

See AO 00-105(S)
ANCHORAGE, ALASKA
AO NO. 2000-105

1 AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTER 3.10,
2 GENERAL PROVISIONS, AND CHAPTER 3.20, EXECUTIVE ORGANIZATION TO
3 REORGANIZE THE EXECUTIVE BRANCH ADMINISTRATIVE STRUCTURE.
4

5
6 THE ANCHORAGE ASSEMBLY ORDAINS:
7

8 **Section 1.** Anchorage Municipal Code chapter 3.10 is hereby repealed and the provisions thereof
9 transferred to chapter 3.20 as provided by this ordinance.
10

11 **Section 2.** Anchorage Municipal Code section 3.20.055 and section 3.20.070 are hereby repealed
12 and section 3.20.010, section 3.20.020, section 3.20.040, section 3.20.050, and section 3.20.060 are
13 hereby repealed and re-enacted to read as follows:
14

15 **3.20.010** **Executive & Administrative Structure.**
16

17 The executive branch of the municipal government shall be organized as provided in this
18 chapter and the following organization plan:
19

20 **EXECUTIVE ORGANIZATION CHART**
21 **(Attached)**
22

23 **3.20.020** **Powers of mayor.**
24

- 25 A. *Appointments* In addition to appointments as provided for in Charter sections 5.02(a)
26 and 5.03 through 5.05, the mayor shall appoint the internal auditor, and all heads of
27 municipal departments, including public utilities, subject to confirmation by the
28 assembly, and all other heads of municipal agencies provided for in this chapter,
29 without assembly confirmation. All appointments under this subsection shall be
30 based upon the professional qualifications of the appointee. Except as provided in this
31 chapter, persons appointed by the mayor serve at the pleasure of the mayor.
32
- 33 B. *Temporary Exercise by Manager.* The powers and duties of the mayor as provided
34 in Charter section 5.03(c) may be exercised by the municipal manager in the
35 temporary absence of the mayor or by a duly appointed acting mayor in the temporary
36 absence of the mayor and municipal manager. Any other power or duty of the mayor
37 specified in this Code may be exercised or performed by any municipal employee

designated by the mayor in writing.

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, public safety and operations. The municipal manager shall also be responsible to the mayor for the executive management of those departments and agencies listed in section 3.20.060.

3.20.050 Municipal Attorney.

- A. The municipal attorney shall be appointed in accordance with section 5.04 of the Charter, shall administer the department of law and report to the Mayor.
- B. The department of law is responsible for providing legal services to all phases of municipal government operations, managing all civil litigation to which the municipality is a party, and providing judicial prosecution of misdemeanor criminal offenses in direct support of enforcement activities.

3.20.060 Executive and Administrative Organization

- A. *Office of External Affairs*. The office of external affairs is responsible for providing executive and administrative support to the mayor, coordinating the application, selection, appointment and reappointment of municipal boards and commissions members, managing the municipality's communications and advertising operations, coordinating the municipality's working relationship with federal, state and local government agencies, community councils and other community organizations, coordinating the municipality's economic development enhancement efforts and international relations, and other duties as assigned by the mayor.
- B. *Enterprise Activities*. To assist the executive branch in the performance of its duties, the following departments are established and shall report directly to the mayor:

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.

Merrill Field Airport. This department is responsible for operating and maintaining merrill field airport.

3. *Municipal Light and Power Utility.* The municipal light and power utility is responsible for supplying electric service to consumers.
4. *Port of Anchorage.* The Port of Anchorage is responsible for operating and maintaining port facilities in the municipality.
5. *Solid waste services.* Solid waste services is responsible for providing refuse collection and solid waste disposal.
6. *Water and wastewater utility:* The water and wastewater utility is responsible for providing water and sanitary sewage services. The utility is also responsible for billing and collecting special assessments.

C. *Municipal Manager.* The administrative functions of the Municipality are organized into three teams: Administration, Municipal Operations and Public Safety. Those functions shall be under the direct supervision and direction of the municipal manager conducted through the following departments and agencies:

1. *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.
2. *Administration Team:*
 - a. *Department of Employee Relations.* The department of employee relations is responsible for establishing and maintaining a comprehensive personnel services program for all municipal employees. Major functions include labor relations services, labor negotiations, labor contract administration, recruitment and certification of employees, administration and maintenance of classification and comprehensive benefit plans, training programs for employees, organizational development and career development, affirmative action programs, discrimination complaint processing, and administration of minority business and contract compliance programs.
 - b. *Department of Management Information Systems.* The department of management information systems, operating under the guidelines of an

1 internal service fund, is responsible for the administration and
2 application of information systems technology for the municipality,
3 strategic long range systems planning, municipal-wide systems
4 standards and procedures, acquisitions of computer equipment and
5 related products and services, strategic direction for dissemination of
6 computer and data communication systems and application processing,
7 and technical support and computer operation services for centralized
8 municipal-wide and selected distributed data centers. This department
9 is also responsible for reprographics and records management services
10 within the municipal government.

