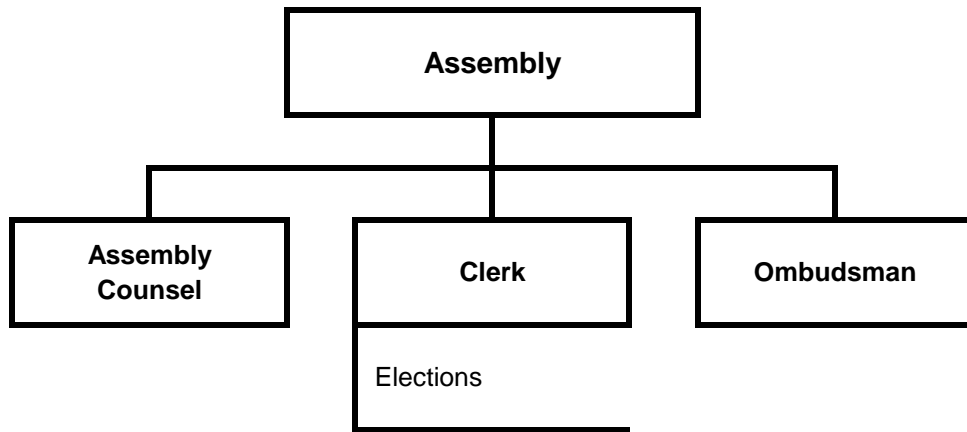


Assembly



Assembly Department

ANCHORAGE ASSEMBLY

Description

The Anchorage Assembly is an eleven-member body, elected by the voters of the Municipality that serves as the legislative body of the municipal government. The Assembly is responsible for setting municipal policy through the enactment of laws (ordinances) and the adoption of resolutions. Each Assembly member is elected by district and serves a three-year term. The Assembly derives its powers from the 1975 Anchorage Home Rule Charter and operates under the Anchorage Municipal Code, the Anchorage Municipal Code of Regulations, and the Constitution of the State of Alaska and its laws.

The Anchorage Assembly Department has three divisions: **The Assembly, including Assembly Counsel; the Municipal Clerk; and the Ombudsman.**

Assembly Division Services:

- Enacts all municipal laws and sets policies;
- Establishes annual mill levies;
- Approves municipal annual budgets including the Anchorage School District and Board;
- Appropriates annual and revised funding levels for all municipal departments including the Anchorage School District;
- Approves contracts over \$500,000 awarded through the competitive bid process and contracts for services over \$100,000;
- Confirms all appointments to municipal boards and commissions, and other executive level staff;
- Certifies municipal elections;
- Evaluates the overall efficiency and effectiveness of municipal operations;
- Listens to the concerns and suggestions of citizens of the Municipality of Anchorage; and
- Includes the **Office of the Assembly Counsel**, which provides legal advice to the Assembly and its individual members. Assembly Counsel Division Services include the following:
 - Attends the regular and special meetings of the Assembly and committee meetings upon request;
 - Assists Assembly members with drafting ordinances, resolutions, memoranda, and other working documents; conducts research and provides opinions regarding legal issues in legislative, administrative, and quasi-judicial matters;
 - Assists the Municipal Clerk as directed by the Chair of the Assembly; provides training to the Board of Ethics; and serves as counsel to the Board of Adjustment.

MUNICIPAL CLERK

Description

The Municipal Clerk serves as a liaison between the Anchorage Assembly, the Municipal Administration, and the Public, linking the community with its local government. The duties of the Municipal Clerk's Office include (1) supporting the Anchorage Assembly and Assembly Boards, Commissions, and Committees; (2) conducting fair elections; (3) processes business licenses and coordinates review of liquor licenses; and (4) accurately managing the records created as a function of the Clerk's Office, including agendas, minutes, approved ordinances and resolutions, and other documents.

