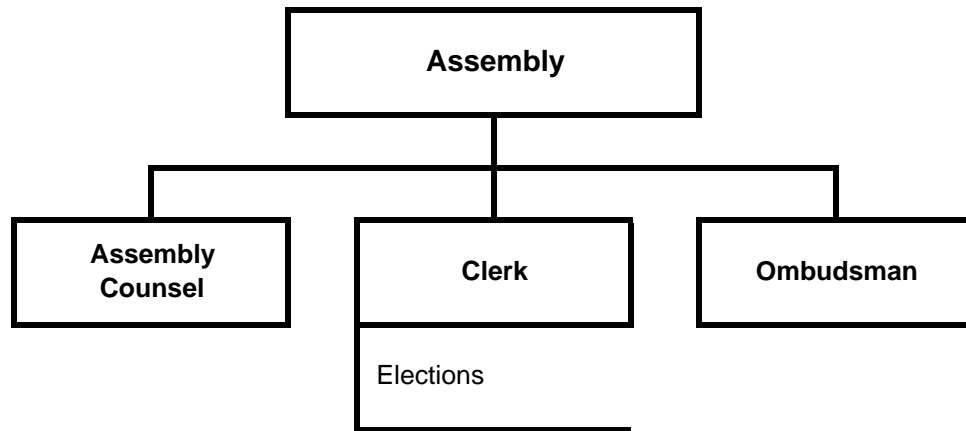


# Assembly



## **Assembly**

### **Description**

The Anchorage Assembly is the Municipality of Anchorage's legislative body. The eleven-member body is responsible for setting Municipal policy through enactment of laws (ordinances) and adoption of resolutions. Each Assembly member is elected by district and serves a three-year term.

The Assembly derives its powers from the 1975 Anchorage Home Rule Charter and the laws and Constitution of the State of Alaska. The Assembly enacts all laws; approves Municipal and School Board budgets; appropriates all funding; approves contracts over \$500,000 through the competitive bid process; confirms all appointments to Municipal boards and commissions, and other executive level staff as provided in the Anchorage Municipal Code; certifies Municipal elections, among other duties.

### **Department Services**

- Appropriates and approves annual and revised funding levels for all Municipal departments and the Anchorage School District; approves contracts for services over \$100,000; enacts all laws and sets policies; establishes annual mill levies, among other duties prescribed by the Municipal Charter and the code.
- Provides legal advice to the Assembly, drafts ordinances, resolutions and memoranda and other working documents, conducts legal research and provides opinions to the Assembly.
- Provides administrative and logistical support to the Assembly; publically notices the meetings of and publishes the agenda and minutes for Assembly meetings; conducts and provides unofficial results of municipal elections to the Assembly for certification; processes business licenses and coordinates review of liquor licenses; provides budgetary and program assistance to the Assembly, including analysis of Municipal budgetary/financial issues; serves as a liaison to assist the public in navigating and following the actions of local government.
- Provides independent, impartial services to investigate the acts of Municipal government.

### **Divisions**

- Assembly:
  - Serves as legislative body within the Municipality of Anchorage and executes the obligations outlined in the Anchorage Home Rule Charter and the Anchorage Municipal Code.
  - Includes Office of Assembly Counsel, which provides legal advice to the Assembly, in drafting ordinances, resolutions and memoranda and other working documents, conducts legal research and provides opinions to the Assembly; assists the Municipal Clerk as directed by the Chair of the Assembly; provides training to the Board of Ethics, and serves as counsel to the Board of Adjustment, among other duties.
- Municipal Clerk:
  - Serves as the responsible official for administrative matters in the Department of the Assembly. Provides administrative and logistical support to the Assembly, as well as to the Board of Ethics, the Salaries and Emoluments Commission, and the Board of Adjustment.
  - Publishes the agenda for Assembly meetings, records Assembly meetings and worksessions; records actions and compiles the minutes of the Assembly meetings.

