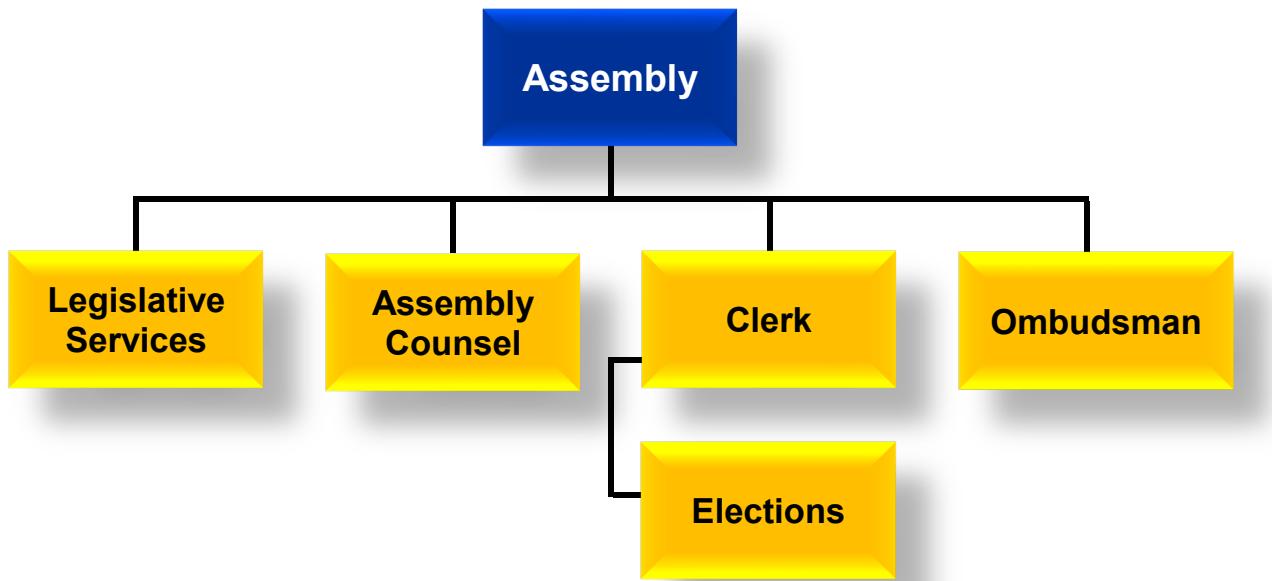


Legislative Branch



Legislative Branch

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

Assembly (907) 343-4311
PO Box 196650, Anchorage, AK 99519-6650
www.muni.org/Assembly

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), the adoption of resolutions, appropriations and budgeting, and oversight approval of high-cost contracts. Each Assembly Member is elected by their respective district, two members from each district, to serve 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 the Municipality
- 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 \$150,000 awarded through the competitive bid or proposal process, and sole source or legal services contracts over \$30,000, and contracts over \$50,000 procured by any other methods.
- Confirms all appointments to municipal boards and commissions, heads of municipal departments, and principal 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 Office

Description

The Legislative Services Office 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 Office

- Creates press releases, presentations, 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 e-newsletters and the Assembly website.
- 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 and services to the Assembly as a body, and to its individual members in their legislative work.

Assembly Counsel's Office

- Attends all regular and special meetings of the Assembly, and worksessions and committee meetings as able.
- Assists Assembly members with drafting and submitting ordinances, resolutions, amendments, memoranda, and other working documents; conducts research and provides opinions regarding legal issues in legislative, administrative, and quasi-judicial matters.
- Assists the Assembly Chair, Vice Chair, and Municipal Clerk with parliamentary law and procedures, and legal support for Assembly initiatives.
- Assists the Municipal Clerk as directed by the Chair of the Assembly; and serves as counsel to the Board of Adjustment.
- Represents the Assembly when a party to separation of powers issues, and when acting as a party in legal matters separately from the executive branch.

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 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

