

Submitted by: Chair of the Assembly at the  
request of the Mayor  
Prepared by: Dept. of Law  
For reading: November 6, 2024

**ANCHORAGE, ALASKA  
AO No. 2024-110**

1 **AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS**  
2 **1.35, 3.20, AND 3.30 RELATING TO THE ORGANIZATION OF THE EXECUTIVE**  
3 **BRANCH, SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF**  
4 **EXECUTIVE BRANCH AGENCIES, AMENDING RELATED ANCHORAGE**  
5 **MUNICIPAL CODE TO REFLECT THE NEW EXECUTIVE MANAGEMENT**  
6 **STRUCTURE, AND REMOVING GENDERED LANGUAGE.**  
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9 **WHEREAS**, the administration is reorganizing the executive branch to align with the  
10 executive management structure; now, therefore,  
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12 **THE ANCHORAGE ASSEMBLY ORDAINS:**  
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14 **Section 1.** Anchorage Municipal Code section 1.35.010 is hereby amended to  
15 read as follows (*the remainder of the section is not affected and therefore not set*  
16 *out*):  
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18 **1.35.010 Principal executive personnel, boards and commissions,**  
19 **and elected officials.**

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21 B. Principal executive personnel and members of boards and  
22 commissions and elected officials who shall take the oath of office.  
23 The following officials and municipal executives shall take and  
24 subscribe to the oath of office:  
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26 2. Principal municipal executives whose office is created by  
27 Municipal Charter, AMC 2.20, AMC 3.20, or AMC 5.10  
28 including:

- 29 a. Municipal attorney (Charter § 5.04).  
30 b. Municipal manager (Charter § 5.03).  
31 c. Municipal clerk (Charter § 4.05).  
32 d. Chief fiscal officer (Charter § 5.05).  
33 e. Ombudsman (Charter § 4.07).  
34 f. Director of internal audit (section 3.20.100).  
35 g. Assembly program and budget analyst  
36 (section 2.20.055).  
37 h. Assembly counsel (section 2.20.065).  
38 i. Director –planning, development & public works  
39 department (section 3.20.070) [REPEALED].  
40 j. Director—Office of Management and Budget  
41 (section 3.20.070).  
42 k. Executive Director of the Equal Rights Commission  
43 (section 5.10.040).

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I. Chief administrative officer (section 3.20.070).

3. Municipal department heads, heads of divisions, directors, and managers whose office is created under AMC 3.20, 3.85, 25.35, or 25.40, including:

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f. Manager – Municipal Airports

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dd. Directors and heads of divisions identified in section 3.20.070, including:

- i. Controller.
- ii. Director—Payroll.
- iii. Director—Public finance and investments.
- iv. Municipal assessor (property appraisal division).
- v. Municipal treasurer.
- vi. Director—[CULTURE, ENTERTAINMENT AND ARTS] Venues.

ee. Chief medical officer (section 3.20.070).

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(AO No. 2000-131, § 1, 9-12-00; AO No. 2002-69, § 1, 5-14-02; AO No. 2018-24, § 1, 4-10-18; AO No. 2021-114, § 1, 1-31-22; AO No. 2022-40(S), § 1, 3-22-22; AO No. 2023-68, § 3, 6-20-23; AO No. 2023-73, § 2, 7-25-23; AO No. 2023-111(S), § 1, 11-7-23)

**Section 2.** Anchorage Municipal Code section 3.20.0101 is hereby amended to read as follows (*the remainder of the section is not affected and therefore not set out*):

**3.20.010 Executive and administrative order; organizational chart.**

The executive branch of the municipal government shall be organized as provided in this chapter and the following plan:

