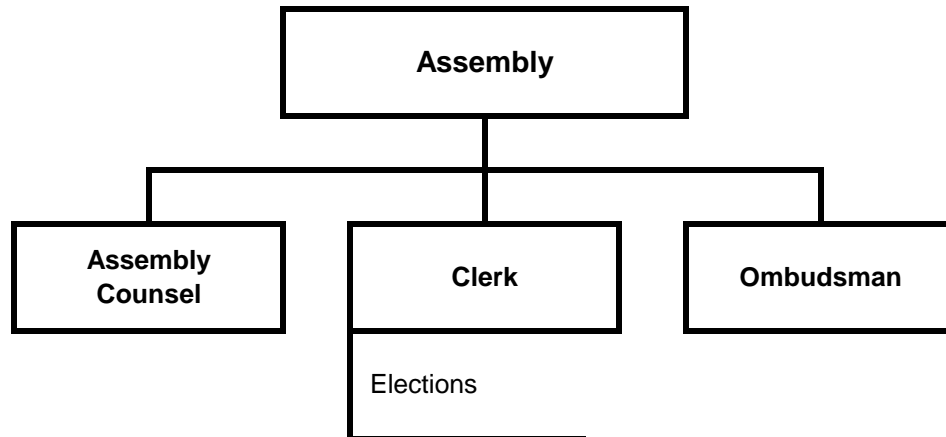


Assembly



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 Division; the 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; (4) accurately managing the records created as a function of the Clerk's Office, including agendas, minutes, approved ordinances and resolutions, and other documents; and (5) providing budgetary assistance to the Assembly by conducting research and providing analyses of municipal budgetary/financial issues.

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

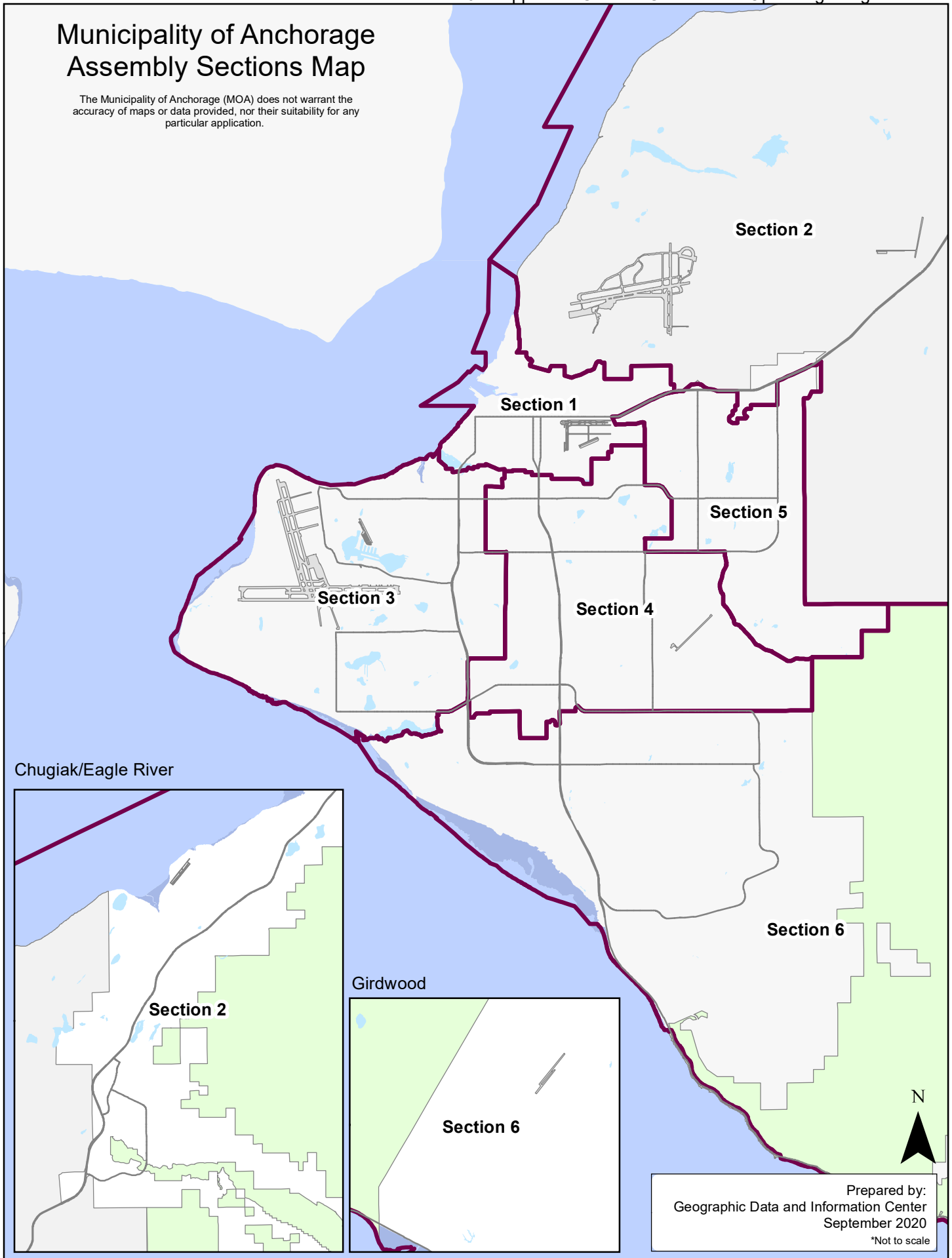
The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public and responsible to the Assembly. The Ombudsman's Office is empowered to investigate the acts of municipal agencies and Anchorage School 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 Map

The Municipality of Anchorage (MOA) does not warrant the accuracy of maps or data provided, nor their suitability for any particular application.



