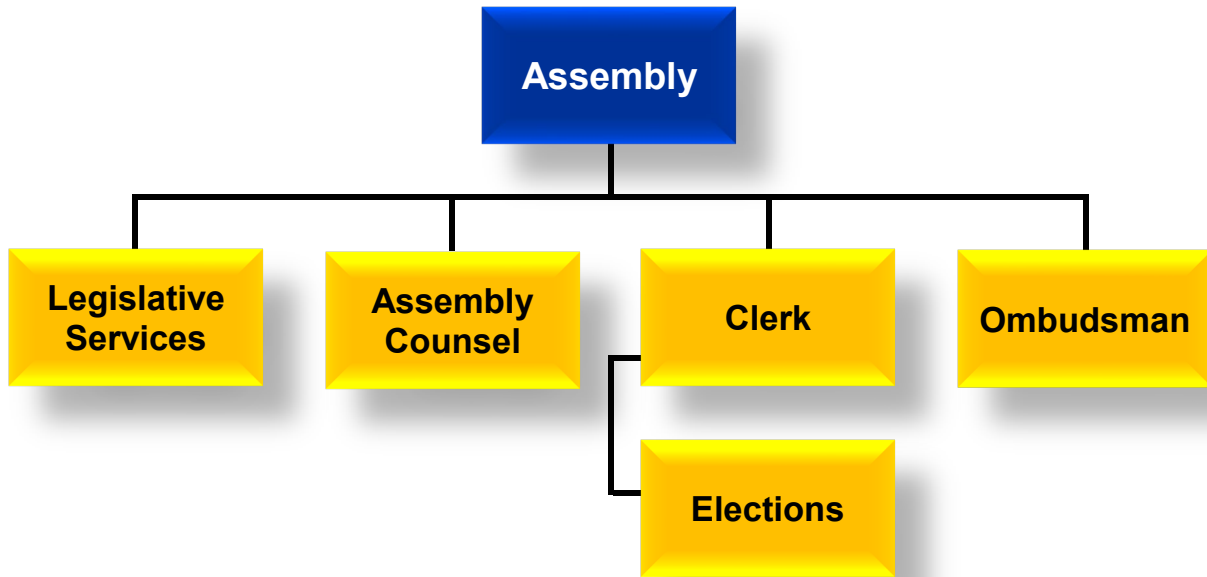


Legislative Branch



Legislative Branch

The Legislative Branch is composed of **the Assembly, Legislative Services, the Assembly Counsel's Office, the Municipal Clerk's Office, and the Ombudsman's Office.**

Anchorage Assembly

Description

The Anchorage Assembly is a twelve-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

- All legislative powers of Anchorage
- 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

Legislative Services

Description

Legislative Services supports the Assembly with communications, research, civic education, project management, strategic planning, and some administrative tasks. The Chair sets the direction and workload of the Legislative Services team. Legislative Services typically support projects of the body as a whole, but the team is often assigned by the Chair to support committee chairs for major projects, such as budgets and major Assembly initiatives.

Legislative Services

- Creates press releases, talking points and fact sheets on current topics
- Conducts research on issues and creates reports for Assembly members and the public
- Maintains Assembly communication channels, such as monthly e-newsletters, the Assembly website, and Assembly social media
- Assists the Assembly with long-term planning and development
- Assists the Assembly with special projects, such as reapportionment, complex legislation and community outreach

