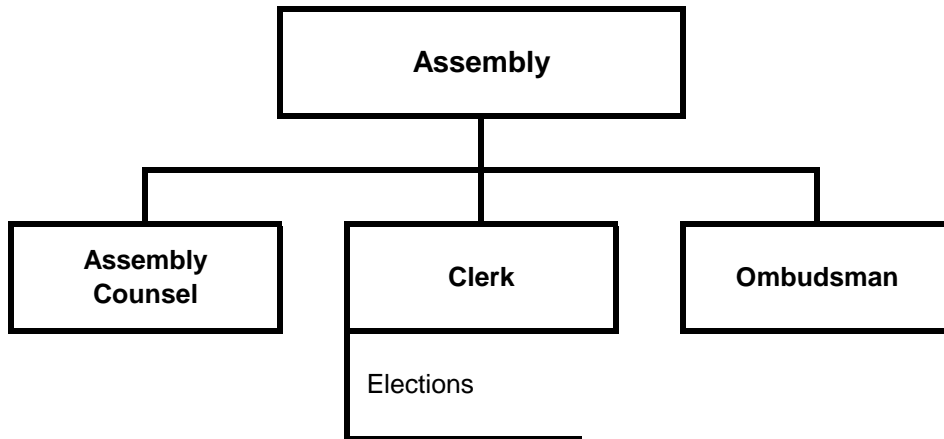


Assembly



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;
- 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, and sole source contracts over \$30,000;
- 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; and
- Listens to the concerns and suggestions of citizens of the Municipality of Anchorage.

ASSEMBLY COUNSEL

Description

The Office of the Assembly Counsel provides legal advice to the Assembly and its individual members.

Assembly Counsel Division Services

- 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) processing business licenses and coordinating review of liquor and marijuana 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 and marijuana 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

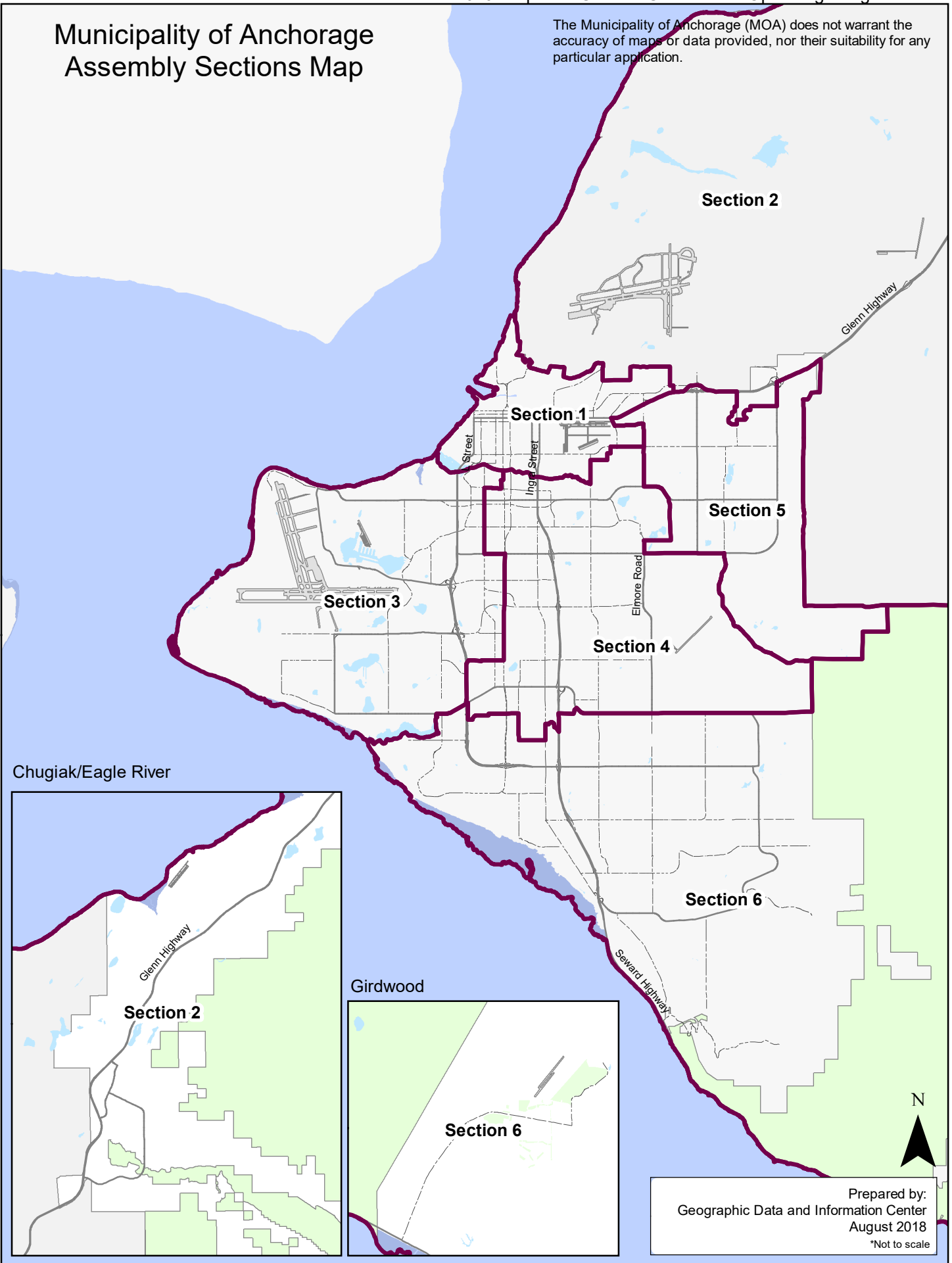
The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public and responsible to the Assembly. The Ombudsman's Office is empowered to investigate the acts of municipal agencies and Anchorage School 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 Map