Assembly Department Summary

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Division				
ASM Assembly	1,601,806	1,378,560	1,524,417	10.58%
ASM Municipal Clerk	2,351,026	2,943,734	2,949,320	0.19%
ASM Ombudsman	239,160	305,895	304,292	(0.52%)
Direct Cost Total	4,191,992	4,628,189	4,778,029	3.24%
Intragovernmental Charges				
Charges by/to Other Departments	820,778	984,038	1,060,890	7.81%
Program Generated Revenue	(170,601)	(60,650)	(60,650)	-
Function Cost Total	4,842,168	5,551,577	5,778,269	4.08%
Net Cost Total	4,842,168	5,551,577	5,778,269	4.08%

Direct Cost by Category				
Salaries and Benefits	1,932,529	2,607,912	2,712,795	4.02%
Supplies	51,926	12,722	12,722	-
Travel	31,101	-	28,040	100.00%
Contractual/Other Services	2,170,844	2,007,555	2,024,472	0.84%
Debt Service	-	-	-	-
Equipment, Furnishings	5,591	-	-	-
Direct Cost Total	4,191,992	4,628,189	4,778,029	3.24%

Position Summary as Budgeted

Full-Time	25	31	31	-
Part-Time	1	1	1	-
Position Total	26	32	32	-

Full-Time budgeted position counts are:
2020: 27 and 2021: 27
due to 4 positions being budgeted in two fund centers

Assembly

Reconciliation from 2020 Revised Budget to 2021 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2020 Revised Budget	4,628,189	27	1	-
2020 One-Time Requirements				
- Reverse 2020 1Q one-time travel reduction	28,040	-	-	-
Changes in Existing Programs/Funding for 2021				
- Salaries and benefits adjustments	122,048	-	-	-
- Overtime alignment - net 0 adjustment of the overtime budget into the accounts that the costs will actually post to	(3,706)	-	-	-
	3,706	-	-	-
- CityView software contractual increase	3,005	-	-	-
- Municipal audit contractual increase	13,912	-	-	-
2021 Continuation Level	4,795,194	27	1	-
2021 Proposed Budget Changes				
- Executive salaries to stay flat from 2020	(16,052)	-	-	-
- Non-Represented pay scales to stay flat from 2020	(1,113)	-	-	-
2021 Approved Budget	4,778,029	27	1	-

Assembly
Division Summary
ASM Assembly

(Fund Center # 101000, 101500)

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	722,083	875,976	1,002,043	14.39%
Supplies	4,141	3,722	3,722	-
Travel	22,382	-	19,790	100.00%
Contractual/Other Services	853,200	498,862	498,862	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	1,601,806	1,378,560	1,524,417	10.58%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,601,806	1,378,560	1,524,417	-
Intragovernmental Charges				
Charges by/to Other Departments	763,605	879,669	931,606	5.90%
Function Cost Total	2,365,411	2,258,229	2,456,023	8.76%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	100,880	-	-	-
Program Generated Revenue Total	100,880	-	-	-
Net Cost Total	2,264,531	2,258,229	2,456,023	8.76%
Position Summary as Budgeted				
Full-Time	13	13	13	-
Position Total	13	13	13	-

Assembly Division Detail ASM Assembly

(Fund Center # 101000, 101500)

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	722,083	875,976	1,002,043	14.39%
Supplies	4,141	3,722	3,722	-
Travel	22,382	-	19,790	100.00%
Contractual/Other Services	853,200	498,862	498,862	-
Manageable Direct Cost Total	1,601,806	1,378,560	1,524,417	10.58%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,601,806	1,378,560	1,524,417	10.58%
Intragovernmental Charges				
Charges by/to Other Departments	763,605	879,669	931,606	5.90%
Program Generated Revenue				
408380 - Prior Year Expense Recovery	880	-	-	-
450010 - Contributions from Other Funds	100,000	-	-	-
Program Generated Revenue Total	100,880	-	-	-
Net Cost				
Direct Cost Total	1,601,806	1,378,560	1,524,417	10.58%
Charges by/to Other Departments Total	763,605	879,669	931,606	5.90%
Program Generated Revenue Total	(100,880)	-	-	-
Net Cost Total	2,264,531	2,258,229	2,456,023	8.76%

Position Detail as Budgeted

	2019 Revised		2020 Revised		2021 Approved	
	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	-
Position Detail as Budgeted Total	13	-	13	-	13	-

