Initiate design of projects. | <p>Establish division work plan.</p> <p>Initiate design of projects.</p> <p>Develop report classification guidelines.</p> | |
| 1532 | Land Use | <ol style="list-style-type: none"> 1. Formulate land use evaluation systems. 2. Coastal Zone Management Program. 3. Housing Rehabilitation. 4. Recreation open space. 5. Historic Landmarks Survey. 6. Hazardous Lands protection. 7. Water Resource Investigation. | <p>Land use alternatives.</p> <p>Coastal Zone Management.</p> <p>Housing Rehabilitation.</p> <p>Recreation Open Space and Land Resources Improvement Options.</p> <p>Historic Preservation.</p> <p>Hazardous Lands Protection.</p> <p>Water Resource investigation.</p> | <p>Implement administrative procedures to include techniques to improve productivity and work satisfaction; training and assignment procedures to achieve staff continuity.</p> <p>Increase use of technical/analytical procedures in conjunction with information system. Update to occur in existing base data, along with refinements to current policies and implementation procedures.</p> |

| DEPT. Planning | | MAJOR OBJECTIVES FOR 1977 | MAJOR OBJECTIVES FOR 1978 | MAJOR PROGRAM CHANGES FOR 1978 |
|-------------------|----------------|---|--|--|
| CODE | BUDGET UNIT | | | |
| 1533 | Transportation | <ol style="list-style-type: none"> 1. Update existing transportation program. 2. Update transportation land use element of Comprehensive Plan. | <p>Develop transportation elements.</p> <p>Evaluate transportation impacts of alternative land use configurations.</p> <p>Initiate procedures for transportation system rights-of-way acquisition.</p> <p>Technical transportation support</p> | <p>Initiate interdisciplinary staff team approach to processing and analysis. Initiate interagency assistance in evaluation of applications processed. Examine and implement new techniques.</p> |
| 1541 | Administration | <ol style="list-style-type: none"> 1. Establishment of uniform landscaping and tree planting requirements. 2. Index of land use activities. 3. Establish management accountability matrix. | <p>Establish shared work assignments.</p> <p>Develop standard operating procedures.</p> <p>Establish pre-application Committee.</p> | |
| 1542 | Zoning | <ol style="list-style-type: none"> 1. Process 150 applications. 2. Evaluate zoning code. | <p>Process 165 applications.</p> <p>Evaluate zoning code.</p> | |
| 1543 | Platting | <ol style="list-style-type: none"> 1. Process all subdivision applications. 2. Search for new techniques in land subdivision. | <p>Process all subdivision applications.</p> <p>Search for new techniques in land subdivision regulations.</p> | |

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | | |
|--|----------|--|-----------|----------------|---------------|------|------|
| Planning | 1500 | Administration | 1510 | Administration | 1511 | | |
| OBJECTIVES | | PERFORMANCE INDICATORS | | | | | |
| | | DESCRIPTION | Work-load | Efficiency | Effectiveness | 1977 | 1978 |
| 1. Maintain an overall departmental work program. | | Prepare 3-year work program and annual element | X | | | 1 | 1 |
| 2. Develop an interdisciplinary staff team approach to accomplish the work program. | | # of skills inventory | X | | | 20 | 30 |
| | | # to training | X | | | 6 | 25 |
| | | # of departmental work sessions | X | | | 2 | 4 |
| 3. Participate in an interagency policy plan(s) and programs formulation and implementation process. | | # of interagency-meetings | X | | | 1 | 15 |
| | | # of interagency activities initiated. | | X | | 12 | 14 |
| 4. Create "Planning Process" awareness by establishing standardized procedures for issue analysis, policy formulation and plan(s) development. | | Prepare training materials | X | | | 1 | 3 |
| | | % of staff using procedures | | X | | 30% | 75% |
| 5. Establish a centralized departmental technical assistance response procedure. | | Develop procedure document | X | | | 0 | 1 |
| | | % of staff using procedure | | X | | 0 | 80% |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Lack of knowledge of departmental objectives by the Administration, Assembly, and Commissions.
2. Poor utilization of available staff skills and resources.
3. Need to create more awareness and commitment to the planning process for Municipal management decisions and need for cooperative commitment to problem solving.
4. Apparent lack of uniform understanding and utilization of the "Planning Process" to agency tasks.
5. Need to create an increasing awareness of requests for assistance and responses thereto.