The Municipality of Anchorage (MOA) does not warrant the accuracy of maps or data provided, nor their suitability for any particular application.



Prepared by:
Geographic Data and Information Center
August 2018
*Not to scale

Assembly Department Summary

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Division				
ASM Assembly	1,094,787	1,254,228	1,092,987	(12.86%)
ASM Municipal Clerk	2,157,101	2,599,330	2,768,042	6.49%
ASM Ombudsman	288,956	261,151	285,680	9.39%
Direct Cost Total	3,540,845	4,114,709	4,146,709	0.78%
Intragovernmental Charges				
Charges by/to Other Departments	823,738	851,083	850,438	(0.08%)
Function Cost Total	4,364,583	4,965,792	4,997,147	0.63%
Program Generated Revenue	(47,124)	(66,300)	(54,100)	(18.40%)
Net Cost Total	4,317,459	4,899,492	4,943,047	0.89%
Direct Cost by Category				
Salaries and Benefits	2,106,452	2,235,595	2,313,890	3.50%
Supplies	37,722	11,722	11,722	-
Travel	15,194	28,040	28,040	-
Contractual/Other Services	1,355,456	1,839,352	1,793,057	(2.52%)
Debt Service	-	-	-	-
Equipment, Furnishings	26,021	-	-	-
Direct Cost Total	3,540,845	4,114,709	4,146,709	0.78%
Position Summary as Budgeted				
Full-Time	26	25	25	-
Part-Time	1	1	1	-
Position Total	27	26	26	-

Assembly Reconciliation from 2018 Revised Budget to 2019 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2018 Revised Budget	4,114,709	25	1	-
2018 One-Time Requirements				
- Remove 2018 1Q - ONE-TIME - School District Cost Factor Study with ISER to determine if ASD is still the least expensive district in the state, if the outcome is that ASD is no longer the least expensive district in the state, ASD may receive additional funding from the state	(145,000)	-	-	-
- Remove 2018 1Q Amendment - ONE-TIME - Add \$13K, Finance/Payroll subtract \$13K Provide funding to Girdwood Inc. for Phase I of the Girdwood Comprehensive Plan update (\$8K for match, \$5K for admin and outreach)	(13,000)	-	-	-
Changes in Existing Programs/Funding for 2019				
- Salaries and benefits adjustments	58,295	-	-	-
2019 Continuation Level	4,015,004	25	1	-
2019 Proposed Budget Changes				
- Vote-by-Mail hardware, software, and labor increase	131,705	-	-	-
2019 Proposed Budget	4,146,709	25	1	-