Assembly Division Summary ASM Municipal Clerk

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

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	984,507	1,431,867	1,412,286	(1.37%)
Supplies	46,935	8,500	8,500	-
Travel	8,719	-	8,250	100.00%
Contractual/Other Services	1,305,275	1,503,367	1,520,284	1.13%
Equipment, Furnishings	5,591	-	-	-
Manageable Direct Cost Total	2,351,026	2,943,734	2,949,320	0.19%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	2,351,026	2,943,734	2,949,320	-
Intragovernmental Charges				
Charges by/to Other Departments	192,294	285,365	307,346	7.70%
Function Cost Total	2,543,320	3,229,099	3,256,666	0.85%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	69,221	60,650	60,650	-
Program Generated Revenue Total	69,221	60,650	60,650	-
Net Cost Total	2,474,099	3,168,449	3,196,016	0.87%

Position Summary as Budgeted

Full-Time	10	16	16	-
Position Total	10	16	16	-

Full-Time budgeted position counts are:
2020: 12 and 2021: 12
due to 4 positions being budgeted in two fund centers

Assembly
Division Detail
ASM Municipal Clerk

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

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	984,507	1,431,867	1,412,286	(1.37%)
Supplies	46,935	8,500	8,500	-
Travel	8,719	-	8,250	100.00%
Contractual/Other Services	1,305,275	1,503,367	1,520,284	1.13%
Equipment, Furnishings	5,591	-	-	-
Manageable Direct Cost Total	2,351,026	2,943,734	2,949,320	0.19%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	2,351,026	2,943,734	2,949,320	0.19%
Intragovernmental Charges				
Charges by/to Other Departments	192,294	285,365	307,346	7.70%
Program Generated Revenue				
404060 - Local Business Licenses	15,040	18,000	18,000	-
404075 - Marijuana Licensing Fees	41,100	41,000	41,000	-
406580 - Copier Fees	26	100	100	-
406625 - Reimbursed Cost-NonGrant Funded	-	50	50	-
408380 - Prior Year Expense Recovery	10,785	-	-	-
408560 - Appeal Receipts	-	1,000	1,000	-
408580 - Miscellaneous Revenues	2,270	500	500	-
Program Generated Revenue Total	69,221	60,650	60,650	-
Net Cost				
Direct Cost Total	2,351,026	2,943,734	2,949,320	0.19%
Charges by/to Other Departments Total	192,294	285,365	307,346	7.70%
Program Generated Revenue Total	(69,221)	(60,650)	(60,650)	-
Net Cost Total	2,474,099	3,168,449	3,196,016	0.87%

Position Detail as Budgeted

	2019 Revised		2020 Revised		2021 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	5	-	10	-	10	-
Deputy Municipal Clerk	3	-	3	-	3	-
Election Coordinator	-	-	1	-	1	-
Junior Admin Officer	1	-	1	-	1	-
Municipal Clerk	1	-	1	-	1	-
Position Detail as Budgeted Total	10	-	16	-	16	-

Full-Time budgeted Administrative Assistant position counts are:
2020: 6 and 2021: 6
due to 4 positions being budgeted in two fund centers

Assembly Division Summary

ASM Ombudsman

(Fund Center # 103079, 103000)

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	225,939	300,069	298,466	(0.53%)
Supplies	851	500	500	-
Travel	-	-	-	-
Contractual/Other Services	12,370	5,326	5,326	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	239,160	305,895	304,292	(0.52%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	239,160	305,895	304,292	-
Intragovernmental Charges				
Charges by/to Other Departments	(135,121)	(180,996)	(178,062)	(1.62%)
Function Cost Total	104,039	124,899	126,230	1.07%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	501	-	-	-
Program Generated Revenue Total	501	-	-	-
Net Cost Total	103,538	124,899	126,230	1.07%
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)

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	225,939	300,069	298,466	(0.53%)
Supplies	851	500	500	-
Travel	-	-	-	-
Contractual/Other Services	12,370	5,326	5,326	-
Manageable Direct Cost Total	239,160	305,895	304,292	(0.52%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	239,160	305,895	304,292	(0.52%)
Intragovernmental Charges				
Charges by/to Other Departments	(135,121)	(180,996)	(178,062)	(1.62%)
Program Generated Revenue				
408380 - Prior Year Expense Recovery	501	-	-	-
Program Generated Revenue Total	501	-	-	-
Net Cost				
Direct Cost Total	239,160	305,895	304,292	(0.52%)
Charges by/to Other Departments Total	(135,121)	(180,996)	(178,062)	(1.62%)
Program Generated Revenue Total	(501)	-	-	-
Net Cost Total	103,538	124,899	126,230	1.07%

Position Detail as Budgeted

	2019 Revised		2020 Revised		2021 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Associate Ombudsman	1	-	1	-	1	-
Deputy Ombudsman	-	1	-	1	-	1
Ombudsman	1	-	1	-	1	-
Position Detail as Budgeted Total	2	1	2	1	2	1