

1 *Repealed indefinitely 9/27/05*

2 Submitted By: Assembly Vice-Chair
3 Dan Coffey
4 Prepared By: Dept. of Law
5 For Reading: September 27, 2005

6 ANCHORAGE, ALASKA
7 No. AO. 2005-134
8

9 AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE BY
10 REPEALING CHAPTER 2.80, PERTAINING TO THE ASSEMBLY BUDGET AND
11 LEGISLATIVE SERVICES, AND ENACTING A NEW SECTION 2.20.055,
12 PERTAINING TO THE MUNICIPAL CLERK'S OFFICE.

13
14 THE ANCHORAGE ASSEMBLY ORDAINS:

15
16 **Section 1.** Anchorage Municipal Code chapter 2.80 is hereby repealed in its entirety.

17
18 **Section 2.** Anchorage Municipal Code chapter 2.20 is amended to add a new
19 section 2.20.055 (reenacting certain provisions from chapter 2.80, but deleting references
20 to the 'Assembly Budget & Legislative Services Office' and inserting therein 'Municipal
21 Clerk's Office') as follows:

22
23 **2.20.055** **Municipal Clerk's Office.**

24
25 A. *Establishment.* There is established, in the legislative branch of the
26 municipality, the municipal clerk's office.

27
28 (*Editors note:* Formerly codified as section 2.80.030.)

29
30 B. *Staff.*

31
32 1. The staff of the municipal clerk's office shall consist of the
33 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 section shall be appointed by the assembly and shall serve at the
41 pleasure of the assembly.

42
43 3. If the hiring of staff other than those positions described in
44 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
21 purposes to assist in the preparation of the municipal budget.
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
30 advisory. The administration shall retain the authority to deny any
31 request otherwise contrary to ordinance or exceeding the assembly-
32 adopted budget for the office.

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 a. Analyze municipal budgets for comparison with previous
44 budgets for completeness, accuracy and adequacy.

(AO No. 84-230(S); AO No. 92-157(S-3); AO No. 98-72(S), § 1, 5-5-98;
AO No. 2002-130, § 1, 9-10-02)
(*Editors note:* Formerly codified as section 2.80.090.)

Section 3. This ordinance shall become effective immediately upon passage and
approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this _____ day of
_____, 2005.

Chair

ATTEST

Municipal Clerk

MUNICIPAL CLERK'S OFFICE
Agenda Document Control Sheet

AO 2005-134

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT		DATE PREPARED	
	AMEND AMC BY REPEALING CHAPTER 2.80 PERTAINING TO THE ASSEMBLY BUDGET AND LEGIS- LATIVE SERVICES, AND ENACTING A NEW SECTION 2.20.055, PERTAINING TO THE MUNICIPAL CLERK'S OFFICE.		09/20/05 <input checked="" type="checkbox"/> AO <input type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME		DIRECTOR'S NAME	
	Assembly		Anna Fairclough, Chair	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY		HIS/HER PHONE NUMBER	
	Rhonda Fehlen-Westover		343-4545	
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			
	Consent Agenda - Introduction			
6	ASSEMBLY HEARING DATE REQUESTED		7	PUBLIC HEARING DATE REQUESTED
	9/27/05			10/11/05

M.O.A.
 2005 SEP 20 PM 2:44
 CLERKS OFFICE