CHANGES FROM CURRENT OPERATIONS:

- . Placing greater recognition on management systems approach to achieving departmental objectives.
- . Greater emphasis on matching individual skills, desires and objectives to job assignments.
- . Greater emphasis on "service performance" to the community.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | | |
|---|--|--|
| <ol style="list-style-type: none"> 1. Maintain Work Program <ol style="list-style-type: none"> a. review projects b. evaluate priorities c. prepare task/time line analysis d. assign staff e. monitor adherence to schedule f. establish evaluation procedure 2. Interdisciplinary staffing <ol style="list-style-type: none"> a. evaluate project objectives b. establish methodology c. evaluate staff skills d. review staffing skills & availability e. assign staff to tasks | <ol style="list-style-type: none"> 3. Interagency "plan process" participation <ol style="list-style-type: none"> a. establish willingness to participate in "Team Building Process" b. identify specific projects for cooperative commitment c. participate in interagency efforts to address issues 4. Create staff "Planning Process" awareness <ol style="list-style-type: none"> a. develop training material b. schedule training sessions c. conduct training sessions d. establish procedures e. measure conformance to procedures | <ol style="list-style-type: none"> 5. Centralized "service response" <ol style="list-style-type: none"> a. identify sources of requests b. establish priorities response identification procedures c. establish intradepartmental notification d. initiate use of procedures |
|---|--|--|

| | | | | | |
|-------------------|------------------|------------------------|------------------|------------------|------------------|
| DEPT. Planning | Unit No. 1500 | DIV. Administration | Unit No. 1510 | SEC. Research | Unit No. 1512 |
|-------------------|------------------|------------------------|------------------|------------------|------------------|

| OBJECTIVES | DESCRIPTION | Work-load | Effi- ciency | Effic- acy | Effic- iency | PERFORMANCE INDICATORS | | |
|--|--|--|--------------|------------|--------------|------------------------|-------|-------|
| | | | | | | 1977 | 1978 | |
| 1. Establish and maintain a socio-economic, demographic, and land use information base to support technical activities, line services, and policy development. | Develop Socio-economic/Demographic Information System | X | | | | 0 | 1 | |
| | Develop Land Use Information System | X | | | | 1 | 1 | |
| | # of Staff Hours to Complete Information Systems | | X | | | 3,300 | 3,000 | |
| | % Information System Complete | | | X | | 40% | 80% | |
| | % of Requests Answered from Existing Information Systems | | | | X | 20% | 70% | |
| | 2. Respond to requests for demographic, land use, and economic information and analyses. | # of Requests Answered | X | | | | 140 | 160 |
| | | # of General Information Reports | X | | | | 2 | 5 |
| | | # of Staff Hours Required | | X | | | 2,140 | 2,360 |
| | | # of Commission and Committee Meetings | X | | | | 15 | 18 |
| | 3. Strengthen the Municipality's role in economic development through staffing of Economic Development Commission. | # of Technical Reports | X | | | | 2 | 3 |
| # of Staff Hours Required | | | | X | | 480 | 630 | |
| 4. Provide the support necessary to insure the Municipal Capital Improvement Program reflects adopted policies and plans and meets identified needs. | | CIP Approved | X | | | | 1 | 1 |
| | | # of Staff Hours Required | | | X | | 320 | 250 |
| | # of Projects Reviewed | X | | | | 250 | 200 | |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. and 2. Demographic and socio-economic data is required for grant applications, compliance reports, and policy formulation under federal guidelines and local ordinances; i.e., Housing Assistance Plan (for the Community Development Block Grant), Revenue Sharing Population estimates, and population forecasts for the Budget. A system for land use information was recommended by the Systems Planning Group Final-Report (1973).
3. Municipal ordinance established the Economic Development Commission. The Commission and its yearly report are required for eligibility for Economic Development Administration grants.
4. The Charter requires that a Capital Improvement Program be adopted yearly and the Planning Commission participate in the process.

