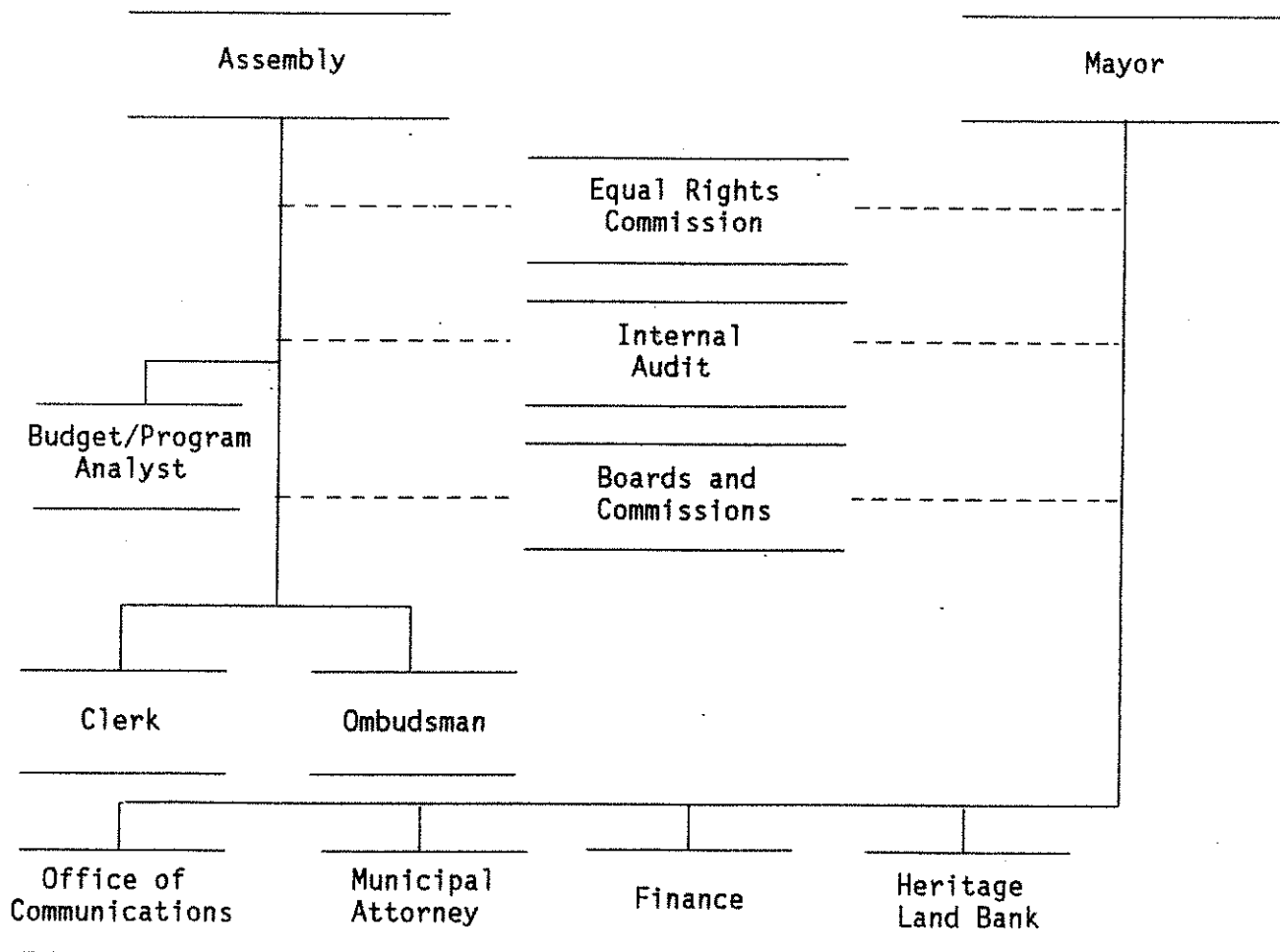


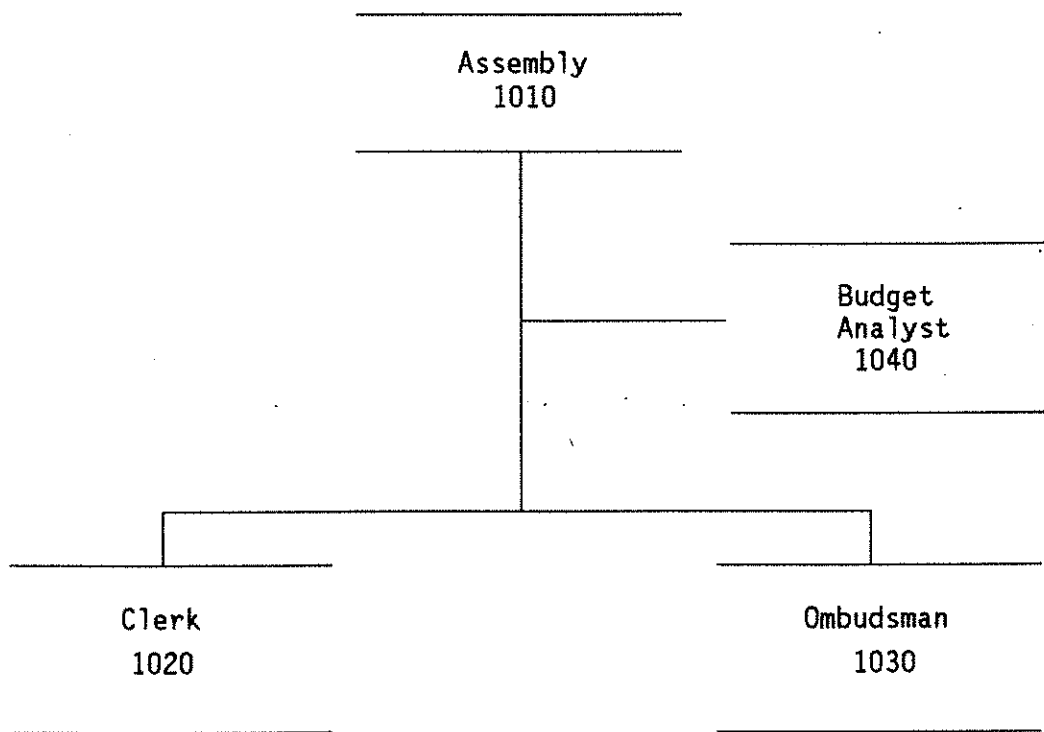
# ASSEMBLY/ MAYOR



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# ASSEMBLY

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## DEPARTMENT SUMMARY

### DEPARTMENT

### ASSEMBLY

### MISSION

To serve as the legislative branch of municipal government and represent constituents of legislative districts.

### MAJOR PROGRAMMING HIGHLIGHTS

#### Assembly

- Enact all laws; appropriate all money; award contracts over \$30,000; approve funding levels of the school district and municipal budgets; establish the mill levies; act as Board of Adjustment in planning/zoning and platting matters; confirm all appointments to boards and commissions; and certify elections.

#### Municipal Clerk

- Provide logistical support to Assembly members; conduct elections; serve as office of record for contracts, minutes, ordinances and resolutions; process liquor licenses, business licenses and appeals; provide staff support to the Board of Equalization; serve as a central point of contact for the residents of Anchorage; produce and distribute Assembly agendas and packets; and provide information to the public on request.

#### Ombudsman

- Serve the residents of Anchorage as an impartial, independent office to investigate the acts of other municipal offices and recommend appropriate changes to safeguard the citizens' rights and promote higher standards of competency, efficiency and equity in the provision of municipal service. The Ombudsman's Office will respond to or refer over 3,000 inquiries from the public during 1989.

#### Budget Analyst

- Analyze initial and proposed changes to general government, utility and school district operating and capital budgets; monitor daily municipal financial transactions and review all agenda packages for proper procedure and appropriate funding; support the Assembly committee system as required; conduct studies, analyses and reviews as assigned by the Assembly.

