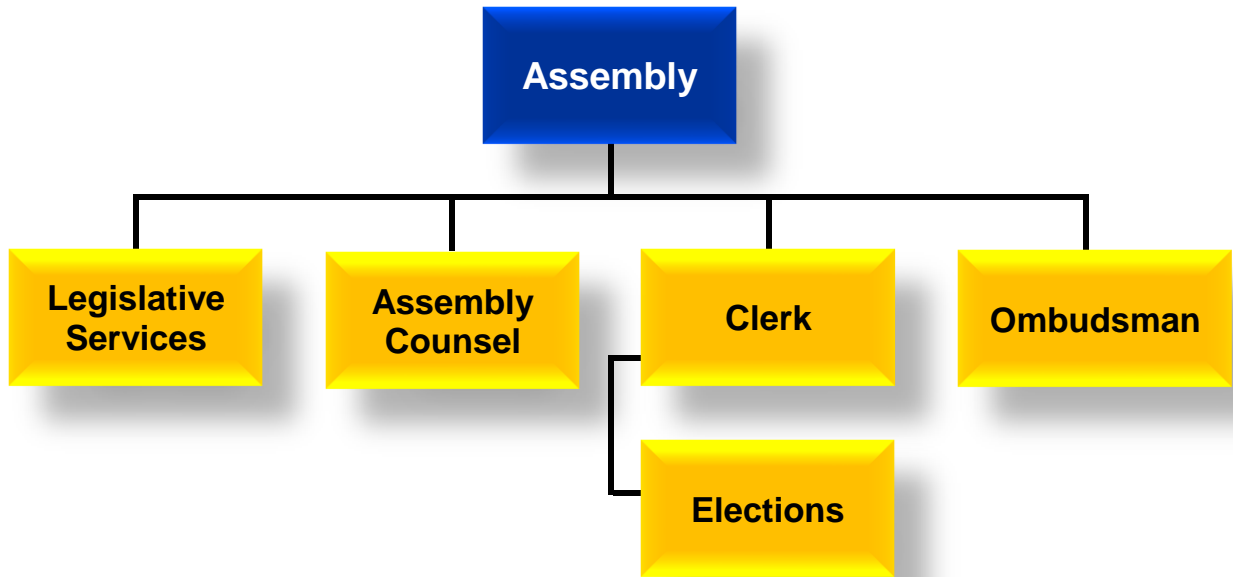


Legislative Branch



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.**

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 district, two from each one, 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 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, 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 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

