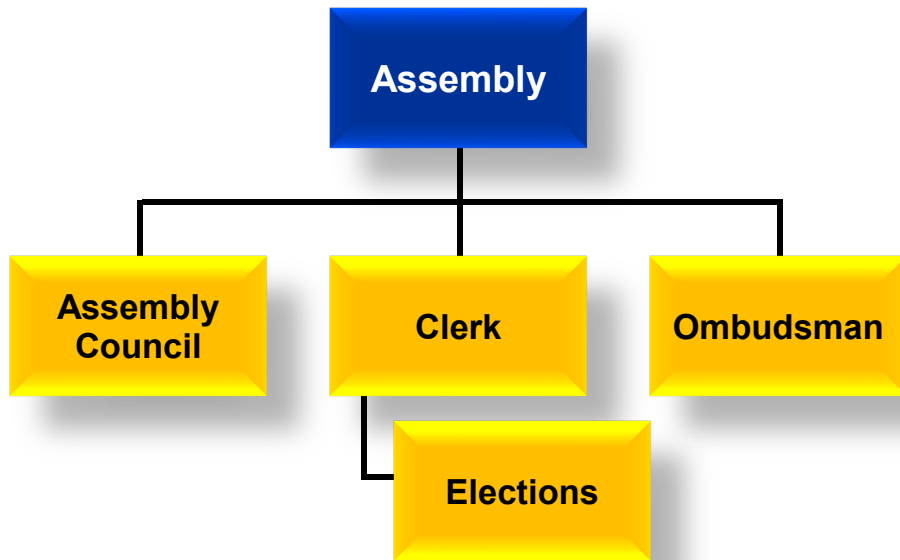


# Assembly



## **Legislative Branch**

The Legislative Branch has four departments: **The Assembly: the Assembly Counsel's Office, the Municipal Clerk's Office, and the Ombudsman's Office.**

### **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.

#### **Assembly 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
- Provides fiscal oversight of all municipal departments
- 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
- Listens to the concerns and suggestions of the people of the Municipality of Anchorage

### **Assembly Counsel's Office**

#### **Description**

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

#### **Assembly Counsel's Office Legislative Department 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's Office**

#### **Description**

The Municipal Clerk's Office 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 Office Legislative Department 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's Office**

#### **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 the 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.

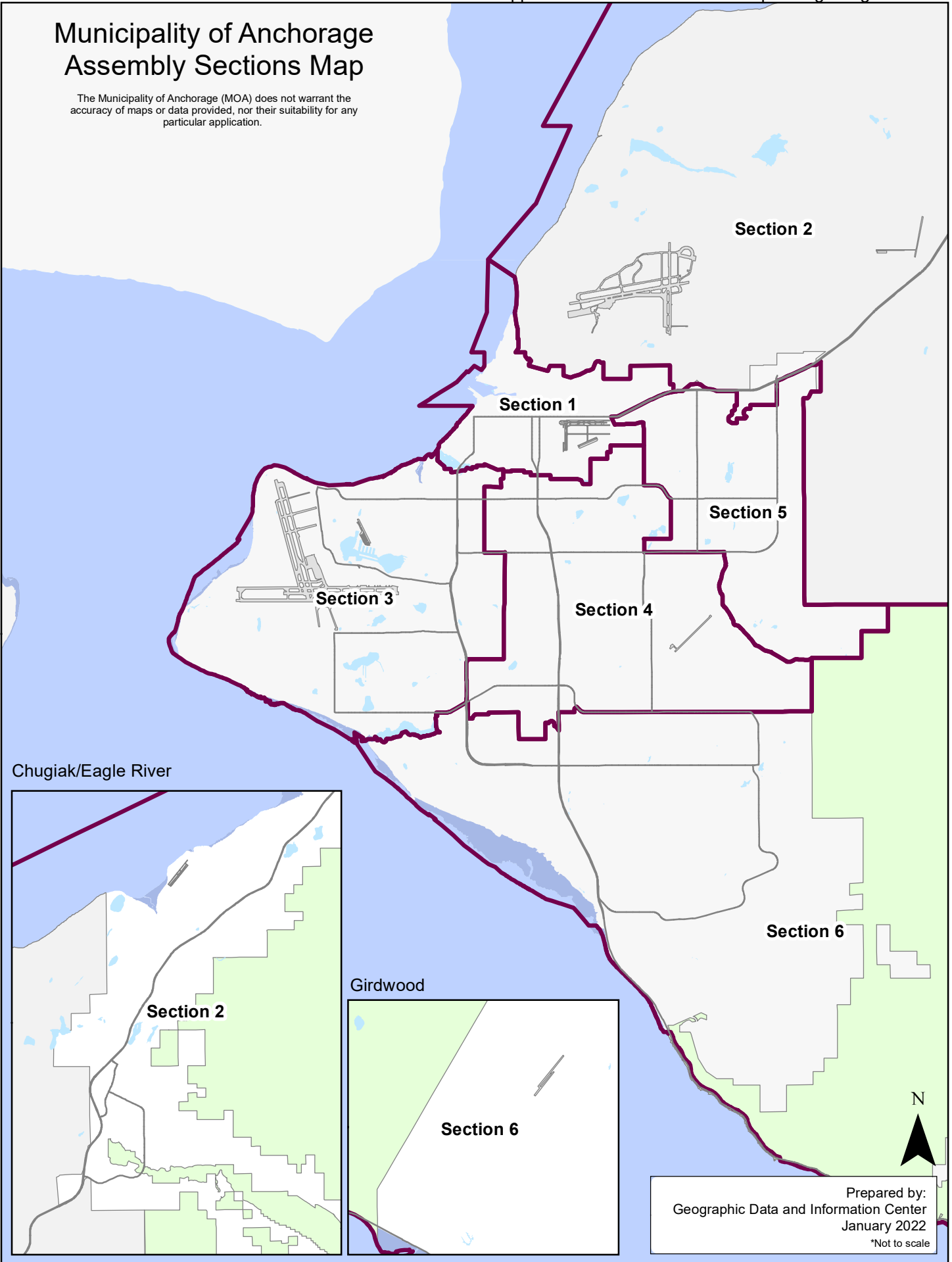
### **Ombudsman's Office Legislative Department Services**

