

Submitted by: Chairman of the Assembly at the
Request of the Mayor

Prepared by: Department of Law

For reading: SEPTEMBER 12, 2000

See AO 00-141(S)

ANCHORAGE, ALASKA
AO NO. 2000-141

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.20.060,
EXECUTIVE AND ADMINISTRATIVE ORGANIZATION, TO REVISE THE
MUNICIPALITY'S EXECUTIVE/ADMINISTRATIVE BRANCH STRUCTURE AND
AMENDING OTHER PROVISIONS OF THE ANCHORAGE MUNICIPAL CODE AND
ANCHORAGE MUNICIPAL CODE OF REGULATIONS TO REFLECT AND IMPLEMENT
SAID REVISIONS.

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code subsection 3.20.060C.3. is hereby amended and a new
subsection 3.20.060D. is hereby enacted, each to read as follows:

3.----- Executive and Administrative Organization

* * *

* *

Municipal Operations Team[:] shall consist of:

- a. The Office of Planning, Development and Public Works shall be responsible for the operations, management and administration of the Anchorage Memorial Park Cemetery and the following six departments: [THE OFFICE OF COMMUNITY SERVICES AND DEVELOPMENT CONSISTS OF FOUR DEPARTMENTS: PLANNING, PUBLIC WORKS, CUSTOMER SERVICE AND PROJECT MANAGEMENT.]

- 1 The Planning Department is responsible for comprehensive land use, transportation and environmental planning; maintaining and updating the comprehensive plan including parks, urban design, zoning, platting and public facilities plans; staff support to the Anchorage Metropolitan Area Transportation Study (AMATS); administering community and work force development grants; providing research and technical services in support of public and private development projects; and providing planning review, analysis and staff recommendation on all zoning, subdivision and conditional use requests.

[THE OFFICE OF COMMUNITY SERVICES AND

1 DEVELOPMENT IS RESPONSIBLE FOR COMPREHENSIVE
2 LAND USE, TRANSPORTATION AND ENVIRONMENTAL
3 PLANNING; MAINTAINING AND UPDATING THE
4 COMPREHENSIVE PLAN; PROVIDING INFORMATION,
5 ANALYSIS AND SUPPORT FOR PUBLIC AND PRIVATE
6 DEVELOPMENT PROJECTS; AND ADMINISTERING
7 COMMUNITY DEVELOPMENT GRANTS. THE OFFICE
8 PROVIDES STAFF SUPPORT TO THE ANCHORAGE
9 METROPOLITAN AREA TRANSPORTATION STUDY
10 (AMATS).]

11
12 2 The Department of Facility Management is responsible for
13 municipal real property lease management; the planning,
14 initiation, design, project management construction, major
15 rehabilitation and acquisition, management, maintenance and
16 disposition of real property and facilities owned or occupied
17 by the municipality, except for Heritage Land Bank and
18 utility properties; maintenance of the municipal fleet services;
19 personal property inventory; and disposition of surplus
20 personal property.

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26 3 The Department of Development Services is responsible for
27 administering the municipality's building and on-site water
28 and waster Codes; building inspections, plan review, and
29 permitting; land use code enforcement and abatement;
30 analysis and staff recommendations on zoning, subdivision
31 and conditional use requests; support and maintenance of GIS
32 base layers; and maintenance and support of as-builts, plats
33 and map sales and addressing.

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36 4 The Street Maintenance Department is responsible for the
37 maintenance and operations of public streets and rights-of-
38 way, including street lights, drainage and snow removal,
39 right-of-way enforcement; and administration of and
40 operations for road and drainage service areas.

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42
43 5 The Traffic Department is responsible for planning,
44 engineering, design, installation, operation and maintenance
of traffic signals and traffic control devices; on and off-street
parking requirements; maintenance and operation of 911
emergency dispatch and municipal and other internal radio
communications; and the duties and responsibilities assigned
by Title 9.

