

CLERK'S OFFICE
APPROVED
Date: 6-27-00

Submitted by: Assembly Member Wuerch
Prepared by: Department of Law
For reading: JUNE 27, 2000

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

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

THE ANCHORAGE ASSEMBLY ORDAINS:

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 Anchorage Municipal Code chapter 3.10 is hereby repealed and the provisions thereof transferred to chapter 3.20 as provided by this ordinance.

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 Anchorage Municipal Code section 3.20.055 and section 3.20.070 are hereby repealed and section 3.20.010, section 3.20.020, section 3.20.040, section 3.20.050, and section 3.20.060 are hereby repealed and re-enacted to read as follows:

3.20.010 Executive & Administrative Structure.

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

EXECUTIVE ORGANIZATION CHART
(Attached)

3.20.020 Powers of mayor

A *Appointments* In addition to appointments as provided for in Charter sections 5.02(a) and 5.03 through 5.05, the mayor shall appoint the internal auditor, and all heads of municipal departments, including public utilities, subject to confirmation by the assembly, and all other heads of municipal agencies provided for in this chapter, without assembly confirmation. All appointments under this subsection shall be based upon the professional qualifications of the appointee. Except as provided in this chapter, persons appointed by the mayor serve at the pleasure of the mayor.

B *Temporary Exercise by Manager.* The powers and duties of the mayor as provided in Charter section 5.03(c) may be exercised by the municipal manager in the temporary absence of the mayor or by a duly appointed acting mayor in the temporary absence of the mayor and municipal manager. Any other power or duty of the mayor 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 be responsible to the mayor for the management of those departments and agencies listed in section 3.20.060C.

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. heritage land bank also will be responsible for lease and facility management and for the tax foreclosure, planning, acquisition, management, maintenance and disposition of real property and facilities owned or occupied by the Municipality, including the utilities.

- 2 *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 consumer.
- 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 internal service fund, is responsible for the administration and application of information systems technology for the municipality,

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

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

20
21 d *Department of Purchasing and Contracting.* The department of
22 Purchasing and Contracting has two subdivisions. The first
23 subdivision is purchasing and is responsible for purchasing supplies,
24 services, and construction according to title 7 and other applicable
25 Code provisions. It is also responsible for the overall programming
26 of Municipal Contracting services and for outsourcing and
27 privatization. The other subdivision is contracting. It includes
28 contract administration, negotiation, consolidation and contract
29 consolidation.

30
31 This department is also responsible for personal property inventory
32 and disposition of surplus 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
41 3 *Municipal Operations Team*

42
43 a *Office of Community Services and Development.* The Office of
44 Community Services and Development consists of four departments:
45 planning, public works, customer service and project management.

2 The Office of Community Services and Development is responsible
3 for comprehensive land use, transportation and environmental
4 planning, maintaining and updating the comprehensive plan,
5 providing information, analysis and support for public and private
6 development projects; and administering community development
7 grants. The office provides staff support to the Anchorage
8 Metropolitan Area Transportation Study (AMATS).

9
10 The office is responsible for public works, planning and zoning
11 which include engineering and design and construction control,
12 maintenance of public streets, the municipality's building Codes,
13 traffic engineering, and urban design, zoning, platting and public
14 facilities plans; and planning review, analysis and staff
15 recommendation on all zoning, subdivision and conditional use
16 requests.

17
18 The office shall be responsible for the planning, initiation, design,
19 project management, construction and major rehabilitation of all
20 municipal facilities and buildings. The office is also responsible for
21 fleet maintenance and one-stop customer service

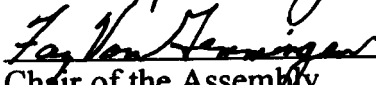
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23 b. *Department of Public Transportation:* The department of public
24 transportation is responsible for managing an efficient and safe
25 public transportation system.
- 26
27 c. *Department of Cultural and Recreation Services:* The department of
28 recreation and cultural services is responsible for enhancing the
29 quality of life for residents and visitors by providing cultural,
30 educational and recreational activities and programs. This
31 department shall develop, maintain, operate and schedule recreation
32 facilities, the municipal library system, museum of history and art,
33 parks and trails.
- 34
35 d. *Department of Health and Human Services:* The department of
36 health and human services is responsible for protecting the public
37 health and safety through programs in disease prevention, mental
38 health, abatement of air, noise and water pollution, substance abuse,
39 individual, family and community health and sanitation. The
40 department is also responsible for providing social programs in such
41 areas as day care, manpower, housing, older persons and
42 handicapped persons.
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4. *Public Safety Team:*