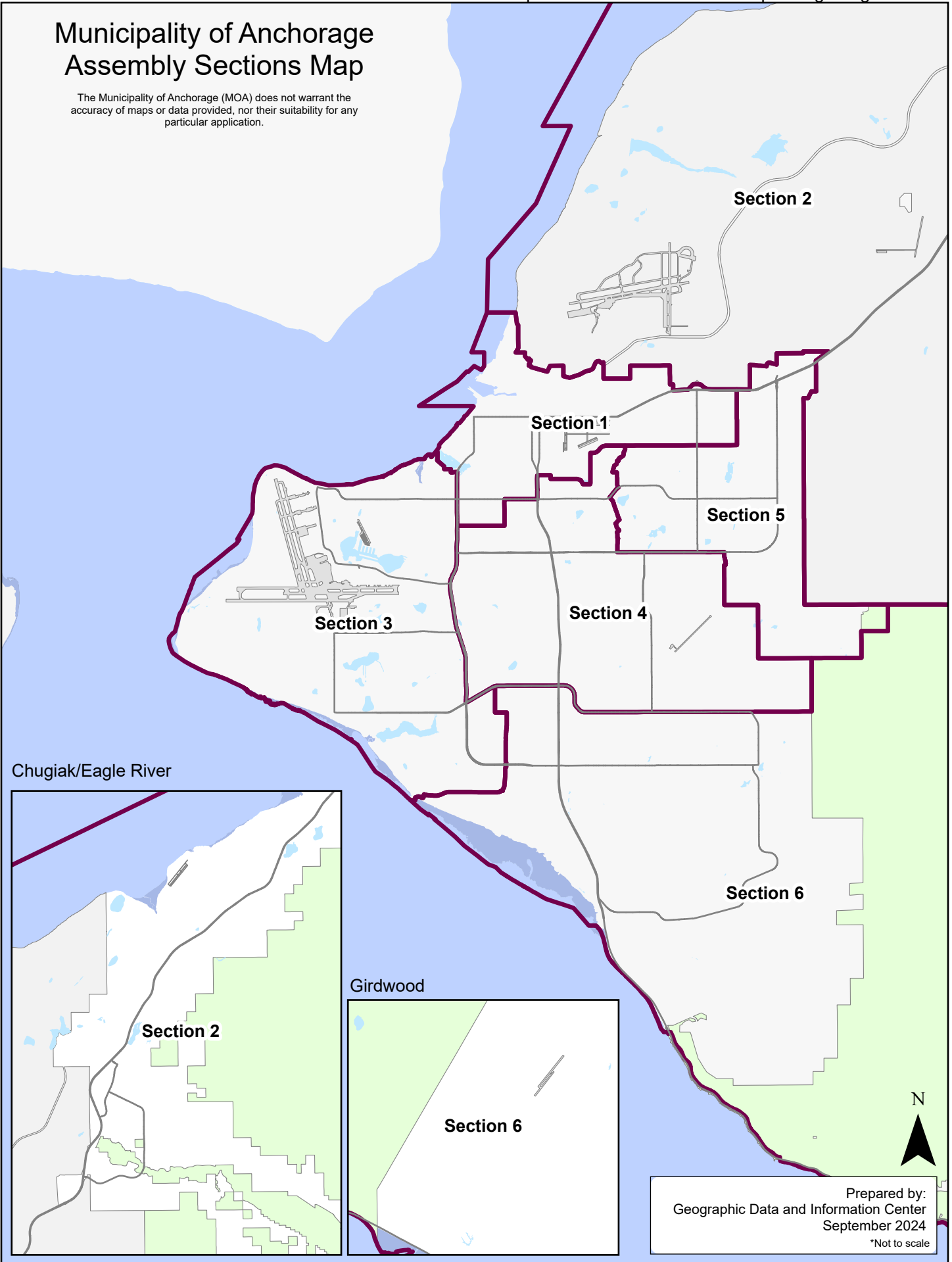
The Ombudsman's Office was established in addition to other remedies or rights of appeal, as an independent, impartial municipal office, readily available to the public and responsible to the Assembly. The Ombudsman's Office is empowered to investigate the acts of municipal agencies and the Anchorage 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 2024
*Not to scale

Assembly Department Summary

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Division				
ASM Assembly	3,124,236	4,379,542	3,793,934	(13.37%)
ASM Municipal Clerk	3,939,526	4,514,316	4,733,049	4.85%
ASM Ombudsman	475,832	511,883	489,960	(4.28%)
Direct Cost Total	7,539,594	9,405,741	9,016,943	(4.13%)
Intragovernmental Charges				
Charges by/to Other Departments	596,806	719,793	302,108	(58.03%)
Function Cost Total	8,136,400	10,125,534	9,319,051	(7.96%)
Program Generated Revenue	(19,966)	(41,650)	(41,650)	-
Net Cost Total	8,116,434	10,083,884	9,277,401	(8.00%)
Direct Cost by Category				
Salaries and Benefits	4,128,643	5,124,483	5,000,735	(2.41%)
Supplies	74,962	66,078	143,578	117.29%
Travel	45,384	58,940	76,940	30.54%
Contractual/Other Services	3,281,774	3,961,513	3,594,463	(9.27%)
Debt Service	-	194,727	194,727	-
Equipment, Furnishings	8,831	-	6,500	100.00%
Direct Cost Total	7,539,594	9,405,741	9,016,943	(4.13%)
Position Summary as Budgeted				
Full-Time	39	41	42	2.44%
Part-Time	-	-	-	-
Position Total	39	41	42	2.44%