Municipal Clerk Division Services

- Provides administrative and logistical support to the Assembly, as well as to the Board of Ethics, the Board of Adjustment, the Board of Equalization, and the Salaries and Emoluments Commission;
- Publishes the agenda and compiles the minutes of the all Assembly meetings;
- Records all Assembly meetings and worksessions;
- Provides public notice as required by law, manages Assembly records, including safeguarding and disseminating records for the Assembly, the Administration or the public.
- Serves as custodian of the municipal seal and maintains and administers oaths of office for municipal officials.
- Conducts municipal elections, including managing and updating the elections database, updating election materials; reviewing and verifying candidate qualifications; securing agreements with polling locations; updating election results and reporting results on election day; provides administrative and logistical support to the Election Commission to conduct the public canvass and report to the Assembly on certification of the election.
- Processes business licenses and coordinates review of liquor licenses, supporting public safety and land use policies as adopted by the Assembly.
- Provides budgetary and program assistance to the Assembly by conducting and facilitating policy, program, and operations research, developing legislation, and providing analyses of Municipal budgetary/financial issues.
- Serves as a liaison between the Assembly, the Administration, and the public, assisting the public to navigate and follow the actions of local government.

OMBUDSMAN

Description

- The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public, responsible to the Assembly, empowered to investigate the acts of Municipal agencies and Anchorage School District, and to recommend appropriate changes toward the goals of safeguarding the rights of persons and of promoting higher standards of competency, efficiency, and equity in the provision of municipal services.

Ombudsman Division Services

- Provides independent, impartial services to investigate the acts of Municipal government.



Municipality of Anchorage
Assembly Sections

2016 Approved General Government Operating Budget

JBER

Section 2

Section 1

Section 5

JBER

Section 3

Section 4

Section 6

Chugiak/Eagle River

Girdwood

Section 2

Section 6

ASM - 4

Assembly Department Summary

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Division				
ASM Assembly	1,045,658	1,312,847	1,156,626	(11.90%)
ASM Municipal Clerk	1,737,022	2,613,741	1,925,304	(26.34%)
ASM Ombudsman	287,638	315,063	299,305	(5.00%)
Direct Cost Total	3,070,317	4,241,652	3,381,235	(20.28%)
Intragovernmental Charges				
Charges by/to Other Departments	575,372	658,826	510,796	(22.47%)
Function Cost Total	3,645,689	4,900,478	3,892,031	(20.58%)
Program Generated Revenue	(90,431)	(70,700)	(70,700)	-
Net Cost Total	3,555,258	4,829,778	3,821,331	(20.88%)
Direct Cost by Category				
Salaries and Benefits	1,876,876	2,083,371	2,171,807	4.24%
Supplies	23,547	11,085	13,285	19.85%
Travel	17,482	28,523	36,523	28.05%
Contractual/Other Services	1,111,952	2,118,673	1,159,620	(45.27%)
Debt Service	-	-	-	-
Equipment, Furnishings	40,460	-	-	-
Direct Cost Total	3,070,317	4,241,652	3,381,235	(20.28%)
Position Summary as Budgeted				
Full-Time	24	23	25	8.70%
Part-Time	4	5	3	(40.00%)
Position Total	28	28	28	-

Assembly Reconciliation from 2015 Revised Budget to 2016 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2015 Revised Budget	4,241,652	23	5	-
2015 One-Time Requirements				
- <u>Assembly Counsel</u> - Remove ONE-TIME 2014 CARRYFORWARD for Eberhardt v	(9,565)	-	-	-
- <u>Assembly Counsel</u> - Remove ONE-TIME 2014 CARRYFORWARD for training and conversion of legal file documents; tailoring program to the needs of the office, a flexibility counted on in selecting Time Matters.	(10,000)	-	-	-
- <u>Assembly Counsel</u> - Remove - ONE TIME increase in funding to provide outside counsel for Eberhardt et al. vs Municipality of Anchorage regarding the Turnagain assessment district.	(15,000)	-	-	-
- <u>Assembly</u> - Remove ONE-TIME 2014 CARRYFORWARD - Project Manager for SAP for Assembly.	(200,000)	-	-	-
- <u>Assembly</u> - Remove ONE-TIME 2014 CARRYFORWARD - Temporary support.	(17,507)	-	-	-
- <u>Assembly</u> - Remove ONE-TIME 2015 Run-off election.	(195,000)	-	-	-
- <u>Clerk</u> - Remove - ONE TIME contribution amount not-to-exceed to IT capital Fund (608) for Assembly meeting management software and hardware to replace antiquated system that has technological breakdowns and to address citizen task force recommendations. Will improve efficiencies, including reduced printing time and costs and will increase public accessibility to municipal documents.	(400,000)	-	-	-
Changes in Existing Programs/Funding for 2016				
- Salary and benefits adjustments.	(62,307)	-	-	-
2016 Continuation Level	3,332,273	23	5	-
2016 Proposed Budget Changes				
- None	-	-	-	-
2016 S Version Budget Changes				
- <u>Assembly Counsel</u> - Combine .7 FTE position and .2 FTE position to make up to 1 position 1 full-time position.	10,190	1	(2)	-
- <u>Assembly</u> - ONE-TIME - 2015 CARRYFORWARD - SAP project management oversight - Zia Co. - using Fund Balance.	81,240	-	-	-
- <u>Clerk</u> - New Executive PCN - Agenda & Records Assistant.	86,133	1	-	-
- Various reductions.	(183,021)	-	-	-
- <u>Clerk</u> - Increase 1 position from .4 FTE to .5 FTE with benefits.	31,505	-	-	-
- <u>Clerk/Ombudsman</u> - Proposed step increase for 8 Executive positions.	22,915	-	-	-
2016 Approved Budget	3,381,235	25	3	-

