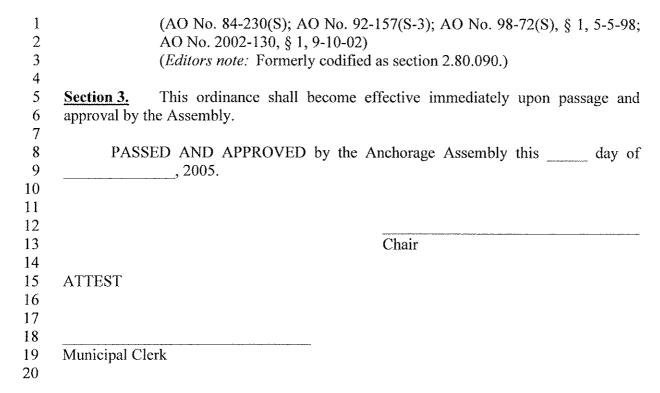
1 2 3 4 5 6 7	Partpered Andefinitely 9/27/65 Submitted By: Assembly Vice-Chair Dan Coffey Prepared By: Dept. of Law For Reading: September 27, 2005 ANCHORAGE, ALASKA No. AO. 2005-134								
8 9 10 11 12 13	AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE BY REPEALING CHAPTER 2.80, PERTAINING TO THE ASSEMBLY BUDGET AND LEGISLATIVE SERVICES, AND ENACTING A NEW SECTION 2.20.055, PERTAINING TO THE MUNICIPAL CLERK'S OFFICE.								
14 15	THE ANCHORAGE ASSEMBLY ORDAINS:								
16	Section 1. Anchorage Municipal Code chapter 2.80 is hereby repealed in its entirety.								
17 18 19 20 21 22		orage Municipal Code chapter 2.20 is amended to add a new enacting certain provisions from chapter 2.80, but deleting references dget & Legislative Services Office' and inserting therein 'Municipal ollows:							
23	<u>2.20.</u> (2.20.055 Municipal Clerk's Office.							
24 25 26	A.	Establishment. There is established, in the legislative branch of the municipality, the municipal clerk's office.							
27 28		(Edito	ors note: Formerly codified as section 2.80.030.)						
29 30 31	В.	Staff.							
32 33		1.	The staff of the municipal clerk's office shall consist of the following:						
34 35			a. Manager.						
36			b. Policy and budget analyst.						
37			c. Administrative assistant.						
38 39		2	In accordance with section 3.30.172C, the staff described in this						
40 41	sect		n accordance with section 3.30.172C., the staff described in this ection shall be appointed by the assembly and shall serve at the leasure of the assembly.						
42		2	If the biring of staff other than those positions described in						
43 44		3. If the hiring of staff other than those positions described subsections 1.b. and 1.c. above becomes necessary to carry out the							
45			provisions of this section, the manager shall first submit a						
46			recommendation of the required staff to the assembly for review						

1 and approval. The recommendation shall only take effect upon 2 approval of a majority vote of the assembly. 3 4 (Editors note: Formerly codified as section 2.80.040.) 5 6 C. Political activities by staff. The staff of the municipal clerk's office shall 7 not actively participate in any municipal election campaign. An additional 8 restriction shall prohibit the making of political contributions to assembly 9 or mayoral candidates. Members of the municipal clerk's office staff shall 10 not be prohibited from expressing private opinions, serving as a delegate 11 to a party convention or voting. 12 13 (Editors note: Formerly codified as section 2,80,050C.) 14 15 D. Facilities and administration. 16 17 1. The municipal clerk's office shall annually prepare an office 18 budget proposal to be submitted with the department of assembly's 19 budget proposal for submission to the assembly. Copies shall be 20 provided in a timely manner to the mayor for informational purposes to assist in the preparation of the municipal budget. 21 22 23 2. The municipal clerk's office shall comply with all of the 24 administration's procedures prescribed by ordinance except as 25 provided in this section. Requests for approval of office matters 26 such as office supplies, budget and personnel shall be submitted to 27 the administration in proper form. In order to ensure the 28 independence and objectivity of the municipal clerk's office, the 29 administration's discretionary decisions shall be considered advisory. The administration shall retain the authority to deny any 30 31 request otherwise contrary to ordinance or exceeding the assemblyadopted budget for the office. 32 33 34 (Editors note: Formerly codified as subsections 2.80.070B. and C.) 35 36 E. Functional responsibilities. 37 38 1. In pursuit of expanded understanding of financial, budgetary and 39 policy matters by the assembly, and to provide administrative 40 support to the assembly, the municipal clerk's office's 41 responsibilities include but are not limited to the following: 42 43 Analyze municipal budgets for comparison with previous a. 44 budgets for completeness, accuracy and adequacy.

