

CLERK'S OFFICE
APPROVED
Date: 9-9-03

Submitted by: Chairman of the Assembly
at the Request of the Mayor
Prepared by: Office of the Municipal
Manager
For reading: June 24, 2003

ANCHORAGE, ALASKA
AO NO. 2003-109

AN ORDINANCE OF THE ANCHORAGE ASSEMBLY AMENDING ANCHORAGE
MUNICIPAL CODE 3.20 RELATING TO THE ORGANIZATION OF THE EXECUTIVE BRANCH
AND SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE BRANCH
AGENCIES

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. The organizational chart for the executive branch provided in AMC 3.20.010
is repealed and replaced with the organizational chart attached as Exhibit A to this ordinance.

Section 2. AMC section 3.20.040, Municipal Manager, is repealed and reenacted to read:

3.20.040 Office of the Mayor.

- A. The Mayor may assign such personnel to the Office of the Mayor as are necessary to help the Mayor carry out the duties of that office.
- B. The Mayor may designate one person to serve as Chief of Staff and assign to that person such administrative and managerial duties, including policy coordination and oversight of executive branch agencies, as the Mayor determines appropriate.
- C. Within the Office of the Mayor, and under the Mayor's supervision or that of subordinate officials, are those Municipal departments described in section 3.20.070 of this chapter.

Section 3. AMC section 3.20.045 is enacted to read:

3.20.045 Office of the Municipal Manager.

- A. Municipal management activities for the Municipality shall be undertaken by the Office of the Municipal Manager within the Executive Branch.
- B. The Office shall be administered by a manager who is appointed by the Mayor and confirmed by the Assembly. The Manager serves at the pleasure of the Mayor.
- C. The Manager shall be responsible to the Mayor for the management and operation of those departments set forth in section 3.20.070 of this chapter. Generally, the Office of the Municipal Manager is responsible to the Mayor for overall Municipal administrative policy, public safety, and operations of the Municipality.

1 Section 4. AMC section 3.20.050, Municipal Attorney, is repealed and reenacted to
2 read:

3
4 3.20.050 Office of the Chief Fiscal Officer.

- 5
6 A. Fiscal management activities of the Municipality shall be undertaken by the Office of
7 the Chief Fiscal Officer within the Executive branch.
8
9 B. The Office shall be administered by an officer who is appointed by the Mayor and
10 confirmed by the Assembly. The Chief Fiscal Officer serves at the pleasure of the
11 Mayor.
12
13 C. The Chief Fiscal Officer shall perform those functions prescribed by the Mayor and
14 shall be responsible for the management and operation of the departments set forth
15 in section 3.20.070 of this Chapter.
16

17 Section 5. AMC section 3.20.060, Executive and Administrative Organization, is
18 repealed and reenacted to read:

19
20 3.20.060 Office of Economic and Community Development .

- 21
22 A. Economic and community development activities of the Municipality shall be
23 undertaken by the Office of Economic and Community Development within the
24 Executive Branch.
25
26 B. The Office shall be administered by an executive director who is appointed by the
27 Mayor and confirmed by the Assembly. The Executive Director serves at the
28 pleasure of the Mayor.
29
30 C. The Office of Economic and Community Development shall perform those
31 functions prescribed by the Mayor and shall consist of the departments set forth in
32 section 3.20.070 of this Chapter, as well as responsibility for other cultural and
33 recreational activities.
34

35 Section 6. AMC section 3.20.070 is enacted to read:

36
37 3.20.070 Executive Branch organization.

- 38
39 A. Within the Office of the Mayor and reporting to the Mayor or his designee is the
40 following department:
41
42 1 *Municipal Attorney.* The Department of the Municipal Attorney is
43 responsible for providing legal services to municipal government, managing
44 all civil litigation to which the Municipality is a party, and providing judicial
45 prosecution of misdemeanor criminal offenses in direct support of
46 enforcement activities.
47

