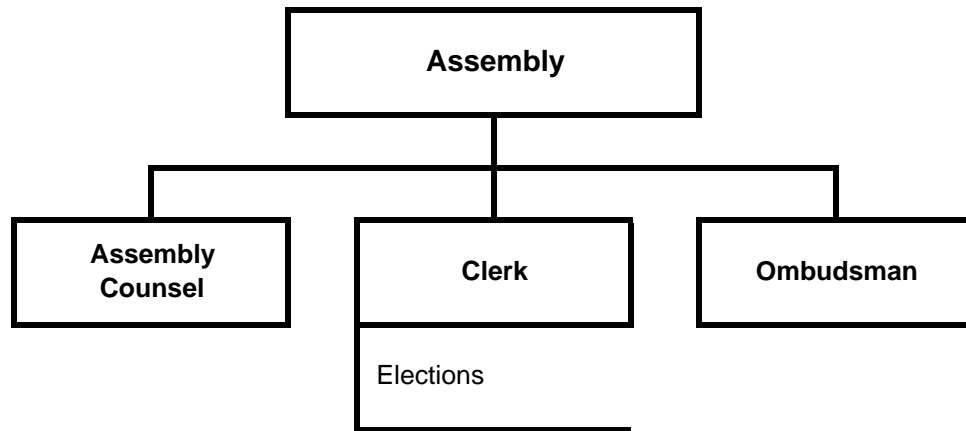


# Assembly



## **Assembly Department**

### **ANCHORAGE ASSEMBLY**

#### **Description**

The Anchorage Assembly is an eleven-member body, elected by the voters of the Municipality that serves as the legislative body of the municipal government. The Assembly is responsible for setting municipal policy through the enactment of laws (ordinances) and the 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 operates under the Anchorage Municipal Code, the Anchorage Municipal Code of Regulations, and the Constitution of the State of Alaska and its laws.

The Anchorage Assembly Department has four divisions: **The Assembly, Assembly Counsel, the Municipal Clerk, and the Ombudsman.**

#### **Assembly Division Services:**

- Enacts all municipal laws and sets policies;
- Establishes annual mill levies;
- Approves municipal annual budgets including the Anchorage School District and Board;
- Appropriates annual and revised funding levels for all municipal departments including the Anchorage School District;
- Approves contracts over \$500,000 awarded through the competitive bid process and contracts for services over \$100,000;
- Confirms all appointments to municipal boards and commissions, and other executive level staff;
- Certifies municipal elections;
- Evaluates the overall efficiency and effectiveness of municipal operations;
- Listens to the concerns and suggestions of citizens of the Municipality of Anchorage; and
- Includes the **Office of the Assembly Counsel**, which provides legal advice to the Assembly and its individual members. Assembly Counsel Division Services include the following:
  - Attends the regular and special meetings of the Assembly and committee meetings upon request;
  - Assists Assembly members with drafting ordinances, resolutions, memoranda, and other working documents; conducts research and provides opinions regarding legal issues in legislative, administrative, and quasi-judicial matters;
  - 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.

### **MUNICIPAL CLERK**

#### **Description**

The Municipal Clerk administers the Assembly offices and oversees municipal elections and municipal business licensing. Among other duties prescribed by the Municipal Charter and Code, the Office of the Municipal Clerk

### **Municipal Clerk Division Services**

- Provides administrative and logistical support to the Assembly, as well as to the Board of Ethics, the Board of Adjustment, the Board of Equalization, and the Salaries and Emoluments Commission;
- Publishes the agenda and compiles the minutes of the all Assembly meetings;
- Records all Assembly meetings and worksessions;
- Provides public notice as required by law, manages Assembly records, including safeguarding and disseminating records for the Assembly, the Administration or the public.
- Serves as 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, 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**

#### **Description**

- 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.

#### **Ombudsman Division Services**

- Provides independent, impartial services to investigate the acts of Municipal government.



