

CLERK'S OFFICE

APPROVED

Date: 5-5-98

Submitted by: Assembly Chair Begich

Prepared by: Assembly Office

For reading: May 5, 1998

ANCHORAGE, ALASKA

AO NO. 98-72(S)

AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY AMENDING ANCHORAGE MUNICIPAL CODE CHAPTER 2.80 PERTAINING TO THE ASSEMBLY POLICY AND BUDGET OFFICE, AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.172 C REGARDING ASSEMBLY-APPOINTED CLASSIFICATIONS, AND AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.174 C REGARDING MERIT INCREASES FOR ASSEMBLY EXECUTIVES

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1: That AMC Chapter 2.80, Assembly Policy and Budget Office, is amended to read as follows:

Chapter 2.80

Assembly Office [ASSEMBLY POLICY AND BUDGET OFFICE]

2.80.010 Purpose.

The municipality hereby establishes an independent, impartial municipal office, responsible to the assembly to aid and assist the assembly in dealing with financial and budgetary matters, policy, program and operations research and analysis; development and revision of policies; research; and the provision of municipal services at the highest level possible for the least cost. The Assembly Office [ASSEMBLY POLICY AND BUDGET OFFICE] may review the functions of the administration and recommend alternatives and courses of action to the assembly as appropriate.

2.80.020 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Administration* means Code-designated departments and agencies of the municipality.

2  
3  
4 *Policy* means any plan or course of action adopted by the assembly designated to  
5 influence and determine legislation.  
6

7  
8 2.80.030 Establishment.  
9

10 There is established, in the legislative branch of the municipality, the Assembly  
11 Office [ASSEMBLY POLICY AND BUDGET OFFICE].  
12

13  
14 2.80.040 Staff.  
15

16 The staff of the Assembly Office [ASSEMBLY POLICY AND BUDGET OFFICE]  
17 will consist of the following:  
18

- 19 A. [POLICY AND BUDGET] Director.  
20  
21 B. Policy and budget analyst.  
22  
23 C. Administrative assistant.  
24

25 In accordance with section 3.30.172.C, the staff described in this section shall be  
26 appointed by the assembly and will serve at the pleasure of the assembly.  
27

28 If the hiring of staff other than those positions described in subsections B and C of  
29 this section becomes necessary to carry out the provisions of this chapter, the [POLICY  
30 AND BUDGET] Director must first submit a recommendation of the required staff to the  
31 assembly for review and approval. The recommendation will only take effect upon  
32 approval of a majority vote of the assembly.  
33

34  
35 2.80.050 Qualifications of director; service in elective office; political  
36 activities by staff.  
37

- 38 A. *Qualifications of director.* No person may serve as the [POLICY AND  
39 BUDGET] Director within one year of the last day of service as an elected  
40 official or while a candidate for or holding any national, state, or municipal  
41 elective office.  
42  
43 B. *Subsequent service by director in elected office.* A person shall not serve in  
44 any municipal elective office until one year has elapsed from the last day of  
45 service as the [POLICY AND BUDGET] Director.

- C. *Political activities by staff.* The staff of the **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] may not actively participate in any municipal election campaign. An additional restriction shall prohibit the making of political contributions to assembly or mayoral candidates. Members of the **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] staff shall not be prohibited from expressing private opinions, serving as a delegate to a party conventions or voting.

**2.80.060 Compensation of staff**

- A. The **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] staff's salaries shall be set annually by the assembly.
- B. The benefits of the **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] staff shall accrue according to the effective personnel regulations of the municipality.

**2.80.070 Facilities and administration.**

- A. The municipality shall provide suitable facilities for the **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] staff and assembly members in a convenient location.
- B. The **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] shall annually prepare an office budget proposal **to be submitted with the Department of Assembly's budget proposal** for submission to the assembly. Copies shall be provided in a timely manner to the mayor for informational purposes to assist in the preparation of the municipal budget.
- C. The **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE] shall comply with all of the administration's procedures prescribed by ordinance except as provided in this section. Requests for approval of office matters such as office supplies, budget and personnel shall be submitted to the administration in proper form. In order to ensure the independence and objectivity of the **Assembly Office** [ASSEMBLY POLICY AND BUDGET OFFICE], the administration's discretionary decisions shall be considered advisory. The administration shall retain the authority to deny any request which is otherwise contrary to ordinance or which exceeds the assembly-adopted budget for the office.