Assembly
Division Summary
ASM Assembly

(Fund Center # 101000, 101500)

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	643,867	718,117	733,460	2.14%
Supplies	1,745	1,885	3,085	63.66%
Travel	9,193	16,790	24,790	47.65%
Contractual/Other Services	382,070	576,055	395,291	(31.38%)
Equipment, Furnishings	8,784	-	-	-
Manageable Direct Cost Total	1,045,658	1,312,847	1,156,626	(11.90%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,045,658	1,312,847	1,156,626	-
Intragovernmental Charges				
Charges by/to Other Departments	535,645	610,410	602,911	(1.23%)
Function Cost Total	1,581,303	1,923,257	1,759,537	(8.51%)
Net Cost Total	1,581,303	1,923,257	1,759,537	(8.51%)
Position Summary as Budgeted				
Full-Time	13	12	13	8.33%
Part-Time	1	2	-	(100.00%)
Position Total	14	14	13	(7.14%)

**Assembly
Division Detail
ASM Assembly**

(Fund Center # 101000, 101500)

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	643,867	718,117	733,460	2.14%
Supplies	1,745	1,885	3,085	63.66%
Travel	9,193	16,790	24,790	47.65%
Contractual/Other Services	382,070	576,055	395,291	(31.38%)
Equipment, Furnishings	8,784	-	-	-
Manageable Direct Cost Total	1,045,658	1,312,847	1,156,626	(11.90%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,045,658	1,312,847	1,156,626	(11.90%)
Intragovernmental Charges				
Charges by/to Other Departments	535,645	610,410	602,911	(1.23%)
Net Cost				
Direct Cost Total	1,045,658	1,312,847	1,156,626	(11.90%)
Charges by/to Other Departments Total	535,645	610,410	602,911	(1.23%)
Net Cost Total	1,581,303	1,923,257	1,759,537	(8.51%)

Position Detail as Budgeted

	2014 Revised		2015 Revised		2016 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	1	-	-	1	-	-
Assembly Assistant	-	1	-	1	1	-
Assembly Chairman	1	-	1	-	1	-
Assembly Counsel	1	-	1	-	1	-
Assembly Member	10	-	10	-	10	-
Position Detail as Budgeted Total	13	1	12	2	13	-

**Assembly
Division Summary
ASM Municipal Clerk**

(Fund Center # 102000, 102006, 103079, 102003, 102100, 102079, 106079, 102007)

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	965,317	1,067,053	1,149,565	7.73%
Supplies	20,005	7,500	8,500	13.33%
Travel	5,616	8,250	8,250	-
Contractual/Other Services	714,408	1,530,938	758,989	(50.42%)
Equipment, Furnishings	31,676	-	-	-
Manageable Direct Cost Total	1,737,022	2,613,741	1,925,304	(26.34%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,737,022	2,613,741	1,925,304	-
Intragovernmental Charges				
Charges by/to Other Departments	271,541	363,479	209,875	(42.26%)
Function Cost Total	2,008,562	2,977,220	2,135,179	(28.28%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	90,431	70,700	70,700	-
Program Generated Revenue Total	90,431	70,700	70,700	-
Net Cost Total	1,918,131	2,906,520	2,064,479	(28.97%)
Position Summary as Budgeted				
Full-Time	9	9	10	11.11%
Part-Time	2	2	2	-
Position Total	11	11	12	9.09%

