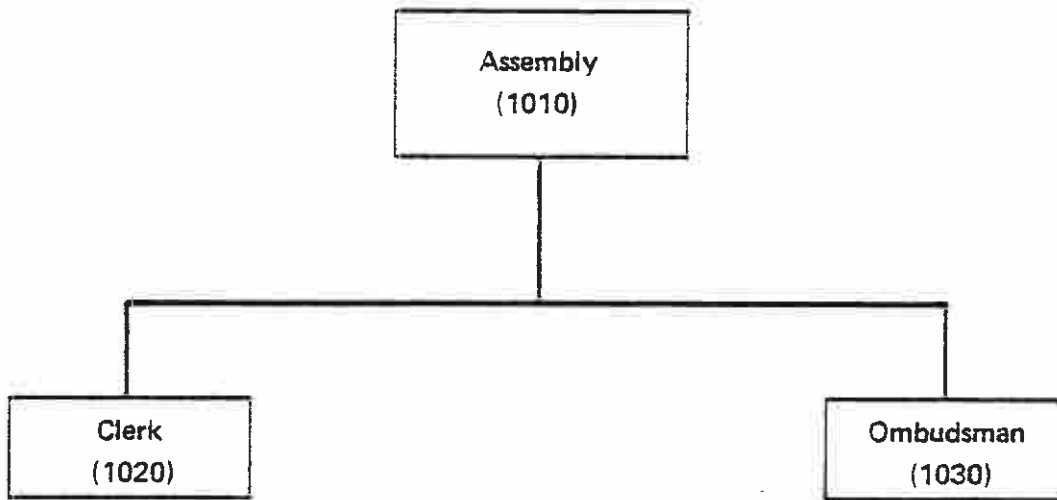


ORGANIZATION CHART

ASSEMBLY



## ASSEMBLY

The Municipal Assembly exercises the legislative powers prescribed in the Anchorage Home Rule Charter and Municipal Code. Each Assembly member represents and serves the constituents of an election district.

Assembly - Through a series of regular and special public meetings, the Assembly conducts the legislative business of the Municipality. Legislative responsibilities include: enactment of Municipal ordinances and resolutions, appropriation of Municipal and School District budgets, review and approval of appointments to boards and commissions, approval of contract awards over \$30,000 and certification of all Municipal elections.

Clerk - The Clerk's Office provides administrative support to the Assembly as prescribed by that body and administers all Municipal elections.

Ombudsman - The Office of the Ombudsman investigates administrative acts of Municipal agencies and organizations and makes recommendations for resolution of complaints and inquiries. The office initiates investigations upon complaints of citizens and also upon its own motion.

DEPARTMENT						
Assembly						
ACCOUNT NUMBER	DIVISIONS/SECTIONS	1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1010	Assembly	412,230	306,420	330,200	350,200	408,260
1020	Clerk	408,280	458,850	514,710	514,710	543,540
1030	Ombudsman	82,220	104,360	117,530	119,450	134,450
	Direct Organizational Cost	902,730	869,630	962,440	984,360	1,086,250
	Add Intragovernmental Charges	233,210	375,650	345,230	339,420	340,720
	Total Department Cost	1,135,940	1,245,280	1,307,670	1,323,780	1,426,970
	Less Intragovernmental Charges	610	5,750	-0-	5,790	5,800
	Function Cost	1,135,330	1,239,530	1,307,670	1,317,990	1,421,170
	Less Revenue	41,060	32,000	67,600	422,090	422,090
	Local Tax Cost	1,094,270	1,207,530	1,240,070	895,900	999,080