- Provides independent, impartial services to investigate the acts and omissions of municipal government.
- Advises the Assembly, the Mayor, and Municipal departments and agencies regarding fairness and equity in the provisions of Municipal services.
- Recommends changes to Municipal code, policies, and procedures in order to make process fairer and more equitable

- Provides referrals to the public regarding their concerns related to non-Municipal entities and persons

# 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

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Division</b>				
ASM Assembly	1,468,934	1,661,051	2,242,957	35.03%
ASM Municipal Clerk	2,715,416	3,410,483	3,104,709	(8.97%)
ASM Ombudsman	257,304	304,175	341,808	12.37%
<b>Direct Cost Total</b>	<b>4,441,654</b>	<b>5,375,709</b>	<b>5,689,474</b>	<b>5.84%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	972,718	784,437	739,677	(5.71%)
Program Generated Revenue	(54,508)	(60,650)	(60,650)	-
<b>Function Cost Total</b>	<b>5,414,372</b>	<b>6,160,146</b>	<b>6,429,151</b>	<b>4.37%</b>
<b>Net Cost Total</b>	<b>5,359,864</b>	<b>6,099,496</b>	<b>6,368,501</b>	<b>4.37%</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	2,321,495	2,959,475	3,494,240	18.07%
Supplies	29,594	12,722	22,722	78.60%
Travel	8,304	22,060	28,040	27.11%
Contractual/Other Services	2,075,603	2,381,452	2,144,472	(9.95%)
Debt Service	-	-	-	-
Equipment, Furnishings	6,658	-	-	-
<b>Direct Cost Total</b>	<b>4,441,654</b>	<b>5,375,709</b>	<b>5,689,474</b>	<b>5.84%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	31	33	35	6.06%
Part-Time	1	1	1	-
<b>Position Total</b>	<b>32</b>	<b>34</b>	<b>36</b>	<b>5.88%</b>

Full-Time budgeted position counts are:  
2020: 27      2021: 29      2022: 30  
due to 4 positions being budgeted in two fund centers

## Assembly Reconciliation from 2021 Revised Budget to 2022 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2021 Revised Budget</b>	5,375,709	29	1	-
<b>2021 One-Time Requirements</b>				
- REVERSE 2021 1Q - ONE-TIME - Assembly Amendment Constant #3 - fund mapping/documentation effort for restrictive platting and zoning covenants and restrictions with reductions to Assembly member Constant's individual account and Assembly travel	20,000	-	-	-
- REVERSE 2021 1Q - ONE-TIME - Assembly Amendment Weddleton and LaFrance #2 - fund portion of public relations and media campaign to defend property rights along the Railbelt with reductions to Assembly member Weddleton's individual account and Development Services supplies budget	(15,000)	-	-	-
- REVERSE 2021 1Q - ONE-TIME - Assembly Amendment Kennedy #1 - Add funding for Chugiak-Eagle River Senior Center with reduction of Assembly Member Kennedy's individual account and from the Anchorage Health Department	9,000	-	-	-
- REVERSE 2021 1Q - ONE-TIME - Special Election - Mayoral Run-Off	(365,000)	-	-	-
<b>Changes in Existing Programs/Funding for 2022</b>				
- Salaries and benefits adjustments - 2021 included partial year cost for 2 new positions added mid-year, 2022 includes full-year costing of those positions	198,872	-	-	-
- New or reelected Assembly member pay increase, per Commission on Salaries and Emoluments of Elected Officials Resolution 2019-2 as Amended	172,557	-	-	-
- Voter Approved add one (1) new Assembly member to start April 2022 per 2020 Proposition 12, AO 2019-82: increase assembly members by 1 from 11 to 12, with 2 in each of the six election districts	63,336	1	-	-
<b>2022 Continuation Level</b>	<b>5,459,474</b>	<b>30</b>	<b>1</b>	<b>-</b>
<b>2022 Assembly Amendments</b>				
- Amendment #1, Line 4 - Dunbar and Quinn-Davidson - Contractual and professional services for Legislative Branch and add one (1) new Special Admin Assistant I position (2022ASMNEWAA) to total \$230K	230,000	1	-	-
<b>2022 Approved Budget</b>	<b>5,689,474</b>	<b>31</b>	<b>1</b>	<b>-</b>