11
12 c. *Department Of Finance.* The department of finance shall be
13 administered by the chief fiscal officer, who is the custodian of all
14 municipal funds. The department of finance, through the chief fiscal
15 officer, shall keep an itemized account of money received and
16 disbursed, and periodically report the results of municipal operations
17 and financial position; pay money on vouchers drawn against
18 appropriations; and perform other duties as provided by law. Included
19 are the functions of payroll disbursement, property appraisal,
20 assessments, collection of taxes, revenues and investment of cash, and
21 risk management.

22
23 d. *Department of Purchasing and Contracting.* The department of
24 purchasing and contracting is administered by the purchasing office,
25 who is responsible for purchasing supplies, services and construction
26 in accordance with title 7. The department is also responsible for lease
27 management and for the planning, acquisition, management,
28 maintenance and disposition of real property and facilities owned or
29 occupied by the municipality, except for Heritage Land Bank and utility
30 properties. This department is also responsible for municipal fleet
31 services, personal property inventory and disposition of surplus
32 personal property.

33
34 e. *Office Of Management And Budget.* The office of management and
35 budget is responsible for fiscal and operational planning, monitoring
36 compliance with municipal policies and standards, management
37 analysis, budgeting and program evaluation, preparing and managing
38 the municipal budget and coordinating state and federal grant
39 assistance.
40

3 ***Municipal Operations Team:***

- a. ***Department of Planning and Project Management:*** The Department of Planning and Project Management is responsible for comprehensive land use, transportation and environmental planning, maintaining and updating the comprehensive plan, providing information, analysis and support for public and private development projects; administering community development grants. The department shall be responsible for the planning, initiation, design, project management, construction and major rehabilitation of all municipal facilities and buildings. The department provides staff support to the Anchorage Metropolitan Area Transportation Study (AMATS).
- b. ***Department of Public Works, Planning and Zoning:*** The department of public works, planning and zoning is responsible for providing services and planning which include engineering and design and construction control, maintenance of public streets, and parks administration of the municipality's building Codes, traffic engineering, and urban design, zoning, platting and public facilities plans; and planning review, analysis and staff recommendation on all zoning, subdivision and conditional use requests.
- c. ***Department of Public Transportation:*** The department of public transportation is responsible for managing an efficient and safe public transportation system and shall house the office of .
- i. ***Transportation inspector.*** The transportation inspector and the municipal transportation commission are responsible for the enforcement and administration of all laws pertaining to the regulation of public transportation services under chapters 11.10 through 11.40. The transportation inspector shall report to and is supervised by the operations manager.
- d. ***Department of Recreation and Cultural Services:*** The department of recreation and cultural services is responsible for enhancing the quality of life for residents and visitors by providing cultural, educational and recreational activities and programs. This department shall develop, maintain, operate and schedule recreation facilities, the municipal library system, museum of history and art, parks and trails.
- e. ***Department of Health and Human Services:*** The department of health and human services is responsible for protecting the public health and safety through programs in disease prevention, mental health,

1 abatement of air, noise and water pollution, substance abuse, individual,
2 family and community health and sanitation. The department is also
3 responsible for providing social programs in such areas as day care,
4 manpower, housing, older persons and handicapped persons.
5

6 **4. Public Safety Team:**
7

8 *a. Department Of Police.* The department of police is responsible for
9 enforcing the observance of all laws and ordinances, to promote and
10 maintain order and to protect lives and property.
11

12 *i. Special police officers.* The chief of police may appoint special
13 police officers to serve specific functions for a specified period
14 of time under the supervision of the chief of police. No person
15 shall perform the duties of a special police officer unless
16 expressly directed to do so by the chief of police. (AO No. 80-
17 31)
18

19 *b. Department Of Fire.* The department of fire is responsible for the
20 prevention and suppression of fire, the enforcement of fire codes, and
21 the operation of the emergency medical services system.
22

23 *c. Office Of Emergency Management.* The office of emergency
24 management is responsible for providing emergency management
25 capabilities to the municipality through mitigation, preparedness,
26 response and recovery activities.
27

