

*Postponed indefinitely*  
*1/29/08*

**ANCHORAGE, ALASKA  
AR NO. 2008-7**

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY ADOPTING AN  
ASSEMBLY POLICY FOR CONTRACTING WITH OUTSIDE CONSULTANTS.**

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WHEREAS, in the past, the Assembly has employed full-time staff for budget matters at a substantial cost to the taxpayers; and

WHEREAS, in 2007, the Budget and Finance Committee, with the approval of the Chair, hired an outside consultant at a cost of \$18,500.00, and in addition, during the review of the proposed Teamster contract, another outside consultant was used to review the contract at a cost of \$2,800.00; and

WHEREAS, these costs are substantially less than the wages and benefits paid to full-time employees, particularly when the need for expert advice is generally limited in time and in scope; and

WHEREAS, over the last three years under the direction of the Assembly leadership and the Municipal Clerk, both staffing levels and the Assembly budget have been reduced; and

WHEREAS, since the practice of hiring consultants on an "as needed" basis is new, the Chair believes it advisable to recommend a policy to the full Assembly for its review and approval;

NOW THEREFORE, the Anchorage Assembly determines and resolves as follows:

1) The use of outside consultants shall be limited to matters of substantial significance to the entire assembly. Examples are the budget and finance review and review of proposed labor agreements.

2) Requests to engage outside consultants shall be made to the Assembly Chair by a Chair of a Committee. Such requests shall include the proposed scope of work, the proposed time frame, the proposed compensation and, if it is to be a sole source contract, the name of the consultant.

3) All proposed contracts with outside consultants shall be reviewed by the Chair and the Municipal Clerk to ensure that the contractor has provided all requisite information to the Clerk which shall include, but not be limited to, a resume demonstrating the proper qualifications, a proposed scope of work, a timeframe for the consultant's services, a requirement that a written report be submitted at the conclusion of the consultant's services, all requisite licenses (e.g. business license, admission to the practice of law, etc.), and that the provisions of law applying to contracts between the Municipality and outside consultants have been complied with in all respects.

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2 4) The Chair shall, prior to entering into any consulting contract, inform the Assembly  
3 of the proposed contract, providing the Assembly with the information set out in paragraph 3)  
4 above. The Assembly shall promptly review the materials and make such inquiry or voice  
5 such concerns as any member may have. If a majority of the Assembly objects to the  
6 proposed contract, the Chair shall not enter into the contract.  
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8 5) No contract with an outside consultant shall exceed the sum of \$30,000.00 without  
9 the approval of the entire Assembly.  
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11 PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_day of  
12 \_\_\_\_\_, 2008.  
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15 \_\_\_\_\_  
16 Chair

17 ATTEST:  
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20 Municipal Clerk  
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