

CLERK'S OFFICE

APPROVED

Date: 8-14-01

Submitted by: Assembly Chair TRAINI

Prepared by: Assembly Office

For reading: August 14, 2001

ANCHORAGE, ALASKA

AR NO. 2001-234

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING  
ELVI GRAY-JACKSON AS MANAGER, BUDGET & LEGISLATIVE SERVICES.**

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WHEREAS, the Department of the Assembly currently consists of three offices  
Municipal Clerk's Office, Ombudsman's Office, and Assembly Office; and

WHEREAS, as part of the Department reorganization, and given the  
appointment of a Department Director, the Assembly Office will become Budget &  
Legislative Services, which provides a more descriptive name of the services provided:

**Budget:**

- Prepare and coordinate the Department's budget, first-quarter budget revisions, and year-end review and analysis of anticipated lapse.
- Analyze Municipal budgets and compare with previous budgets for completeness, accuracy, and adequacy.
- Prepare findings and conclusions regarding Municipal budgets for Assemblymembers, including revenue sources and expenditure levels.
- Analyze the Municipal capital budgets including examination of fund sources and estimated operation and maintenance costs of facilities.
- Review and conduct research on quarterly financial or budgetary statements and analyze 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.

**Legislative Services**

- Conduct research on financial, policy, budgetary, and operational issues.
- Prepare and administer Department contracts, such as the contracted mandatory annual independent financial audit of the Municipality's financial records, contracted minutes, and contracted legal services.
- Review the Municipality's annual Legislative Program and assist in providing input from Assemblymembers on legislative priorities.
- Prepare and coordinate the Assembly's agenda and packets.

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2 Draft ordinances, resolutions, memorandums, summaries of economic  
3 effects, position papers, and other documents to assist in legislative  
4 decision-making.  
5 Provide travel coordination, payroll, webmaster, and accounting services  
6 for the Department.  
7 Coordinate Assembly Information Requests.  
8 Coordinate Assembly meals.  
9

10 WHEREAS, the Department Director will still participate in many of the above  
11 services, and one of the goals of the Department reorganization is to cross-train other  
12 staff in some of these services to broaden staff experience and to provide backup  
13 resources when needed; and

14 WHEREAS, given her nearly 14 years with the Assembly, Elvi Gray-Jackson is  
15 well-qualified to manage these services, and to ensure that Assemblymembers, the  
16 public, and the Administration are served and supported in the most effective and  
17 efficient manner possible.

