

CLERK'S OFFICE
APPROVED
Date: 7-14-98

Submitted by: Chair of the Assembly the
Request of the Mayor
Prepared by: Department of Law
For reading: July 14, 1998

ANCHORAGE, ALASKA
AO NO. 98-115(S)

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS 3.10, 3.20, 3.30 AND 3.70 TO AMEND THE EXECUTIVE ORGANIZATION OF THE MUNICIPALITY BY REDEFINING THE DUTIES AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER, ELIMINATING THE POSITION OF OPERATIONS MANAGER, CREATING AND SPECIFYING THE DUTIES, RESPONSIBILITIES AND PAY RANGE OF THE POSITION OF EXECUTIVE MANAGER, AND DESIGNATING THE STAFF OF THE EXECUTIVE MANAGER EXEMPT EMPLOYEES.

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code section 3.10.010 is hereby amended to read as follows and the Revisor of Ordinances shall amend the chart of the organizational plan in said section to conform to the amendments enacted by this ordinance:

3.10.010 **Organization plan.**

The executive branch of the municipal government shall be organized as provided in chapter 3.20 and the following organization plan: [(DEPARTMENT OF TRANSIT RENAMED PUBLIC TRANSPORTATION DEPARTMENT)]

EXECUTIVE ORGANIZATION CHART [ADD FIGURE] (*To be prepared and inserted by the Revisor of Ordinances in place of the existing chart.*)

(AO No. 21-76; AO No. 79-27; AO No. 80-5; AO No. 82-49; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No. 88-82; AO No. 89-39; AO No. 90-15(S); AO No. 91-173(S); AO No. 94-135(S), § 1, 7-12-94; AO No. 96-47, § 1, 3-5-96)

Section 2. Anchorage Municipal Code sections 3.20.040 and 3.20.055 are hereby amended to read as follows:

3.20.040 **Municipal manager.**

A. The municipal manager shall be appointed in accordance with section 5.03 of the Charter.

B. In addition to the duties described in Charter section 5.03(b), the municipal manager is responsible to the mayor for overall municipal administrative policy and operations. The municipal manager shall also be responsible to the mayor for the executive management of those departments and agencies listed in section 3.20.070.A.1.[AND DIRECT SUPERVISION OF THE OPERATIONS MANAGER].

(AO No. 79-27; AO No. 88-47(S); AO No. 89-39; AO No. 90-15(S); AO No. 94-135(S), § 4, 7-12-94)

Charter reference(s)--Municipal manager, § 5.03.

3.20.055 Executive Manager [OPERATIONS MANAGER].

There shall be an executive manager [AN OPERATIONS MANAGER] appointed by the mayor and confirmed by the assembly. The executive manager [OPERATIONS MANAGER] shall be responsible to the mayor [MUNICIPAL MANAGER] for the executive management of those municipal departments listed in section 3.20.070.A.2[B].

(AO No. 94-135(S), § 6, 7-12-94)

Charter reference(s)--Appointment of department heads, § 5.02(a).

Section 3. Anchorage Municipal Code section 3.20.070 is hereby repealed and re-enacted to read as follows:

3.20.070 Municipal organization.

A. The administrative, public service and public utility functions of the municipality shall be under the direct supervision of the following managers and offices conducted through the following departments and agencies:

Municipal manager.

- a. *Office of the municipal manager.* The office of the municipal manager is responsible for providing executive and administrative support to the municipal manager, providing assembly agenda coordination with all municipal agencies and the municipal clerk's office and other duties as assigned by the municipal manager.

- 1 b. *Office of management and budget.* The office of management and
2 budget is responsible for fiscal and operational planning,
3 monitoring compliance with municipal policies and standards,
4 management analysis, budgeting and program evaluation,
5 preparing and managing the municipal budget and coordinating
6 state and federal grant assistance.
- 7
- 8 c. *Water and wastewater utility.* The water and wastewater utility is
9 responsible for providing water and sanitary sewage services
10 within service areas defined by the state public utilities
11 commission. The utility is also responsible for billing and
12 collecting special assessments.
- 13
- 14 d. *Department of cultural and recreational services.* The department
15 of cultural and recreational services is responsible for enhancing
16 the quality of life for residents and visitors by providing cultural,
17 educational and recreational activities and programs. This
18 department shall develop, maintain, operate and schedule
19 recreation facilities, the municipal library system, museum of
20 history and art, parks and trails.
- 21
- 22 e. *Office of emergency management.* The office of emergency
23 management is responsible for providing emergency management
24 capabilities to the municipality through mitigation, preparedness,
25 response and recovery activities.
- 26
- 27 f. *Department of fire.* The department of fire is responsible for the
28 prevention and suppression of fire, the enforcement of fire codes,
29 and the operation of the emergency medical services system.
- 30
- 31 g. *Department of health and human services.* The department of
32 health and human services is responsible for protecting the public
33 health and safety through programs in disease prevention, mental
34 health, abatement of air, noise and water pollution, substance
35 abuse, individual, family and community health and sanitation.
36 The department is also responsible for providing social programs
37 in such areas as day care, manpower, housing, older persons and
38 handicapped persons.
- 39