- Provides public notice as required by law, manages Assembly records, including safeguarding and disseminating records for the Assembly, the Administration or the public.
- Custodian of the municipal seal and maintains and administers oaths of office for municipal officials.
- Conducts municipal elections, including managing and updating the elections database, updating election materials; reviewing and verifying candidate qualifications; securing agreements with polling locations; updating election results and reporting results on election day; provides administrative and logistical support to the Election Commission to conduct the public canvass and report to the Assembly on certification of the election.
- Processes business licenses and coordinates review of liquor licenses, supporting public safety and land use policies as adopted by the Assembly.
- Provides budgetary and program assistance to the Assembly by conducting and facilitating policy, program, and operations research and analyses; developing legislation; and providing analyses of Municipal budgetary/financial issues.
- Serves as a liaison between the Assembly, the Administration, and the public, assisting the public to navigate and follow the actions of local government.
- Ombudsman:
  - The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public, responsible to the Assembly, empowered to investigate the acts of Municipal agencies and Anchorage School District, and to recommend appropriate changes toward the goals of safeguarding the rights of persons and of promoting higher standards of competency, efficiency, and equity in the provision of municipal services.



# Municipality of Anchorage

## Assembly Sections

2014 Approved General Government Operating Budget

JBER

Section 2

Section 1

Section 5

JBER

Section 3

Section 4

Section 6

Chugiak/Eagle River

Girdwood

Section 2

Section 6

## Assembly Department Summary

|                                     | 2012<br>Actuals  | 2013<br>Revised  | 2014<br>Approved | 14 v 13<br>% Chg |
|-------------------------------------|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Division</b>      |                  |                  |                  |                  |
| Assembly                            | 942,909          | 1,008,556        | 1,124,346        | 11.48%           |
| Municipal Clerk                     | 1,408,302        | 1,636,949        | 1,811,117        | 10.64%           |
| Ombudsman                           | 232,220          | 292,603          | 303,925          | 3.87%            |
| <b>Direct Cost Total</b>            | <b>2,583,431</b> | <b>2,938,108</b> | <b>3,239,388</b> | <b>10.25%</b>    |
| <b>Intragovernmental Charges</b>    |                  |                  |                  |                  |
| Charges by Other Departments        | 609,272          | 1,133,903        | 1,162,198        | 2.50%            |
| Charges to Other Departments        | (634,057)        | (741,905)        | (650,127)        | <12.37%>         |
| <b>Function Cost Total</b>          | <b>2,558,646</b> | <b>3,330,106</b> | <b>3,751,459</b> | <b>12.65%</b>    |
| Program Generated Revenue           | (69,334)         | (60,700)         | (70,700)         | 16.47%           |
| <b>Net Cost Total</b>               | <b>2,489,312</b> | <b>3,269,406</b> | <b>3,680,759</b> | <b>12.58%</b>    |
| <b>Direct Cost by Category</b>      |                  |                  |                  |                  |
| Salaries and Benefits               | 1,545,323        | 1,892,997        | 2,038,945        | 7.71%            |
| Supplies                            | 16,219           | 11,600           | 11,085           | <4.44%>          |
| Travel                              | 20,754           | 28,800           | 28,523           | <0.96%>          |
| Contractual/OtherServices           | 966,054          | 1,004,711        | 1,160,835        | 15.54%           |
| Debt Service                        | -                | -                | -                | -                |
| Equipment, Furnishings              | 35,081           | -                | -                | -                |
| <b>Direct Cost Total</b>            | <b>2,583,431</b> | <b>2,938,108</b> | <b>3,239,388</b> | <b>10.25%</b>    |
| <b>Position Summary as Budgeted</b> |                  |                  |                  |                  |
| Full-Time                           | 23               | 23               | 24               |                  |
| Part-Time                           | 1                | 1                | 2                |                  |
| <b>Position Total</b>               | <b>24</b>        | <b>24</b>        | <b>26</b>        |                  |