1 B. Within the Office of the Municipal Manager and reporting to the Municipal Manager
2 are the following departments:

- 3
- 4 1 *Anchorage Fire Department.* The Fire Department is responsible for the
5 prevention and suppression of fire, the enforcement of fire codes, the
6 operation of the emergency medical services system, and the investigation of
7 offenses involving fire.
8
- 9 2. *Anchorage Police Department.* The Police Department is responsible for
10 enforcing the observance of all laws and ordinances, to promote and maintain
11 order, and to protect lives and property.
12
- 13 3. *Anchorage Water and Wastewater Utility.* The Water and Wastewater Utility
14 is responsible for providing water and sanitary sewage services. The Utility is
15 also responsible for billing and collecting special assessments.
16
- 17 4. *Development Services.* The Development Services Department is responsible
18 for administering the Municipality's building plan review, building permit,
19 and building inspections, on-site water and wastewater codes, NPDES
20 inspections, right-of-way permitting, plan review and permitting, code
21 abatement, maintenance of department computer systems and geographic
22 base layers, and provide research and technical services in support of public
23 and private development projects.
24
- 25 5. *Employee Relations.* The Department of Employee Relations is responsible
26 for establishing and maintaining a comprehensive personnel services program
27 for all Municipal employees. Major functions include labor relations services,
28 labor negotiations, labor contract administration, recruitment and certification
29 of employees, administration and maintenance of classification and
30 comprehensive benefit plans, training programs for employees, and
31 organizational and career development.
32
- 33 6. *Health and Human Services.* The Department of Health and Human Services
34 is responsible for protecting the public health and safety through programs in
35 disease prevention, abatement of air, noise and water pollution, substance
36 abuse, individual, family and community health and sanitation. The
37 Department is also responsible for providing social programs in such areas as
38 day care, housing, older persons and handicapped persons, safe cities, and
39 operation of the Municipal Cemetery.
40
- 41 7. *Maintenance and Operations.* The Department of Maintenance and
42 Operations provides year-round maintenance of all roads, drainage systems,
43 street lights, park facilities and trails within the Anchorage Roads and
44 Drainage Service Area (ARDSA) and Anchorage Park Service Area. This
45 department is also responsible for maintenance of other service areas as
46 outlined in Anchorage Municipal Code Title 27. The Department acts as the
47 steward for General Government facilities, vehicles and equipment, and

provides maintenance and custodial services, arranges for utilities, security, insurance, and provides payment of these accounts; acquires and maintains all General Government vehicles and equipment; and provides contract administration for facilities maintenance and security activities operated through outside contractors.

8. *Merrill Field Airport.* This department is responsible for operating and maintaining Merrill Field Airport.
9. *Municipal Light and Power Utility.* The Municipal Light and Power Utility is responsible for supplying electric service to consumers within its service area.
10. *Project Management and Engineering.* The Department of Project Management and Engineering is responsible for capital project management, engineering, design, construction and quality control; storm water runoff quality management; right-of-way acquisition; and subdivision public improvement quality assurance.
1. *Public Transportation.* The Department of Public Transportation is responsible for managing an efficient and safe public transportation system.
12. *Solid Waste Services.* Solid Waste Services is responsible for providing refuse collection and solid waste disposal.
13. *Traffic.* The Traffic Department is responsible for planning, 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. This department also provides staff support to the Anchorage Metropolitan Area Transportation Study (AMATS).

C. Within the Office of the Chief Fiscal Officer and reporting to the Chief Fiscal Officer are the following departments:

1. *Finance.* The Department of Finance is responsible for the management and investment of Municipal funds; sale of bonds; oversight of accounting functions and coordinating the annual audit; disbursement of payments; collection of taxes, fees, fines and other revenues; and determination of property values.
2. *Office of Management and Budget.* The OMB Department is responsible for fiscal and operational planning, monitoring compliance with Municipal policies and standards, management analysis, budgeting and program evaluation, preparing and managing the Municipal budget and coordinating State and Federal grant assistance.

3. *Purchasing.* The Department of Purchasing has two functions. The first function is Purchasing and includes purchasing supplies, services, and construction according to Title 7 and other applicable Code provisions. The Department is also responsible for the overall programming of municipal contracting services and for outsourcing and privatization. The other function is Contracting and includes contract preparation, negotiation, consolidation and contract consolidation. This department is also responsible for personal property inventory and disposition of surplus personal property.
4. *Information Technology.* The Information Technology Department, operating under the guidelines of an internal service fund, is responsible for the administration and application of information systems technology and for the Municipality, strategic long-range systems planning, municipal-wide systems standards and procedures, acquisitions of computer equipment and related products and services, strategic direction for dissemination of computer and data communication systems and application processing, and technical support and computer operation services for centralized Municipal-wide and selected distributed data centers. This department is also responsible for reprographics, records management, and courier services within the Municipal government.