- 1 h. *Merrill Field Airport.* This agency is responsible for operating
2 and maintaining Merrill Field.
- 3
- 4 i. *Municipal light and power utility.* The municipal light and power
5 utility is responsible for supplying electric service to consumers
6 within a service area defined by the state public utilities
7 commission.
- 8
- 9 j. *Department of police.* The department of police is responsible for
10 enforcing the observance of all laws and ordinances, to promote
11 and maintain order and to protect lives and property.
- 12
- 13 k. *Port of Anchorage.* The Port of Anchorage is responsible for
14 operating and maintaining port facilities in the municipality.
- 15
- 16 l *Department of public works.* The department of public works is
17 responsible for providing services which include engineering and
18 design, construction control, the maintenance of public streets,
19 the administration of the municipality's building Codes,
20 transportation planning and traffic engineering.
- 21
- 22 m. *Solid waste services.* Solid waste services is responsible for
23 providing refuse collection and solid waste disposal within
24 service areas defined by this Code and the state public utilities
25 commission.
- 26
- 27 n. *Public transportation department.* The public transportation
28 department is responsible for managing an efficient and safe
29 public transportation system.
- 30
- 31 o. *Transportation inspector.* The transportation inspector and the
32 municipal transportation commission are responsible for the
33 enforcement and administration of all laws pertaining to the
34 regulation of public transportation services under chapters 11.10
35 through 11.40. The transportation inspector shall report to and is
36 supervised by the municipal manager.
- 37
- 38

2. *Executive manager*

- a. *Office of the executive manager.* The office of the executive manager is responsible for providing executive and administrative support to the executive manager, providing coordination between the municipality and the state legislature during legislative sessions and other duties as assigned by the executive manager.
- b. *Department of community planning and development.* The department of community planning and development is responsible for comprehensive land use, transportation and environmental planning for the municipality. This department is also responsible for providing information, analysis and support for public and private development projects; administering community development grants; updating and maintaining the comprehensive plan, including parks, urban design, zoning, platting and public facilities plans; and providing planning review, analysis and staff recommendation on all zoning, subdivision and conditional use requests. The department provides staff support to the Anchorage Metropolitan Area Transportation Study (AMATS).
- c. *Department of finance.* The department of finance shall be administered by the chief fiscal officer, who is the custodian of all municipal funds. The department of finance, through the chief fiscal officer, shall keep an itemized account of money received and disbursed, and periodically report the results of municipal operations and financial position; pay money on vouchers drawn against appropriations; and perform other duties as provided by law. Included are the functions of payroll disbursement, property appraisal, assessments, collection of taxes, revenues and investment of cash, and risk management.
- d. *Heritage Land Bank.* The Heritage Land Bank is responsible for management oversight of the acquisition, retention and disposal of municipal lands within the Heritage Land Bank, to include reserving needed lands for future public uses.

- 1 e. *Department of management information systems.* The department
2 of management information systems, operating under the
3 guidelines of an internal service fund, is responsible for the
4 administration and application of information systems technology
5 for the municipality, strategic long range systems planning,
6 municipal-wide systems standards and procedures, acquisitions
7 of computer equipment and related products and services,
8 strategic direction for dissemination of computer and data
9 communication systems and application processing, and technical
10 support and computer operation services for centralized
11 municipal-wide and selected distributed data centers. This
12 department is also responsible for reprographics and records
13 management services within the municipal government.
- 14
- 15 f. *Department of property and facility management.* The department
16 of property and facility management is responsible for lease
17 management and for the planning, acquisition, management,
18 maintenance and disposition of real property and facilities owned
19 or occupied by the municipality, except for Heritage Land Bank
20 and utility properties. This department is also responsible for
21 municipal fleet services, personal property inventory and
22 disposition of surplus personal property.
- 23
- 24 g. *Purchasing department.* The purchasing department is
25 administered by the purchasing officer, who is responsible for
26 purchasing supplies, services and construction in accordance with
27 title 7.
- 28

29 (AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78-82; AO
30 No. 78-113; AO No. 78-121; AO No. 79-27; AO No. 80-5; AO No. 82-49; AO No.
31 83-159; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No. 88-82; AO No. 89-
32 10; AO No. 89-18; AO No. 89-39; AO No. 90-15(S); AO No. 91-173(S); AO No. 92-
33 79; AO No. 92-148; AO No. 94-135(S), § 8, 7-12-94; AO No. 95-141, § 1, 7-11-95;
34 AO No. 96-47, § 2, 3-5-96)

35

36 **Section 4.** Anchorage Municipal Code subsection 3.30.172G. is hereby amended by adding
37 to the classifications listed therein the position of executive manager.

Section 5. Anchorage Municipal Code subsection 3.70.060C.4. is hereby amended to read as follows:

3.70.060 Collective bargaining units.

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C. *Exempt employees.* The following employees shall be exempt from collective bargaining:

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4. The staffs of the municipal manager and the executive [OPERATIONS] manager except that employees currently eligible for collective bargaining or bargaining unit members whose positions are reassigned to those offices shall only be excluded from bargaining unit membership with the approval of the board;

* * *

* * *

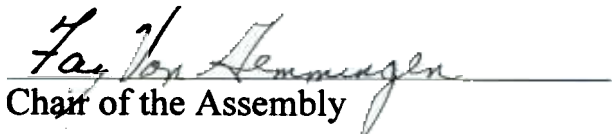
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(The remainder of this section is not amended by this ordinance and therefore is not set out.)

(AO No. 69-75; AO No. 77-94; AO No. 247-76; AO No. 78-82; AO No. 78-113; AO No. 78-166; AO No. 79-27; AO No. 81-82; AO No. 82-49; AO No. 85-8; AO No. 88-47(S); AO No. 88-82; AO No. 88-131(S); AO No. 88-148; AO No. 89-46(S-1); AO No. 89-125)

Section 6. Upon passage and approval by the Assembly, this ordinance shall become effective retroactively as of the 1st day of July, 1998.

PASSED AND APPROVED by the Anchorage Assembly this 14th day of July, 1998.


Chair of the Assembly

ATTEST:


Municipal Clerk