CHANGES FROM CURRENT OPERATIONS:

Computerized systems provide for more effective and efficient use of staff time. On line systems will require upkeep, expansion, and improvement. Data requirements will be defined. Capital Improvement Program will be operational.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Establish and maintain information base 2. Respond to information requests 3. Support Economic Development Commission. 4. Support development of Capital Improvement Program | <ul style="list-style-type: none"> Determine overall data needs Design system and prepare base data Update land use information Interface existing land use information with computer mapping capability Prepare general information reports Provide analysis and information as requested Provide staff support for meetings Prepare technical reports Review requests for Economic Development Administration funding Provide necessary information to Planning Commission Verify suggested projects relative to existing plans and policies Suggest priority list of projects for Capital Improvement Program |
|--|--|

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | |
|--|---|-----------------|------------|----------------|--------------|--------------|
| Planning | 1500 | Human Resources | 1520 | Administration | 1521 | |
| PERFORMANCE INDICATORS | | | | | | |
| OBJECTIVES | DESCRIPTION | Work-load | Efficiency | Effectiveness | 1977 | 1978 |
| | | | | | | |
| 1. Develop skills inventory and resource team to respond to technical assistance requests. | # of Technical Assistance (TA) requests | X | | | 195 | 250 |
| | Average Response Time | | X | | 10 days | 5 days |
| | Completed TA Responses | | | X | 180 | 250 |
| | % Completion | | | X | 25% | 100% |
| | | | | | | |
| 2. Design an ongoing human resource data system. | Design of System | X | | | 0 | 1 |
| | # of Data Requests | X | | | 350 | 500 |
| | Average Response Time | | X | | 5 days | 3 days |
| | # of Data Updates | | | X | 2 | 12 |
| | % of Data Less than 1 Year Old | | | X | 60% | 90% |
| 3. Provide technical support to the Health Commission. | # of Project Reviews | X | | | 25 | 45 |
| | # of Technical Reports Completed | | | X | 45 | 95 |
| 4. Design an inventory of non-Municipal funding resources. | Design of System | X | | | 0 | 1 |
| | # of Requests | | | X | 70 | 200 |
| | # of Health and Social Service Dollars from non-Municipal Sources | | | X | \$12,000,000 | \$15,500,000 |
| | | | | | | |
| 5. Administer Block Grant Program | # of Project Status Reports | X | | | 1 | 4 |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

- Local emphasis on reducing costs to consumers and increasing program accountability for public funds. Short time frames created by public agency application reviews for funding requires increased local capability to respond quickly to requests for assistance. Slow or inaccurate responses will lead to loss of funds.
- Need for health and social service information listed as number one need of both providers and consumers in Rowan Survey and Municipality of Anchorage needs update. Requests for data have doubled from 1976 to 1977. Data is necessary to support local funding requests from state and federal governments.
- Mandate PL 93-641, Health Systems Agency/Municipal Health Commission work agreement, AO 255-76. Work plan derived from laws/ordinance; requires coordination between departments; emphasis on reducing duplication, containing costs.
- Desire to avoid increasing mill rate leads to increasing demand for program dollars other than Municipal revenues.
- Specific accountability for Block Grant performance required by HUD.

CHANGES FROM CURRENT OPERATIONS:

