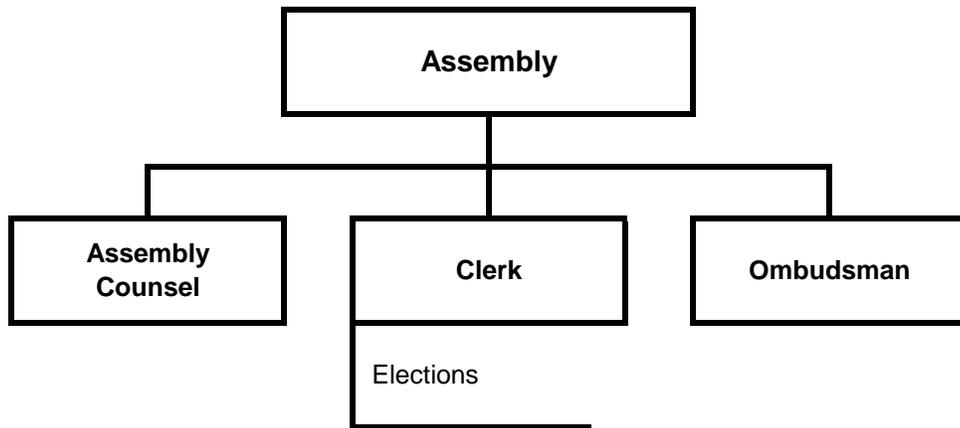


Assembly



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 three divisions: **The Assembly, including Assembly Counsel; the Municipal Clerk; and the Ombudsman.**

Assembly Division Services:

- Enacts all municipal laws and sets policies;
- Establishes annual mill levies;
- 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, and sole source contracts over \$30,000;
- 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; and
- Listens to the concerns and suggestions of citizens of the Municipality of Anchorage.

ASSEMBLY COUNSEL

Description

The Office of the Assembly Counsel provides legal advice to the Assembly and its individual members.

Assembly Counsel Division Services

- 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 serves as a liaison between the Anchorage Assembly, the Municipal Administration, and the public, linking the community with its local government. The duties of the Municipal Clerk's Office include (1) supporting the Anchorage Assembly and Assembly

Boards, Commissions, and Committees; (2) conducting fair elections; (3) processing business licenses and coordinating review of liquor and marijuana licenses; and (4) accurately managing the records created as a function of the Clerk's Office, including agendas, minutes, approved ordinances and resolutions, and other documents.

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 and marijuana 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 and responsible to the Assembly. The Ombudsman's Office is 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

2018 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

ASM - 4

Assembly Department Summary

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Division				
ASM Assembly	1,090,561	1,119,141	1,051,228	(6.07%)
ASM Municipal Clerk	3,290,029	2,232,393	2,121,330	(4.98%)
ASM Ombudsman	284,478	273,004	261,151	(4.34%)
Direct Cost Total	4,665,068	3,624,538	3,433,709	(5.26%)
Intragovernmental Charges				
Charges by/to Other Departments	1,231,044	721,400	879,747	21.95%
Function Cost Total	5,896,112	4,345,938	4,313,456	(0.75%)
Program Generated Revenue	(47,458)	(66,300)	(66,300)	-
Net Cost Total	5,848,653	4,279,638	4,247,156	(0.76%)
Direct Cost by Category				
Salaries and Benefits	2,031,621	2,261,257	2,170,595	(4.01%)
Supplies	43,801	12,304	11,722	(4.73%)
Travel	24,670	36,523	28,040	(23.23%)
Contractual/Other Services	2,534,358	1,314,454	1,223,352	(6.93%)
Debt Service	-	-	-	-
Equipment, Furnishings	30,618	-	-	-
Direct Cost Total	4,665,068	3,624,538	3,433,709	(5.26%)
Position Summary as Budgeted				
Full-Time	25	26	25	(3.85%)
Part-Time	3	1	1	-
Position Total	28	27	26	(3.70%)