## Assembly

### Reconciliation from 2013 Revised Budget to 2014 Approved Budget

|   | Direct Costs     | Positions |          |          |
|---|------------------|-----------|----------|----------|
|   |                  | FT        | PT       | T        |
| <b>2013 Revised Budget</b>  | 2,938,108        | 23        | 1        | -        |
| <b>Changes in Existing Programs/Funding for 2014</b>  |                  |           |          |          |
| - Salary and benefits adjustments   | 34,805           | -         | -        | -        |
| - <u>Municipal Clerk</u> - Contractual - municipal audit  | 49,395           | -         | -        | -        |
| - <u>Ombudsman</u> - Contractual - CityView software maintenance  | 1,400            | -         | -        | -        |
| <b>2014 Continuation Level</b>  | <b>3,023,708</b> | <b>23</b> | <b>1</b> | <b>-</b> |
| <b>2014 One-Time Requirements</b>   |                  |           |          |          |
| - <u>Municipal Clerk</u> - Assembly meeting management software to replace antiquated system that has technological breakdowns and to address citizen task force recommendations. Will improve efficiencies, including reduced printing time and costs and will increase public accessibility to municipal documents. | 25,000           | -         | -        | -        |
| - <u>Assembly</u> - E-Terra update to assembly district boundaries to comply with SOA changes in precinct boundaries per Redistricting Board and Alaska Supreme Court   | 10,000           | -         | -        | -        |
| - <u>Assembly Counsel</u> - TimeMatters software and training for Assembly Counsel, per Assembly ad hoc committee recommendation  | 5,000            | -         | -        | -        |
| <b>2014 Proposed Budget Changes</b>   |                  |           |          |          |
| - <u>Assembly</u> - Assembly aides  | 30,250           | -         | -        | -        |
| - <u>Assembly</u> - Miscellaneous non-labor savings   | (375)            | -         | -        | -        |
| - <u>Assembly Counsel</u> - Supplies, travel and training   | 2,430            | -         | -        | -        |
| - <u>Municipal Clerk</u> - Bank fees for accepting credit cards from customers, offset by projected \$10,000 increase in licensing revenue  | 1,400            | -         | -        | -        |
| - <u>Municipal Clerk</u> - CityView software  | 4,400            | -         | -        | -        |
| - <u>Municipal Clerk</u> - Miscellaneous non-labor savings  | (5,500)          | -         | -        | -        |
| - <u>Ombudsman</u> - Miscellaneous non-labor savings  | (3,068)          | -         | -        | -        |
| <b>2014 Amendments</b>  |                  |           |          |          |
| - <u>Assemblymembers Gray-Jackson, Steele, Traini</u> - increase in funding to the Federation of Community Councils in order to provide outreach efforts to the community.  | 5,000            | -         | -        | -        |
| - <u>Assemblymember Hall</u> - increase in funding to provide outside counsel for Eberhardt et al. vs Municipality of Anchorage regarding the Turnagain assessment district.  | 30,000           | -         | -        | -        |
| - <u>Assemblymember Hall</u> - increase funding for additional 1.0 administrative position in the Municipal Clerk's office for agenda coordinator and an additional .4 administrative position in the Assembly Counsel's office.  | 111,143          | 1         | 1        | -        |
| <b>2014 Approved Budget</b>   | <b>3,239,388</b> | <b>24</b> | <b>2</b> | <b>-</b> |

## Assembly Division Summary Assembly

(Fund Center # 101500, 101000)

|                                     | 2012<br>Actuals | 2013<br>Revised  | 2014<br>Approved | 14 v 13<br>% Chg |
|-------------------------------------|-----------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                 |                  |                  |                  |
| Salaries and Benefits               | 659,390         | 715,696          | 749,181          | 4.68%            |
| Supplies                            | 1,536           | 1,400            | 1,885            | 34.64%           |
| Travel                              | 14,002          | 16,050           | 16,790           | 4.61%            |
| Contractual/Other Services          | 267,980         | 275,410          | 356,490          | 29.44%           |
| <b>Manageable Direct Cost Total</b> | <b>942,909</b>  | <b>1,008,556</b> | <b>1,124,346</b> | <b>11.48%</b>    |
| Debt Service                        | -               | -                | -                |                  |
| <b>Direct Cost Total</b>            | <b>942,909</b>  | <b>1,008,556</b> | <b>1,124,346</b> | <b>11.48%</b>    |