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

(Fund Center # 101000, 101500)

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	761,972	1,152,677	1,651,583	43.28%
Supplies	6,144	3,722	3,722	-
Travel	5,410	13,810	19,790	43.30%
Contractual/Other Services	694,397	490,842	567,862	15.69%
Equipment, Furnishings	1,012	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,468,934</b>	<b>1,661,051</b>	<b>2,242,957</b>	<b>35.03%</b>
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,468,934</b>	<b>1,661,051</b>	<b>2,242,957</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	853,255	850,523	838,312	(1.44%)
<b>Function Cost Total</b>	<b>2,322,189</b>	<b>2,511,574</b>	<b>3,081,269</b>	<b>22.68%</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	38	-	-	-
<b>Program Generated Revenue Total</b>	<b>38</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>2,322,151</b>	<b>2,511,574</b>	<b>3,081,269</b>	<b>22.68%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	13	15	17	13.33%
<b>Position Total</b>	<b>13</b>	<b>15</b>	<b>17</b>	<b>13.33%</b>



**Assembly  
Division Detail  
ASM Assembly**

(Fund Center # 101000, 101500)

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	761,972	1,152,677	1,651,583	43.28%
Supplies	6,144	3,722	3,722	-
Travel	5,410	13,810	19,790	43.30%
Contractual/Other Services	694,397	490,842	567,862	15.69%
Equipment, Furnishings	1,012	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,468,934</b>	<b>1,661,051</b>	<b>2,242,957</b>	<b>35.03%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,468,934</b>	<b>1,661,051</b>	<b>2,242,957</b>	<b>35.03%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	853,255	850,523	838,312	(1.44%)
<b>Program Generated Revenue</b>				
408380 - Prior Year Expense Recovery	38	-	-	-
<b>Program Generated Revenue Total</b>	<b>38</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	1,468,934	1,661,051	2,242,957	35.03%
Charges by/to Other Departments Total	853,255	850,523	838,312	(1.44%)
Program Generated Revenue Total	(38)	-	-	-
<b>Net Cost Total</b>	<b>2,322,151</b>	<b>2,511,574</b>	<b>3,081,269</b>	<b>22.68%</b>

**Position Detail as Budgeted**

	2020 Revised		2021 Revised		2022 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	1	-	1	-	1	-
Assembly Chair	1	-	1	-	1	-
Assembly Counsel	1	-	2	-	2	-
Assembly Member	10	-	10	-	11	-
Special Admin Assistant	-	-	-	-	1	-
Special Assistant to the Assembly	-	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>13</b>	<b>-</b>	<b>15</b>	<b>-</b>	<b>17</b>	<b>-</b>

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

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

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,312,689	1,508,449	1,516,675	0.55%
Supplies	21,678	8,500	8,500	-
Travel	2,894	8,250	8,250	-
Contractual/Other Services	1,374,073	1,885,284	1,571,284	(16.66%)
Equipment, Furnishings	4,081	-	-	-
<b>Manageable Direct Cost Total</b>	<b>2,715,416</b>	<b>3,410,483</b>	<b>3,104,709</b>	<b>(8.97%)</b>
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>2,715,416</b>	<b>3,410,483</b>	<b>3,104,709</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	269,863	109,793	94,378	(14.04%)
<b>Function Cost Total</b>	<b>2,985,279</b>	<b>3,520,276</b>	<b>3,199,087</b>	<b>(9.12%)</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	54,454	60,650	60,650	-
<b>Program Generated Revenue Total</b>	<b>54,454</b>	<b>60,650</b>	<b>60,650</b>	<b>-</b>
<b>Net Cost Total</b>	<b>2,930,825</b>	<b>3,459,626</b>	<b>3,138,437</b>	<b>(9.28%)</b>