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

- 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's Office

- 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

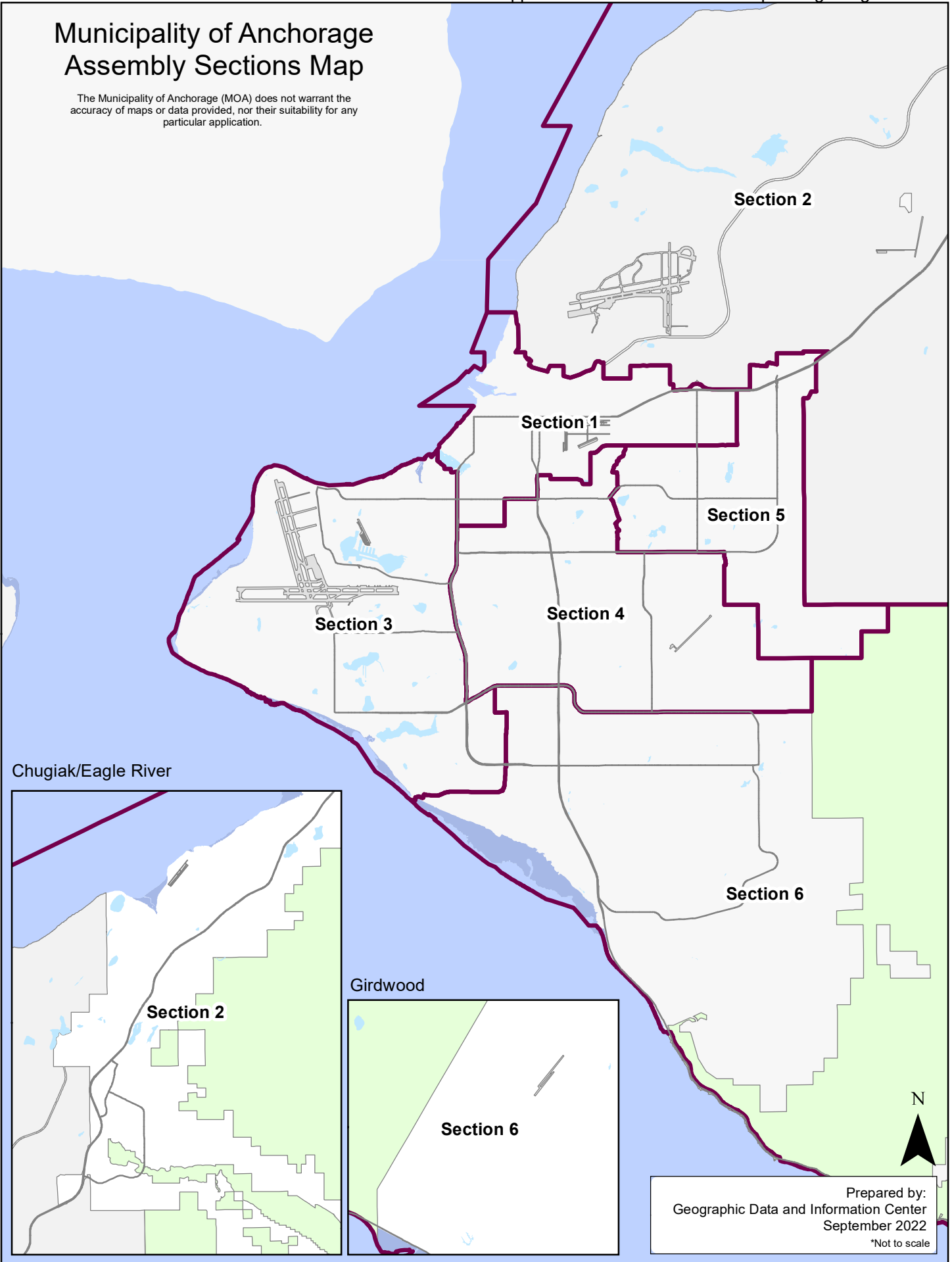
The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public and responsible to the Assembly. The Ombudsman's Office is empowered to investigate the acts of municipal agencies and the Anchorage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

- 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.