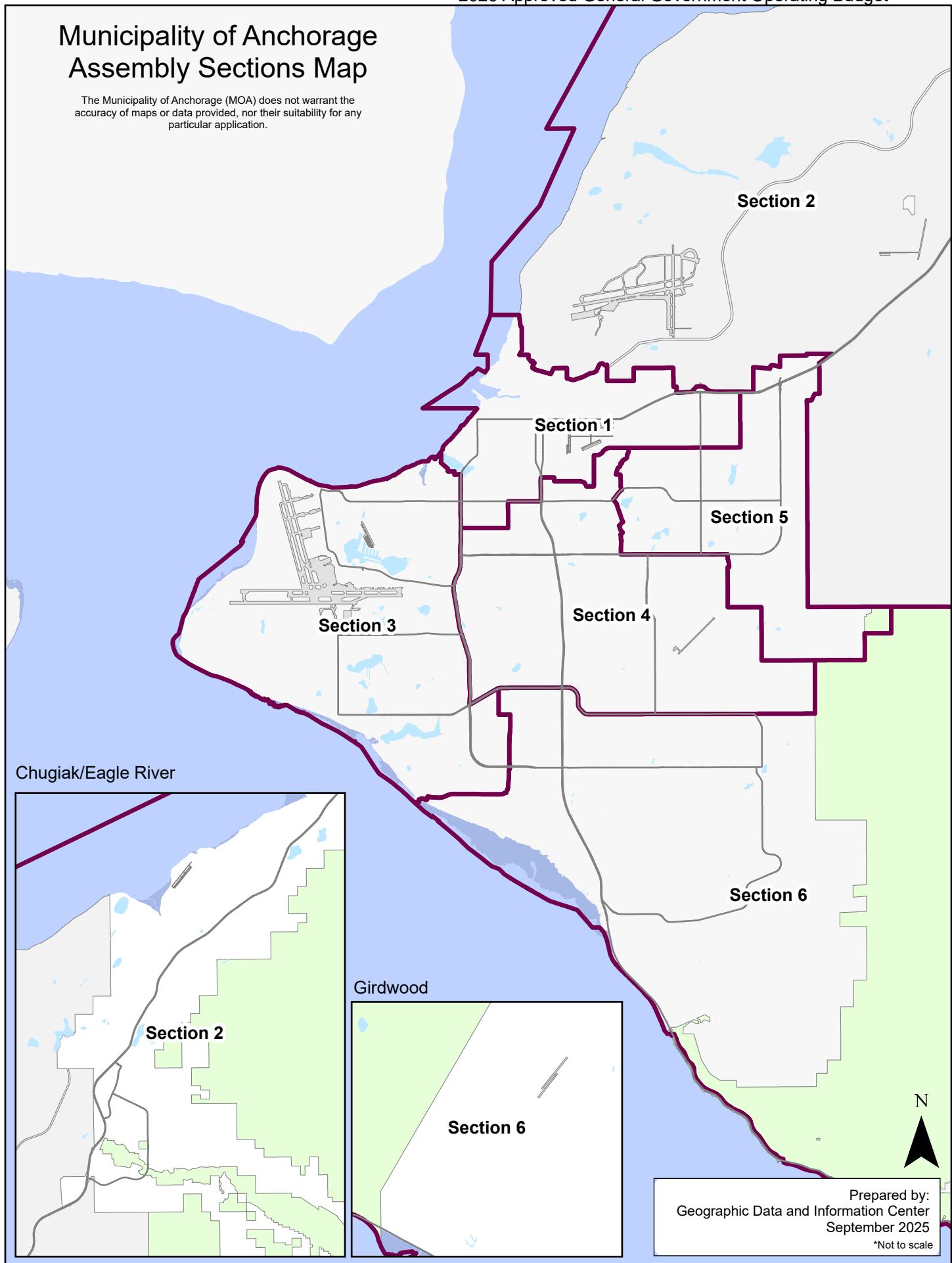
The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public and responsible to the Assembly. The Ombudsman's Office is empowered to investigate the acts of municipal agencies and the Anchorage 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 2025

*Not to scale

Assembly Department Summary

	2024 Actuals Unaudited	2025 Revised	2026 Approved	26 v 25 % Chg
Direct Cost by Division				
ASM Assembly	3,528,204	4,093,975	4,032,824	(1.49%)
ASM Municipal Clerk	4,171,669	4,800,438	4,831,139	0.64%
ASM Ombudsman	479,720	510,122	573,402	12.40%
Direct Cost Total	8,179,593	9,404,535	9,437,365	0.35%
Intragovernmental Charges				
Charges by/to Other Departments	711,486	266,653	223,397	(16.22%)
Function Cost Total	8,891,079	9,671,188	9,660,762	(0.11%)
Program Generated Revenue	(117,547)	(89,390)	(40,650)	(54.53%)
Net Cost Total	8,773,531	9,581,798	9,620,112	0.40%
Direct Cost by Category				
Salaries and Benefits	4,371,623	5,133,687	5,237,677	2.03%
Supplies	51,971	143,578	143,578	-
Travel	70,540	76,940	76,940	-
Contractual/OtherServices	3,342,843	3,849,103	3,777,943	(1.85%)
Debt Service	230,137	194,727	194,727	-
Equipment, Furnishings	112,478	6,500	6,500	-
Direct Cost Total	8,179,593	9,404,535	9,437,365	0.35%
Position Summary as Budgeted				
Full-Time	41	42	42	-
Part-Time	-	-	-	-
Position Total	41	42	42	-

Assembly
Reconciliation from 2025 Revised Budget to 2026 Approved Budget

	Positions	Direct Costs	FT	PT	Seas/T
2025 Revised Budget		9,404,535	37	1	-
2025 One-Time Adjustments					
- Reverse 2025 1Q - ONE-TIME - unspent \$47,739.22 Vote-by-Mail transfer to cover \$38,100 that was appropriated with AR 2025-65 for the increase to the Federation of Community Councils and the remaining \$9640 for Assembly projects or operations.		(9,640)	-	-	-
- Reverse 2025 1Q S - ONE-TIME - 50th Anniversary of the MOA		(15,000)	-	-	-
- Reverse 2025 1Q - ONE TIME Assembly Amendment - Public Safety Advisory Commission Task Force		(30,000)	-	-	-
Changes in Existing Programs/Funding for 2026					
- Salaries and benefits adjustments		103,990	-	-	-
	2026 Continuation Level	9,453,885	37	1	-
2026 Proposed Budget Changes					
- None			-	-	-
2026 Assembly Amendments					
- 1F Reduction for non-labor		(16,520)	-	-	-
	2026 Approved Budget	9,437,365	37	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.