COMMENTARY

DEPT. -	UNIT NO. 1010	DIV. Assembly	UNIT NO. 1010	SEC.	UNIT NO.
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MISSION  
To perform as the legislative branch of the Municipal government and represent constituents of the Assembly sections.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE  
Eleven elected Assembly members enact all laws; appropriate all money; award contracts over \$30,000; approve funding levels of school district and Municipal budgets; determine the mill levy; act as a Board of Adjustment in planning/zoning and platting matters; confirm all appointments to boards and commissions; certify all elections.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
209,500 people represented 50 regular and special meetings 100 informal meetings 44 trips on Municipal business 100 public presentation/speaking requests Assembly Internship Program Sydney/Jeanne Laurence Memorial Fund	Attend informal, local meetings Travel to promote Municipal business Review and act upon ordinances, resolutions, memorandums and appeals Review, amend and approve budget requests Establish Assembly Internship Program Plan and construct a Sydney/Jeanne Laurence Memorial	50 regular and special meetings held Funds received from state Four elections certified 560 laws passed Municipal departments funded School district funded Sydney/Jeanne Laurence Memorial completed

CHANGES FROM CURRENT LEVEL  
None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE			
DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Assembly meetings	50	50	50
Elections certified	3	3	4
Appeals	60	40	45
Laws	488	530	560

**RESOURCE SUMMARY**

FUND: 0101 Areawide General

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Assembly	1000	Assembly	1010			
FINANCIAL RESOURCES		1979	1980	1981		
		ACTUAL	REVISED	REQUESTED	RECOMMENDED	APPROVED
1000	Personal Services	167,920	143,380	169,630	169,630	172,030
2000	Supplies	2,280	1,880	880	880	880
3000	Other Services & Charges	242,030	161,160	157,070	177,070	227,730
4000	Debt Service	-0-	-0-	-0-	-0-	-0-
5000	Capital Outlay	-0-	-0-	2,620	2,620	2,620
<b>DIRECT ORGANIZATIONAL COST</b>		412,230	306,420	330,200	350,200	408,260
6000	Intragovernmental Charges	77,300	131,150	112,510	110,290	110,010
<b>BUDGET UNIT COST</b>		489,530	437,570	442,710	460,490	518,270
7000	Intragovernmental Revenue	-0-	-0-	-0-	-0-	-0-
<b>FUNCTION COST</b>		489,530	437,570	442,710	460,490	518,270
Local Revenue:						
	Taxes Other Than Property	-0-	-0-	-0-	-0-	-0-
	Licenses and Permits	-0-	-0-	-0-	-0-	-0-
	Fines and Forfeitures	-0-	-0-	-0-	-0-	-0-
	Charges for Services	-0-	-0-	-0-	-0-	-0-
	Other Local Revenue	3,710	-0-	-0-	-0-	-0-
	Total Local Revenue	3,710	-0-	-0-	-0-	-0-
	State Revenue	-0-	-0-	-0-	-0-	-0-
	Federal Revenue	-0-	-0-	-0-	-0-	-0-
	Fund Balance Appropriated	-0-	-0-	-0-	-0-	-0-
<b>TOTAL REVENUES</b>		3,710	-0-	-0-	-0-	-0-
<b>LOCAL TAXES REQUIRED</b>		485,820	437,570	442,710	460,490	518,270
PERSONNEL RESOURCES		RANGE & STEP	1980 BUDGET	1981		
				REQUESTED	RECOMMENDED	APPROVED
	Assembly Chairman	01E	1	1	1	1
	Assembly Members	01E	10	10	10	10
<b>TOTAL</b>			11	11	11	11
<b>NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:</b>			-0-			

DEPT. -	UNIT NO.	DIV.	UNIT NO.	SEC.	UNIT NO.
Assembly	1010	Clerk	1020		

**MISSION**  
 To support the Municipal Assembly, conduct Municipal elections, and serve as the office of record for the Municipality. Update voter files.

**SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE**  
 The Clerk, Deputy Clerk and four clerical employees produce one set of minutes for each official Assembly meeting; conduct elections as required; serve as the office of record for contracts, minutes, ordinances and resolutions; process liquor licenses, business licenses and appeals; initiate and provide code supplements on a quarterly basis; answer questions, do research and provide information to the public upon request.