More efficient and effective use of existing skills and technical expertise will lead to (1) reduced cost per unit of service; (2) more timely responses; and (3) more outside dollars for needed services.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|---|---|
| 1. Develop Skills Inventory and Resource Team | Develop complete skills inventory Develop response system utilizing Division time response log Monitor and revise as appropriate Publicize availability to appropriate departments |
| 2. Design Human Resource Data System | Complete and update resource inventories Analyze response requirements Develop and bring on line input and response system |
| 3. Provide Technical Support to Municipal Health Commission | Assist in defining work plan Develop flexible staff assignments using Planning & other depts. Monitor and revise as appropriate Do staff technical reviews on 1/3 of projects |
| 4. Design File on Non-Municipal Funding Sources | Define system requirements Collect information and set up file Revise and update Publish availability |
| 5. Block Grant Administration | Identify departments monitoring projects Develop quarterly reporting format and yearly performance reports |

| DEPT. Planning | Unit No. 1500 | DIV. Human Resources Planning | Unit No. 1520 | SEC. Human Resources | Unit No. 1522 | |
|---|--|----------------------------------|------------------|-------------------------|-----------------------|----------------------|
| PERFORMANCE INDICATORS | | | | | | |
| OBJECTIVES | DESCRIPTION | Work-load | Effi- ciency | Effec- tiveness | 1977 | 1978 |
| | | | | | | |
| 1. Prepare Community Development Block Grant applica- tion consistent with national program objectives | Completed Application % of Projects Consistent with Federal Outlines | X | | X | 1 40% | 1 100% |
| 2. Update Human Service Resource Inventory | Complete Inventory % of Data Less Than 1 Year Old | X | | X | 1 80% | 1 90% |
| 3. Identify all duplication of privately funded health, social services by the public sector. | # of Projects Reviewed # of Duplicate Services Funded | X | | X | 25 60 | 45 30 |
| 4. Define alternative programs to meet identified human resource need. | # of Alternative Program Models Developed | X | | | 0 | 5 |
| 5. Design cost effectiveness model for human service funding. | Completed Model Cost per Program Review | X | X | | 0 \$150 | 1 \$ 50 |
| 6. Respond to 85% of all technical assistance (TA) requests within one week. | # of TA Requests Average Response Time # of Completed TA Responses | X | X | X | 250 10 days 240 | 380 5 days 380 |
| 7. Facilitate cost/containment and reduce duplication through Municipal Health Commission staffing. | # of Committees Staffed # of Meetings Staffed # of Technical Reports Completed | X X | | X | 8 178 30 | 8 235 70 |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

- Existing Block Grant Program could better meet federal guidelines; potential for non-funding of projects continues.
- ,3.,4.,5. 1977 survey of Anchorage residents shows cost of services is greatest concern of citizens. National data indicates duplication accounts for significant portion of cost increases. Analysis of existing system shows possible duplication of 50% of the dollar expenditures in health and social services. Funding decisions require knowledge of existing resources and needs and identification of least/cost alternatives.
- Increased number of technical assistance requests would require more staff time without increased efficiency or drop in service levels.
- Mandate PL 93-641, work agreement with regional Health Systems Agency and AD 255-76.

CHANGES FROM CURRENT OPERATIONS:

Two existing sections combined into one for increased efficiency and maximum use of proper level of skills and expertise.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- Block Grant Preparation
 - Identify HUD Block Grant objectives
 - Identify target populations
 - Coordinate with existing plans and program budgets
 - Set parameters for public input
 - Review proposals, prepare, and submit application
- Update Resource Inventory
 - Develop forms, complete data collection, draft update
 - Review and finalize document
- Identify Program Duplication
 - Identify scarcity and excess capacity areas
 - Evaluate public and private sector programs
 - Propose alternatives and identify possible private resources
- Alternative Program Definition
 - Develop service needs profile
 - Develop alternative scenarios
 - Alternative future forecasting
- Cost/Effectiveness Model
 - Set parameters, elements, and interfaces
 - Design models
- Technical Assistance Response
 - Implement log, routing system, analyze time by type of response
- Staff Health Commission
 - Define work plan, prepare technical papers, draft documents, staff committee.

