



**MUNICIPALITY OF ANCHORAGE
OPERATING
POLICY/PROCEDURE**

P&P No.
1-1

Page 1 of 4

Effective Date
April 8, 1997

Subject:

**MUNICIPAL OPERATING POLICIES AND
PROCEDURES**

Supersedes No.
1-1

Dated
December 17, 1996

Approved by:

1. PURPOSE

To establish the policy and procedure for developing, coordinating, issuing, and maintaining Municipal operating policies and procedures.

2. POLICY

It is the policy of the Municipality to establish and maintain Municipal-wide operating policies and procedures. These policies and procedures represent a unified approach to sound Municipal practices and provide written documentation of overall policy and methods of operation.

3. ORGANIZATIONS AFFECTED

All Municipal agencies.

4. REFERENCES

Anchorage Municipal Code 3.50.010 allows the Mayor to promulgate administrative directives which relate primarily to the internal operations of the various agencies of the Municipality and to designate standard operating procedures, forms, manuals, instructions, or other guidelines to ensure the coordinated and efficient administration of Municipal government.

5. DEFINITIONS

- a. Operating Policy/Procedure - A document setting forth a Municipal-wide policy and operational procedures designated to implement the policy.
- b. Municipal Agency - Any department, office, or utility of the Municipality, including the Anchorage Assembly.
- c. Agency Head - The department director, executive manager, or other chief administrator of a Municipal agency.

6. RESPONSIBILITIES

- a. The Office of Management and Budget (OMB) shall:
 - (1) Establish the format and numbering system for policy/procedure documents.
 - (2) Oversee the coordination and review by Municipal agencies of all new and revised policy/procedure documents while in draft form.
 - (3) Establish the annual review date and identify the lead review agency for each approved policy/procedure. Monitor the annual review.

- (4) Distribute Municipal Policy and Procedure Manuals to agencies and copies of approved policy/procedure documents to manual holders.
 - (5) Maintain a master file of all approved policy/procedure documents and the location of all manuals by manual holder.
- b. The Mayor shall approve and sign all new and revised policy/procedure documents.
- c. Municipal agencies shall:
- (1) Prepare draft policy/procedure documents and review other agencies' drafts according to the guidelines in Section 7 of this policy/procedure.
 - (2) Maintain copies of current, approved policy/procedure documents in Municipal Policy and Procedure Manuals.
 - (3) Ensure that all employees are aware of all policy/procedure documents applicable to their positions and duties.
 - (4) Assign an employee to serve as Policy and Procedure Coordinator.
- d. Each Policy and Procedure Coordinator shall:
- (1) Serve as the agency's coordinator for all matters relating to Municipal policies and procedures.
 - (2) Assist the agency in drafting new policy/procedure documents and revising existing documents.
 - (3) Coordinate with OMB and other Policy and Procedure Coordinators in reviewing all draft policy/procedure documents.

7. PROCEDURE

- a. All operating policy/procedure documents will be published in the following format:
- (1) The heading of the first page will contain the document's identification number, page number, subject, effective date, approval signature, and the identification number and issue date of the document superseded (if applicable).
 - (2) The heading of each additional page will contain the document's subject, identification number, and page number.
 - (3) The body of each document will contain the following numbered sections:
 1. PURPOSE - a brief statement of the reason or objective for the operating policy/procedure.
 2. POLICY - a brief statement of management intent, e.g., "It is the policy of the Municipality that (or to) . . ."

3. ORGANIZATIONS AFFECTED - Municipal agencies and/or personnel to which the policy/procedure applies. Unless an agency is specifically excluded, it will be subject to the policy/procedure.
 4. REFERENCES - citations of documents which provide the authority for or relate to the policy/procedure applies. Unless an agency is specifically excluded, it will be subject to the policy/procedure.
 5. DEFINITIONS - key terms or concepts defined to facilitate understanding of the policy/procedure.
 6. RESPONSIBILITIES - Municipal agencies and/or personnel responsible for implementation and a brief statement of their specific responsibilities. NOTE: Unless the policy/procedure specifies that an approval/disapproval responsibility can be delegated, it cannot be delegated.
 7. PROCEDURE - specific tasks or activities (in sequential order) which must be performed to effectively implement the stated policy.
 8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY - date when the policy/procedure should be reviewed for any needed revisions and the lead agency assigned to conduct the review. The annual review date will usually be the month in which the policy/procedure becomes effective and the lead review agency will be the document's originating agency. NOTE: OMB will coordinate these annual reviews with the lead review agencies.
- b. Developing or revising a policy/procedure:
- (1) The originating agency, assisted by its Policy and Procedure Coordinator, will draft the new or revised document using the format established in Section 7a.
 - (2) The originating agency's Coordinator will forward a text only disk copy of the draft document to the Municipal Policy and Procedure Coordinator in OMB for review of contents/format and comments.
- c. Coordinating the review of a new or revised policy/procedure:
- (1) After the draft document has been reviewed by OMB and any needed changes have been made, copies of the draft document will be forwarded to Policy and Procedure Coordinators of Municipal agencies for review and comment.
 - (2) Each Coordinator of the review agencies will ensure that the agency head has the opportunity to review the draft document. Written comments of concurrence or non-concurrence should be signed by the agency head and should be returned to the originating agency within three weeks from receipt of the document.
 - (3) Taking into consideration comments received from the review agencies, the originating agency's Coordinator will prepare the final document, typed, single-spaced. Any significant changes to the document would be reviewed again by the review agencies. Note: The originating agency will attempt to resolve all non-concurrences with review agencies.

- (4) The originating agency's Coordinator will forward the final document to OMB. Note: If there are any unresolved non-concurrences between review agencies and the originating agency, a final determination will be made by OMB and the appropriate Executive Manager.
- (5) OMB will establish the documents annual review date and lead review agency.
- (6) OMB will forward the final document to the Municipal Attorney for legal review, the Municipal Manager for review and then to the Mayor for signature.

d. Issuing an approved policy/procedure:

- (1) OMB will assign an identification number to the document.
- (2) OMB will distribute copies of the approved document to Municipal Policy and Procedure Manual holders.

e. Maintaining approved policy/procedure documents:

- (1) All Municipal agencies will maintain current documents in Municipal Policy and Procedure Manuals.
- (2) Each Policy and Procedure Coordinator will ensure that all manuals in the agency are up-to-date.
- (3) Each document will be reviewed annually according to the review date and lead review agency shown in Section 8 of the document.

8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY

The Office of Management and Budget will review this document in October of each year for any needed revisions.