Assembly Reconciliation from 2024 Revised Budget to 2025 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2024 Revised Budget	9,405,741	36	1	-
2024 One-Time Adjustments				
- Reverse ONE-TIME - 2024 Assembly Amendment #52, Line 6, (Mayor Vetoed, Veto Overridden) Workforce study and employee needs assessment	(150,000)	-	-	-
- Reverse ONE-TIME - Assembly Amendment #52, Line 26, (Mayor Vetoed, Veto Overridden) Assembly to hire consultant to analyze Eklutna re-watering options	(45,000)	-	-	-
- Reverse ONE-TIME - 2024 Assembly Amendment #53, (Mayor Vetoed, Veto Overridden), ONE-TIME, ACCEEF Implementation Team Direct Grant to ACT	(100,000)	-	-	-
- REVERSE - 2024 Assembly Amendment #52, Line 22, ONE-TIME Legal contracts	(200,000)	-	-	-
- Reverse ONE-TIME - 2024 Assembly Amendment #52, Line 2, (Mayor Vetoed, Veto Overridden) Assembly Priorities Policy Convening and Communications	(75,000)	-	-	-
- Reverse ONE-TIME - 2024 Assembly Amendment #52, Line 24, Run-off election	(350,000)	-	-	-
Changes in Existing Programs/Funding for 2025				
- Salaries and benefits adjustments	26,604	-	-	-
- Reverse ONE-TIME - 2024 1Q Assembly Amendment #1, Line 11c (Mayor Vetoed, Veto Overridden) MOA Employee retention & incentive allocation	(285,000)	-	-	-
2025 Continuation Level	8,227,345	36	1	-
2025 Proposed Budget Changes				
- Assembly conference room update	75,000	-	-	-
- Add new Assembly Aide position	55,648	1	-	-
- Project-management software subscription	10,000	-	-	-
- Alaska Political Report	3,000	-	-	-
- Alaska Municipal League and other Assembly events	1,000	-	-	-
- ADA-interpreting increase	20,000	-	-	-
- Assembly Counsel's Office IT updates	6,500	-	-	-
- Assembly Counsel's Office travel increase	4,000	-	-	-
- Assembly convening	30,000	-	-	-
- Housing communications	30,000	-	-	-
- Assembly office expansion, suite 170	2,500	-	-	-
- Translation services	500	-	-	-
- 5% raise for Clerk staff	69,000	-	-	-
- Clerk's office travel increase	14,000	-	-	-
- Position reclassification salary increase	10,000	-	-	-
- Financial audit cost for fiscal year 2023	231,450	-	-	-
- Financial audit cost for fiscal year 2024	227,000	-	-	-
2025 Proposed Budget	9,016,943	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.

**Assembly
Division Summary
ASM Assembly**

(Fund Center # 101000, 101500, 101700)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	1,837,031	2,510,944	2,312,836	(7.89%)
Supplies	15,462	40,578	118,078	190.99%
Travel	32,346	46,940	50,940	8.52%
Contractual/Other Services	1,236,562	1,781,080	1,305,580	(26.70%)
Equipment, Furnishings	2,835	-	6,500	100.00%
Manageable Direct Cost Total	3,124,236	4,379,542	3,793,934	(13.37%)
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	3,124,236	4,379,542	3,793,934	-
Intragovernmental Charges				
Charges by/to Other Departments	943,287	1,096,058	1,157,063	5.57%
Function Cost Total	4,067,523	5,475,600	4,950,997	(9.58%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	2,361	-	-	-
Program Generated Revenue Total	2,361	-	-	-
Net Cost Total	4,065,163	5,475,600	4,950,997	(9.58%)
Position Summary as Budgeted				
Full-Time	18	19	20	5.26%
Position Total	18	19	20	5.26%

**Assembly
Division Detail
ASM Assembly**

(Fund Center # 101000, 101500, 101700)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	1,837,031	2,510,944	2,312,836	(7.89%)
Supplies	15,462	40,578	118,078	190.99%
Travel	32,346	46,940	50,940	8.52%
Contractual/Other Services	1,236,562	1,781,080	1,305,580	(26.70%)
Equipment, Furnishings	2,835	-	6,500	100.00%
Manageable Direct Cost Total	3,124,236	4,379,542	3,793,934	(13.37%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	3,124,236	4,379,542	3,793,934	(13.37%)
Intragovernmental Charges				
Charges by/to Other Departments	943,287	1,096,058	1,157,063	5.57%
Program Generated Revenue				
408380 - Prior Year Expense Recovery	2,361	-	-	-
Program Generated Revenue Total	2,361	-	-	-
Net Cost				
Direct Cost Total	3,124,236	4,379,542	3,793,934	(13.37%)
Charges by/to Other Departments Total	943,287	1,096,058	1,157,063	5.57%
Program Generated Revenue Total	(2,361)	-	-	-
Net Cost Total	4,065,163	5,475,600	4,950,997	(9.58%)

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	1	-	1	-	1	-
Assembly Aide	-	-	-	-	1	-
Assembly Chair	1	-	1	-	1	-
Assembly Counsel	1	-	2	-	2	-
Assembly Member	11	-	11	-	11	-
Special Assistant	4	-	4	-	4	-
Position Detail as Budgeted Total	18	-	19	-	20	-

