

# DEPARTMENT SUMMARY



Department

ASSEMBLY

Mission

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

## Major Program Highlights

- Eleven assembly members 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.
- The clerk, deputy clerk and five staff members 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; serve as a central point of contact for the residents of Anchorage; and provide information to the public upon request.
- The ombudsman and a secretary 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 1986.

## Resources

	1985	1986
Direct Costs	\$ 1,407,920	\$ 1,422,280
Program Revenues	\$ 65,500	\$ 33,500
Personnel	21FT	21FT

**RESOURCE PLAN  
1986 PROPOSED BUDGET**

DEPARTMENT: ASSEMBLY

**1985/1986 RESOURCE COMPARISON**

Division/Title	FINANCIAL RESOURCES		PERSONNEL RESOURCES							
	1985 REVISED	1986 PROPOSED	1985 REVISED				1986 PROPOSED			
			FT	PT	TEMP	TOTAL	FT	PT	TEMP	TOTAL
Assembly	546,120	561,780	12	0	0	12	12	0	0	12
Ombudsman	132,530	132,530	2	0	0	2	2	0	0	2
Clerk	729,270	727,970	7	0	0	7	7	0	0	7
<b>Direct Organizational Cost</b>	<b>1,407,920</b>	<b>1,422,280</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>
Add Intragovernmental Charges From Others	339,180	366,470								
<b>Total Department Cost</b>	<b>1,747,100</b>	<b>1,788,750</b>								
Less Intragovernmental Charges To Others	6,100	5,990								
<b>Function Cost</b>	<b>1,741,000</b>	<b>1,782,760</b>								
Less Program Revenues	65,500	33,500								
<b>Net Program Cost</b>	<b>1,675,500</b>	<b>1,749,260</b>								

**1986 PROPOSED RESOURCES BY CATEGORY OF EXPENSE**

Division/Title	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	DIRECT COST TOTAL
Assembly	255,020	3,720	303,040	-0-	-0-	561,780
Ombudsman	97,950	1,310	33,270	-0-	-0-	132,530
Clerk	322,400	7,350	395,820	-0-	2,400	727,970
<b>Department Total</b>	<b>675,370</b>	<b>12,380</b>	<b>732,130</b>	<b>-0-</b>	<b>2,400</b>	<b>1,422,280</b>

**RECONCILIATION FROM 1985 REVISED TO 1986 PROPOSED BUDGET**

DEPARTMENT: ASSEMBLY

	DIRECT COSTS	POSITIONS
<b>1985 REVISED BUDGET:</b>	\$1,407,920	21FT
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1986:</b>	21,350	
 <b>REDUCTIONS IN EXISTING PROGRAMS:</b>		
◦ None		
 <b>EXPANSIONS IN EXISTING PROGRAMS:</b>		
◦ None		
 <b>NEW PROGRAMS:</b>		
◦ None		
 <b>OTHER (MISCELLANEOUS INCREASES/DECREASES):</b>		
◦ Other services (profesional services, contracts)	(9,340)	
◦ Replace equipment	2,400	
◦ Reduce office supplies	<u>(50)</u>	<u>      </u>
 <b>1986 PROPOSED BUDGET:</b>	<u><u>\$1,422,280</u></u>	<u><u>21FT</u></u>

## 1986 PROGRAM PLAN

DEPARTMENT: Assembly

DIVISION: Assembly

PROGRAM: Legislation

PROGRAM CATEGORY:

PURPOSE: To act as the legislative branch of local government.

### 1985 PERFORMANCE:

- Enact laws affecting the safety, health and quality of life of Anchorage citizens.
- Meet in regular and special Assembly sessions, community meetings and work sessions to receive public and municipal staff input on issues.
- Reapportioned election districts.
- Set mill levies to support municipal and school district operating and capital budgets.
- Determined questions to be placed before local voters.
- Approve and appropriate funds by department, utility, enterprise source and fund for general government and utilities operating and capital improvement budgets.
- Approve total level and appropriate local effort for Anchorage School District.

### 1986 OBJECTIVES:

- Improve the quality of life for local citizens by enacting laws to ensure health and safety.
- Ensure that funding levels for services reflect the priorities of local citizens.
- Improve the efficiency of local government.