1		b.	Analyze the capital budgets to include examination of fund
2 3 4			sources and estimated operation and maintenance costs of
3			facilities.
4		c.	Analyze the utility budgets to include review of rate of
5			return, debt service and future capital needs.
6		d.	Prepare working papers to support any and all proposed
7			changes to this code.
8		e.	Attend assembly work sessions and budget advisory
9			committee, task forces, subcommittee and ad hoc
10			committee meetings as necessary.
11		f.	Review and conduct research on quarterly financial or
12			budgetary statements and analysis of proposed
13			modifications in relation to the originally adopted budget.
14		g.	Review weekly assembly agenda items to determine the
15			accuracy of funding and compliance with this code and
16			policy and procedures.
17		h.	Administer the contract for the annual municipal
18			independent financial audit.
19		i.	Prepare ordinances, resolutions, and memorandums and
20			conduct research and reports as assigned by assembly
21			members.
22		j.	Assist assembly members with constituent inquiries.
23		k.	Coordinate assembly member requests for information to
24			the municipal administration.
25			1
26		(Editors n	ote: Formerly codified as subsections 2.80.080A., C., D., E., G.,
27			L., M., and N.)
28		, , ,	, , ,
29	F.	Access to	municipal information.
30			
31		1. In	the performance of its duties under subsection E. above, the
32			micipal clerk's office shall have full, free and unrestricted access
33		to:	~
34			
35		a.	All public records, as defined in section 3.90.020;
36		b.	All activities of the municipal government;
37		c.	All municipal property;
38		d.	All municipal personnel; and
39		e.	All policies, plans and procedures, and records pertaining
40		C.	to financial expenditures by municipal funds.
41			to interior experiences by manorpur tunes.
42		2. Thi	is subsection F. does not authorize public disclosure of
43			of idential or privileged material under federal, state or local law,
44			material the public disclosure of which otherwise constitutes an
45			warranted invasion of personal privacy.
46		un	multaneed invasion of personal privacy.
TU			



MUNICIPAL CLERK'S OFFICE

Agenda Document Control Sheet

AO 2005-134

(SEE	REVERSE SIDE FOR FURTHER INFORMATION)			No 2003-134				
	SUBJECT OF AGENDA DOCUMENT	DATE PREPARED						
1	AMEND AMC BY REPEALING CHAPTER 2.80		09/20/05					
	PERTAINING TO THE ASSEMBLY BUDGET AND							
	LATIVE SERVICES, AND ENACTING A NEW S							
·	2.20.055, PERTAINING TO THE MUNICIPAL							
	OFFICE.		1	☐ AR ☐ AM ☐ AIM				
	DEPARTMENT NAME		DIRECTOR'S NAME					
2	Assembly		Anna Fairclough, Chair					
	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY		HIS/HER PHONE NUMBER					
3	Rhonda Fehlen-Westover		343-4545					
			<u> </u>					
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			2005 CL				
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	Facility Management Planning	<u> </u>						
	Project Management & Engineering							
	Street Maintenance							
	Traffic Dandwart	 						
	Public Transportation Department	· · · · · · · · · · · · · · · · · · ·		<u>m</u> ?				
	Purchasing	,						
	Municipal Attorney							
	Municipal Clerk Other							
	Other							

5	Special Instructions/Comments							
ŀ	Com		······································					
ŀ	Consent Agenda - Introduction							
6	ASSEMBLY HEARING DATE REQUESTED	7 PUBLIC HE	ARING DATE REQU	JESTED				
U	0/27/05	1 10/1	1 /05					