### Positions as Budgeted

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Approved |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Administrative Assistant           | 1            | -         | 1            | -         | 1             | -         |
| Assembly Assistant                 | -            | -         | -            | -         | -             | 1         |
| Assembly Chairman                  | 1            | -         | 1            | -         | 1             | -         |
| Assembly Counsel                   | 1            | -         | 1            | -         | 1             | -         |
| Assembly Member                    | 10           | -         | 10           | -         | 10            | -         |
| <b>Positions as Budgeted Total</b> | <b>13</b>    | <b>-</b>  | <b>13</b>    | <b>-</b>  | <b>13</b>     | <b>1</b>  |

**Assembly**  
**Division Detail**  
**Assembly**

(Fund Center # 101500, 101000)

|                                     | 2012<br>Actuals  | 2013<br>Revised  | 2014<br>Approved | 14 v 13<br>% Chg |
|-------------------------------------|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                  |                  |                  |                  |
| <b>Salaries and Benefits</b>        | 659,390          | 715,696          | 749,181          | 4.68%            |
| <b>Supplies</b>                     | 1,536            | 1,400            | 1,885            | 34.64%           |
| <b>Travel</b>                       | 14,002           | 16,050           | 16,790           | 4.61%            |
| <b>Contractual/Other Services</b>   | 267,980          | 275,410          | 356,490          | 29.44%           |
| <b>Manageable Direct Cost Total</b> | <b>942,909</b>   | <b>1,008,556</b> | <b>1,124,346</b> | <b>11.48%</b>    |
| <b>Debt Service</b>                 | -                | -                | -                | -                |
| <b>Direct Cost Total</b>            | <b>942,909</b>   | <b>1,008,556</b> | <b>1,124,346</b> | <b>11.48%</b>    |
| <b>Intra-Governmental Charges</b>   |                  |                  |                  |                  |
| Charges by Other Departments        | 422,602          | 382,912          | 414,822          | 8.33%            |
| <b>Net Cost</b>                     |                  |                  |                  |                  |
| Manageable Direct Cost              | 942,909          | 1,008,556        | 1,124,346        | 11.48%           |
| Debt Service                        | -                | -                | -                | -                |
| Charges by Other Departments        | 422,602          | 382,912          | 414,822          | 8.33%            |
| <b>Net Cost Total</b>               | <b>1,365,511</b> | <b>1,391,468</b> | <b>1,539,168</b> | <b>10.61%</b>    |



**Assembly**  
**Division Summary**  
**Municipal Clerk**

(Fund Center # 102000, 102003, 106079, 103079, 102007, 102006, 102079, 102100)

|                                     | 2012<br>Actuals  | 2013<br>Revised  | 2014<br>Approved | 14 v 13<br>% Chg |
|-------------------------------------|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                  |                  |                  |                  |
| Salaries and Benefits               | 666,776          | 896,689          | 996,162          | 11.09%           |
| Supplies                            | 11,108           | 7,500            | 7,500            | -                |
| Travel                              | 4,439            | 8,250            | 8,250            | -                |
| Contractual/Other Services          | 691,095          | 724,510          | 799,205          | 10.31%           |
| Equipment, Furnishings              | 34,884           | -                | -                |                  |
| <b>Manageable Direct Cost Total</b> | <b>1,408,302</b> | <b>1,636,949</b> | <b>1,811,117</b> | <b>10.64%</b>    |
| Debt Service                        | -                | -                | -                |                  |
| <b>Direct Cost Total</b>            | <b>1,408,302</b> | <b>1,636,949</b> | <b>1,811,117</b> | <b>10.64%</b>    |
| <b>Revenue by Fund</b>              |                  |                  |                  |                  |
| Fund 101000 - Areawide General      | 69,334           | 60,700           | 70,700           | 16.47%           |
| <b>Revenue Total</b>                | <b>69,334</b>    | <b>60,700</b>    | <b>70,700</b>    | <b>16.47%</b>    |