## 1986 PROGRAM PLAN

RESOURCES:	<u>1984 Revised</u>	<u>1985 Revised</u>	<u>1986 Proposed</u>
<b>PERSONNEL:</b>	12FT	12FT	12FT
<b>COST:</b>			
PERSONAL SERVICES	\$236,050	\$247,570	\$255,020
SUPPLIES	3,420	3,720	3,720
OTHER SERVICES	200,680	294,830	303,040
DEBT SERVICE	-0-	-0-	-0-
CAPITAL OUTLAY	-0-	-0-	-0-
	\$440,150	\$546,120	\$561,780
<b>REVENUES:</b>	\$ -0-	\$ -0-	\$ -0-

**PERFORMANCE MEASURES:**

## 1986 PROGRAM PLAN

**DEPARTMENT:** Assembly

**DIVISION:** Clerk

**PROGRAM:** Legislative Administration

**PROGRAM CATEGORY:**

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

**1985 PERFORMANCE:**

- Produce one set of minutes for each official meeting of the Assembly, Board of Ethics, Election Commission and Salaries and Emoluments Commission meeting.
- Record all Assembly work sessions.
- Receive, file and maintain indexes on all ordinances, resolutions, memorandums and contracts.
- Issue municipal business licenses.
- Receive and process all appeals and liquor license applications.
- Produce quarterly supplements to the municipal code.
- Conduct the regular election.

**1986 OBJECTIVES:**

- Improve service to the public by automating record retrieval.
- Continue to provide administrative support for the legislative branch of government.
- Conduct the regular election.

## 1986 PROGRAM PLAN

RESOURCES:	<u>1984 Revised</u>	<u>1985 Revised</u>	<u>1986 Proposed</u>
	7FT	7FT	7FT
<b>PERSONNEL:</b>			
<b>COST:</b>			
	\$315,490	\$302,230	\$322,400
PERSONAL SERVICES	6,700	7,400	7,350
SUPPLIES	359,430	419,640	395,820
OTHER SERVICES	-0-	-0-	-0-
DEBT SERVICE	5,000	-0-	2,400
CAPITAL OUTLAY	<u>\$686,620</u>	<u>\$729,270</u>	<u>\$727,970</u>
	\$ 63,470	\$ 65,500	\$ 33,500
<b>REVENUES:</b>			
<b>PERFORMANCE MEASURES:</b>			

## 1986 PROGRAM PLAN

**DEPARTMENT:** Assembly

**DIVISION:** Ombudsman

**PROGRAM:** Investigate, Resolve Citizen Complaints/Promote Efficient Effective Government

**PROGRAM CATEGORY:**

**PURPOSE:** Pursuant to the Anchorage Charter, handle citizen complaints regarding municipal government in an effort to promote higher standards of competency, efficiency and equity in the provision of municipal services.

### 1985 PERFORMANCE:

- Continue to provide basic services required by municipal ordinance with time saving measures to keep staff requirements to a minimum.
- Part-time contract employee (investigator) enabled office to complete many of the backlogged cases and provide investigatory services.
- Established new procedures to provide departments with early response opportunities thus preventing distribution of inaccurate information.
- Reduce number of cases investigated by promoting monitoring process by which a copy of the complaint is sent to the ombudsman's office who can assist in securing a response.
- Estimate 2,550 total public contacts in 1985 with approximately 300 complaint assists and 100 formal cases.

### 1986 OBJECTIVES:

- Continue to improve communication with both the Assembly and department representatives.
- Clear all back cases and complete final case summaries which provide non-confidential information available to the public; prepare annual report.
- Equal attention to those cases found to be non-justified cases as justified, provide departments with a memo of absolution by an impartial third party in those cases found to be non-justified.
- Provide an impartial contact for citizens to assist in resolving complaints when other remedies have been exhausted.



**1986 PROGRAM PLAN**

<b>RESOURCES:</b>	<u>1984 Revised</u>	<u>1985 Revised</u>	<u>1986 Proposed</u>
	2FT	2FT	2FT
<b>PERSONNEL:</b>			
<b>COST:</b>			
	\$ 98,570	\$104,220	\$ 97,950
PERSONAL SERVICES	1,260	1,310	1,310
SUPPLIES	9,030	27,000	33,270
OTHER SERVICES	-0-	-0-	-0-
DEBT SERVICE	-0-	-0-	-0-
CAPITAL OUTLAY	<u>\$108,860</u>	<u>\$132,530</u>	<u>\$132,530</u>
<b>REVENUES:</b>	\$ -0-	\$ -0-	\$ -0-
<b>PERFORMANCE MEASURES:</b>	<u>1984 Revised</u>	<u>1985 Estimated</u>	<u>1986 Projected</u>
° Initial contacts	2,600	2,600	3,000