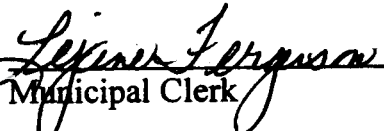
- a. *Department Of Police.* The department of police is responsible for enforcing the observance of all laws and ordinances, to promote and maintain order and to protect lives and property.
- i. *Special police officers.* The chief of police may appoint special police officers to serve specific functions for a specified period of time under the supervision of the chief of police. No person shall perform the duties of a special police officer unless expressly directed to do so by the chief of police. (AO No. 80-31)
- b. *Department Of Fire.* The department of fire is responsible for the prevention and suppression of fire, the enforcement of fire codes, and the operation of the emergency medical services system.
- c. *Office Of Emergency Management.* The office of emergency management is responsible for providing emergency management capabilities to the municipality through mitigation, preparedness, response and recovery activities.
- d. *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 municipal manager.

Section 3. This ordinance shall become effective on July 1, 2000

PASSED AND APPROVED by the Anchorage Assembly this 27 day of June, 2000.


Chair of the Assembly

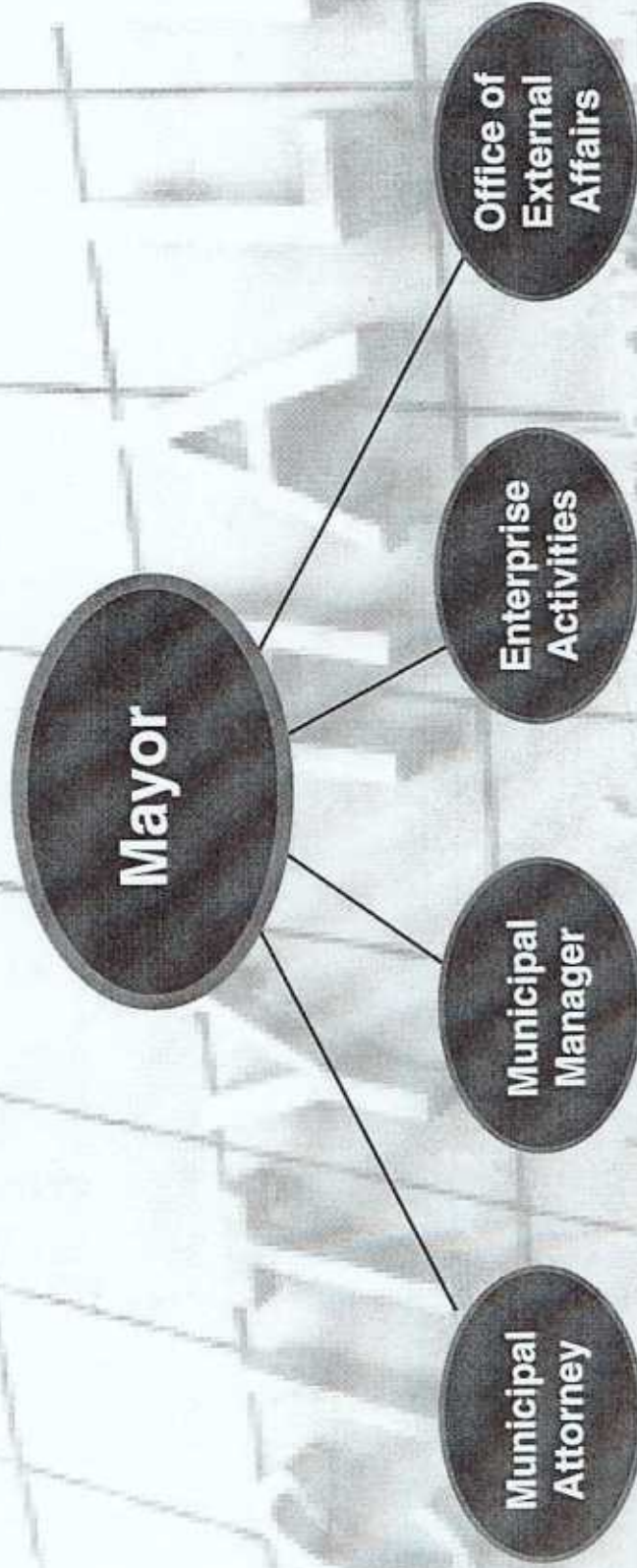
ATTEST:


Municipal Clerk



Mayor-Elect
George Wuerch
Proposed
Executive
Organization

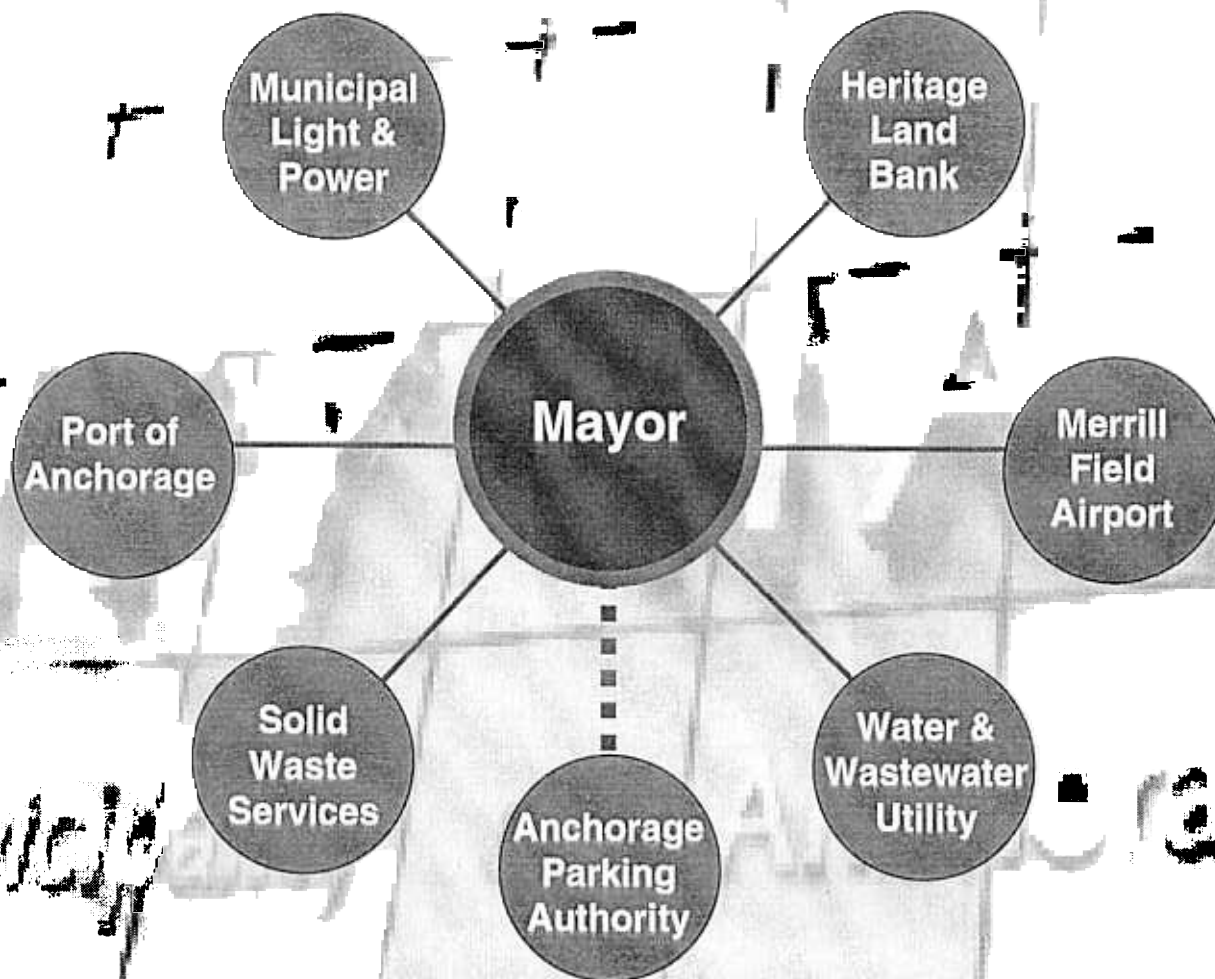
Mayor's Office





Mayor-Elect
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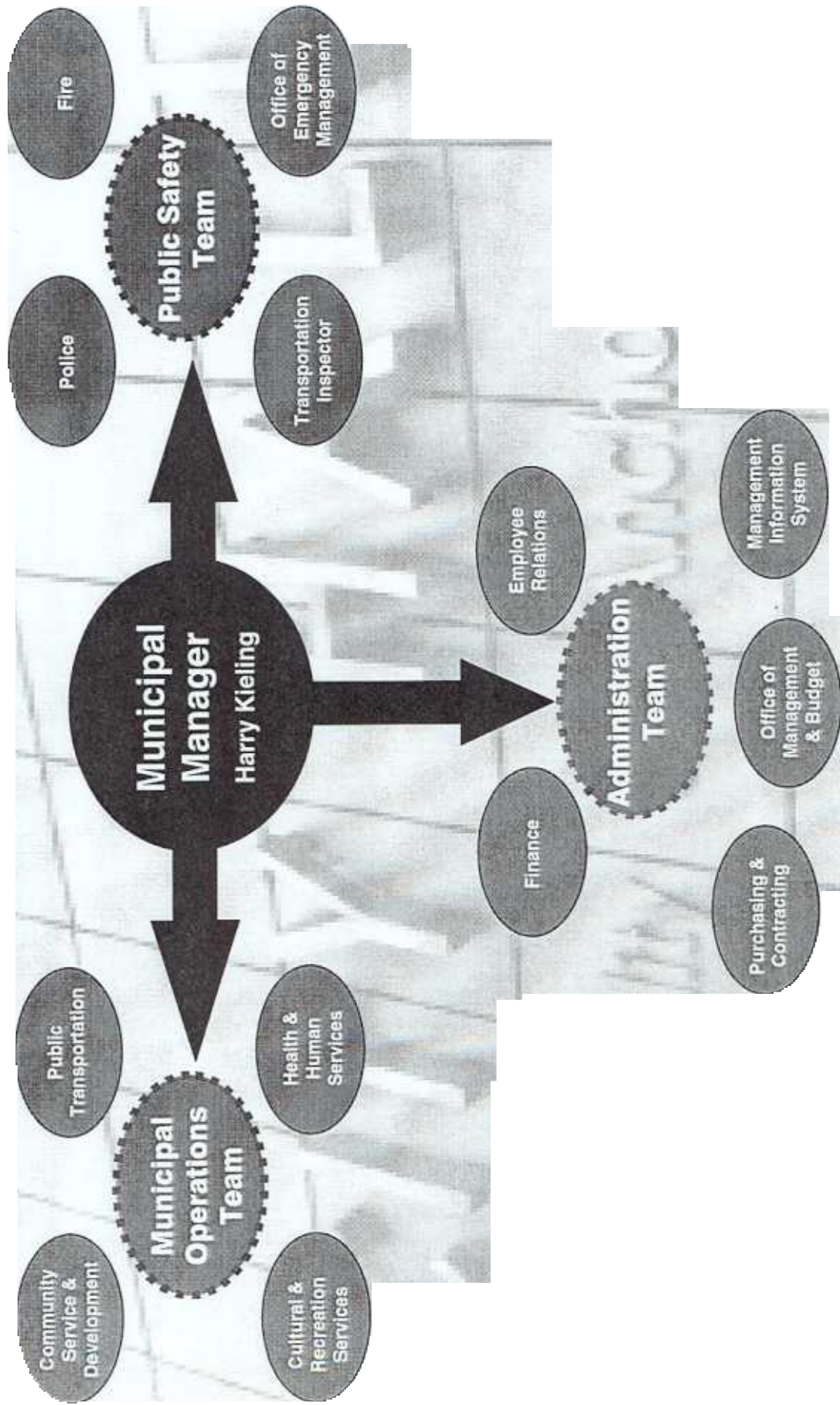
Enterprise Activities





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Municipal Manager





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Office of Community Services & Development