Assembly Reconciliation from 2017 Revised Budget to 2018 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2017 Revised Budget	3,624,538	26	1	-
2017 One-Time Requirements				
- <u>Assembly Counsel</u> - Remove 2017 Proposed S Version - ONE-TIME - Professional services funding to continue contract with ZCo. Consulting to provide independent third-party review of the SAP project through June 30, 2017.	(48,000)	-	-	-
Changes in Existing Programs/Funding for 2018				
- Salary and benefits adjustments	27,628	-	-	-
2018 Continuation Level	3,604,166	26	1	-
2018 Proposed Budget Changes				
- Pause cost-of-living increase for Executive employees	(18,779)	-	-	-
- <u>Clerk</u> - Eliminate one (1) full-time Administrative Assistant position, duties will be absorbed by remaining staff.	(84,797)	(1)	-	-
- Reduce non-labor including travel, professional services, and legal services	(66,881)	-	-	-
2018 Proposed Budget	3,433,709	25	1	-

Assembly
Division Summary
ASM Assembly

(Fund Center # 101000, 101500)

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	636,453	736,601	732,829	(0.51%)
Supplies	1,772	2,722	2,722	-
Travel	15,266	24,790	19,790	(20.17%)
Contractual/Other Services	435,324	355,028	295,887	(16.66%)
Equipment, Furnishings	1,747	-	-	-
Manageable Direct Cost Total	1,090,561	1,119,141	1,051,228	(6.07%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,090,561	1,119,141	1,051,228	-
Intragovernmental Charges				
Charges by/to Other Departments	776,476	651,667	745,741	14.44%
Function Cost Total	1,867,037	1,770,808	1,796,969	1.48%
Net Cost Total	1,867,037	1,770,808	1,796,969	1.48%

Position Summary as Budgeted

Full-Time	13	13	13	-
Position Total	13	13	13	-

**Assembly
Division Detail
ASM Assembly**

(Fund Center # 101000, 101500)

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	636,453	736,601	732,829	(0.51%)
Supplies	1,772	2,722	2,722	-
Travel	15,266	24,790	19,790	(20.17%)
Contractual/Other Services	435,324	355,028	295,887	(16.66%)
Equipment, Furnishings	1,747	-	-	-
Manageable Direct Cost Total	1,090,561	1,119,141	1,051,228	(6.07%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,090,561	1,119,141	1,051,228	(6.07%)
Intragovernmental Charges				
Charges by/to Other Departments	776,476	651,667	745,741	14.44%
Net Cost				
Direct Cost Total	1,090,561	1,119,141	1,051,228	(6.07%)
Charges by/to Other Departments Total	776,476	651,667	745,741	14.44%
Net Cost Total	1,867,037	1,770,808	1,796,969	1.48%

Position Detail as Budgeted

	2016 Revised		2017 Revised		2018 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Assembly Assistant	1	-	1	-	1	-
Assembly Chairman	1	-	1	-	1	-
Assembly Counsel	1	-	1	-	1	-
Assembly Member	10	-	10	-	10	-
Position Detail as Budgeted Total	13	-	13	-	13	-

**Assembly
Division Summary
ASM Municipal Clerk**

(Fund Center # 102006, 102100, 102079, 102008, 102000, 102007, 102003, 106079)

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	1,120,440	1,261,675	1,182,441	(6.28%)
Supplies	41,090	8,500	8,500	-
Travel	8,829	8,250	8,250	-
Contractual/Other Services	2,090,799	953,968	922,139	(3.34%)
Equipment, Furnishings	28,871	-	-	-
Manageable Direct Cost Total	3,290,029	2,232,393	2,121,330	(4.98%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	3,290,029	2,232,393	2,121,330	-
Intragovernmental Charges				
Charges by/to Other Departments	584,107	208,421	267,146	28.18%
Function Cost Total	3,874,136	2,440,814	2,388,476	(2.14%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	47,458	66,300	66,300	-
Program Generated Revenue Total	47,458	66,300	66,300	-
Net Cost Total	3,826,677	2,374,514	2,322,176	(2.20%)
Position Summary as Budgeted				
Full-Time	10	11	10	(9.09%)
Part-Time	2	-	-	-
Position Total	12	11	10	(9.09%)

