

# Exploring the Anchorage Municipal Clerk's Office

Jamie Heinz, MMC



# Agenda

- + Assembly Meetings
- + Assembly Records
- + Municipal Elections
- + Business Licensing
- + Budgetary and Program Assistance to the Assembly





# Vision Statement

To promote an efficient, transparent, and inclusive local government by providing exemplary administrative support, safeguarding public records, and facilitating community engagement. Revised 7/25/2024





# Assembly Meetings



# Assembly Meetings

## Types of Meetings

- + Regular & Special Assembly Meetings
- + Worksessions
- + Committee Meetings
- + Assembly Boards & Commissions

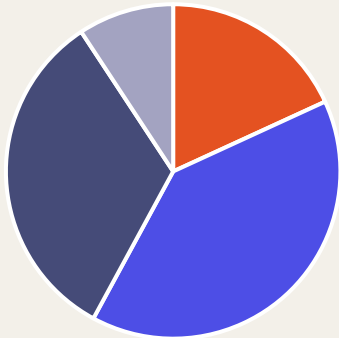
## What We Do

- + Publicly Notices Meetings
- + Prepare and Publish Agendas and Supporting Documents for Virtual Participants
- + Ensure Printed Documents are Available for In-Person Participants
- + Records and Broadcasts or Livestreams
- + Produce Minutes



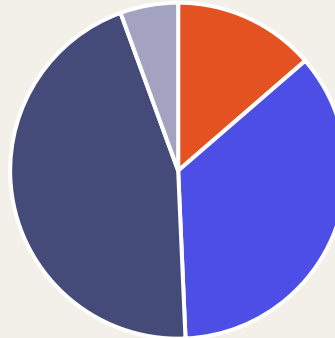
# What does that look like?

## 2022 Meetings



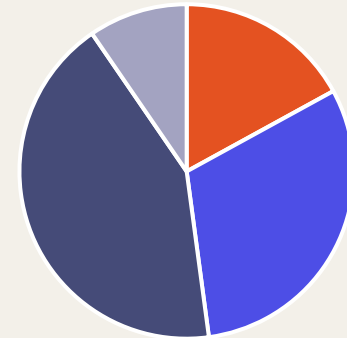
- Regular & Special - 47
- Worksessions - 103
- Committee - 85
- Boards & Commissions - 24

## 2023 Meetings



- Regular & Special - 49
- Worksessions - 128
- Committee - 162
- Boards & Commissions - 20

## 2024 Meetings \*So Far



- Regular & Special - 32
- Worksessions - 58
- Committee - 80
- Boards & Commissions - 18

# www.muni.org/publicnotice

## Municipality of Anchorage Public Notices

Public notices are posted according to Municipal Code requirements

Search...



### By Category

All current notices grouped by category, in ascending order by notice start date.

### By Department

All current notices grouped by department, in ascending order by notice start date.

### By Event Date

All current notices in ascending order by notice start date.

### Public Notice Event Calendar

Interactive calendar of noticed events.

### By Notice End Date

All current notices sorted in ascending order by the date the notice period ends.

### Special Notices

All current notices with the "Special Notice" category designated, in ascending order by notice start date.



- Assembly Meetings & Agendas
- Assembly Events Calendar
- 2023 Assembly Meeting Schedule
- Participate
- Watch a Meeting
- Assembly Worksessions
- Assembly Committees



SUBMIT TESTIMONY

SEARCH PASSED LEGISLATION

CONTACT MEMBERS

WATCH MEETINGS





# Assembly Records





**Manage and  
Maintain  
Assembly  
Records**

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Ordinances

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Resolutions

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Assembly  
Memorandums

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Meeting Minutes







# ANCHORAGE AS

SUBMIT TESTIMONY

SEARCH PASSED LEGISLATION

CONTACT MEMBERS

WATCH MEETINGS





# Municipal Elections

We believe in fair, accurate, and accessible elections. In order to increase voter turnout, we serve and educate the community. By building and sustaining our relationships with voters, election workers, and others, we work to increase public participation in the democratic process of local government.

# Municipal Elections

- + Candidate Filing
- + 130 Ballot Styles
- + Approximately 235,000 Voters
- + Report Election Results

The logo for Anchorage VOTES is contained within a large yellow circle. At the top of the circle is a white jagged line representing a mountain range. Below this, the word "Anchorage" is written in a blue, sans-serif font, followed by a blue anchor icon. Underneath "Anchorage" is the word "VOTES" in a larger, bold, blue, sans-serif font.