Prepared by:
Geographic Data and Information Center
September 2022
*Not to scale

Assembly Department Summary

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Division				
ASM Assembly	1,707,204	2,395,959	3,064,308	27.89%
ASM Municipal Clerk	3,416,226	3,488,470	3,916,781	12.28%
ASM Ombudsman	269,147	350,959	410,905	17.08%
Direct Cost Total	5,392,576	6,235,388	7,391,994	18.55%
Intragovernmental Charges				
Charges by/to Other Departments	769,685	788,329	919,474	16.64%
Function Cost Total	6,162,261	7,023,717	8,311,468	18.33%
Program Generated Revenue	(51,035)	(60,650)	(60,650)	-
Net Cost Total	6,111,226	6,963,067	8,250,818	18.49%
Direct Cost by Category				
Salaries and Benefits	2,816,892	3,771,154	4,319,132	14.53%
Supplies	35,556	25,722	31,722	23.33%
Travel	6,538	28,040	28,040	-
Contractual/Other Services	2,532,749	2,410,472	3,013,100	25.00%
Debt Service	-	-	-	-
Equipment, Furnishings	841	-	-	-
Direct Cost Total	5,392,576	6,235,388	7,391,994	18.55%
Position Summary as Budgeted				
Full-Time	33	37	39	5.41%
Part-Time	1	1	-	(100.00%)
Position Total	34	38	39	2.63%

Assembly Reconciliation from 2022 Revised Budget to 2023 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2022 Revised Budget	6,235,388	33	1	-
2022 One-Time Requirements				
- REVERSE - 2022 1Q - ONE TIME - Weddleton #3 - AKRR claim of use along tracks	(25,000)	-	-	-
Changes in Existing Programs/Funding for 2023				
- Salaries and benefits adjustments	226,678	-	-	-
2023 Continuation Level	6,437,066	33	1	-
2023 Assembly Amendments				
- Amendment #8, Line 6 - Add new Legislative Analyst, newsletter/postcard, meeting facilitation,	544,000	1	-	-
- Amendment #8, Line 7 - Security contract for Assembly	65,000	-	-	-
- Amendment #8, Line 8 - Security contract for MOA elections	35,000	-	-	-
- Amendment #8, Line 9 - ONE-TIME - Professional development and training	30,000	-	-	-
- Amendment #8, Line 10 - ONE-TIME - Legal contracts	250,000	-	-	-
- Amendment #9 - ONE-TIME - Housing Summit	75,000	-	-	-
2023 Mayor Vetoes				
- Amendment #8, Line 7 - Security contract for Assembly	(44,072)	-	-	-
2023 Approved Budget	7,391,994	34	1	-

This reconciliation represents the actual position counts. The position counts on the Department and Division reports may include positions that are budgeted in multiple fund centers, which may result in a position being counted multiple times.

Assembly
Division Summary
ASM Assembly

(Fund Center # 101000, 101500, 101700)

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Salaries and Benefits	1,000,721	1,705,585	1,949,106	14.28%
Supplies	6,518	5,222	11,222	114.90%
Travel	3,511	19,790	19,790	-
Contractual/Other Services	696,454	665,362	1,084,190	62.95%
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	1,707,204	2,395,959	3,064,308	27.89%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,707,204	2,395,959	3,064,308	-
Intragovernmental Charges				
Charges by/to Other Departments	839,242	988,654	1,126,039	13.90%
Function Cost Total	2,546,445	3,384,613	4,190,347	23.81%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	1,410	-	-	-
Program Generated Revenue Total	1,410	-	-	-
Net Cost Total	2,545,035	3,384,613	4,190,347	23.81%
Position Summary as Budgeted				
Full-Time	15	17	18	5.88%
Position Total	15	17	18	5.88%

**Assembly
Division Detail
ASM Assembly**

(Fund Center # 101000, 101500, 101700)

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Salaries and Benefits	1,000,721	1,705,585	1,949,106	14.28%
Supplies	6,518	5,222	11,222	114.90%
Travel	3,511	19,790	19,790	-
Contractual/Other Services	696,454	665,362	1,084,190	62.95%
Manageable Direct Cost Total	1,707,204	2,395,959	3,064,308	27.89%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,707,204	2,395,959	3,064,308	27.89%
Intragovernmental Charges				
Charges by/to Other Departments	839,242	988,654	1,126,039	13.90%
Program Generated Revenue				
408380 - Prior Year Expense Recovery	1,410	-	-	-
Program Generated Revenue Total	1,410	-	-	-
Net Cost				
Direct Cost Total	1,707,204	2,395,959	3,064,308	27.89%
Charges by/to Other Departments Total	839,242	988,654	1,126,039	13.90%
Program Generated Revenue Total	(1,410)	-	-	-
Net Cost Total	2,545,035	3,384,613	4,190,347	23.81%

