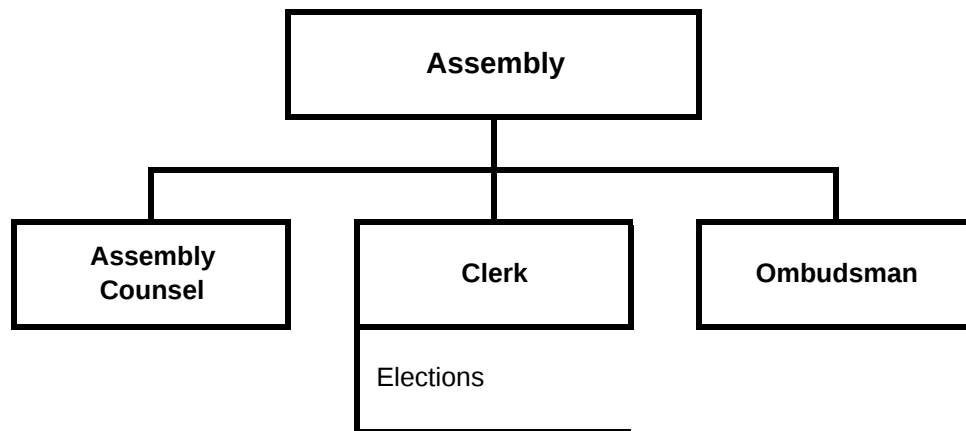




Municipality of Anchorage

Assembly

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:
 - o 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.
 - o 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:
 - o 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.
 - o Publishes the agenda for Assembly meetings, records Assembly meetings and worksessions; records actions and compiles the minutes of the Assembly meetings.

- o Provides public notice as required by law, manages Assembly records, including safeguarding and disseminating records for the Assembly, the Administration or the public.
 - o Custodian of the municipal seal and maintains and administers oaths of office for municipal officials.
 - o 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.
 - o Processes business licenses and coordinates review of liquor licenses, supporting public safety and land use policies as adopted by the Assembly.
 - o 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.
 - o 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:
 - o 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 Proposed 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 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Division				
Assembly	942,909	1,008,556	1,065,532	5.65%
Municipal Clerk	1,408,302	1,636,949	1,723,788	5.30%
Ombudsman	232,220	292,603	303,925	3.87%
Direct Cost Total	2,583,431	2,938,108	3,093,245	5.28%
Intragovernmental Charges				
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%>
Function Cost Total	2,558,646	3,330,106	3,605,316	8.26%
Program Generated Revenue	(69,334)	(60,700)	(70,700)	16.47%
Net Cost Total	2,489,312	3,269,406	3,534,616	8.11%
Direct Cost by Category				
Salaries and Benefits	1,545,323	1,892,997	1,927,802	1.84%
Supplies	16,219	11,600	11,085	<4.44%>
Travel	20,754	28,800	28,523	<0.96%>
Contractual/Other Services	966,054	1,004,711	1,125,835	12.06%
Debt Service	-	-	-	-
Equipment, Furnishings	35,081	-	-	-
Direct Cost Total	2,583,431	2,938,108	3,093,245	5.28%
Position Summary as Budgeted				
Full-Time	23	23	23	
Part-Time	1	1	1	
Position Total	24	24	24	

Assembly

Reconciliation from 2013 Revised Budget to 2014 Proposed Budget

	Direct Costs	Positions		
		FT	PT	T
2013 Revised Budget	2,938,108	23	1	-
Changes in Existing Programs/Funding for 2014				
- Salary and benefits adjustments	34,805	-	-	-
- <u>Municipal Clerk</u> - Contractual - municipal audit	49,395	-	-	-
- <u>Ombudsman</u> - Contractual - CityView software maintenance	1,400	-	-	-
2014 Continuation Level	3,023,708	23	1	-
2014 One-Time Requirements				
- <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	-	-	-
2014 Proposed Budget Changes				
- <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)	-	-	-
2014 Proposed Budget	3,093,245	23	1	-