### RESOURCES

	1988	1989
Direct Costs	\$ 1,584,370	\$ 1,614,610
Program Revenues	\$ 28,000	\$ 25,300
Personnel	25FT 1PT	26FT 1PT

# 1989 RESOURCE PLAN

## DEPARTMENT: ASSEMBLY

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
ASSEMBLY	476,740	442,660	11			11	11			11
CLERK	844,770	857,900	9	1		10	9	1		10
OMBUDSMAN	146,700	150,230	3			3	3			3
BUDGET ANALYST	116,160	163,820	2			2	3			3
	-----	-----	---	---	---	---	---	---	---	---
OPERATING COST	1,584,370	1,614,610	25	1		26	26	1		27
=====										
ADD DEBT SERVICE	0	0								
	-----	-----								
DIRECT ORGANIZATION COST	1,584,370	1,614,610								
	-----	-----								
ADD INTRAGOVERNMENTAL CHARGES	512,630	542,150								
CHARGES FROM OTHERS										
	-----	-----								
TOTAL DEPARTMENT COST	2,097,000	2,156,760								
	-----	-----								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	125,590	184,790								
	-----	-----								
FUNCTION COST	1,971,410	1,971,970								
	-----	-----								
LESS PROGRAM REVENUES	28,000	25,300								
	-----	-----								
NET PROGRAM COST	1,943,410	1,946,670								
=====										

## 1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
ASSEMBLY	195,240	920	246,500		442,660
CLERK	438,300	18,600	401,000		857,900
OMBUDSMAN	147,530	720	1,980		150,230
BUDGET ANALYST	159,760	900	3,160		163,820
	-----	-----	-----	-----	-----
DEPT. TOTAL WITHOUT DEBT SERVICE	940,830	21,140	652,640		1,614,610
LESS VACANCY FACTOR					
ADD DEBT SERVICE					
	-----	-----	-----	-----	-----
TOTAL DIRECT ORGANIZATION COST	940,830	21,140	652,640		1,614,610

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET
---

DEPARTMENT: ASSEMBLY

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1988 Revised Budget:	\$ 1,584,370	25FT	1PT	
Amount Required to Continue Existing Programs in 1989:	31,540			
REDUCTIONS TO EXISTING PROGRAMS:				
- Interns & video taping of Assembly meetings	(9,230)			
- Assembly legal counsel	(20,000)			
- Membership in statewide and national organizations	(33,500)			
EXPANSIONS IN EXISTING PROGRAMS:				
None				
NEW PROGRAMS:				
- Utility budget analyst	48,310	1FT		
MISCELLANEOUS INCREASES (DECREASES):				
- Various account increases/decreases	13,120			
1989 BUDGET	\$ 1,614,610	26FT	1PT	

# 1989 PROGRAM PLAN

DEPARTMENT: ASSEMBLY  
PROGRAM: Legislation

DIVISION: ASSEMBLY

## PURPOSE:

To act as the legislative branch of government.

## 1988 PERFORMANCES:

- Continue to contribute to the quality of life for local citizens by enacting new legislation and amending existing laws to reflect the needs and priorities of the community.
- Ensure that funding is available to fund the highest priority services for the community.
- Ensure available resources are used efficiently in the provision of desired services.

## 1989 OBJECTIVES:

- Enact new and amend existing laws in response to community needs.
- Distribute available funds among services which have been determined to be the highest priorities.
- Pursue economic development opportunities in cooperation with the administration.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	12	0	0	11	0	0	11	0	0
PERSONAL SERVICES	\$	199,500		\$	187,590		\$	195,240	
SUPPLIES		920			920			920	
OTHER SERVICES		267,340			288,230			246,500	
TOTAL DIRECT COST:	\$	467,760		\$	476,740		\$	442,660	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
1, 5, 13, 17, 18

# 1989 P R O G R A M P L A N

DEPARTMENT: ASSEMBLY

DIVISION: CLERK

PROGRAM: Legislative Administration

## PURPOSE:

To administer Anchorage Municipal Code Chapters 2, 10, 12, 21, and 28 or portions thereof and serve as the office of record for the municipality.