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | |
|--|---|-----------|------------|----------------|----------|------|
| Planning | 1500 | Physical | 1530 | Administration | 1531 | |
| PERFORMANCE INDICATORS | | | | | | |
| OBJECTIVES | DESCRIPTION | Work load | Efficiency | Effectiveness | 1977 | 1978 |
| | | | | | | |
| 1. Establish division work plan document | Complete document | X | | | 1 | 1 |
| | # of progress reports | | | X | | 4 |
| 2. Initiate design of projects | Complete designs | X | | | 6 | 7 |
| 3. Expand staff resource capability through team approach/technical cross-training. | # of team projects per staff member | X | | | 1 | 3 |
| | # of program disciplines assigned per staff | | | X | 1 | 2 |
| | # of training sessions | | | X | 1 | 5 |
| 4. Provide technical support to inter-agency programs | # of programs | X | | | 4 | 4 |
| | # of meetings | X | | | 12 | 12 |
| | # of issue analysis | | | X | 10 | 10 |
| 5. Provide technical support to Assembly and Commissions | # of groups assisted | X | | | 4 | 4 |
| | # of meetings | X | | | 40 | 40 |
| | # of reports | | | X | 3 | 4 |
| 6. Develop report classification guidelines to standardize format, content and nomenclature of planning reports. | Complete guidelines | X | | | 1 | 1 |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Extent of Administrative/Assembly commitments requires organizing-prioritizing work projects.
2. Effective project development requires scoping out needs, procedures, staging.
3. Work Program demand requires more effective use of staffing skills, and continuity on projects.
4. Commitments to programs such as MAUS, or AMATS requires technical support.
5. Continuing technical assistance is required by Assembly and Commissions.
6. Effective communication of data and analysis requires definition.

CHANGES FROM CURRENT OPERATIONS:

Administrative procedures represent techniques to improve productivity and work satisfaction.

Training and assignment procedures are designed to achieve staffing continuity on projects.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|--|--|
| 1. Work Plan development | Outline program needs, prioritize projects Prepare progress reports |
| 2. Initiate design of projects | Outline project objective/scope Detail procedures, methodology Identify staffing requirements Indicate project staging |
| 3. Expand staffing skills | Assign staffing teams to projects Provide technical orientation Review project performance |
| 4. Inter-agency technical support | Participate on project development Prepare analyses of issues Represent Municipality's Administrative/Legislative position |
| 5. Assembly & Commission technical support | Provide technical staffing for meetings Prepare analyses and reports |
| 6. Report classification guidelines | Outline types & purpose of reports Identify format, nomenclature Standardize preparation procedures |

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | |
|---|---|-----------|------------|---------------|----------|------|
| Planning | 1500 | Physical | 1530 | Land Use | 1532 | |
| PERFORMANCE INDICATORS | | | | | | |
| OBJECTIVES | DESCRIPTION | Work-load | Efficiency | Effectiveness | 1977 | 1978 |
| | | | | | | |
| 1. Develop Land Use alternative evaluations and test configurations. | # of evaluations with comparisons & testing | X | | | | 3 |
| 2. Extend staffing support to continuing water resource investigations and prepare implementation measures. | # of progress reports | X | | | 1 | 2 |
| 3. Complete Coastal Zone Management program. | # of program reports & policies | X | | | 1 | 1 |
| 4. Continue and refine housing rehabilitation process. | # of reports/new applications filed | X | | | 1 | 1 |
| 5. Prepare, up-date recreation open space and land resources improvement options and use configurations. | # of revised/new development options & policies in discussion draft | X | | | 1 | 2 |
| 6. Formulate Historic Preservation procedures, policies and implementation measures. | # of implementation measures drafted & under review | X | | | 1 | 1 |
| 7. Organize hazardous lands protection procedures and prepare implementation measures. | # of procedures & implementation | X | | | 1 | 1 |
| 8. Provide technical assistance to Administration, Assembly and Commissions. | # of reports & other assistance provided | X | | | 1 | 1 |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Permanent commitments relating to cost and placement of land use support systems will be accomplished through information based upon research and planning.
2. Decisions are required as to supply and up-grading of water resources.
3. Policies are necessary to govern the impact of coastal development activity.
4. Maintenance of modest income housing stock is required as on-going activity.
5. Filling of system gaps and up-date of policies is required post unification.
6. Procedures are necessary as follow-up to inventory, to initiate active preservation activities.
7. Formalized procedures are necessary to organize and apply information.
8. On-going technical assistance is required by Administration, Assembly & Commission.