# Municipality of Anchorage

## Assembly Sections

2015 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

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Division</b>				
ASM Assembly	1,011,965	1,108,136	1,063,282	<4.05%>
ASM Municipal Clerk	1,577,303	2,277,891	2,263,833	<0.62%>
ASM Ombudsman	261,984	302,077	308,523	2.13%
<b>Direct Cost Total</b>	<b>2,851,252</b>	<b>3,688,104</b>	<b>3,635,639</b>	<b>&lt;1.42%&gt;</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	692,563	500,163	683,420	36.64%
<b>Function Cost Total</b>	<b>3,543,815</b>	<b>4,188,267</b>	<b>4,319,059</b>	<b>3.12%</b>
Program Generated Revenue	(73,584)	(70,700)	(70,700)	-
<b>Net Cost Total</b>	<b>3,470,232</b>	<b>4,117,567</b>	<b>4,248,359</b>	<b>3.18%</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,788,881	2,075,811	2,083,371	0.36%
Supplies	21,363	11,085	11,085	-
Travel	20,563	28,523	28,523	-
Contractual/Other Services	1,000,711	1,572,685	1,512,660	<3.82%>
Debt Service	-	-	-	-
Equipment, Furnishings	19,733	-	-	-
<b>Direct Cost Total</b>	<b>2,851,252</b>	<b>3,688,104</b>	<b>3,635,639</b>	<b>&lt;1.42%&gt;</b>
<b>Position Summary as Budgeted</b>				
Full-Time	23	24	23	
Part-Time	1	4	5	
<b>Position Total</b>	<b>24</b>	<b>28</b>	<b>28</b>	

## Assembly

### Reconciliation from 2014 Revised Budget to 2015 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2014 Revised Budget</b>	3,688,104	24	2	2
<b>2014 One-Time Requirements</b>				
- <u>Assembly</u> - Remove ONE-TIME funding for E-Terra update to assembly district boundaries to comply with SOA changes in precinct boundaries.	(10,000)	-	-	-
- <u>Assembly</u> - Remove ONE-TIME funding for Assembly counsel retained by the Assembly for Eberhardt v. MOA remand under Superior Court Order 3AN-12-6917 CI.	(8,850)	-	-	-
- <u>Assembly</u> - Remove ONE-TIME increase in funding to provide outside counsel for Eberhardt et al. vs MOA.	(30,000)	-	-	-
- <u>Assembly Counsel</u> - Remove ONE-TIME funding for TimeMatters software and training for Assembly Counsel.	(5,000)	-	-	-
- <u>Municipal Clerk</u> - Remove ONE-TIME funding for Assembly meeting management software.	(25,000)	-	-	-
- <u>Municipal Clerk</u> - Remove ONE-TIME funding for November 2014 Election and removing a one-time administrative position. Reappropriated in part (\$350K), for the sole purpose of hiring additional paramedics or firefighter paramedics, to the Anchorage Fire Department, Areawide General Fund (101) with AR 2014-197.	(437,130)	-	-	(1)
<b>Changes in Existing Programs/Funding for 2015</b>				
- Salary and benefits adjustments - includes creation of 2 PT positions from 1 FT position and correction of position type from Seasonal to PT Regular.	24,648	(1)	3	(1)
<b>2015 Continuation Level</b>	<b>3,196,772</b>	<b>23</b>	<b>5</b>	<b>-</b>
<b>2015 One-Time Requirements</b>				
- <u>Assembly</u> - ONE-TIME - Increase in funding to provide outside counsel for Eberhardt et al. vs. MOA.	15,000	-	-	-
- <u>Municipal Clerk</u> - ONE-TIME - Contribution amount not-to-exceed to IT Capital Fund (608) for replacement of obsolete Assembly meeting management software and hardware which will address citizen task force recommendations. Will reduce printing time and costs and increase public accessibility to municipal documents. This is an estimated cost, the project will start in early 2015 and costing will be adjusted accordingly in the 2015 Revised Budget.	400,000	-	-	-
<b>2015 Proposed Budget Changes</b>				
- <u>Municipal Clerk</u> - Contractual - Cityview software maintenance	6,825	-	-	-
<b>2015 S-1 Version Budget Changes</b>				
- S-1: Executive raises - add 1.5%	17,042	-	-	-
<b>2015 Approved Budget</b>	<b>3,635,639</b>	<b>23</b>	<b>5</b>	<b>-</b>