**Assembly
Division Summary
ASM Assembly**

(Fund Center # 101000, 101500)

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Category				
Salaries and Benefits	688,367	732,829	729,588	(0.44%)
Supplies	1,789	2,722	2,722	-
Travel	11,249	19,790	19,790	-
Contractual/Other Services	385,793	498,887	340,887	(31.67%)
Equipment, Furnishings	7,588	-	-	-
Manageable Direct Cost Total	1,094,787	1,254,228	1,092,987	(12.86%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,094,787	1,254,228	1,092,987	-
Intragovernmental Charges				
Charges by/to Other Departments	743,991	763,226	780,344	2.24%
Function Cost Total	1,838,778	2,017,454	1,873,331	(7.14%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	2,396	-	-	-
Program Generated Revenue Total	2,396	-	-	-
Net Cost Total	1,836,382	2,017,454	1,873,331	(7.14%)
Position Summary as Budgeted				
Full-Time	13	13	13	-
Position Total	13	13	13	-

**Assembly
Division Detail
ASM Assembly**

(Fund Center # 101000, 101500)

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Category				
Salaries and Benefits	688,367	732,829	729,588	(0.44%)
Supplies	1,789	2,722	2,722	-
Travel	11,249	19,790	19,790	-
Contractual/Other Services	385,793	498,887	340,887	(31.67%)
Equipment, Furnishings	7,588	-	-	-
Manageable Direct Cost Total	1,094,787	1,254,228	1,092,987	(12.86%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,094,787	1,254,228	1,092,987	(12.86%)
Intragovernmental Charges				
Charges by/to Other Departments	743,991	763,226	780,344	2.24%
Program Generated Revenue				
401100 - Aircraft Tax	2,028	-	-	-
406660 - Lost Book Reimbursement	164	-	-	-
407030 - Library Fines	205	-	-	-
Program Generated Revenue Total	2,396	-	-	-
Net Cost				
Direct Cost Total	1,094,787	1,254,228	1,092,987	(12.86%)
Charges by/to Other Departments Total	743,991	763,226	780,344	2.24%
Program Generated Revenue Total	(2,396)	-	-	-
Net Cost Total	1,836,382	2,017,454	1,873,331	(7.14%)

Position Detail as Budgeted

	2017 Revised		2018 Revised		2019 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative 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	-	13	-	13	-

**Assembly
Division Summary
ASM Municipal Clerk**

(Fund Center # 102006, 102100, 102079, 102008, 102000, 102007, 102003)

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Category				
Salaries and Benefits	1,137,032	1,247,441	1,304,448	4.57%
Supplies	35,007	8,500	8,500	-
Travel	3,945	8,250	8,250	-
Contractual/Other Services	962,714	1,335,139	1,446,844	8.37%
Equipment, Furnishings	18,403	-	-	-
Manageable Direct Cost Total	2,157,101	2,599,330	2,768,042	6.49%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	2,157,101	2,599,330	2,768,042	-
Intragovernmental Charges				
Charges by/to Other Departments	232,863	231,322	228,145	(1.37%)
Function Cost Total	2,389,964	2,830,652	2,996,187	5.85%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	44,728	66,300	54,100	(18.40%)
Program Generated Revenue Total	44,728	66,300	54,100	(18.40%)
Net Cost Total	2,345,236	2,764,352	2,942,087	6.43%
Position Summary as Budgeted				
Full-Time	11	10	10	-
Position Total	11	10	10	-