CHANGES FROM CURRENT OPERATIONS:

- . Use of information systems to aid policy formulation.
- . Up-date from current information and policy base.
- . Improvement in definition of procedures.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Land Use alternatives <ul style="list-style-type: none"> Outline development needs Develop format for support data Prepare comparisons Conduct detailed community planning 2. Water Resource Investigations <ul style="list-style-type: none"> Develop supporting data Prepare progress reports Prepare discussion drafts Prepare implementation measures 3. Coastal Zone Program <ul style="list-style-type: none"> Complete discussion draft of policies Prepare progress reports & support documents 4. Housing rehabilitation <ul style="list-style-type: none"> Review & refine procedures Extend program services to defined areas Carry-on reporting procedures | <ol style="list-style-type: none"> 5. Recreation open space & land resources <ul style="list-style-type: none"> Outline work plans for Ship Creek & general update Assemble & up-date data base Prepare report documents 6. Historic preservation procedures <ul style="list-style-type: none"> Develop visual application Define appropriate guidelines 7. Hazardous land procedures <ul style="list-style-type: none"> Organize data Graphic application of system Define appropriate guidelines 8. Administration, Assembly, Commission, technical support <ul style="list-style-type: none"> Provide technical staffing for meetings Prepare analyses and reports |
|---|---|

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | | |
|---|---|-----------|-----------------|----------------|--------------------|------|------|
| Planning | 1500 | Physical | 1530 | Transportation | 1533 | | |
| PERFORMANCE INDICATORS | | | | | | | |
| OBJECTIVES | DESCRIPTION | Work load | Effi- ciency | Efficacy | Effec- tiveness | 1977 | 1978 |
| | | | | | | | |
| 1. Development of Transportation elements & complete reporting procedures | # of up-dates of report elements or complete initial report | X | | | | 3 | 4 |
| 2. Evaluate transportation impacts of alternative land use configurations & test on system. | # of evaluations & testing results | X | | | | 1 | 1 |
| 3. Initiate program procedures for transportation | Establish procedures & criteria | X | | | | | 1 |
| 4. Continued development & refinement of technical transportation support reports | # of reports submitted | X | | | | 4 | 4 |
| 5. Interagency surveillance & management of transportation systems information | # of on-line up-dates of current data | X | | | | | 1 |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Carry-out responsibility for local transportation planning according to State agreement per Federal requirements; growth demand on system.
2. Enables commitment of major transportation system network in accord with land use and other supporting systems.
3. Reservation of corridors is necessary to implement major system and meet growth demand.
4. Specialized Federal review procedures require extensive formal reports to meet AMATS obligations.
5. Constant changes in system needs, reporting requirements and actual demands require continuous monitoring.

CHANGES FROM CURRENT OPERATIONS:

- . Increased technical-analytical procedures.
- . Fill in gaps in existing system.
- . Measures developed to insure implementation.
- . Continuing refinement of on-line data.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Transportation elements <ul style="list-style-type: none"> Develop & refine Long Range Element Develop & refine Transportation Management element Prepare General Aviations Systems element Prepare up-date of Transit element 2. Evaluation of alternatives <ul style="list-style-type: none"> Develop procedures Carry-out evaluations Test for comparisons 3. Transportation easements <ul style="list-style-type: none"> Outline systems R.O.W. requirements Formalize or revise standards Initiate implementation amendments | <ol style="list-style-type: none"> 4. Technical support reports <ul style="list-style-type: none"> Develop prospectus Develop Unified Work Program Develop Transportation Improvement element Develop Transportation Certification 5. Surveillance & management of information <ul style="list-style-type: none"> Monitor changes in information base In-put new information Coordinate procedures |
|---|---|