*[Delete existing image; replace with image in Exhibit A]*

(AO No. 79-27; AO No. 82-49; AO No. 88-82; AO No. 90-15(S); AO No. 91-173(S); AO No. 94-135(S), § 2, 7-12-94; AO No. 2000-105(S), § 2, 6-27-00; AO No. 2000-141(S), § 2, 9-26-00; AO No. 2002-130, § 4, 9-10-02; AO No. 2003-109, § 1, 9-9-03; AO No. 2004-136, § 1, 12-7-04; AO No. 2005-142, § 1, 10-25-05; AO No. 2009-21, § 1, 2-24-09; AO No. 2009-101, § 1, 8-25-09; AO No. 2010-64, § 1(Exh. A), 9-28-10; AO No. 2010-93, § 1(Exh. A), 1-11-11; AO No. 2011-22(S), § 1, 3-29-11; AO No. 2011-25, § 1, 5-24-11; AO No. 2012-106, § 1(Exh. A), 11-13-12; AO No. 2013-34, § 1(Exh. A), 2-26-13; AO No. 2015-112(S), § 1, 1-1-16; AO 2018-108(S), § 1, 12-31-18; AO No. 2020-79(S), § 1, 8-26-20; AO No. 2020-109, § 1, 10-13-20; AO No. 2020-121, § 1, 1-1-21; AO No. 2021-114, § 2, 1-31-22; AO No. 2022-40(S), § 2, 3-22-22; AO No. 2023-38(S), § 1, 4-18-23)

1 **Section 3.** Anchorage Municipal Code section 3.20.030 is hereby amended to read  
 2 as follows (*the remainder of the section is not affected and therefore not set out*):  
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4 **3.20.030 Qualifying of mayor; transition period for mayor-elect.**  
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- 6 A. The mayor shall be deemed qualified and shall take office by taking  
 7 and subscribing to the oath required by section 17.07 of the Charter  
 8 on July 1, or as soon thereafter as practicable, following [HIS]  
 9 certification as mayor-elect at a regular municipal election or a runoff  
 10 election held in accordance with the Charter and section 28.20.010.  
 11 The mayor shall continue to serve and to exercise all powers of [HIS]  
 12 office until the mayor's[HIS] successor qualifies and takes office in  
 13 accordance with this section.  
 14

15 **Section 4.** Anchorage Municipal Code section 3.20.070 is hereby amended to read  
 16 as follows (*the remainder of the section is not affected and therefore not set out*):  
 17

18 **3.20.070 Executive branch organization**  
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- 20 A. *Municipal Attorney.* The department of the municipal attorney is  
 21 responsible for providing legal services to municipal government,  
 22 managing all civil litigation to which the municipality is a party, and  
 23 providing judicial prosecution of misdemeanor criminal offenses in  
 24 direct support of enforcement activities.  
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- 26 \*\*\* \*\*
- 27 B. [OFFICE OF EQUITY AND JUSTICE. THE CHIEF EQUITY OFFICER  
 28 SHALL BE DIRECTOR OF THE OFFICE OF EQUITY AND JUSTICE  
 29 AND IS RESPONSIBLE FOR DEVELOPING, SUPPORTING, AND  
 30 IMPLEMENTING THE MUNICIPALITY'S EQUITY AGENDA  
 31 PURSUANT TO AMC 3.20.140. WITHIN THE OFFICE OF EQUITY  
 32 AND JUSTICE ARE THE FOLLOWING OFFICES:  
 33 1. OFFICE OF EQUAL OPPORTUNITY (OEO)  
 34 DIRECTOR. THE OEO DIRECTOR IS RESPONSIBLE FOR  
 35 MUNICIPAL CIVIL RIGHTS COMPLIANCE AND THE  
 36 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM.  
 37 THE DIRECTOR ALSO SERVES AS THE DBE LIAISON OFFICER,  
 38 TITLE VI PROGRAM COORDINATOR, EQUAL EMPLOYMENT  
 39 OPPORTUNITY (EEO) OFFICER, AND IS RESPONSIBLE FOR  
 40 THE IMPLEMENTATION AND CONTINUED DEVELOPMENT OF  
 41 THE MUNICIPAL SMALL BUSINESS PROGRAM.  
 42 2. DBE COMPLIANCE OFFICER. THE DBE COMPLIANCE  
 43 OFFICER WORKS UNDER THE SUPERVISION OF THE OEO  
 44 DIRECTOR IN IMPLEMENTING THE DBE PROGRAM AND  
 45 MEETING DBE REPORTING REQUIREMENTS.]