**Assembly
Division Detail
ASM Municipal Clerk**

(Fund Center # 102000, 102006, 103079, 102003, 102100, 102079, 106079, 102007)

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	965,317	1,067,053	1,149,565	7.73%
Supplies	20,005	7,500	8,500	13.33%
Travel	5,616	8,250	8,250	-
Contractual/Other Services	714,408	1,530,938	758,989	(50.42%)
Equipment, Furnishings	31,676	-	-	-
Manageable Direct Cost Total	1,737,022	2,613,741	1,925,304	(26.34%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,737,022	2,613,741	1,925,304	(26.34%)
Intragovernmental Charges				
Charges by/to Other Departments	271,541	363,479	209,875	(42.26%)
Program Generated Revenue				
404060 - Local Business Licenses	75,100	68,700	68,700	-
406580 - Copier Fees	489	200	200	-
406625 - Reimbursed Cost-NonGrant Funded	200	800	800	-
408380 - Prior Year Expense Recovery	8,237	-	-	-
408560 - Appeal Receipts	5,135	1,000	1,000	-
408580 - Miscellaneous Revenues	1,271	-	-	-
460070 - MOA Property Sales	-	-	-	-
Program Generated Revenue Total	90,431	70,700	70,700	-
Net Cost				
Direct Cost Total	1,737,022	2,613,741	1,925,304	(26.34%)
Charges by/to Other Departments Total	271,541	363,479	209,875	(42.26%)
Program Generated Revenue Total	(90,431)	(70,700)	(70,700)	-
Net Cost Total	1,918,131	2,906,520	2,064,479	(28.97%)

Position Detail as Budgeted

	2014 Revised		2015 Revised		2016 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	5	-	4	1	4	1
Administrative Assistant (Elections)	-	1	-	-	-	-
Administrative Position	1	-	1	-	1	-
Agenda and Records Assistant	-	-	-	-	1	-
Assembly Budget/Prog Analyst	-	-	1	-	1	-
Deputy Municipal Clerk	1	-	1	-	1	-
Elections Supervisor	-	1	-	1	-	1
Municipal Clerk	1	-	1	-	1	-
Principal Office Associate	1	-	1	-	1	-
Position Detail as Budgeted Total	9	2	9	2	10	2

Assembly
Division Summary
ASM Ombudsman
(Fund Center # 103000)

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	267,692	298,200	288,782	(3.16%)
Supplies	1,797	1,700	1,700	-
Travel	2,673	3,483	3,483	-
Contractual/Other Services	15,475	11,680	5,340	(54.28%)
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	287,638	315,063	299,305	(5.00%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	287,638	315,063	299,305	-
Intragovernmental Charges				
Charges by/to Other Departments	(231,813)	(315,063)	(301,990)	(4.15%)
Function Cost Total	55,825	-	(2,685)	(38491332.17%)
Net Cost Total	55,825	-	(2,685)	(38491332.17%)

Position Summary as Budgeted

Full-Time	2	2	2	-
Part-Time	1	1	1	-
Position Total	3	3	3	-

Assembly
Division Detail
ASM Ombudsman
(Fund Center # 103000)

	2014 Actuals	2015 Revised	2016 Approved	16 v 15 % Chg
Direct Cost by Category				
Salaries and Benefits	267,692	298,200	288,782	(3.16%)
Supplies	1,797	1,700	1,700	-
Travel	2,673	3,483	3,483	-
Contractual/Other Services	15,475	11,680	5,340	(54.28%)
Manageable Direct Cost Total	287,638	315,063	299,305	(5.00%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	287,638	315,063	299,305	(5.00%)
Intragovernmental Charges				
Charges by/to Other Departments	(231,813)	(315,063)	(301,990)	(4.15%)
Net Cost				
Direct Cost Total	287,638	315,063	299,305	(5.00%)
Charges by/to Other Departments Total	(231,813)	(315,063)	(301,990)	(4.15%)
Net Cost Total	55,825	-	(2,685)	(38491332.1 7%)

Position Detail as Budgeted

	2014 Revised		2015 Revised		2016 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Deputy Ombudsman	-	1	-	1	-	1
Ombudsman	1	-	1	-	1	-
Secretary To Ombudsman	1	-	1	-	1	-
Position Detail as Budgeted Total	2	1	2	1	2	1