**Assembly**  
**Division Summary**  
**ASM Assembly**

(Fund Center # 101000, 101500)

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	678,988	724,121	718,117	<0.83%>
Supplies	2,607	1,885	1,885	-
Travel	13,289	16,790	16,790	-
Contractual/Other Services	314,701	365,340	326,490	<10.63%>
Equipment, Furnishings	2,380	-	-	
<b>Manageable Direct Cost Total</b>	<b>1,011,965</b>	<b>1,108,136</b>	<b>1,063,282</b>	<b>&lt;4.05%&gt;</b>
Debt Service	-	-	-	
<b>Direct Cost Total</b>	<b>1,011,965</b>	<b>1,108,136</b>	<b>1,063,282</b>	<b>&lt;4.05%&gt;</b>

**Positions as Budgeted**

	2013 Revised		2014 Revised		2015 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	1	-	1	-	-	1
Assembly Assistant	-	-	-	1	-	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>1</b>	<b>12</b>	<b>2</b>

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

(Fund Center # 101000, 101500)

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	678,988	724,121	718,117	<0.83%>
Supplies	2,607	1,885	1,885	-
Travel	13,289	16,790	16,790	-
Contractual/Other Services	314,701	365,340	326,490	<10.63%>
Equipment, Furnishings	2,380	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,011,965</b>	<b>1,108,136</b>	<b>1,063,282</b>	<b>&lt;4.05%&gt;</b>
Debt Service	-	-	-	-
<b>Direct Cost Total</b>	<b>1,011,965</b>	<b>1,108,136</b>	<b>1,063,282</b>	<b>&lt;4.05%&gt;</b>
<b>Intra-Governmental Charges</b>				
Charges by/to Other Departments	384,882	520,531	511,096	<1.81%>
<b>Net Cost</b>				
Manageable Direct Cost	1,011,965	1,108,136	1,063,282	<4.05%>
Debt Service	-	-	-	-
Charges by/to Other Departments	384,882	520,531	511,096	<1.81%>
<b>Net Cost Total</b>	<b>1,396,847</b>	<b>1,628,667</b>	<b>1,574,378</b>	<b>&lt;3.33%&gt;</b>



## Assembly Division Summary ASM Municipal Clerk

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

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	859,512	1,059,936	1,067,053	0.67%
Supplies	15,747	7,500	7,500	-
Travel	4,320	8,250	8,250	-
Contractual/Other Services	680,455	1,202,205	1,181,030	<1.76%>
Equipment, Furnishings	17,268	-	-	
<b>Manageable Direct Cost Total</b>	<b>1,577,303</b>	<b>2,277,891</b>	<b>2,263,833</b>	<b>&lt;0.62%&gt;</b>
Debt Service	-	-	-	
<b>Direct Cost Total</b>	<b>1,577,303</b>	<b>2,277,891</b>	<b>2,263,833</b>	<b>&lt;0.62%&gt;</b>
<b>Revenue by Fund</b>				
Fund 101000 - Areawide General	73,584	70,700	70,700	-
<b>Revenue Total</b>	<b>73,584</b>	<b>70,700</b>	<b>70,700</b>	<b>-</b>

### Positions as Budgeted

	2013 Revised		2014 Revised		2015 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	5	-	5	-	4	1
Administrative Assistant (Elections)	-	-	-	1	-	-
Administrative Position	-	-	1	-	1	-
Assembly Budget/Prog Analyst	-	-	-	-	1	-
Deputy Municipal Clerk	1	-	1	-	1	-
Elections Supervisor	-	-	-	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>9</b>	<b>2</b>	<b>9</b>	<b>2</b>