Anchorage   
**VOTES**

# Municipal Elections

- + Logic and Accuracy Testing
  - + Risk Limiting Audit
  - + Update 241 Forms
- + Review Anchorage Election Code





Find your District [CLICK HERE](#)

- [VOTERS](#)
- [CANDIDATES](#)
- [RESULTS](#)
- [MEDIA CENTER](#)

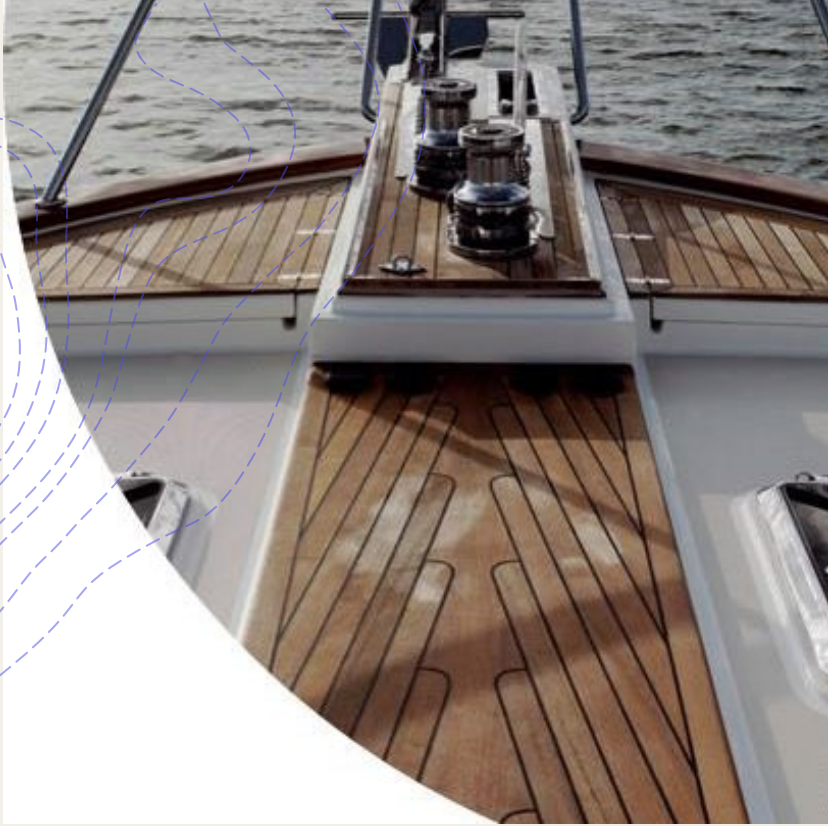
The next Regular Municipal Election is **April 2, 2024.**

Ballots will be mailed to qualified, registered Anchorage voters three weeks before the election.

I want to...

[View Election Results](#)

[Check My Voter Registration](#)



# Business Licensing



# Business Licensing

## Municipality

- + Marijuana Establishments
- + Adult-Oriented Establishments
- + Bar Safety Hour Permit
- + Circus, Carnival, Fair
- + Pawnbroker
- + Private Detective Agency
- + Roving Vendor/Ice Cream Truck
- + Teen Nightclub/Cultural Performance Venue
- + Tow Operator
- + Used-Automobile Display Lot

## State

- + Alcohol
- + Marijuana



# Business Licensing Numbers

## 2022

- + Marijuana - Total 132
  - + New 10
  - + Renewals 97
  - + Transfers 11
  - + Other 14
- + Liquor - Total 303
  - + New 21
  - + Renewal 208
  - + Transfer 43
  - + Premises Mod 17
  - + Other 14
- + Business - Total 93

## 2023

- + Marijuana - Total 106
  - + New 9
  - + Renewals 105
  - + Transfers 23
  - + Other 12
- + Liquor - Total 289
  - + New 10
  - + Renewal 194
  - + Transfer 33
  - + Premises Mod 8
  - + Other 44
- + Business - Total 102

## 2024 \*So Far

- + Marijuana - Total 87
  - + New 3
  - + Renewals 59
  - + Transfers 10
  - + Other 15
- + Liquor - Total 71
  - + New 4
  - + Renewal 29
  - + Transfer 9
  - + Premises Mod 2
  - + Other 5
- + Business - Total 122