| DEPT. | Unit No. | DIV. | Unit No. | SEC. | Unit No. | | |
|--|--|---------------------|------------|----------------|------------------------|-------------------------|------------------|
| Planning | 1500 | Zoning and Platting | 1540 | Administration | 1541 | | |
| PERFORMANCE INDICATORS | | | | | | | |
| OBJECTIVES | DESCRIPTION | Work-load | Efficiency | Effectiveness | 1977 | 1978 | |
| | | | | | | | |
| 1. Establish shared work assignments for Zoning and Platting staff to maximize the efficiency of processing zoning and platting applications 2. Develop standard operating procedures for implementation of policies and codes adopted by the Planning Department, Administration, Planning Commission, Platting Authority, and the Assembly. 3. Provide staff support to Planning Commission, Platting Authority, and Assembly. 4. Establish a pre-application committee to improve procedures for interagency application review. | Establish Procedures Average Process Time-Zoning Average Process Time-Platting | X | X | | 0 10 Hrs. 2 Hrs. | 1 8 Hrs. 1.5 Hrs. | |
| | Develop Procedure Document % Accuracy of Policy Implementation | X | | X | 0 10% | 1 100% | |
| | # of Meetings # of Cases Presented | X | | | | 104 800 | 110 845 |
| | Establish Procedures % Agency Participation % Decrease in Response Time | X | | X | | 0 60% 0 | 1 100% 20% |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Lack of communication between Zoning and Platting staff.
2. Lack of understanding of policies, procedures, and codes.
3. Presentations by Planning staff is required at the regular meetings of the Planning Commission, Platting Authority, and Assembly.
4. Lack of communication between the various Municipal agencies and the public.

CHANGES FROM CURRENT OPERATIONS:

1. Coordinate Zoning and Platting staff to improve efficiency and productivity through cross training activities.
2. Establish a standard operating procedures manual for implementation of policies and codes.
3. Provide better land use data and technical information.
4. Improve procedures for processing and review by a pre-application committee.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|---|---|
| 1. Establish shared work assignments | Better historical information Familiarity with both zoning and subdivision regulations Obtaining diversified opinions and ideas Familiarity with the total planning process and principles |
| 2. Develop standard operating procedures | Standard operating policies and procedures guide will be produced |
| 3. Staff support to Planning Commission, etc. | Knowledgeable and qualified planning staff required |
| 4. Establish pre-application committee | Processing and review procedures for applications considered by the Planning Commission and Platting Authority will be established. |

| DEPT. Planning | Unit No. 1500 | DIV. Zoning and Platting | Unit No. 1540 | SEC. Zoning | Unit No. 1542 | |
|---|-----------------------------------|-----------------------------|------------------|--------------------|------------------|---------|
| PERFORMANCE INDICATORS | | | | | | |
| OBJECTIVES | DESCRIPTION | Work load | Effi- ciency | Effec- tiveness | 1977 | 1978 |
| | | | | | | |
| 1. Process approximately 165 applications for rezonings, Code Amendments, and special exceptions to the Planning Commission and Assembly. | # of applications processed | X | | | 150 | 165 |
| | Cost per application processed | | X | | \$1,500 | \$1,450 |
| | % of total processed applications | | | X | 95% | 95% |
| 2. Coordinate with appointed committee to bring the Zoning Code in line with approved Comprehensive Plan. | # of meetings staffed per week | X | | | 2 to 3 | 2 to 3 |
| | time spent per meeting in hours | | X | | 1 to 2 | 1 to 2 |
| | % of completion | | | X | 5% | 45% |
| 3. Provide public information assistance to Administration and general public. | # of requests for information | X | | | 18,000 | 20,000 |
| | % of staff time required | | X | | TBD | TBD |
| | % of requests responded to | | | X | 100% | 100% |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

1. Planning and Zoning review by Public Agencies are required by the following:

Alaska State Statute Section 29.13.100
Former Greater Anchorage Area Borough Code of Ordinances Sections: 21.05, 21.10.010, 21.30.060, 21.30.070.

The State Statute requires review by Planning and Zoning on an area wide basis; the former Borough Codes require zoning, subdivision review, secretarial and staff support to the Planning and Zoning Commission and Assembly.

2. The Commission has directed a Committee to review the Zoning Code included in Department's work program and to solve problems in administration of existing Code.
3. Foremost service provided by Department.