WORKLOAD	WORK ACTIVITIES	SERVICE PRODUCTS/OUTCOME
50 Assembly meetings	Provide clerical support for Assembly meetings	50 meetings of Assembly documented
480 liquor license requests	Write 50 liquor license memorandums	480 liquor licenses considered by Assembly
2,800 contracts	Sign, log and file contracts	2,800 contracts filed and indexed
150 business license requests	Xerox appeal packets average of three times each	150 business licenses issued
1,860 ordinances, resolutions and memorandums	Sign, log, file, index and distribute ordinances, resolutions and memorandums	Four elections held and certified
45 appeals	Identify and process amendments to Municipal Code	1,860 ordinances, resolutions and memorandums maintained
Four elections	Provide staff support for Salaries and Emoluments, Election, Data Processing, and Ethics Boards	45 appeals granted/denied
Four code supplements	Select and coordinate polling places	Salaries and Emoluments, Ethics, Election and Data Processing Boards supported
49 Assembly/Clerk travel requests	Design and print ballots	List of municipal voters with addresses
25,000 voter names	Correlate municipal property owner/voter/State voter files	

**CHANGES FROM CURRENT LEVEL**  
 None

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE			
DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Assembly meetings	50	50	50
Liquor licenses	360	420	480
Business licenses	180	120	150
Elections	3	3	4
Appeals	60	40	45
Ordinances, resolutions and memorandums	1,735	1,800	1,860

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.
Assembly	1000	Clerk	1020		
<b>FINANCIAL RESOURCES</b>			<b>1979</b>	<b>1980</b>	<b>1981</b>
			<i>ACTUAL</i>	<i>REVISED</i>	<i>REQUESTED</i> <i>RECOMMENDED</i> <i>APPROVED</i>
1000	Personal Services		178,560	187,060	196,170   196,170   196,170
2000	Supplies		4,260	3,060	3,060   3,060   3,060
3000	Other Services & Charges		224,890	265,230	286,730   286,730   312,560
4000	Debt Service		-0-	-0-	-0-   -0-   -0-
5000	Capital Outlay		570	3,500	28,750   28,750   28,750
<b>DIRECT ORGANIZATIONAL COST</b>			408,280	458,850	514,710   514,710   543,540
6000	Intragovernmental Charges		143,730	222,260	206,880   201,440   202,600
<b>BUDGET UNIT COST</b>			552,010	681,110	721,590   716,150   746,140
7000	Intragovernmental Revenue		610	5,750	-0-   5,790   5,800
<b>FUNCTION COST</b>			551,400	675,360	721,590   710,360   740,340
Local Revenue:					
	Taxes Other Than Property		-0-	-0-	-0-   -0-   -0-
	Licenses and Permits		12,240	10,000	7,000   7,000   7,000
	Fines and Forfeitures		-0-	-0-	-0-   -0-   -0-
	Charges for Services		18,580	15,000	7,000   7,000   7,000
	Other Local Revenue		6,530	7,000	3,600   3,600   3,600
	Total Local Revenue		37,350	32,000	17,600   17,600   17,600
	State Revenue		-0-	-0-	50,000   30,000   30,000
	Federal Revenue		-0-	-0-	-0-   -0-   -0-
	Fund Balance Appropriated		-0-	-0-	-0-   374,490   374,490
<b>TOTAL REVENUES</b>			37,350	32,000	67,600   422,090   422,090
<b>LOCAL TAXES REQUIRED</b>			514,050	643,360	653,990   288,270   318,250
<b>PERSONNEL RESOURCES</b>			<i>RANGE &amp; STEP</i>	<i>1980 BUDGET</i>	<i>1981</i>
					<i>REQUESTED</i> <i>RECOMMENDED</i> <i>APPROVED</i>
	Municipal Clerk		20E	1	1   1   1
	Deputy Municipal Clerk		20E	1	1   1   1
	Senior Office Associate		10N B-D	2	2   2   2
	Office Associate		9N C-E	2	2   2   2
<b>TOTAL</b>				6	6   6   6
<b>NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:</b>					-0-

DEPT. -	UNIT NO. 1000	DIV. Ombudsman	UNIT NO. 1030	SEC.	UNIT NO.
Assembly					

MISSION

To provide the citizens of Anchorage an impartial, independent office to investigate the acts of administrative agencies and to recommend appropriate changes toward the goals of safeguarding the rights of persons and promoting higher standards of competency, efficiency and equity in the provision of Municipal services.