Position Detail as Budgeted

	2021 Revised		2022 Revised		2023 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	2	-	1	-	1	-
Assembly Member	10	-	11	-	11	-
Legislative Policy Analyst	-	-	-	-	1	-
Special Admin Assistant	-	-	1	-	-	-
Special Assistant	-	-	2	-	3	-
Special Assistant to the Assembly	1	-	-	-	-	-
Position Detail as Budgeted Total	15	-	17	-	18	-

Assembly
Division Summary
ASM Municipal Clerk

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

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Salaries and Benefits	1,553,710	1,730,436	1,974,947	14.13%
Supplies	28,696	10,000	10,000	-
Travel	3,027	8,250	8,250	-
Contractual/Other Services	1,829,952	1,739,784	1,923,584	10.56%
Equipment, Furnishings	841	-	-	-
Manageable Direct Cost Total	3,416,226	3,488,470	3,916,781	12.28%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	3,416,226	3,488,470	3,916,781	-
Intragovernmental Charges				
Charges by/to Other Departments	84,197	(10,087)	(7,812)	(22.55%)
Function Cost Total	3,500,422	3,478,383	3,908,969	12.38%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	49,231	60,650	60,650	-
Program Generated Revenue Total	49,231	60,650	60,650	-
Net Cost Total	3,451,191	3,417,733	3,848,319	12.60%
Position Summary as Budgeted				
Full-Time	16	18	18	-
Position Total	16	18	18	-

**Assembly
Division Detail
ASM Municipal Clerk**

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

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Salaries and Benefits	1,553,710	1,730,436	1,974,947	14.13%
Supplies	28,696	10,000	10,000	-
Travel	3,027	8,250	8,250	-
Contractual/Other Services	1,829,952	1,739,784	1,923,584	10.56%
Equipment, Furnishings	841	-	-	-
Manageable Direct Cost Total	3,416,226	3,488,470	3,916,781	12.28%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	3,416,226	3,488,470	3,916,781	12.28%
Intragovernmental Charges				
Charges by/to Other Departments	84,197	(10,087)	(7,812)	(22.55%)
Program Generated Revenue				
404060 - Local Business Licenses	18,210	18,000	18,000	-
404075 - Marijuana Licensing Fee	20,900	41,000	41,000	-
406580 - Copier Fees	780	100	100	-
406625 - Reimbursed Cost-NonGrant Funded	-	50	50	-
408380 - Prior Year Expense Recovery	1,271	-	-	-
408560 - Appeal Receipts	1,340	1,000	1,000	-
408580 - Miscellaneous Revenues	6,730	500	500	-
Program Generated Revenue Total	49,231	60,650	60,650	-
Net Cost				
Direct Cost Total	3,416,226	3,488,470	3,916,781	12.28%
Charges by/to Other Departments Total	84,197	(10,087)	(7,812)	(22.55%)
Program Generated Revenue Total	(49,231)	(60,650)	(60,650)	-
Net Cost Total	3,451,191	3,417,733	3,848,319	12.60%

Position Detail as Budgeted

	2021 Revised		2022 Revised		2023 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	11	-	13	-	12	-
Deputy Municipal Clerk	3	-	3	-	4	-
Junior Admin Officer	1	-	1	-	1	-
Municipal Clerk	1	-	1	-	1	-
Position Detail as Budgeted Total	16	-	18	-	18	-

Assembly Division Summary

ASM Ombudsman

(Fund Center # 103079, 103000)