D. Within the Office of Economic and Community Development and reporting to the Executive Director are the following departments:

1. *Planning.* The Planning Department is responsible for comprehensive land use planning and planning for public facilities, and environmental resources. The Department manages the Municipality's coastal and wetlands management programs; administers, amends, and enforces the Title 21 land use code; processes applications and prepares recommendations for zoning, conditional use, variance, subdivision and site plan reviews; and provides staff support to the Planning and Zoning Commission, Platting Board, Zoning Board of Examiners and Appeals, Urban Design Commission, and the Municipal Assembly. The Department enforces zoning regulations, and responds to zoning complaints and issues operating permits for B&Bs, mobile home parks, and transmission towers; and also provides technical, GIS mapping, geographic base layers, and website support to all of the departments headquartered in the Planning and Development Center.
2. *Heritage Land Bank.* The Heritage Land Bank Department 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. The Heritage Land Bank also will be responsible for lease, planning, acquisition, management, maintenance and disposition of real property owned or occupied by the Municipality, including the utilities, and tax foreclosures of property.

3. *Port of Anchorage.* The Port of Anchorage is responsible for operating and maintaining port facilities in the Municipality.

Section 7. A new section 3.70.195 is enacted to read:

3.70.195 Appointment of special officers.

A. 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.

B. The Chief of Police may, with the concurrence of the Fire Chief, appoint qualified fire investigators as special police officers. Appointees shall be under the authority and control of the Fire Chief, but their continuing qualification and appointment as a special police officer shall be controlled by the Chief of Police.

Section 8: The reviser of the Code will amend other applicable sections throughout to reflect the new organization.

Section 9. This ordinance shall become effective immediately upon its passage and approval by the Anchorage Assembly.

PASSED AND APPROVED by the Anchorage Assembly this 9th day of September, 2003.


Chair

ATTEST:


Municipal Clerk

MUNICIPALITY OF ANCHORAGE

Summary of Economic Effects -- General Government

AO Number: 2003-109 Title: Amending AMC 3.20 Relating to the Organization of the Executive Branch and Setting Forth the Duties and Responsibilities of Executive Branch Agencies

Sponsor: Mayor

Preparing Agency: Budget and Legislative Services

Others Impacted: All departments

CHANGES IN EXPENDITURES AND REVENUES:		(In Thousands of Dollars)			
	FY03	FY04	FY05	FY06	FY07
Operating Expenditures					
1000 Personal Services	\$ (218)	\$ (435)	\$ (435)	\$ (435)	\$ (435)
2000 Non-Labor	(18)	(18)	(18)	(18)	(18)
3900 Contributions					
4000 Debt Service					
TOTAL DIRECT COSTS:	\$ (236)	\$ (453)	\$ (453)	\$ (453)	\$ (453)
Add: 6000 Charges from Others					
Less: 7000 Charges to Others					
FUNCTION COST:	\$ (236)	\$ (453)	\$ (453)	\$ (453)	\$ (453)
REVENUES:					
CAPITAL:					
POSITIONS: FT/PT and Temp					

PUBLIC SECTOR ECONOMIC EFFECTS:

AO 2003-109 establishes a streamlined Executive Organization designed to advance economic development, ensure that Municipal services are delivered efficiently, and reduce Municipal expenses in the face of a fiscal year 2004 budget gap estimated at \$25 million or more. Within the Office of the Mayor, a Chief of Staff oversees functions of the Office and coordinates Municipal policies as directed by the Mayor. The reorganization also provides for management of the Municipality's core services by the Municipal Manager and creates a new position to oversee economic and community development. Although a new position is created, a former position at the same pay range as the newly created position is vacant and will not be filled. As part of this reorganization, adjusting salaries within the Mayor's Office, the Municipal Manager's Office, and within various other departments and divisions has resulted in an estimated \$52,000 savings in personnel costs on an annual basis. Most of the new appointments are being made at lower salary ranges than the previous administration.

In addition, the reorganization includes the elimination of four positions representing an annual savings of \$383,000. This change will also bring other savings in terms of operating costs within the former Office of Planning, Development, and Public Works amounting to \$18,000, and additional savings may be identified as other changes occur.

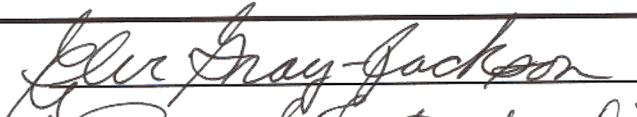
As the Administration continues its streamlining efforts by identifying other cost saving measures that may include public/private participation to assist in funding community related positions, additional savings will be calculated.