## 1988 PERFORMANCES:

- Provide clerical support for the legislative function of local government.
- Conduct regular and special elections.
- Ensure code of ordinances and code of regulations are up-to-date and available to the public.

## 1989 OBJECTIVES:

- Provide administrative support for the legislative function of local government.
- Conduct regular and special elections.
- Ensure code of ordinances and code of regulations are up-to-date and available to the public.
- Produce and distribute an agenda and packet of supporting documents for each Assembly meeting.
- Automate more functions to improve efficiency.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	9	0	0	9	1	0	9	1	0
PERSONAL SERVICES	\$	388,310		\$	424,120		\$	438,300	
SUPPLIES		7,350			10,950			18,600	
OTHER SERVICES		367,230			387,200			401,000	
CAPITAL OUTLAY		0			22,500			0	
TOTAL DIRECT COST:	\$	762,890		\$	844,770		\$	857,900	
PROGRAM REVENUES:	\$	31,500		\$	28,000		\$	25,300	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
2, 6, 7, 8, 9, 10, 11, 14, 15, 16

# 1989 P R O G R A M P L A N

DEPARTMENT: ASSEMBLY

DIVISION: BUDGET ANALYST

PROGRAM: Assembly Budget Analyst

## PURPOSE:

Provide an objective analytical capability to Assemblymembers in budgetary, financial and other programmatic matters and to provide staff support as necessary.

## 1988 PERFORMANCES:

- Analyzed all proposed budgets.
- Reviewed all financial budgetary actions placed before the Assembly.
- Advised and reported on financial/budgetary matters.
- Directly supported several committees.
- Provided legislative/administrative staff functions as necessary.

## 1989 OBJECTIVES:

- To continue level of support established in 1988.
- Add a substantial and indepth financial budgetary analysis capability in the enterprise (utility) funds.
- Improve budget/financial status reports; both quality and frequency.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	2	0	0	3	0	0
PERSONAL SERVICES	\$		0	\$	107,000		\$	159,760	
SUPPLIES			0		1,000			900	
OTHER SERVICES			0		6,860			3,160	
CAPITAL OUTLAY			0		1,300			0	
TOTAL DIRECT COST:	\$		0	\$	116,160		\$	163,820	

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:  
4, 12



# 1989 P R O G R A M P L A N

DEPARTMENT: ASSEMBLY  
PROGRAM: Ombudsman

DIVISION: OMBUDSMAN

## PURPOSE:

Receive complaints; refer those outside of jurisdiction and those having administrative remedies to the appropriate agency; investigate complaints; review issues with agencies; develop recommendations; and prepare final summaries for formal cases. Provides citizens an impartial review format.

## 1988 PERFORMANCES:

- Established effecient working relationship with new administration.
- Reported on informal and formal complaints for Assembly for improved coordination and efficiency.
- Improved complaint screening to increase investigation abilities.
- Expanded use of those agencies available to assist citizens with non-jurisdictional concerns.
- Provided more assistance and encouragement to citizens to enable them to resolve their less complex concerns and complaints independently.
- Utilized incentives to encourage adoptions of recommendations.

## 1989 OBJECTIVES:

- Improve reporting on office activities to widen public awareness of the service provided.
- Emphasize equitable use of municipal policies and laws, and the avoidance of succumbing to outside pressures thereby compromising the publics interest.
- Structure recommendations to be consistent with existing budget constraints
- Continue to prioritize complaints to concentrate efforts on most significant issues.

## RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	3	0	0	3	0	0	3	0	0
PERSONAL SERVICES	\$	141,600		\$	144,000		\$	147,530	
SUPPLIES		980			720			720	
OTHER SERVICES		4,250			1,980			1,980	
TOTAL DIRECT COST:	\$	146,830		\$	146,700		\$	150,230	

## PERFORMANCE MEASURES:

- Initial contacts

3,000

3,000

3,000

18 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

3

BPAB010R  
09/21/88  
102212

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

Funding Line at Rank 13

DEPT: 01 -ASSEMBLY  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

1   1010-ASSEMBLY  
    0148-Legislation  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

1   Enact all laws, appropriate all money,  
OF   award all contracts over \$30,000,  
6   approve funding levels of school and  
    municipal budgets, determine mill levy,  
    act as Board of Adjustment, certify  
    all elections, administer intern  
    contracts, oversee budget officer,  
    clerk and ombudsman.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
11	0	0	195,240	920	0	0	0	196,160

2   1020-CLERK  
    0159-Legislative Administratio  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT  
    IGC SUPPORT

1   Record official Assembly  
OF   meetings, record all work sessions,  
10   maintain official copies of  
    documents of ordinances, resolutions and  
    memorandums, conduct the regular  
    election, procure support for boards  
    and commissions, code supplements and  
    minutes.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	79,400	11,100	360,200	0	0	450,700

3   1030-OMBUDSMAN  
    0183-Ombudsman  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

1   Pursuant to Section 4.07 of the  
OF   Municipal Charter and as prescribed by  
1   Municipal Ordinances, the office  
    receives citizen complaints regarding  
    Municipal government in an effort to  
    promote higher standards of competency,  
    efficiency and equity in the provision  
    of municipal services.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
3	0	0	147,530	720	1,980	0	0	150,230

BPAB010R  
09/21/88  
102212

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 01 -ASSEMBLY  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

4 1040-BUDGET ANALYST  
0413-Assembly Budget Analyst  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

1 To provide a better understanding of all  
OF municipal financial, budgetary, and  
2 programmatic matters for the Assembly  
and to provide staff functions as  
needed.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	111,450	900	3,160	0	0	115,510

5 1010-ASSEMBLY  
0148-Legislation  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

2 Obtain contract services to conduct  
OF audit of all municipal accounts to  
6 ensure money is not misspent.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	163,000	0	0	163,000

6 1020-CLERK  
0159-Legislative Administratio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

2 Assist Clerk, attend and record Assembly  
OF meetings and work sessions, prepare  
10 minutes, assist in maintainence of  
official documents, assist with conduct  
of regular elections.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	66,070	0	0	0	0	66,070

7 1020-CLERK  
0159-Legislative Administratio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT  
PROGRAM REVENUES 15,000

3 Recruit workers, publish all notices,  
OF prepare candidate packets, train all  
10 election workers, assist clerk in  
ballot design, coordinate set up of  
polling places, act as staff support  
for Election Commission and Salaries and  
Emoluments Commission, prepare code  
supplements.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	57,250	0	0	0	0	57,250

BPAB010R  
09/21/88  
102212

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 01 -ASSEMBLY  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

8   1020-CLERK  
    0159-Legislative Administratio  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT  
    IGC SUPPORT

4   Prepare preliminary and final agendas  
OF   for each Assembly meeting, prepare  
10   planning calendar, track Assembly  
    requests to administration, distribute  
    Assembly packets, maintain presentation  
    file, prepare action summary, assign  
    numbers to all items presented to  
    Assembly, maintain index of Assembly  
    items.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE			SERVICE	OUTLAY	
1	0	0	42,740	7,700	20,580	0	0	71,020

9   1020-CLERK  
    0159-Legislative Administratio  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

5   Receives appeals on property valuations,  
OF   processes appeals to Board of Equaliza-  
10   tion, notifies appellants of meetings  
    and board actions, coordinates meeting  
    agenda with Property Appraisal Division,  
    prepares and distributes minutes, agenda  
    and packet of information for each  
    board meeting.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE			SERVICE	OUTLAY	
1	0	0	31,300	0	0	0	0	31,300

10   1020-CLERK  
    0159-Legislative Administratio  
    SOURCE OF FUNDS, THIS SVC LEVEL:  
    TAX SUPPORT

6   Transcribe Assembly minutes from tapes  
OF   of Assembly meetings, receive, route  
10   index and file all municipal contracts.