- 46 [C]. *Office of the Municipal Manager.* Within the office of the municipal  
 47 manager and reporting to the municipal manager or designee are:  
 48 [THE OFFICE OF EQUAL OPPORTUNITY,] the office of emergency  
 49 management; [RISK MANAGEMENT]; health and safety;  
 50 transportation inspection; [CULTURE, ENTERTAINMENT, AND  
 51 ARTS VENUES (INCLUDING THE EGAN CENTER, THE DENA'INA

CIVIC AND CONVENTION CENTER, THE ANCHORAGE MUSEUM AT RASMUSON CENTER, THE ANCHORAGE GOLF COURSE, THE SULLIVAN SPORTS ARENA, THE ALASKA CENTER FOR THE PERFORMING ARTS, AND THE BOEKE AND DEMPSEY ICE ARENAS);] and the following departments:

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5. Municipal Airports. This department is responsible for operating and maintaining municipal airports.

a. The municipal manager shall have operational oversight of the airport; and

b. The mayor shall be responsible for policy decisions of the airport.

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[10. HUMAN RESOURCES. THE DEPARTMENT OF HUMAN RESOURCES IS RESPONSIBLE FOR ESTABLISHING AND MAINTAINING A COMPREHENSIVE PERSONNEL SERVICES PROGRAM FOR ALL MUNICIPAL EMPLOYEES, INCLUDING LABOR RELATIONS SERVICES, LABOR NEGOTIATIONS, LABOR CONTRACT ADMINISTRATION, RECRUITMENT AND CERTIFICATION OF EMPLOYEES, ADMINISTRATION, AND MAINTENANCE OF CLASSIFICATION AND COMPREHENSIVE BENEFIT PLANS, TRAINING PROGRAMS FOR EMPLOYEES, AND ORGANIZATIONAL AND CAREER DEVELOPMENT. THIS DEPARTMENT INCLUDES THE PAYROLL DIVISION.]

10[11]. Planning, Development & Public Works [COMMUNITY DEVELOPMENT]. Within the Planning, Development & Public Works [COMMUNITY DEVELOPMENT DEPARTMENT] and reporting to the department, are the following departments:

a. [DEPARTMENT OF BUILDING SERVICES. THIS DEPARTMENT IS RESPONSIBLE FOR MANAGEMENT OVERSIGHT OF PRIVATE DEVELOPMENT SERVICES AND INCLUDES THE FOLLOWING DEPARTMENTS:]

[I.] Development services department. This department is responsible for administering the municipality's building plan review, building permit, and building inspections, on-site water and wastewater codes, NPDES inspections, right-of-way permitting, plan review and permitting, code abatement, maintenance of department computer systems and geographic base layers, and provide research and technical services in support of public and private development projects. This department also enforces zoning regulations, responds to zoning complaints, and issues operating permits for B&Bs, mobile home parks, and transmission towers. This department is also responsible for subdivision

1 public improvement quality assurance.

2  
3 b.[ii.] *Planning department.* This department is responsible for  
4 comprehensive land use planning and planning for  
5 public facilities, and environmental resources. The  
6 department manages the municipality's coastal and  
7 wetlands management programs; administers, and  
8 enforces the Title 21 Land Use Code; processes  
9 applications and prepares recommendations for zoning,  
10 conditional use, variance, subdivision, and site plan  
11 reviews; and provides staff support to the planning and  
12 zoning commission, platting board, zoning board of  
13 examiners and appeals, urban design commission, and  
14 the municipal assembly. The department also provides  
15 technical, GIS mapping, geographic base layers, and  
16 website support to all of the departments headquartered  
17 in the planning and development center. The  
18 department also provides staff support to the Anchorage  
19 Metropolitan Area Transportation Solutions (AMATS).

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21 \*\*\* \*\*

22  
23 c[B]. *Department of Public Works.* This department is  
24 responsible for management oversight of public  
25 development services and includes the following  
26 departments:

27 i. *Maintenance and operations department.* This  
28 department provides year-round maintenance of  
29 all roads, drainage systems, street lights, within  
30 the Anchorage Roads and Drainage Service Area  
31 (ARDSA). This department is also responsible for  
32 maintenance of other service areas as outlined in  
33 Title 27. The department acts as the steward for  
34 general government facilities, vehicles, and  
35 equipment; performs construction management  
36 for new facilities, renovation, and maintenance  
37 upgrade projects; provides maintenance and  
38 custodial services, arranges for utilities,  
39 and security, and verifies payment of these  
40 accounts; acquires and maintains all general  
41 government vehicles and equipment; provides  
42 contract administration for facilities maintenance  
43 and security activities operated through outside  
44 contractors; and maintains and operates the 911  
45 emergency dispatch system and other municipal  
46 internal radio communications systems and  
47 infrastructure.