# Budgetary and Program Assistance





# Budgetary and Program Assistance

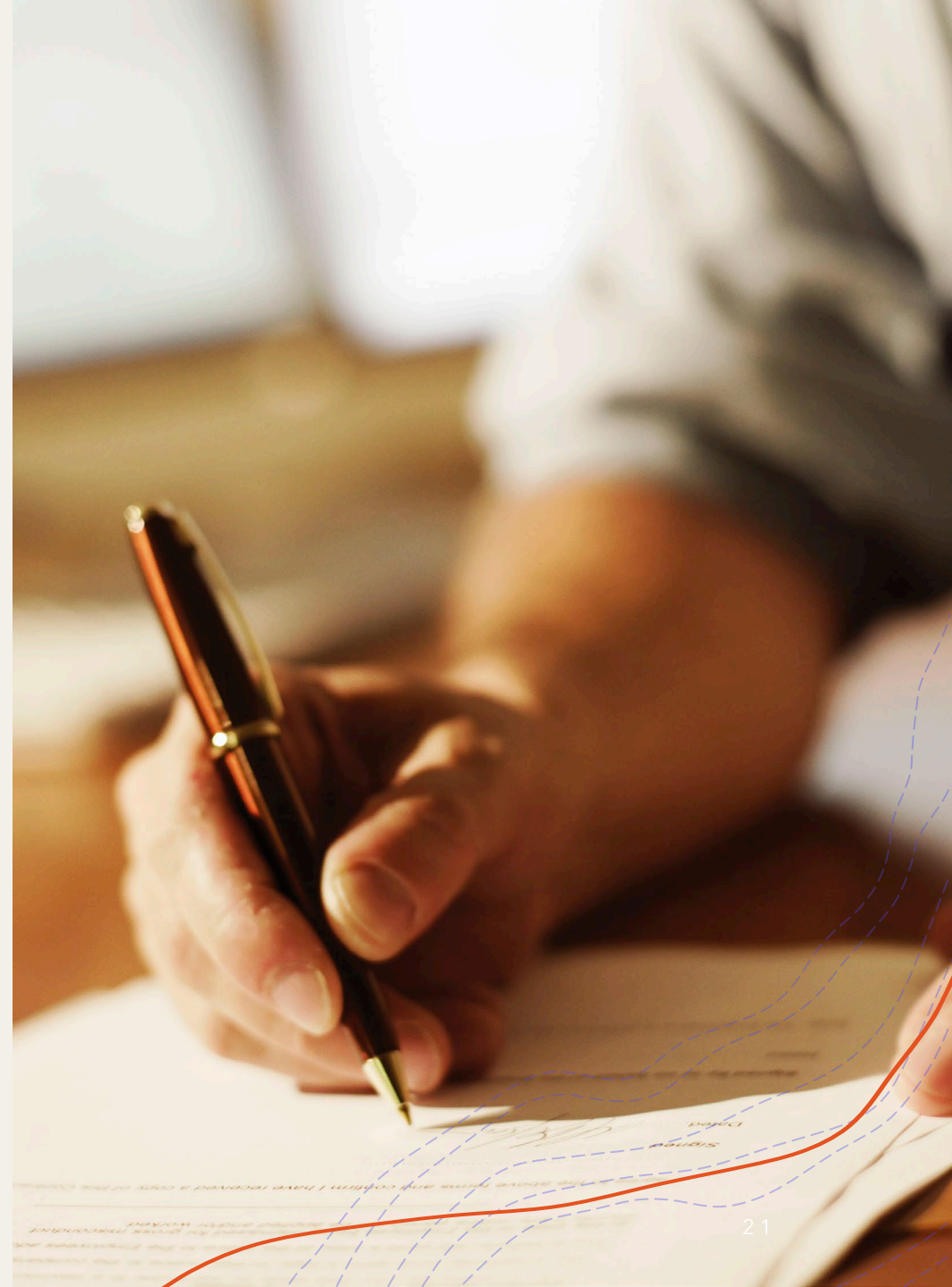
- + Conducts and Facilitates Policy, Program, and Operations Research and Analyses
- + Develops Budget Amendments for Assembly Members
- + Develops Ordinances, Resolutions, Memorandums, and Informational Memorandums
- + Provides Analyses of Municipal Budgetary and Financial Issues





# Other Duties as Assigned

- + Notary Services to the Public
- + Serves as Custodian of the Municipal Seal
- + Administers and Maintains Oaths of Office for Municipal Officials
- + Accepts and Publishes Information on Registered Municipal Lobbyists
- + Serves as Parliamentarian for Assembly Meetings





**Thank You**

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+[www.muni.org/clerk](http://www.muni.org/clerk)