**Assembly
Division Detail
ASM Municipal Clerk**

(Fund Center # 102006, 102100, 102079, 102008, 102000, 102007, 102003)

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Category				
Salaries and Benefits	1,137,032	1,247,441	1,304,448	4.57%
Supplies	35,007	8,500	8,500	-
Travel	3,945	8,250	8,250	-
Contractual/Other Services	962,714	1,335,139	1,446,844	8.37%
Equipment, Furnishings	18,403	-	-	-
Manageable Direct Cost Total	2,157,101	2,599,330	2,768,042	6.49%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	2,157,101	2,599,330	2,768,042	6.49%
Intragovernmental Charges				
Charges by/to Other Departments	232,863	231,322	228,145	(1.37%)
Program Generated Revenue				
404060 - Local Business Licenses	20,290	18,000	18,000	-
404075 - Marijuana Licensing Fees	22,900	46,200	34,000	(26.41%)
406580 - Copier Fees	210	300	300	-
406625 - Reimbursed Cost-NonGrant Funded	-	800	800	-
408380 - Prior Year Expense Recovery	600	-	-	-
408560 - Appeal Receipts	148	1,000	1,000	-
408580 - Miscellaneous Revenues	580	-	-	-
Program Generated Revenue Total	44,728	66,300	54,100	(18.40%)
Net Cost				
Direct Cost Total	2,157,101	2,599,330	2,768,042	6.49%
Charges by/to Other Departments Total	232,863	231,322	228,145	(1.37%)
Program Generated Revenue Total	(44,728)	(66,300)	(54,100)	(18.40%)
Net Cost Total	2,345,236	2,764,352	2,942,087	6.43%

Position Detail as Budgeted

	2017 Revised		2018 Revised		2019 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	6	-	5	-	5	-
Assembly Budget/Prog Analyst	1	-	1	-	-	-
Deputy Municipal Clerk	2	-	2	-	3	-
Junior Admin Officer	1	-	1	-	1	-
Municipal Clerk	1	-	1	-	1	-
Position Detail as Budgeted Total	11	-	10	-	10	-

Assembly
Division Summary
ASM Ombudsman

(Fund Center # 103079, 103000)

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Category				
Salaries and Benefits	281,052	255,325	279,854	9.61%
Supplies	926	500	500	-
Travel	-	-	-	-
Contractual/Other Services	6,948	5,326	5,326	-
Equipment, Furnishings	30	-	-	-
Manageable Direct Cost Total	288,956	261,151	285,680	9.39%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	288,956	261,151	285,680	-
Intragovernmental Charges				
Charges by/to Other Departments	(153,116)	(143,465)	(158,051)	10.17%
Function Cost Total	135,841	117,686	127,629	8.45%
Net Cost Total	135,841	117,686	127,629	8.45%

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 # 103079, 103000)

	2017 Actuals	2018 Revised	2019 Proposed	19 v 18 % Chg
Direct Cost by Category				
Salaries and Benefits	281,052	255,325	279,854	9.61%
Supplies	926	500	500	-
Travel	-	-	-	-
Contractual/Other Services	6,948	5,326	5,326	-
Equipment, Furnishings	30	-	-	-
Manageable Direct Cost Total	288,956	261,151	285,680	9.39%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	288,956	261,151	285,680	9.39%
Intragovernmental Charges				
Charges by/to Other Departments	(153,116)	(143,465)	(158,051)	10.17%
Net Cost				
Direct Cost Total	288,956	261,151	285,680	9.39%
Charges by/to Other Departments Total	(153,116)	(143,465)	(158,051)	10.17%
Net Cost Total	135,841	117,686	127,629	8.45%

Position Detail as Budgeted

	2017 Revised		2018 Revised		2019 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Associate Ombudsman	1	-	1	-	1	-
Deputy Ombudsman	-	1	-	1	-	1
Ombudsman	1	-	1	-	1	-
Position Detail as Budgeted Total	2	1	2	1	2	1