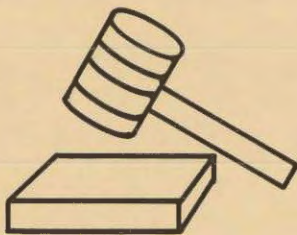


# ASSEMBLY/ ADMINISTRATION



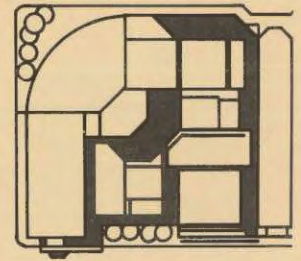
ASSEMBLY



MAYOR



MUNICIPAL ATTORNEY



CAPITAL PROJECTS

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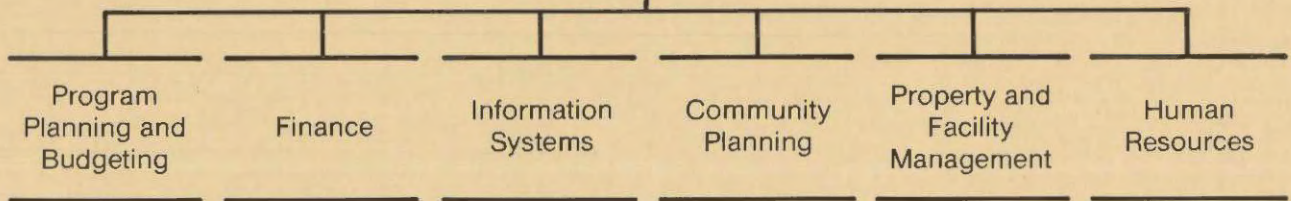
# MUNICIPAL MANAGER

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Administrative  
Support

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## ASSEMBLY

The legislative power of Anchorage is vested in an Assembly of eleven members, representing constituents of Assembly sections. The Municipal Clerk, who is appointed by the Assembly, conducts Municipal elections and keeps the official journal and records of the Assembly. The Ombudsman, also appointed by the Assembly, acts as an impartial, independent official to investigate acts of administrative agencies.

### Resources

	1983	1984
Direct Costs	\$ 1,299,690	\$ 1,378,990
Program Revenues	\$ 24,020	\$ 47,470
Personnel	21	22

## OFFICE OF THE MAYOR

The executive and administrative power of Anchorage is vested in the Mayor. Within the Office of the Mayor are staff offices which assist the executive branch in the performance of its mission, which is to guide and assist community and economic development and to provide municipal services and capital improvements which promote the growth, health and well-being of the Anchorage community.

The Mayor implements those provisions of the Municipal Charter and the Municipal Code which address executive direction, administration and operation of the Municipality.

### Resources

	1983	1984
Direct Costs	\$ 760,220	\$ 362,470
Program Revenues	-0-	-0-
Personnel	15	6*

\*Reflects transfer of Agenda and Support functions to Municipal Manager.

# OFFICE OF COMMUNITY AFFAIRS

## Mission

To promote and insure open government; to maintain and foster meaningful public input into the government decision-making process; to provide accurate information about what local government is doing to meet local needs.

## Goals/Objectives

- To funnel citizen input via 44 boards and commissions and task forces into government decisions.
- To coordinate and respond to public and press inquiries.
- To poll the public on new programs and trends.
- To reduce the rate of drunk-driving through education and public awareness programs.
- To provide neighborhood surveys and help community groups in "breaking into the system".
- To energize and coordinate volunteers into productive community service.
- To beautify - whether through art or anti-litter programs - the Anchorage environment.

## Major Program Changes

- Conversion of the former press officer position to a cable TV manager.
- Broadcast of more municipal messages.
- Increased support of a burgeoning 1% for Arts program.

## Resources

	1983	1984
Direct Costs	\$ 2,817,150	\$ 2,914,040
Program Revenues	\$ 1,500,000	\$ 1,993,840
Personnel	12 + 1T	13 + 1PT + 1T

# OFFICE OF LEGISLATIVE AFFAIRS

## Mission

To enable the Mayor to keep in communication with state, federal, and municipal governments insofar as their activities have an impact on Anchorage and its residents.

## Goals/Objectives

- Insure the Municipality of Anchorage receives its fair share of assistance for tax relief and capital funding from state and federal sources. In doing so, present and defend the funding priorities of the people of Anchorage.
- Review all state and federal legislation to assess its impact on the Municipality and inform the departments concerned in order that appropriate action can be taken.

## Major Program Changes

- In addition to regular Juneau lobbying efforts, greater emphasis will be placed on off-legislative session work with state representatives and the state administration.
- Establish communication with other Alaskan municipalities on a more regular basis.