2.80.080      Functional responsibilities.

In pursuit of expanded understanding of financial, budgetary and policy matters by the assembly, **and to provide administrative support to the assembly,** the **Assembly Office's** [ASSEMBLY POLICY AND BUDGET OFFICE'S] responsibilities include but are not limited to the following:

- A. Analyze municipal budgets for comparison with previous budgets for completeness, accuracy and adequacy.
- B. Prepare findings and conclusions regarding the budget for assembly members, including revenue sources and expenditure levels.
- C. Analyze the capital budgets to include examination of fund sources and estimated operation and maintenance costs of facilities.
- D. Analyze the utility budgets to include review of rate of return, debt service and future capital needs.
- E. Prepare working papers to support any and all proposed changes to this Code.
- F. Conduct research, ~~and prepare issue papers reports.~~ **and make recommendations to assembly members** on financial, **program,** policy and budgetary issues or as assigned by assembly members.
- G. Attend assembly work sessions and budget advisory committee, task forces, subcommittee and ad hoc committee meetings as necessary.
- H. Review and conduct research on quarterly financial or budgetary statements and analysis of proposed modifications in relation to the originally adopted budget.  
  
Affirm that budgeted programs are fully funded in the manner and degree intended by the assembly when funds were appropriated.
- J. Review weekly assembly agenda items to determine the accuracy of funding and compliance with this Code and policy and procedures.
- K. Administer the contract for the annual municipal independent financial audit.

2  
3  
4 **L. Prepare ordinances, resolutions and memorandums as assigned by**  
5 **assembly members.**

6  
7 **M. Assist assembly members with constituent inquiries.**

8  
9 **N. Coordinate assembly member requests for information to the municipal**  
10 **administration.**

11  
12 ~~**O. Coordinate assembly member travel.**~~

13  
14 ~~**P. Administer contracts executed by the Assembly Chair on behalf of the**~~  
15 ~~**Assembly.**~~

16  
17  
18 **2.80.090 Access to municipal information.**

19  
20 A. In the performance of its duties under section 2.80.080, the **Assembly**  
21 **Office** [ASSEMBLY POLICY AND BUDGET OFFICE] shall have full, free and unrestricted  
22 access to:

- 23  
24 1 All public records, as defined in section 3.90.020;  
25  
26 2 All activities of the municipal government;  
27  
28 3 All municipal property;  
29  
30 4 All municipal personnel; and  
31  
32 5 All policies, plans and procedures, and records pertaining to financial  
33 expenditures by municipal funds.

34  
35 B. This section shall not authorize the public disclosure of material that is  
36 confidential or privileged under federal, state or local law, or material the  
37 public disclosure of which otherwise would constitute an unwarranted  
38 invasion of personal privacy.

39  
40  
41 **2.80.100 Recommendations.**

42  
43 As a result of activities conducted under section 2.80.080, the **Assembly Office**  
44 [ASSEMBLY POLICY AND BUDGET OFFICE] may make recommendations to the  
45 administration as appropriate.

2.80.110      Applicability of chapter to Anchorage Telephone Utility.

This chapter shall apply to the Anchorage Telephone Utility.

Section 2:    That AMC 3.30.172 C is amended to read as follows:

3.30.172      Classification.

C.    The classifications assigned to range 20E, subject to appointment by the assembly, are:

- 1      Assembly Office administrative assistant [ASSISTANCE].
2.      Assembly Office policy and budget [BUDGET/PROGRAM] analyst.
3.      Assembly Office [BUDGET/PROGRAM] director.
4.      Assistant ombudsman.
5.      Deputy municipal clerk.
6.      Municipal clerk.
7.      Ombudsman.
8.      Secretary to the ombudsman.

~~Section 3:    That AMC Section 3.30.174 C is amended to read as follows:~~

~~3.30.174      Compensation.~~

- ~~G.    Merit increases. Executive employees shall be evaluated at least once each year on or before the merit anniversary date. Executive employees do not receive a merit increase upon their merit anniversary date unless the mayor determines an increase to be appropriate, rather, they may be granted a merit increase by the mayor at any time he determines such action to be warranted. For assembly appointed executives, the chair of the~~


2  
3  
4 ~~assembly shall, at least once each year, evaluate its executive~~  
5 ~~employees to determine whether a merit increase is warranted. The~~  
6 ~~chair of the assembly may appoint assembly members to an employee~~  
7 ~~salary review committee to assist in this effort.~~  
8  
9

10  
11 Section 43: That this ordinance shall become effective upon passage and  
12 approval.  
13  
14

15 PASSED AND APPROVED by the Anchorage Assembly this 5th day of  
16 May, 1998.  
17

18  
19  
20   
21 Chair  
22

23 ATTEST:

24  
25  
26  
27   
28 Municipal Clerk  
29  
30  
31