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

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

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Category</b>				
<b>Salaries and Benefits</b>	859,512	1,059,936	1,067,053	0.67%
<b>Supplies</b>	15,747	7,500	7,500	-
<b>Travel</b>	4,320	8,250	8,250	-
<b>Contractual/Other Services</b>	680,455	1,202,205	1,181,030	<1.76%>
<b>Equipment, Furnishings</b>	17,268	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,577,303</b>	<b>2,277,891</b>	<b>2,263,833</b>	<b>&lt;0.62%&gt;</b>
<b>Debt Service</b>	-	-	-	-
<b>Direct Cost Total</b>	<b>1,577,303</b>	<b>2,277,891</b>	<b>2,263,833</b>	<b>&lt;0.62%&gt;</b>
<b>Intra-Governmental Charges</b>				
Charges by/to Other Departments	569,665	281,709	477,607	69.54%
<b>Program Generated Revenue</b>				
404060 - Local Bus Licenses	71,350	68,700	68,700	-
406580 - Copier Fees	1,130	200	200	-
406620 - Reimbursed Cost-ER	-	800	-	-
406625 - Rmb Cost-NonGrntFund	-	-	800	-
408380 - Prior Yr Exp Recov	367	-	-	-
408560 - Appeal Receipts	50	1,000	1,000	-
408580 - Miscellaneous Revenues	687	-	-	-
<b>Program Generated Revenue Total</b>	<b>73,584</b>	<b>70,700</b>	<b>70,700</b>	<b>-</b>
<b>Net Cost</b>				
Manageable Direct Cost	1,577,303	2,277,891	2,263,833	<0.62%>
Debt Service	-	-	-	-
Charges by/to Other Departments	569,665	281,709	477,607	69.54%
Program Generated Revenue	(73,584)	(70,700)	(70,700)	-
<b>Net Cost Total</b>	<b>2,073,384</b>	<b>2,488,900</b>	<b>2,670,740</b>	<b>7.31%</b>

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

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	250,381	291,754	298,200	2.21%
Supplies	3,009	1,700	1,700	-
Travel	2,954	3,483	3,483	-
Contractual/Other Services	5,554	5,140	5,140	-
Equipment, Furnishings	85	-	-	
<b>Manageable Direct Cost Total</b>	<b>261,984</b>	<b>302,077</b>	<b>308,523</b>	<b>2.13%</b>
Debt Service	-	-	-	
<b>Direct Cost Total</b>	<b>261,984</b>	<b>302,077</b>	<b>308,523</b>	<b>2.13%</b>

**Positions as Budgeted**

	2013 Revised		2014 Revised		2015 Approved	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
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**  
**ASM Ombudsman**  
(Fund Center # 103000)

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	250,381	291,754	298,200	2.21%
Supplies	3,009	1,700	1,700	-
Travel	2,954	3,483	3,483	-
Contractual/Other Services	5,554	5,140	5,140	-
Equipment, Furnishings	85	-	-	-
<b>Manageable Direct Cost Total</b>	<b>261,984</b>	<b>302,077</b>	<b>308,523</b>	<b>2.13%</b>
Debt Service	-	-	-	-
<b>Direct Cost Total</b>	<b>261,984</b>	<b>302,077</b>	<b>308,523</b>	<b>2.13%</b>
<b>Intra-Governmental Charges</b>				
Charges by/to Other Departments	(261,984)	(302,077)	(305,283)	1.06%
<b>Net Cost</b>				
Manageable Direct Cost	261,984	302,077	308,523	2.13%
Debt Service	-	-	-	-
Charges by/to Other Departments	(261,984)	(302,077)	(305,283)	1.06%
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>3,240</b>	<b>1059473.74%</b>