## Resources

	1983	1984
Direct Costs	\$ 111,580	\$ 114,780
Program Revenues	\$ -0-	\$ -0-
Personnel	1	1

# OFFICE OF EQUAL OPPORTUNITY

## Mission

To monitor and enforce the appropriate municipal, state and federal laws regarding Equal Employment, Minority Business Enterprise and Contract Compliance, as well as promote and educate the public sector and municipal employees in these areas.

## Goals/Objectives

- Ensure that contractors and vendors receiving contracts and purchase orders from the Municipality are in compliance with Municipal Contract Compliance/Equal Employment Opportunity regulations.
- Provide increased utilization of minority and woman business firms on Municipal projects in compliance with local, state and federal regulations.
- Ensure compliance with federal, state and municipal equal employment opportunity laws and regulations for all employees of, and applicants to, municipal department/agencies who come under the protection of Equal Employment Opportunity laws.
- To provide the efficient administrative, technical, and support services to Equal Employment Investigation, Minority Business Assistance and Contract Compliance Sections.

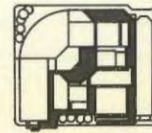
## Major Program Changes

- Prepare and distribute a weekly newsletter to all minority/women owned businesses which notifies them of new contracts available to bid, bid awards and the latest development in municipal, federal and state regulations.
- Prepare and distribute brochures on what contract compliance is, what it does and who has the responsibility for compliance.
- Provide in-house training to managers and employees on EEO regulations and how to prevent discrimination.
- Develop and implement a speakers bureau available to municipal departments/public organizations interested in Contract Compliance, Minority Business and Equal Employment Opportunities from the Municipality's standpoint.

## Resources

	1983	1984
Direct Costs	\$ 401,810	\$ 437,110
Program Revenues	\$ -0-	\$ -0-
Personnel	9	9

# CAPITAL PROJECTS OFFICE



## Mission

To effectively manage the design and construction of 25 major public facilities worth over \$250 million.

## Goals/Objectives

- Plan, design and construct public facilities that meet the needs of the residents of Anchorage.
- Complete assigned capital projects on line and within budget.
- Develop facilities that meet the broadest community needs while minimizing operations and maintenance costs.

## Major Program Changes

- Planning and design activities will decrease.
- Construction management volumes will nearly double.
- Emphasis will be on lowering operations and maintenance costs.
- Eight (8) projects will be completed in 1984 and will become the responsibility of the operating agencies.

## Resources

	1983	1984
Direct Costs	\$ 533,910	\$ 602,600
Program Revenues	\$ -0-	\$ -0-
Personnel	8	8



# EXECUTIVE SUMMARY

## Executive Area

## MUNICIPAL ATTORNEY

### Major Program Highlights

- Continue to monitor the newly and rapidly developing area of municipal anti-trust liability and prepare additional anti-trust compliance plans for client departments.
- Administer and expand the Pre-trial Diversion System and the new Community Service Sentencing Referral Office.
- New enforcement techniques for drunk driving control will be coordinated and implemented with the Anchorage Police Department.
- Effectiveness of domestic violence prosecutions will be enhanced with the addition of greater emphasis on victim counseling and case preparation.
- Strengthen the construction litigation team to address the increasing number of construction claims arising out of Project 80's activities.

### Major Issues to be Addressed in 1984

- Potential liability for governmental operations has grown dramatically over the past several years due to changes in the law. This trend promises to continue, particularly in the areas of civil rights, employment discrimination and anti-trust litigation. Preparation for these increased risks and operational costs requires effective communication between managers and legal counsel as well as increased specialization by the attorney staff.
- Municipal law enforcement and prosecution efforts driven by population gains will strain other segments of the criminal justice system—notably the Court System and Division of Corrections.

### Resources

	1983	1984
Direct Costs	\$ 2,128,400	\$ 2,254,650
Program Revenues	\$ 2,300	\$ 300
Personnel	35 + 4T	34 + 4T

# MUNICIPAL ATTORNEY



## Mission

To provide legal services to all phases of Municipal government operations; to defend against liabilities and provide justice and prosecution service for penal, traffic, and other violations of the Anchorage Municipal Code.

## Goals/Objectives

- Provide timely and comprehensive preventative and remedial civil legal services to all administrative, legislative and quasi-judicial agencies and officers of the municipal government by maintaining a cadre of highly experienced attorneys with expertise in the various specialty areas which comprise municipal law.
- Provide effective criminal prosecution, with existing staff, to meet the increasing number of police charges, by means of current pre-trial diversion program and enhance case screening procedures, with greatest concentration in alcohol-related and violent offenses.
- Adoption of new community service sentencing program to relieve population burden at detention facilities and to convert jail time into constructive public service.

## Major Program Changes

- Implementation of Community Service Sentencing Program to channel the energies of certain minor offenders into projects which will benefit the community at large, such as cleanup and maintenance of public areas.