SUMMARY DESCRIPTION OF 1981 LEVEL OF SERVICE

The Ombudsman and two administrative personnel will investigate and resolve citizen complaints pertaining to the local government and conduct research and answer citizen inquiries relating to local government functions. The office will also compile and maintain information concerning social services agencies and provide a referral and information source for local citizens and conduct an outreach program which will assist the public in understanding the function and assistance provided by the Office of the Ombudsman.

WORKLOAD

Receive citizen requests for complaint investigation and referral

WORK ACTIVITIES

Refer citizens to appropriate government or private agencies  
Investigate complaints  
Prepare annual report

SERVICE PRODUCTS/OUTCOME

Accurate referrals  
Completed and closed complaint investigations  
Publication of annual report

CHANGES FROM CURRENT LEVEL

Additional responsibilities for complex investigations will be assigned to the Administrative Officer position, requiring an upward reclassification.

PERFORMANCE MEASURES FOR THIS LEVEL OF SERVICE

DESCRIPTION	1979 ACTUAL	1980 BUDGETED	1981 PLANNED
Information requests, referrals and inquiries	2137	2200	2300
Complaint investigations	505	550	600



**RESOURCE SUMMARY**

FUND: 0101 Areawide General

DEPT.	Unit No.	DIV.	Unit No.	SEC.	Unit No.	
Assembly	1000	Ombudsman	1030			
FINANCIAL RESOURCES			1979	1980	1981	
			ACTUAL	REVISED	REQUESTED	APPROVED
					RECOMMENDED	
1000	Personal Services		79,010	100,590	112,300	114,220
2000	Supplies		720	900	1,250	1,250
3000	Other Services & Charges		1,770	2,870	3,980	3,980
4000	Debt Service		-0-	-0-	-0-	-0-
5000	Capital Outlay		720	-0-	-0-	15,000
<b>DIRECT ORGANIZATIONAL COST</b>			82,220	104,360	117,530	119,450
6000	Intragovernmental Charges		12,180	22,240	25,840	27,690
<b>BUDGET UNIT COST</b>			94,400	126,600	143,370	147,140
7000	Intragovernmental Revenue		-0-	-0-	-0-	-0-
<b>FUNCTION COST</b>			94,400	126,600	143,370	147,140
Local Revenue:						
	Taxes Other Than Property		-0-	-0-	-0-	-0-
	Licenses and Permits		-0-	-0-	-0-	-0-
	Fines and Forfeitures		-0-	-0-	-0-	-0-
	Charges for Services		-0-	-0-	-0-	-0-
	Other Local Revenue		-0-	-0-	-0-	-0-
	Total Local Revenue		-0-	-0-	-0-	-0-
	State Revenue		-0-	-0-	-0-	-0-
	Federal Revenue		-0-	-0-	-0-	-0-
	Fund Balance Appropriated		-0-	-0-	-0-	-0-
<b>TOTAL REVENUES</b>			-0-	-0-	-0-	-0-
<b>LOCAL TAXES REQUIRED</b>			94,400	126,600	143,370	147,140
<b>PERSONNEL RESOURCES</b>			<b>RANGE &amp; STEP</b>	<b>1980 BUDGET</b>	<b>1981</b>	
					<b>REQUESTED</b>	<b>APPROVED</b>
					<b>RECOMMENDED</b>	
	Ombudsman	20E	1	1	1	1
	Senior Administrative Officer	15 A-B	-0-	1	1	1
	Administrative Officer	14 B-C	1	-0-	-0-	-0-
	Junior Administrative Officer	12 B-C	-0-	1	1	1
	Senior Office Associate	10 B-C	1	-0-	-0-	-0-
<b>TOTAL</b>				3	3	3
<b>NUMBER OF CETA POSITIONS SUPPORTING THIS BUDGET UNIT:</b>				-0-		