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Salaries and Benefits	262,461	335,133	395,079	17.89%
Supplies	343	10,500	10,500	-
Travel	-	-	-	-
Contractual/Other Services	6,343	5,326	5,326	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	269,147	350,959	410,905	17.08%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	269,147	350,959	410,905	-
Intragovernmental Charges				
Charges by/to Other Departments	(153,754)	(190,238)	(198,753)	4.48%
Function Cost Total	115,393	160,721	212,152	32.00%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	393	-	-	-
Program Generated Revenue Total	393	-	-	-
Net Cost Total	115,000	160,721	212,152	32.00%
Position Summary as Budgeted				
Full-Time	2	2	3	50.00%
Part-Time	1	1	-	(100.00%)
Position Total	3	3	3	-

**Assembly
Division Detail
ASM Ombudsman**

(Fund Center # 103079, 103000)

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Salaries and Benefits	262,461	335,133	395,079	17.89%
Supplies	343	10,500	10,500	-
Travel	-	-	-	-
Contractual/Other Services	6,343	5,326	5,326	-
Manageable Direct Cost Total	269,147	350,959	410,905	17.08%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	269,147	350,959	410,905	17.08%
Intragovernmental Charges				
Charges by/to Other Departments	(153,754)	(190,238)	(198,753)	4.48%
Program Generated Revenue				
408380 - Prior Year Expense Recovery	393	-	-	-
Program Generated Revenue Total	393	-	-	-
Net Cost				
Direct Cost Total	269,147	350,959	410,905	17.08%
Charges by/to Other Departments Total	(153,754)	(190,238)	(198,753)	4.48%
Program Generated Revenue Total	(393)	-	-	-
Net Cost Total	115,000	160,721	212,152	32.00%

Position Detail as Budgeted

	2021 Revised		2022 Revised		2023 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	3	-

Alcoholic Beverages Retail Sales Tax Program

Description

The net receipts from the alcoholic beverages retail sales tax, after payment of the costs of administration, collection, and audit to the municipality, are dedicated and shall be available to use only for:

- Funding for police, related criminal justice personnel, and first responders
- Funding to combat and address child abuse, sexual assault, and domestic violence
- Funding for substance misuse treatment, prevention programs, detoxification or long-term addiction recovery facilities, mental and behavioral health programs, and resources to prevent and address Anchorage's homelessness crisis.

Additional information is available in Appendix R.

Department Services

The 2022 activity is comprised of the following one-time items:

- A study to review and make recommendations regarding the personnel levels, staffing structure, national standards and other contributors to overall costs related to the labor costs within the Anchorage Fire Department
- An education effort on the Alcohol Tax Program, including an opportunity to collect feedback from the public

**Assembly
Department Summary
Alcohol Tax**

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Division				
ASM Assembly	-	100,000	300,000	200.00%
Direct Cost Total	-	100,000	300,000	200.00%
Function Cost Total	-	100,000	300,000	200.00%
Net Cost Total	-	100,000	300,000	200.00%
Direct Cost by Category				
Travel	-	-	-	-
Contractual/OtherServices	-	100,000	300,000	200.00%
Debt Service	-	-	-	-
Direct Cost Total	-	100,000	300,000	200.00%
Position Summary as Budgeted				
Part-Time	-	-	-	-
Position Total	-	-	-	-

Assembly
Division Summary
Alcohol Tax
ASM Assembly
(Fund Center # 101300)

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Travel	-	-	-	-
Contractual/Other Services	-	100,000	300,000	200.00%
Manageable Direct Cost Total	-	100,000	300,000	200.00%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	100,000	300,000	2
Function Cost Total	-	100,000	300,000	200.00%
Net Cost Total	-	100,000	300,000	200.00%
Position Summary as Budgeted				
Position Total				-

**Assembly
Division Detail
Alcohol Tax**

ASM Assembly

(Fund Center # 101300)

	2021 Actuals	2022 Revised	2023 Approved	23 v 22 % Chg
Direct Cost by Category				
Travel	-	-	-	-
Contractual/Other Services	-	100,000	300,000	200.00%
Manageable Direct Cost Total	-	100,000	300,000	200.00%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	100,000	300,000	200.00%
Net Cost				
Direct Cost Total	-	100,000	300,000	200.00%
Net Cost Total	-	100,000	300,000	200.00%