**Positions as Budgeted**

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Approved |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Administrative Assistant           | 5            | -         | 5            | -         | 5             | -         |
| Administrative Position            | -            | -         | -            | -         | 1             | -         |
| Deputy Municipal Clerk             | 1            | -         | 1            | -         | 1             | -         |
| Municipal Clerk                    | 1            | -         | 1            | -         | 1             | -         |
| Principal Office Associate         | 1            | -         | 1            | -         | 1             | -         |
| <b>Positions as Budgeted Total</b> | <b>8</b>     | <b>-</b>  | <b>8</b>     | <b>-</b>  | <b>9</b>      | <b>-</b>  |

**Assembly**  
**Division Detail**  
**Municipal Clerk**

(Fund Center # 102000, 102003, 106079, 103079, 102007, 102006, 102079, 102100)

|  | 2012<br>Actuals  | 2013<br>Revised  | 2014<br>Approved | 14 v 13<br>% Chg |
|--|------------------|------------------|------------------|------------------|
| <b>Direct Cost by Category</b>         |                  |                  |                  |                  |
| <b>Salaries and Benefits</b>           | 666,776          | 896,689          | 996,162          | 11.09%           |
| <b>Supplies</b>                        | 11,108           | 7,500            | 7,500            | -                |
| <b>Travel</b>                          | 4,439            | 8,250            | 8,250            | -                |
| <b>Contractual/Other Services</b>      | 691,095          | 724,510          | 799,205          | 10.31%           |
| <b>Equipment, Furnishings</b>          | 34,884           | -                | -                | -                |
| <b>Manageable Direct Cost Total</b>    | <b>1,408,302</b> | <b>1,636,949</b> | <b>1,811,117</b> | <b>10.64%</b>    |
| <b>Debt Service</b>                    | -                | -                | -                | -                |
| <b>Direct Cost Total</b>               | <b>1,408,302</b> | <b>1,636,949</b> | <b>1,811,117</b> | <b>10.64%</b>    |
| <b>Intra-Governmental Charges</b>      |                  |                  |                  |                  |
| Charges by Other Departments           | 165,014          | 676,391          | 672,180          | <0.62%>          |
| Charges to Other Departments           | (380,181)        | (384,700)        | (269,350)        | <29.98%>         |
| <b>Program Generated Revenue</b>       |                  |                  |                  |                  |
| 404060 - Local Bus Licenses            | 65,400           | 58,700           | 68,700           | 17.04%           |
| 406580 - Copier Fees                   | 414              | 200              | 200              | -                |
| 406620 - Rmb Cost-NonGrntFund          | (640)            | 800              | 800              | -                |
| 408560 - Appeal Receipts               | 1,160            | 1,000            | 1,000            | -                |
| 408580 - Miscellaneous Revenues        | 3,000            | -                | -                | -                |
| <b>Program Generated Revenue Total</b> | <b>69,334</b>    | <b>60,700</b>    | <b>70,700</b>    | <b>16.47%</b>    |
| <b>Net Cost</b>                        |                  |                  |                  |                  |
| Manageable Direct Cost                 | 1,408,302        | 1,636,949        | 1,811,117        | 10.64%           |
| Debt Service                           | -                | -                | -                | -                |
| Charges by Other Departments           | 165,014          | 676,391          | 672,180          | <0.62%>          |
| Charges to Other Departments           | (380,181)        | (384,700)        | (269,350)        | <29.98%>         |
| Program Generated Revenue              | (69,334)         | (60,700)         | (70,700)         | 16.47%           |
| <b>Net Cost Total</b>                  | <b>1,123,801</b> | <b>1,867,940</b> | <b>2,143,247</b> | <b>14.74%</b>    |