PERSONNEL			PERSONAL	SUPPLIES	OTHER SERVICES	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE			SERVICE	OUTLAY	
1	0	0	32,640	0	110	0	0	32,750

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09/21/88  
102212

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 01 -ASSEMBLY  
DEPT     BUDGET UNIT/  
RANK     PROGRAM

SVC  
LVL

11 1020-CLERK  
0159-Legislative Administratio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

7 Receive applications and issue municipal  
OF business licenses, receive and process  
10 applications for renewal, new and trans-  
fer of liquor licenses, notify property  
owners of pending actions on liquor  
licenses, receive and process appeals  
of land use matters.

PROGRAM REVENUES     10,300

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	34,630	0	110	0	0	34,740

12 1040-BUDGET ANALYST  
0413-Assembly Budget Analyst  
SOURCE OF FUNDS, THIS SVC LEVEL:  
IGC SUPPORT

2 Provide an objective review and analyses  
OF of all municipal utilities' operating  
2 and capital budgets and maintain  
familiarity with utilities' financial  
and regulatory matters.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	48,310	0	0	0	0	48,310

13 1010-ASSEMBLY  
0148-Legislation  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

6 Partially fund contracted video coverage  
OF of Assembly meetings.  
6

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	13,570	0	0	13,570

SUBTOTAL OF FUNDED SERVICE LEVELS, ASSEMBLY

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
24	0	0	846,560	21,340	562,710	0	0	1,430,610

DEPARTMENT OF ASSEMBLY

FUNDING LINE

1,430,610

14 1010-ASSEMBLY  
0148-Legislation

4 Provide personal interns to Assembly  
OF members to assist in drafting of legis-

SOURCE OF FUNDS, THIS SVC LEVEL: .  
TAX SUPPORT

6 lation, attendance at community meetings  
and interface with constituents. This  
service level also completes funding  
required to video tape and cable cast

BPAB010R  
09/21/88  
102212

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

DEPT: 01 -ASSEMBLY  
DEPT BUDGET UNIT/  
RANK PROGRAM

SVC  
LVL

Assembly meetings.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	0	0	0	0	66,360	0	0	66,360

15 1020-CLERK  
0159-Legislative Administratio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

8 Compile index of action on ordinances,  
OF resolutions and memos, prepare action  
10 summary, assist with agenda production,  
assist in packet distribution, compile  
and keep current office procedures, and  
assume duties of positions when  
incumbent is absent.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	32,780	0	0	0	0	32,780

16 1020-CLERK  
0159-Legislative Administratio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT  
IGC SUPPORT

9 Receives and distributes mail, file  
OF ordinances, resolutions and memos,  
10 files correspondence and miscellaneous  
data, assists with distribution of  
Assembly packets, responds to requests  
for research of records, prepares  
ordinances for signature of Chairman,  
posts foreclosure notices, and updates  
publications.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
1	0	0	36,290	0	110	0	0	36,400

17 1020-CLERK  
0159-Legislative Administratio  
SOURCE OF FUNDS, THIS SVC LEVEL:  
TAX SUPPORT

10 Types correspondence for Clerk, reminds  
OF Assemblymen of meetings, prepares public  
10 hearing advertisements, prepares bond  
transcripts, assists election coordin-  
ator in recruiting and training of  
election workers, handles travel arrange-  
ments for Assembly members,  
arranges meals.

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE					
0	1	0	27,350	0	110	0	0	27,460

M U N I C I P A L I T Y   O F   A N C H O R A G E  
1989 DEPARTMENT RANKING

SVC  
LVL

3 Provide legal counsel to Assembly  
OF on legislation and represent  
6 Assembly's interests in litigation.

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	40,000	0	0	40,000

5 Assembly members travel to Juneau to  
OF inform legislators of municipal funding  
6 needs and legislative priorities.  
Maintain municipal membership in state-  
wide and national organizations which  
further the goals of Anchorage.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	46,300	0	0	46,300

, FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
26	1	0	942,980	21,340	715,590	0	0	1,679,910