28 **Section 3.** This ordinance shall become effective on July , 2000.
29

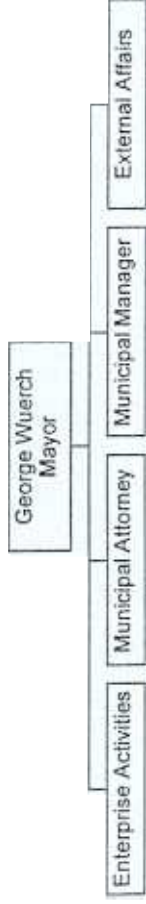
30 PASSED AND APPROVED by the Anchorage Assembly this ____ day of _____, 2000.
31

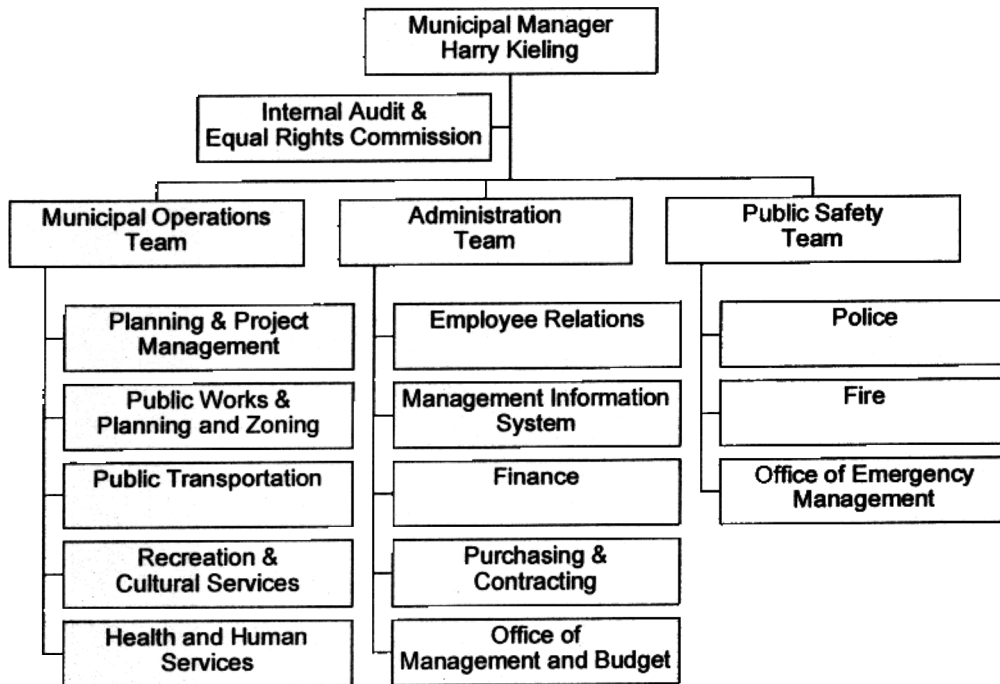
32 _____
33 Chair of the Assembly

34 ATTEST:
35

36 _____
37 Municipal Clerk
38

'AL'





**MUNICIPALITY OF ANCHORAGE
MUNICIPAL CLERK'S OFFICE
AGENDA DOCUMENT CONTROL SHEET**

AO 2000-105

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT AN ORDINANCE AMENDING AMC CHAPTER 3.10, & CHAPTER 3.20, EXECUTIVE ORGANIZATION	DATE PREPARED Indicate Documents Attached <input checked="" type="checkbox"/> AO <input type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME ASSEMBLY	DIRECTOR'S NAME FAY VON GEMMINGEN, CHAIR	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY WILLIAM A. GREENE - DEPT. OF LAW	HIS/HER PHONE NUMBER 343-4545	
4	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE
	Mayor		
	Municipal Clerk		
	Municipal Attorney		
	Employee Relations		
	Municipal Manager		
	Cultural & Recreational Services		
	Fire		
	Health & Human Services		
	Merrill Field Airport		
	Municipal Light & Power		
	Office of Management & Budget		
	Police		
	Port of Anchorage		
	Public Works		
	Solid Waste Services		
	Public Transportation		
	Water & Wastewater Utility		
	Executive Manager		
	Community Planning & Development		
	Finance, Chief Fiscal Officer		
	Heritage Land Bank		
	Management Information Systems		
	Property & Facility Management		
	Purchasing		
	Other		
5	SPECIAL INSTRUCTIONS/COMMENTS LAID ON THE TABLE 6-13-00 & INTRODUCED BY TITLE ONLY		
6	ASSEMBLY HEARING DATE REQUESTED 6-13-00	7	PUBLIC HEARING DATE REQUESTED 6-27-00