The savings anticipated are in addition to those measures taken to fill the City's \$5.2 million gap for budget year 2003. Fiscal year 2003 savings of \$236,000 represents the last six months of the year.

PRIVATE SECTOR ECONOMIC EFFECTS:

In consideration of the \$25 million budget shortfall expected in 2004, the savings due to the reorganization will assist in maintaining the current level of service currently provided within the community.

Prepared by:



Telephone:

343-4751

Validated by OMB:

 L. Forney acting Director

Date:

9/2/03

Approved by:


(Municipal Manager)

Date:

9/2/03

Assembly



Mayor

Chief of Staff
Municipal Attorney
Office of Equal Opportunity

Equal Rights
Commission

Internal
Audit

Office of the Municipal Manager

Anchorage Water and Wastewater
Development Services
Employee Relations
Fire
Health and Human Services
Maintenance and Operations
Merrill Field
Municipal Light & Power
Project Management and Engineering
Police
Public Transportation
Solid Waste Services
Traffic

**Office of the
Chief Fiscal Officer**

Finance
Information Technology
Management and Budget
Purchasing

**Office of Economic and
Community
Development**

Planning
Heritage Land Bank
Port of Anchorage

Parks and Recreation
Museum
Library

Executive Branch Organization
September 9, 2003 - AO 2003-109



MUNICIPALITY OF ANCHORAGE
ASSEMBLY MEMORANDUM
NO. 715-2003

Meeting Date: September 9, 2003

From: Mayor
Subject: **AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE 3.20 RELATING TO THE ORGANIZATION OF THE EXECUTIVE BRANCH AND SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE BRANCH AGENCIES.**

At my inauguration, I stated my vision for Anchorage is simple: community, security, and prosperity. To ensure we have great neighborhoods and a safe city, I have established a streamlined Executive Branch organizational structure to assist me in directing city resources to realize Anchorage's boundless potential.

Within the Office of the Mayor, I have designated one person to serve as Chief of Staff. This position will oversee the operations of the Mayor's Office, help the Mayor develop and communicate Municipal policy to departments and the public, and coordinate Municipal agencies with the aid of newly established community development specialists.

Beyond the Office of the Mayor, Municipal services will be grounded by activities specific to operations, finances, and economic and community development.

First, core Municipal services, such as Transportation, Solid Waste, Health & Human Services, Police, Fire, etc., including the regulated utilities of Water and Wastewater and ML&P, will be managed by the Office of the Municipal Manager. The Municipal Manager shall be responsible to the Mayor for the management and operation of these departments that provide the essential core services around the clock.

Management of the City's finances has been focused as now both budget and procurement activities are aligned under the Chief Fiscal Officer. Consolidating these critical functions with the already established Treasury, Finance, Controllers, and Assessors Offices will greatly facilitate meeting the fiscal challenges in the coming years.

Lastly, I've created a new director of Economic and Community Development, with responsibility over department that create jobs and spur development, such as Planning, the Port of Anchorage, the Heritage Land Bank, Community Development Block Grants, and Recreational and Cultural Services.

I closed my inauguration speech by stating the torch of leadership has been passed to a new generation. Working together through this new Executive Branch organizational structure, we can indeed reignite the spirit of public service and take advantage of the enormous opportunities available to Anchorage residents.

1
2
3 THE ADMINISTRATION RECOMMENDS APPROVAL OF THE ORDINANCE AMENDING
4 ANCHORAGE MUNICIPAL CODE SECTION 3.20.060, EXECUTIVE AND ADMINISTRATIVE
5 ORGANIZATION, TO REVISE THE MUNICIPALITY'S EXECUTIVE/ADMINISTRATIVE
6 BRANCH STRUCTURE AND AMENDING OTHER PROVISIONS OF THE ANCHORAGE
7 MUNICIPAL CODE AND ANCHORAGE MUNICIPAL CODE OF REGULATIONS TO REFLECT
8 AND IMPLEMENT SAID REVISIONS.
9

10 Respectfully Submitted,

11
12
13
14
15  Mark Begich

16 Mayor
17

Concurrence:



Denis C. LeBlanc
Municipal Manager

☒ AO ☐ AR ☒ AM ☐ AIM

DIRECTOR'S NAME

Dick Traini

HIS/HER PHONE NUMBER

3

4

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

Municipal Manager

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

5

Special Instructions/Comments