

CLERK'S OFFICE

APPROVED

Date: 2-24-09

ANCHORAGE, ALASKA

AO No. 2009-21

**AN ORDINANCE, PURSUANT TO ANCHORAGE MUNICIPAL CODE  
SECTION 3.20.040, AMENDING SECTIONS 3.20.010 AND 3.20.070 TO  
UPDATE THE MANAGEMENT RESPONSIBILITIES OF THE MUNICIPAL  
MANAGER AND THE CHIEF FISCAL OFFICER.**

**THE ANCHORAGE ASSEMBLY ORDAINS:**

**Section 1.** Anchorage Municipal Code section 3.20.010 is amended to revise the organizational chart, available under the "GRAPHIC LINK" and described as **Exhibit A**, to remove Employee Relations from the Office of the Municipal Manager, and insert Employee Relations into the Office of the Chief Fiscal Officer.

**3.20.010      Executive and administrative order.**

The executive branch of the municipal government shall be organized as provided in this chapter and the following plan:

GRAPHIC LINK [insert Exhibit A here]: [Click here](#)

(AO No. 79-27; AO No. 88-82; AO No. 90-15(S); AO No. 91-173(S); AO No. 94-135(S), § 2, 7-12-94; AO No. 2000-105(S), § 2, 6-27-00; AO No. 2000-141(S), § 2, 9-26-00; AO No. 2002-130, § 4, 9-10-02; AO No. 2003-109, § 1, 9-9-03; AO No. 2004-136, § 1, 12-7-04; AO No. 2005-142, § 1, 10-25-05)

*Charter references:* Qualifications of mayor, § 5.01; appointment of officers and department heads, §§ 5.02(a), 5.03--5.05.

*Cross references:* Office of emergency management, § 3.80.010; emergency proclamations by the mayor, § 3.80.040.

**Section 2.** Pursuant to Anchorage Municipal Code section 3.20.040, Anchorage Municipal Code section 3.20.070 is amended to read as follows (*the remainder of the section is not affected and therefore not set out*; **the Code Revisor is instructed to renumber the remaining paragraphs accordingly**):

**3.20.070      Executive branch organization.**

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B. Within the office of the municipal manager and reporting to the municipal manager are the following departments:

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5 [6]. Health and human services. The department of health and human services is responsible for protecting the public health and safety through programs in disease prevention, abatement of air, noise and water pollution, substance abuse, individual, family and community health and sanitation. The department is also responsible for providing social programs in such areas as day care, housing, older persons and handicapped persons, safe cities, and operation of the municipal cemetery.

[EMPLOYEE RELATIONS. THE DEPARTMENT OF EMPLOYEE RELATIONS IS RESPONSIBLE FOR ESTABLISHING AND MAINTAINING A COMPREHENSIVE PERSONNEL SERVICES PROGRAM FOR ALL MUNICIPAL EMPLOYEES. MAJOR FUNCTIONS INCLUDE LABOR RELATIONS SERVICES, LABOR NEGOTIATIONS, LABOR CONTRACT ADMINISTRATION, RECRUITMENT AND CERTIFICATION OF EMPLOYEES, ADMINISTRATION AND MAINTENANCE OF CLASSIFICATION AND COMPREHENSIVE BENEFIT PLANS, TRAINING PROGRAMS FOR EMPLOYEES, AND ORGANIZATIONAL AND CAREER DEVELOPMENT.]

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C. Within the office of the chief fiscal officer and reporting to the chief fiscal officer are the following departments:

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5. Employee relations. The department of employee relations is responsible for establishing and maintaining a comprehensive personnel services program for all municipal employees. Major functions include labor relations services, labor negotiations, labor contract administration, recruitment and certification of employees, administration and maintenance of classification and comprehensive benefit plans, training programs for employees, and organizational and career development.

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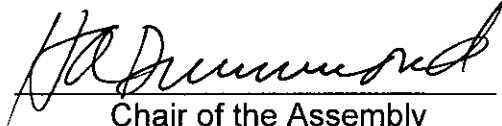
(AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78-82; AO No. 78-113; AO No. 78-121; AO No. 79-27; AO No. 80-5; AO No. 82-49; AO No. 83-159; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No. 88-82; AO No. 89-10; AO No. 89-18; AO No. 89-39; AO No. 90-15(S); AO No. 91-173(S); AO No. 92-79; AO No. 92-148; AO No. 94-135(S), § 8, 7-12-94; AO No. 95-141, § 1, 7-11-95; AO No. 96-47, § 2, 3-5-96; Ord. No. 98-115(S), § 3, 7-1-98; AO No. 2003-109, § 6, 9-9-03; AO No. 2004-132, § 2, 10-12-04; AO No. 2004-136, § 2, 12-7-04; AO No. 2005-142, § 2, 10-25-05)

*Editor's note:* AO No. 2000-105(S), § 2, adopted June 27, 2000, repealed § 3.20.070, which pertained to municipal organizations. See the Code Comparative Table. Subsequently, AO No. 2003-109, § 6, effective Sept. 9, 2003, added provisions designated as 3.20.070 to read as herein set out.

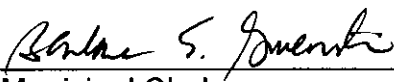
1        *Charter references:* Appointment of department heads, § 5.02(a); municipal  
2        manager, § 5.03; municipal attorney, § 5.04.

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4        **Section 3.** This ordinance shall be effective immediately upon passage and  
5        approval by the Assembly.