**Assembly**  
**Division Summary**  
**Ombudsman**  
(Fund Center # 103000)

|                                     | 2012<br>Actuals | 2013<br>Revised | 2014<br>Approved | 14 v 13<br>% Chg |
|-------------------------------------|-----------------|-----------------|------------------|------------------|
| <b>Direct Cost by Category</b>      |                 |                 |                  |                  |
| Salaries and Benefits               | 219,158         | 280,612         | 293,602          | 4.63%            |
| Supplies                            | 3,574           | 2,700           | 1,700            | <37.04%>         |
| Travel                              | 2,313           | 4,500           | 3,483            | <22.60%>         |
| Contractual/Other Services          | 6,978           | 4,791           | 5,140            | 7.28%            |
| Equipment, Furnishings              | 197             | -               | -                |                  |
| <b>Manageable Direct Cost Total</b> | <b>232,220</b>  | <b>292,603</b>  | <b>303,925</b>   | <b>3.87%</b>     |
| Debt Service                        | -               | -               | -                |                  |
| <b>Direct Cost Total</b>            | <b>232,220</b>  | <b>292,603</b>  | <b>303,925</b>   | <b>3.87%</b>     |

**Positions as Budgeted**

|                                    | 2012 Revised |           | 2013 Revised |           | 2014 Approved |           |
|------------------------------------|--------------|-----------|--------------|-----------|---------------|-----------|
|                                    | Full Time    | Part Time | Full Time    | Part Time | Full Time     | Part Time |
| Deputy Ombudsman                   | -            | 1         | -            | 1         | -             | 1         |
| Ombudsman                          | 1            | -         | 1            | -         | 1             | -         |
| Secretary To Ombudsman             | 1            | -         | 1            | -         | 1             | -         |
| <b>Positions as Budgeted Total</b> | <b>2</b>     | <b>1</b>  | <b>2</b>     | <b>1</b>  | <b>2</b>      | <b>1</b>  |

**Assembly**  
**Division Detail**  
**Ombudsman**

(Fund Center # 103000)

|                                     | 2012<br>Actuals | 2013<br>Revised | 2014<br>Approved | 14 v 13<br>% Chg       |
|-------------------------------------|-----------------|-----------------|------------------|------------------------|
| <b>Direct Cost by Category</b>      |                 |                 |                  |                        |
| Salaries and Benefits               | 219,158         | 280,612         | 293,602          | 4.63%                  |
| Supplies                            | 3,574           | 2,700           | 1,700            | <37.04%>               |
| Travel                              | 2,313           | 4,500           | 3,483            | <22.60%>               |
| Contractual/Other Services          | 6,978           | 4,791           | 5,140            | 7.28%                  |
| Equipment, Furnishings              | 197             | -               | -                | -                      |
| <b>Manageable Direct Cost Total</b> | <b>232,220</b>  | <b>292,603</b>  | <b>303,925</b>   | <b>3.87%</b>           |
| Debt Service                        | -               | -               | -                | -                      |
| <b>Direct Cost Total</b>            | <b>232,220</b>  | <b>292,603</b>  | <b>303,925</b>   | <b>3.87%</b>           |
| <b>Intra-Governmental Charges</b>   |                 |                 |                  |                        |
| Charges by Other Departments        | 21,655          | 74,600          | 75,196           | 0.80%                  |
| Charges to Other Departments        | (253,876)       | (357,205)       | (380,777)        | 6.60%                  |
| <b>Net Cost</b>                     |                 |                 |                  |                        |
| Manageable Direct Cost              | 232,220         | 292,603         | 303,925          | 3.87%                  |
| Debt Service                        | -               | -               | -                | -                      |
| Charges by Other Departments        | 21,655          | 74,600          | 75,196           | 0.80%                  |
| Charges to Other Departments        | (253,876)       | (357,205)       | (380,777)        | 6.60%                  |
| <b>Net Cost Total</b>               | <b>-</b>        | <b>9,998</b>    | <b>(1,656)</b>   | <b>&lt;116.56%&gt;</b> |