2 6. The Department of Project Management and Engineering is
 3 responsible for capital project management, engineering,
 4 design, construction and quality control; storm water runoff
 5 quality management; right-of-way acquisition; and
 6 subdivision public improvement quality assurance.

7 [THE OFFICE IS RESPONSIBLE FOR PUBLIC WORKS,
 8 PLANNING AND ZONING WHICH INCLUDE ENGINEERING
 9 AND DESIGN AND CONSTRUCTION CONTROL,
 10 MAINTENANCE OF PUBLIC STREETS, THE
 11 MUNICIPALITY'S BUILDING CODES, TRAFFIC
 12 ENGINEERING, AND URBAN DESIGN, ZONING, PLATTING
 13 AND PUBLIC FACILITIES PLANS; AND PLANNING REVIEW,
 14 ANALYSIS AND STAFF RECOMMENDATION ON ALL
 15 ZONING, SUBDIVISION AND CONDITIONAL USE
 16 REQUESTS.]

17 [THE OFFICE SHALL BE RESPONSIBLE FOR THE
 19 PLANNING, INITIATION, DESIGN, PROJECT MANAGEMENT,
 20 CONSTRUCTION AND MAJOR REHABILITATION OF ALL
 21 MUNICIPAL FACILITIES AND BUILDINGS. THE OFFICE IS
 22 ALSO RESPONSIBLE FOR FLEET MAINTENANCE AND ONE-
 23 STOP CUSTOMER SERVICE.]

24 D. Consistent with and in addition to the duties and responsibilities, all of the
 26 officers, offices, departments and agencies set forth in this chapter shall have the
 27 additional duties and responsibilities delineated by other provisions of this Code.

28 **Section 2.** Anchorage Municipal Code section 3.20.010 is hereby amended by adding thereto
 29 the organization chart for the Office of Planning, Development and Public Works and its six
 30 departments as set forth in Section 2. of this ordinance.
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32 **Section 3.** To reflect and implement the organizational revisions set forth in Sections 1. and 2.
 33 of this ordinance, the provisions of the Anchorage Municipal Code listed on Attachment A.
 34 hereto are hereby amended as indicated on Attachment A.
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36 **Section 4.** To reflect and implement the organizational revisions set forth in Sections 1. and 2.
 37 of this ordinance, the provisions of the Anchorage Municipal Code of Regulations listed on
 38 Attachment B. hereto are hereby amended as indicated on Attachment B.
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40 **Section 5.** This ordinance shall become effective immediately upon passage and approval by
 41 the Assembly.
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 43

1 PASSED AND APPROVED by the Anchorage Assembly this day of _____, 2000.
2
3

4 _____
Chair of the Assembly

5 ATTEST:
6
7 _____
8 Municipal Clerk

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

AO 00-141

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT Ordinance amending AMC 2.30.060 to revise the Municipality's Executive/Administrative Branch structure and amend other provisions of the AMC and AMCR to reflect and implement said revisions.	DATE PREPARED 9/12/00	
		Indicate Documents Attached <input checked="" type="checkbox"/> AO <input type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME Law	DIRECTOR'S NAME William A. Greene, Municipal Attorney	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY William A. Greene	HIS/HER PHONE NUMBER 343-4534	
4	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE
X	Mayor		
	Municipal Clerk		
X	Municipal Attorney		
	Employee Relations		
X	Municipal Manager		
	Cultural & Recreational Services		
	Fire		
	Health & Human Services		
	Merrill Field Airport		
	Municipal Light & Power		
	Office of Management & Budget		
	Police		
	Port of Anchorage		
X	Public Works - Craig Campbell		
	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 <div style="text-align: right; font-size: 1.2em; font-family: cursive;"> <i>2.64. INTRODUCTION</i> </div>		
6	ASSEMBLY HEARING DATE REQUESTED <i>9/12/00</i>	7	PUBLIC HEARING DATE REQUESTED <i>9/26/00</i>