**Assembly
Division Detail
ASM Municipal Clerk**

(Fund Center # 102006, 102100, 102079, 102008, 102000, 102007, 102003, 106079)

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	1,120,440	1,261,675	1,182,441	(6.28%)
Supplies	41,090	8,500	8,500	-
Travel	8,829	8,250	8,250	-
Contractual/Other Services	2,090,799	953,968	922,139	(3.34%)
Equipment, Furnishings	28,871	-	-	-
Manageable Direct Cost Total	3,290,029	2,232,393	2,121,330	(4.98%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	3,290,029	2,232,393	2,121,330	(4.98%)
Intragovernmental Charges				
Charges by/to Other Departments	584,107	208,421	267,146	28.18%
Program Generated Revenue				
404060 - Local Business Licenses	18,480	18,000	18,000	-
404075 - Marijuana Licensing Fees	25,000	46,200	46,200	-
406580 - Copier Fees	316	300	300	-
406625 - Reimbursed Cost-NonGrant Funded	50	800	800	-
408560 - Appeal Receipts	2,703	1,000	1,000	-
408580 - Miscellaneous Revenues	910	-	-	-
Program Generated Revenue Total	47,458	66,300	66,300	-
Net Cost				
Direct Cost Total	3,290,029	2,232,393	2,121,330	(4.98%)
Charges by/to Other Departments Total	584,107	208,421	267,146	28.18%
Program Generated Revenue Total	(47,458)	(66,300)	(66,300)	-
Net Cost Total	3,826,677	2,374,514	2,322,176	(2.20%)

Position Detail as Budgeted

	2016 Revised		2017 Revised		2018 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	4	1	6	-	5	-
Administrative Position	1	-	-	-	-	-
Agenda and Records Assistant	1	-	-	-	-	-
Assembly Budget/Prog Analyst	1	-	1	-	1	-
Deputy Municipal Clerk	1	-	2	-	2	-
Elections Supervisor	-	1	-	-	-	-
Municipal Clerk	1	-	1	-	1	-
Principal Office Associate	1	-	1	-	1	-
Position Detail as Budgeted Total	10	2	11	-	10	-

Assembly Division Summary

ASM Ombudsman

(Fund Center # 103079, 103000)

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	274,728	262,981	255,325	(2.91%)
Supplies	939	1,082	500	(53.79%)
Travel	575	3,483	-	(100.00%)
Contractual/Other Services	8,235	5,458	5,326	(2.42%)
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	284,478	273,004	261,151	(4.34%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	284,478	273,004	261,151	-
Intragovernmental Charges				
Charges by/to Other Departments	(129,539)	(138,688)	(133,140)	(4.00%)
Function Cost Total	154,939	134,316	128,011	(4.69%)
Net Cost Total	154,939	134,316	128,011	(4.69%)

Position Summary as Budgeted

Full-Time	2	2	2	-
Part-Time	1	1	1	-
Position Total	3	3	3	-

**Assembly
Division Detail
ASM Ombudsman**

(Fund Center # 103079, 103000)

	2016 Actuals	2017 Revised	2018 Proposed	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	274,728	262,981	255,325	(2.91%)
Supplies	939	1,082	500	(53.79%)
Travel	575	3,483	-	(100.00%)
Contractual/Other Services	8,235	5,458	5,326	(2.42%)
Manageable Direct Cost Total	284,478	273,004	261,151	(4.34%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	284,478	273,004	261,151	(4.34%)
Intragovernmental Charges				
Charges by/to Other Departments	(129,539)	(138,688)	(133,140)	(4.00%)
Net Cost				
Direct Cost Total	284,478	273,004	261,151	(4.34%)
Charges by/to Other Departments Total	(129,539)	(138,688)	(133,140)	(4.00%)
Net Cost Total	154,939	134,316	128,011	(4.69%)

Position Detail as Budgeted

	2016 Revised		2017 Revised		2018 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	-
Position Detail as Budgeted Total	2	1	2	1	2	1