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7        PASSED AND APPROVED by the Anchorage Assembly this 24<sup>th</sup> day of  
8        February, 2009.  
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14        Chair of the Assembly

14        ATTEST:

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18        Municipal Clerk  
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**MUNICIPALITY OF ANCHORAGE**  
**Summary of Economic Effects -- General Government**

AO Number: 2009-21

Title: **AN ORDINANCE, PURSUANT TO ANCHORAGE MUNICIPAL CODE  
SECTION 3.20.040, AMENDING SECTIONS 3.20.010 AND 3.20.070 TO  
UPDATE THE MANAGEMENT RESPONSIBILITIES OF THE MUNICIPAL  
MANAGER AND THE CHIEF FISCAL OFFICER.**

Sponsor: ACTING MAYOR  
Preparing Agency: Department of Law  
Others Impacted:

CHANGES IN EXPENDITURES AND REVENUES:		(In Thousands of Dollars)				
	FY09	FY10	FY11	FY12	FY13	
Operating Expenditures						
1000 Personal Services						
2000 Non-Labor						
3900 Contributions						
4000 Debt Service						
TOTAL DIRECT COSTS:	\$ -	\$ -	\$ -	\$ -	\$ -	
Add: 6000 Charges from Others						
Less: 7000 Charges to Others						
FUNCTION COST:	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES:						
CAPITAL:						
POSITIONS: FT/PT and Temp						

**PUBLIC SECTOR ECONOMIC EFFECTS:**

This ordinance amends the executive organization of the Municipality; there are no public sector economic effects.

**PRIVATE SECTOR ECONOMIC EFFECTS:**

This ordinance amends the executive organization of the Municipality; there are no private sector economic effects.

Prepared by: Department of Law

Telephone: 343-4545

**MUNICIPALITY OF ANCHORAGE**  
**ASSEMBLY MEMORANDUM**

No. AM 80-2009

Meeting Date: February 3, 2009

**From:        ACTING MAYOR**

**Subject:    AN ORDINANCE, PURSUANT TO ANCHORAGE MUNICIPAL  
CODE SECTION 3.20.040, AMENDING SECTIONS 3.20.010  
AND 3.20.070 TO UPDATE THE MANAGEMENT  
RESPONSIBILITIES OF THE MUNICIPAL MANAGER AND  
THE CHIEF FISCAL OFFICER.**

This ordinance amends the executive reorganization provisions of the Anchorage Municipal Code (AMC). Every Mayor is authorized to reorganization his/her executive departments pursuant to AMC section 3.20.040.

The effect of this ordinance is to move the department of Employee Relations from the supervision of the Municipal Manager to the supervision of the Chief Fiscal Officer. This is appropriate, given the fiscal impact to the Municipality of decisions made in Employee Relations, from negotiation of collective bargaining agreements, to arbitrations and grievances, to day-to-day department decisions regarding employment issues.

**THE ADMINISTRATION RECOMMENDS APPROVAL OF AN ORDINANCE,  
PURSUANT TO ANCHORAGE MUNICIPAL CODE SECTION 3.20.040,  
AMENDING SECTIONS 3.20.010 AND 3.20.070 TO UPDATE THE  
MANAGEMENT RESPONSIBILITIES OF THE MUNICIPAL MANAGER AND  
THE CHIEF FISCAL OFFICER.**

Prepared by:	Dept. of Law
Approved by:	James N. Reeves, Municipal Attorney
Concur:	Michael K. Abbott, Municipal Manager
Respectfully submitted:	Matt Claman, Acting Mayor

**Content ID:** 007373**Type:** Ordinance - AO

**Title:** AN ORDINANCE, PURSUANT TO ANCHORAGE MUNICIPAL CODE SECTION 3.20.040, AMENDING SECTIONS 3.20.010 AND 3.20.070 TO UPDATE THE MANAGEMENT RESPONSIBILITIES OF THE MUNICIPAL MANAGER AND THE CHIEF FISCAL OFFICER.

**Author:** westoverrf

**Initiating Dept:** Legal

**Description:** AN ORDINANCE AMENDING 3.20.010 & 3.20.070 TO UPDATE MGMT RESPONSIBILITIES OF MUNI MGR & CFO

**Keywords:** Executive reorganization, Municipal Manager, CFO

**Date Prepared:** 1/30/09 1:03 PM

**Director Name:** James N. Reeves

**Assembly Meeting Date:** 2/3/09

**Public Hearing Date:** 2/24/09

<b>Workflow Name</b>	<b>Action Date</b>	<b>Action</b>	<b>User</b>	<b>Security Group</b>	<b>Content ID</b>
Clerk_Admin_SubWorkflow	1/30/09 1:52 PM	Exit	Joy Maglaqui	Public	007373
MuniMgrCoord_SubWorkflow	1/30/09 1:52 PM	Approve	Joy Maglaqui	Public	007373
MuniManager_SubWorkflow	1/30/09 1:52 PM	Approve	Joy Maglaqui	Public	007373
Finance_SubWorkflow	1/30/09 1:38 PM	Approve	Nina Pruitt	Public	007373
OMB_SubWorkflow	1/30/09 1:18 PM	Approve	Wanda Phillips	Public	007373
Legal_SubWorkflow	1/30/09 1:17 PM	Approve	Rhonda Westover	Public	007373
AllOrdinanceWorkflow	1/30/09 1:12 PM	Checkin	Rhonda Westover	Public	007373

*A. D. Anderson* — CONSENT AGENDA - INTRODUCTION