Assembly Division Summary Assembly

(Fund Center # 101500, 101000)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	659,390	715,696	725,367	1.35%
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	321,490	16.73%
Manageable Direct Cost Total	942,909	1,008,556	1,065,532	5.65%
Debt Service	-	-	-	
Direct Cost Total	942,909	1,008,556	1,065,532	5.65%

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	1	-	1	-	1	-
Assembly Chairman	1	-	1	-	1	-
Assembly Counsel	1	-	1	-	1	-
Assembly Member	10	-	10	-	10	-
Positions as Budgeted Total	13	-	13	-	13	-

Assembly
Division Detail
Assembly

(Fund Center # 101500, 101000)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	659,390	715,696	725,367	1.35%
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	321,490	16.73%
Manageable Direct Cost Total	942,909	1,008,556	1,065,532	5.65%
Debt Service	-	-	-	-
Direct Cost Total	942,909	1,008,556	1,065,532	5.65%
Intra-Governmental Charges				
Charges by Other Departments	422,602	382,912	414,822	8.33%
Net Cost				
Manageable Direct Cost	942,909	1,008,556	1,065,532	5.65%
Debt Service	-	-	-	-
Charges by Other Departments	422,602	382,912	414,822	8.33%
Net Cost Total	1,365,511	1,391,468	1,480,354	6.39%

Assembly
Division Summary
Municipal Clerk

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

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	666,776	896,689	908,833	1.35%
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	-	-	
Manageable Direct Cost Total	1,408,302	1,636,949	1,723,788	5.30%
Debt Service	-	-	-	
Direct Cost Total	1,408,302	1,636,949	1,723,788	5.30%
Revenue by Fund				
Fund 101000 - Areawide General	69,334	60,700	70,700	16.47%
Revenue Total	69,334	60,700	70,700	16.47%

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	5	-	5	-	5	-
Deputy Municipal Clerk	1	-	1	-	1	-
Municipal Clerk	1	-	1	-	1	-
Principal Office Associate	1	-	1	-	1	-
Positions as Budgeted Total	8	-	8	-	8	-

Assembly
Division Detail
Municipal Clerk

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

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
Salaries and Benefits	666,776	896,689	908,833	1.35%
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	-	-	-
Manageable Direct Cost Total	1,408,302	1,636,949	1,723,788	5.30%
Debt Service	-	-	-	-
Direct Cost Total	1,408,302	1,636,949	1,723,788	5.30%
Intra-Governmental Charges				
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				
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	-	-	-
Program Generated Revenue Total	69,334	60,700	70,700	16.47%
Net Cost				
Manageable Direct Cost	1,408,302	1,636,949	1,723,788	5.30%
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%
Net Cost Total	1,123,801	1,867,940	2,055,918	10.06%

Assembly
Division Summary
Ombudsman
(Fund Center # 103000)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
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	-	-	
Manageable Direct Cost Total	232,220	292,603	303,925	3.87%
Debt Service	-	-	-	
Direct Cost Total	232,220	292,603	303,925	3.87%

Positions as Budgeted

	2012 Revised		2013 Revised		2014 Proposed	
	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	-
Positions as Budgeted Total	2	1	2	1	2	1

Assembly
Division Detail
Ombudsman

(Fund Center # 103000)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
Direct Cost by Category				
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	-	-	-
Manageable Direct Cost Total	232,220	292,603	303,925	3.87%
Debt Service	-	-	-	-
Direct Cost Total	232,220	292,603	303,925	3.87%
Intra-Governmental Charges				
Charges by Other Departments	21,655	74,600	75,196	0.80%
Charges to Other Departments	(253,876)	(357,205)	(380,777)	6.60%
Net Cost				
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%
Net Cost Total	-	9,998	(1,656)	<116.56%>