CHANGES FROM CURRENT OPERATIONS:

Reorganization and implementation of management techniques to increase efficiency in processing of applications and service to the Community. Respectful and positive attitudes from staff is compulsory.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

OBJECTIVES

TASK

1. Accept applications for rezonings, special exceptions and Code amendments.
Log, make up files, and write up items.
Sent out distribution to all public agencies and Community Councils.
Schedule special exceptions for pre-application review.
Legally advertise request in newspaper.
Post the site.
Assign the request to a staff planner.
Research, analyze, review distribution, and write up item.
Present to Planning Commission.
Prepare actions for Assembly review.
Present to Assembly.
2. Many hours of scrutiny and evaluation by the Committee are required to eventually bring the Zoning Ordinance in line with the Comprehensive Plan.
3. A thorough knowledge of the Zoning Code, a willingness to work, and a respectful and positive attitude from staff is required.

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|-------------------|------------------|---------------------------|------------------|------------------|------------------|
| DEPT. Planning | Unit No. 1500 | DIV. Zoning & Platting | Unit No. 1540 | SEC. Platting | Unit No. 1543 |
|-------------------|------------------|---------------------------|------------------|------------------|------------------|

| OBJECTIVES | DESCRIPTION | PERFORMANCE INDICATORS | | | | 1977 | 1978 |
|--|---|------------------------|------------|---------------|--|--------|--------|
| | | Work-load | Efficiency | Effectiveness | | | |
| 1. Process all subdivision applications for compliance to Municipal Ordinances and Policies. | # of Prelim. & Final applications processed | X | | | | 650 | 680 |
| | % of total staff time required | | X | | | 58% | 62% |
| | # of Platting Authority actions overturned by Board of Adjustment | | | X | | 0 | 0 |
| 2. Search for a new technique in land subdivision regulations to reduce subdivision development costs. | # of amendments prepared | X | | | | 3 | 1 |
| | % of total staff time required | | X | | | 8% | 4% |
| | # of amendments adopted by the Assembly | | | X | | 3 | 1 |
| 3. Respond to all inquiries for information and technical assistance. | # of inquiries | X | | | | 20,000 | 20,000 |
| | % of total staff time required | | X | | | 34% | 34% |
| | % of inquiry response | | | X | | 100% | 100% |

EVIDENCE DEMONSTRATING THE NEED FOR THIS LEVEL OF SERVICE:

- For the protection of the consumer and to provide for the orderly development of the land, Alaska Statute mandates that Home Rule Municipalities must provide for Platting activity. Greater Anchorage Area Borough Code of Ordinance Sec. 21.30.130 establishes the Platting Board. Sec. 21.30.170 and Sec. 21.30.180 requires the Planning Department to provide a Secretary to the Board (Platting Officer) and staff service.
- New ideas and techniques need to be constantly explored to reflect changes in conditions and technology to reduce subdivision construction and application costs. These changes would be reflected in proposed amendments to applicable ordinances.
- The subdivision of land is a land use program that requires a constant flow of information between the technical community, the general public, and the government. Information that is most often requested concerns the process of subdividing land. Technical inquiries concern subdivision design, road grades, topography, and soils conditions.

CHANGES FROM CURRENT OPERATIONS:

No changes from current operations are anticipated.

SUMMARY OF PLAN FOR ACCOMPLISHING OBJECTIVES:

- | | |
|---|--|
| 1. Process all subdivision applications: | Distribute applications to reviewing agencies. Process application for legal requirements. Perform field inspection of the site. Examine subdivision history of the property. Examine reviewing agency comments. Confer with the subdivider on staff findings. Prepare Platting Board report. Deliver presentation to Platting Board and Public at Hearing. Process final plat application for filing. |
| 2. Search for new techniques | Examine techniques used in other communities. Conduct comparative studies on techniques application to Anchorage. Prepare ordinance amendments. Present study and ordinance amendments at Public Hearing. |
| 3. Respond to all inquiries for information | Research ordinances, department records, and technical resources. Respond to inquiry. |