18  
19 NOW, THEREFORE, the Anchorage Assembly resolves:  
20

21 Section 1: That Elvi Gray-Jackson is appointed as Manager, Budget &  
22 Legislative Services.  
23

24 Section 2 That this resolution is effective upon passage and approval.  
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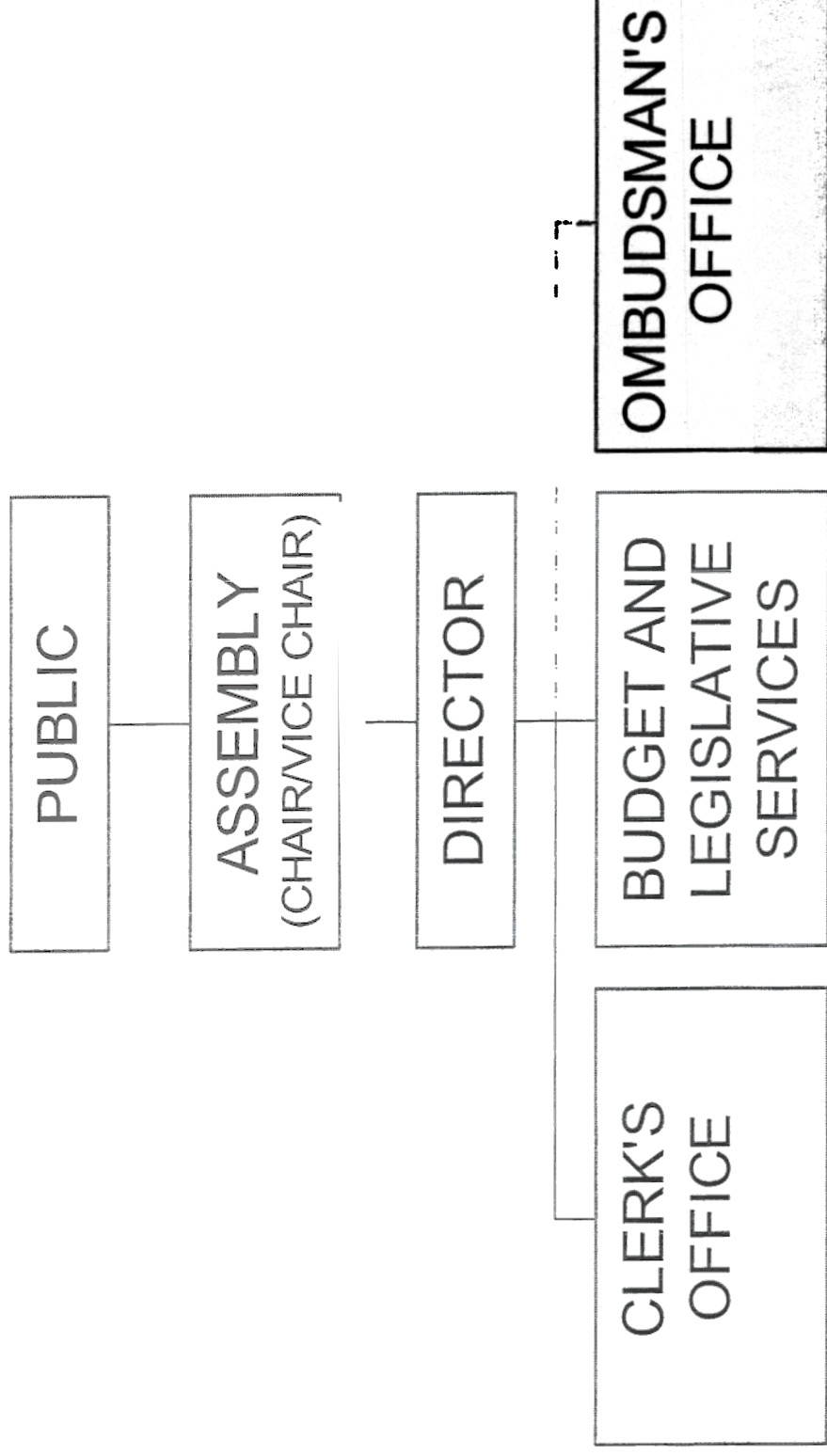
26 PASSED AND APPROVED by the Anchorage Assembly this 14 day of  
27 August, 2001.  
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30  
31 Deh2  
32 Chair  
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34 ATTEST:  
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36  
37 Lynne Ferguson  
38 Municipal Clerk  
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# DEPARTMENT OF ASSEMBLY



**Municipality of Anchorage  
MUNICIPAL CLERK'S OFFICE  
AGENDA DOCUMENT CONTROL SHEET**

<b>1</b>	SUBJECT OF AGENDA DOCUMENT <i>AR 2001-234</i>	DATE PREPARED <i>8-9-01</i>
	<i>Appointing Elvi Gray-Jackson</i>	INDICATE DOCUMENTS ATTACHED <i>AR 2001-234</i>
<b>2</b>	DEPARTMENT NAME Assembly	DIRECTOR'S NAME Dick Traini
<b>3</b>	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY	HIS/HER PHONE NUMBER
<b>4</b>	COORDINATED WITH AND REVIEWED BY	INITIALS
	DATE	
	Mayor	
	Heritage Land Bank	
	Merrill Field Airport	
	Municipal Light & Power	
	Port of Anchorage	
	Solid Waste Services	
	Water & Wastewater Utility	
	<b>Municipal Manager</b>	
	Cultural & Recreational Services	
	Employee Relations	
	Finance, Chief Fiscal Officer	
	Fire	
	Health & Human Services	
	Office of Management and Budget	
	Management Information Services	
	Police	
	Planning, Development & Public Works	
	Development Services	
	Facility Management	
	Planning	
	Project Management & Engineering	
	Street Maintenance	
	Traffic	
	Public Transportation Department	
	Purchasing	
	Municipal Attorney	
	Municipal Clerk	
	Other	
<b>5</b>	SPECIAL INSTRUCTIONS/COMMENTS <i>For Action</i>	
<b>6</b>	ASSEMBLY MEETING DATE <i>8-14-01</i>	<b>7</b> PUBLIC HEARING DATE REQUESTED