48  
49 ii. *Project management and engineering*  
50 *department.* This department is responsible for  
51 capital project management, engineering, design,

1 construction, and quality control; stormwater  
 2 runoff quality management; and right-of-way  
 3 acquisition.

4  
 5 iii. *Traffic engineering department.* This department  
 6 is responsible for planning, engineering, design,  
 7 installation, operation, and maintenance of traffic  
 8 signals and traffic control devices; on- and off-  
 9 street parking requirements; and the duties and  
 10 responsibilities assigned by Title 9 and Title 21.

11  
 12 d[C]. *Real estate.* This department is responsible for  
 13 management oversight of the acquisition, retention, and  
 14 disposal of municipal lands and lands within the Heritage  
 15 Land Bank inventory, to include reserving needed lands  
 16 for future public uses. The department is also  
 17 responsible for lease, planning, acquisition,  
 18 management, maintenance, and disposition of real  
 19 property owned or occupied by the municipality,  
 20 including the utilities, and tax foreclosures of property.  
 21 This department includes the following divisions: Real  
 22 Estate Services and Heritage Land Bank.

23  
 24 [12. *INFORMATION TECHNOLOGY DEPARTMENT.* THIS  
 25 DEPARTMENT IS RESPONSIBLE FOR ALL FUNCTIONS  
 26 REQUIRED FOR THE ADMINISTRATION AND  
 27 APPLICATION OF INFORMATION SYSTEMS  
 28 TECHNOLOGY FOR THE MUNICIPALITY, STRATEGIC  
 29 LONG-RANGE SYSTEMS PLANNING, MUNICIPAL-WIDE  
 30 SYSTEMS STANDARDS AND PROCEDURES,  
 31 ACQUISITIONS OF COMPUTER EQUIPMENT AND  
 32 RELATED PRODUCTS AND SERVICES, STRATEGIC  
 33 DIRECTION FOR DISSEMINATION OF COMPUTER AND  
 34 DATA COMMUNICATION SYSTEMS AND APPLICATION  
 35 PROCESSING, DEVELOPMENT AND ANNUAL TESTING OF  
 36 A BUSINESS CONTINUITY PLAN IN CASE OF DISASTER  
 37 AFFECTING TECHNOLOGY INFRASTRUCTURE OF THE  
 38 MUNICIPALITY, AND TECHNICAL SUPPORT AND  
 39 COMPUTER OPERATION SERVICES FOR CENTRALIZED  
 40 MUNICIPAL-WIDE AND SELECTED DISTRIBUTED DATA  
 41 CENTERS. THIS DEPARTMENT INCLUDES THE  
 42 FOLLOWING DIVISIONS: REPROGRAPHICS, RECORDS  
 43 MANAGEMENT, COURIER SERVICES, AND THE  
 44 INNOVATION TEAM (I-TEAM). THE CHIEF TECHNOLOGY  
 45 OFFICER SHALL REPORT ANNUALLY TO THE ASSEMBLY  
 46 ON ITS SYSTEMS PLANNING, CHANGES TO STANDARDS  
 47 AND PROCEDURES, AND BUSINESS CONTINUITY PLAN  
 48 TESTING, AND MAY PROVIDE THE ANNUAL REPORT IN  
 49 EXECUTIVE SESSION.]

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 51 11[13]. *Parks and Recreation Department.* The parks and recreation

1 department is responsible for preserving and enhancing  
 2 the quality of life for present and future generations by  
 3 providing recreational programs and maximizing the use of  
 4 trails, parks, and recreational facilities in the Anchorage Bowl,  
 5 Eagle River-Chugiak, and Girdwood area. This department  
 6 includes the following division:

- 7 a. Anchorage Memorial Park Cemetery.