**Assembly
Division Summary
ASM Municipal Clerk**

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

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	1,833,234	2,127,482	2,223,765	4.53%
Supplies	56,474	15,000	15,000	-
Travel	13,038	12,000	26,000	116.67%
Contractual/Other Services	2,030,784	2,165,107	2,273,557	5.01%
Equipment, Furnishings	5,996	-	-	-
Manageable Direct Cost Total	3,939,526	4,319,589	4,538,322	5.06%
Debt Service	-	194,727	194,727	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	194,727	194,727	-
Direct Cost Total	3,939,526	4,514,316	4,733,049	-
Intragovernmental Charges				
Charges by/to Other Departments	(98,991)	(92,278)	(584,235)	533.12%
Function Cost Total	3,840,535	4,422,038	4,148,814	(6.18%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	16,965	41,650	41,650	-
Program Generated Revenue Total	16,965	41,650	41,650	-
Net Cost Total	3,823,570	4,380,388	4,107,164	(6.24%)
Position Summary as Budgeted				
Full-Time	18	19	19	-
Position Total	18	19	19	-

**Assembly
Division Detail
ASM Municipal Clerk**

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

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	1,833,234	2,127,482	2,223,765	4.53%
Supplies	56,474	15,000	15,000	-
Travel	13,038	12,000	26,000	116.67%
Contractual/Other Services	2,030,784	2,165,107	2,273,557	5.01%
Equipment, Furnishings	5,996	-	-	-
Manageable Direct Cost Total	3,939,526	4,319,589	4,538,322	5.06%
Debt Service	-	194,727	194,727	-
Non-Manageable Direct Cost Total	-	194,727	194,727	-
Direct Cost Total	3,939,526	4,514,316	4,733,049	4.85%
Intragovernmental Charges				
Charges by/to Other Departments	(98,991)	(92,278)	(584,235)	533.12%
Program Generated Revenue				
404060 - Local Business Licenses	14,480	18,000	18,000	-
404075 - Marijuana Licensing Fee	-	22,000	22,000	-
406580 - Copier Fees	-	100	100	-
406625 - Reimbursed Cost-NonGrant Funded	-	50	50	-
408380 - Prior Year Expense Recovery	1,581	-	-	-
408560 - Appeal Receipts	-	1,000	1,000	-
408580 - Miscellaneous Revenues	904	500	500	-
Program Generated Revenue Total	16,965	41,650	41,650	-
Net Cost				
Direct Cost Total	3,939,526	4,514,316	4,733,049	4.85%
Charges by/to Other Departments Total	(98,991)	(92,278)	(584,235)	533.12%
Program Generated Revenue Total	(16,965)	(41,650)	(41,650)	-
Net Cost Total	3,823,570	4,380,388	4,107,164	(6.24%)

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Assistant	12	-	13	-	13	-
Deputy Municipal Clerk	4	-	4	-	4	-
Junior Admin Officer	1	-	1	-	1	-
Municipal Clerk	1	-	1	-	1	-
Position Detail as Budgeted Total	18	-	19	-	19	-

**Assembly
Division Summary
ASM Ombudsman**

(Fund Center # 103079, 103000)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	458,378	486,057	464,134	(4.51%)
Supplies	3,026	10,500	10,500	-
Travel	-	-	-	-
Contractual/Other Services	14,429	15,326	15,326	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	475,832	511,883	489,960	(4.28%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	475,832	511,883	489,960	-
Intragovernmental Charges				
Charges by/to Other Departments	(247,491)	(283,987)	(270,720)	(4.67%)
Function Cost Total	228,342	227,896	219,240	(3.80%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	640	-	-	-
Program Generated Revenue Total	640	-	-	-
Net Cost Total	227,702	227,896	219,240	(3.80%)
Position Summary as Budgeted				
Full-Time	3	3	3	-
Position Total	3	3	3	-

**Assembly
Division Detail
ASM Ombudsman**

(Fund Center # 103079, 103000)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	458,378	486,057	464,134	(4.51%)
Supplies	3,026	10,500	10,500	-
Travel	-	-	-	-
Contractual/Other Services	14,429	15,326	15,326	-
Manageable Direct Cost Total	475,832	511,883	489,960	(4.28%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	475,832	511,883	489,960	(4.28%)
Intragovernmental Charges				
Charges by/to Other Departments	(247,491)	(283,987)	(270,720)	(4.67%)
Program Generated Revenue				
408380 - Prior Year Expense Recovery	640	-	-	-
Program Generated Revenue Total	640	-	-	-
Net Cost				
Direct Cost Total	475,832	511,883	489,960	(4.28%)
Charges by/to Other Departments Total	(247,491)	(283,987)	(270,720)	(4.67%)
Program Generated Revenue Total	(640)	-	-	-
Net Cost Total	227,702	227,896	219,240	(3.80%)

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	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	3	-	3	-	3	-