**Position Summary as Budgeted**

Full-Time	16	16	16	-
<b>Position Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>-</b>

Full-Time budgeted position counts are:

2020: 12      2021: 12      2022: 12

due to 4 positions being budgeted in two fund centers

**Assembly  
Division Detail  
ASM Municipal Clerk**

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

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,312,689	1,508,449	1,516,675	0.55%
Supplies	21,678	8,500	8,500	-
Travel	2,894	8,250	8,250	-
Contractual/Other Services	1,374,073	1,885,284	1,571,284	(16.66%)
Equipment, Furnishings	4,081	-	-	-
<b>Manageable Direct Cost Total</b>	<b>2,715,416</b>	<b>3,410,483</b>	<b>3,104,709</b>	<b>(8.97%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>2,715,416</b>	<b>3,410,483</b>	<b>3,104,709</b>	<b>(8.97%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	269,863	109,793	94,378	(14.04%)
<b>Program Generated Revenue</b>				
404060 - Local Business Licenses	15,245	18,000	18,000	-
404075 - Marijuana Licensing Fees	22,400	41,000	41,000	-
406580 - Copier Fees	1,880	100	100	-
406625 - Reimbursed Cost-NonGrant Funded	200	50	50	-
408380 - Prior Year Expense Recovery	52	-	-	-
408560 - Appeal Receipts	3,240	1,000	1,000	-
408580 - Miscellaneous Revenues	11,437	500	500	-
<b>Program Generated Revenue Total</b>	<b>54,454</b>	<b>60,650</b>	<b>60,650</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	2,715,416	3,410,483	3,104,709	(8.97%)
Charges by/to Other Departments Total	269,863	109,793	94,378	(14.04%)
Program Generated Revenue Total	(54,454)	(60,650)	(60,650)	-
<b>Net Cost Total</b>	<b>2,930,825</b>	<b>3,459,626</b>	<b>3,138,437</b>	<b>(9.28%)</b>

**Position Detail as Budgeted**

	2020 Revised		2021 Revised		2022 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	11	-	11	-	11	-
Deputy Municipal Clerk	3	-	3	-	3	-
Junior Admin Officer	1	-	1	-	1	-
Municipal Clerk	1	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>16</b>	<b>-</b>	<b>16</b>	<b>-</b>	<b>16</b>	<b>-</b>

Full-Time budgeted Administrative Assistant position counts are:  
 2020: 6                      2021: 6                      2022: 6  
 due to 4 positions being budgeted in two fund centers

## Assembly Division Summary

### ASM Ombudsman

(Fund Center # 103079, 103000)

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	246,834	298,349	325,982	9.26%
Supplies	1,773	500	10,500	2000.00%
Travel	-	-	-	-
Contractual/Other Services	7,133	5,326	5,326	-
Equipment, Furnishings	1,564	-	-	-
<b>Manageable Direct Cost Total</b>	<b>257,304</b>	<b>304,175</b>	<b>341,808</b>	<b>12.37%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>257,304</b>	<b>304,175</b>	<b>341,808</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(150,400)	(175,879)	(193,013)	9.74%
<b>Function Cost Total</b>	<b>106,904</b>	<b>128,296</b>	<b>148,795</b>	<b>15.98%</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	16	-	-	-
<b>Program Generated Revenue Total</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>106,888</b>	<b>128,296</b>	<b>148,795</b>	<b>15.98%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	2	2	2	-
Part-Time	1	1	1	-
<b>Position Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>

**Assembly  
Division Detail  
ASM Ombudsman**

(Fund Center # 103079, 103000)

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	246,834	298,349	325,982	9.26%
Supplies	1,773	500	10,500	2000.00%
Travel	-	-	-	-
Contractual/Other Services	7,133	5,326	5,326	-
Equipment, Furnishings	1,564	-	-	-
<b>Manageable Direct Cost Total</b>	<b>257,304</b>	<b>304,175</b>	<b>341,808</b>	<b>12.37%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>257,304</b>	<b>304,175</b>	<b>341,808</b>	<b>12.37%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(150,400)	(175,879)	(193,013)	9.74%
<b>Program Generated Revenue</b>				
408380 - Prior Year Expense Recovery	16	-	-	-
<b>Program Generated Revenue Total</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	257,304	304,175	341,808	12.37%
Charges by/to Other Departments Total	(150,400)	(175,879)	(193,013)	9.74%
Program Generated Revenue Total	(16)	-	-	-
<b>Net Cost Total</b>	<b>106,888</b>	<b>128,296</b>	<b>148,795</b>	<b>15.98%</b>

**Position Detail as Budgeted**

	2020 Revised		2021 Revised		2022 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	-
<b>Position Detail as Budgeted Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>