8  
 9 12[14].Anchorage Library Department. The library department's  
 10 mission is to provide information through library materials and  
 11 staff, offer educational programs for residents [CITIZENS]  
 12 from birth [PRE-SCHOOL] to adult, provide equitable access  
 13 to technology with computers and the internet for personal use  
 14 and for government and employment resources.

15  
 16 C[D]. Chief Administrative Officer[CHIEF FISCAL OFFICER]. Within the  
 17 office of the Chief Administrative Officer [CHIEF FISCAL OFFICER]  
 18 and reporting to the Chief Administrative Officer [CHIEF FISCAL  
 19 OFFICER] are the Office of Federal Compliance, Office of Grant  
 20 Development, the Innovation Team (i-Team), Risk Management, and  
 21 Venues (including the Egan Center, the Dena'ina Civic and  
 22 Convention Center, the Anchorage Museum at Rasmuson Center, the  
 23 Anchorage Golf Course, the Sullivan Sports Arena, the Alaska Center  
 24 for the Performing Arts, and the Boeke and Dempsey Ice Arenas) and  
 25 the following departments:

- 26  
 27 1. Finance. The office of the chief fiscal officer and the department  
 28 of finance are [IS] responsible for the management and  
 29 investment of municipal funds; sale of bonds; oversight of  
 30 accounting functions and coordinating the annual audit;  
 31 disbursement of payments; collection of taxes, fees, fines and  
 32 other revenues; and determination of property values. This  
 33 department includes the following divisions: controller, property  
 34 appraisal, public finance and investments, and treasury.  
 35  
 36 2. Purchasing. The Department of Purchasing has two functions.  
 37 The first function is purchasing and includes purchasing  
 38 supplies, services, and construction according to Title 7 and  
 39 other applicable code provisions. The department is also  
 40 responsible for the overall programming of municipal  
 41 contracting services and for outsourcing and privatization. The  
 42 other function is contracting and includes contract preparation,  
 43 negotiation, consolidation, and contract consolidation. This  
 44 department is also responsible for personal property inventory  
 45 and disposition of surplus personal property.  
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 47 3. Information Technology Department. This department is  
 48 responsible for all functions required for the administration and  
 49 application of information systems technology for the  
 50 municipality, strategic long-range systems planning, municipal-  
 51 wide systems standards and procedures, acquisitions of

1 computer equipment and related products and services,  
2 strategic direction for dissemination of computer and data  
3 communication systems and application processing,  
4 development and annual testing of a business continuity plan  
5 in case of disaster affecting technology infrastructure of the  
6 municipality, and technical support and computer operation  
7 services for centralized municipal-wide and selected distributed  
8 data centers. This department includes the following divisions:  
9 reprographics, records management, and courier services. The  
10 chief technology officer shall report annually to the assembly  
11 on its systems planning, changes to standards and procedures,  
12 and business continuity plan testing, and may provide the  
13 annual report in executive session.

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15 4. *Human Resources.* The Department of Human Resources is  
16 responsible for establishing and maintaining a comprehensive  
17 personnel services program for all municipal employees,  
18 including labor relations services, labor negotiations, labor  
19 contract administration, recruitment and certification of  
20 employees, administration, and maintenance of classification  
21 and comprehensive benefit plans, training programs for  
22 employees, and organizational and career development. This  
23 department includes the payroll division.

24  
25 5. *Office of Federal Compliance.* The Office of Federal  
26 Compliance Office is tasked with managing all aspects of the  
27 Municipal Disadvantaged Business Enterprise (DBE) Program,  
28 managing the Municipal Emerging Small Business Enterprise  
29 Program, and ensuring compliance with federal civil rights  
30 regulations, including federal reporting requirements. The  
31 Office of Federal Compliance shall act as the federal Title VI  
32 Liaison and the Disadvantaged Business Enterprise Liaison  
33 Officer. The Office of Federal Compliance Officer shall have  
34 direct and independent access to the mayor and will provide a  
35 status update to the assembly and the mayor by a  
36 memorandum annually.

37  
38 D[E]. *Office of management and budget.* The Office of Management and  
39 Budget is responsible for fiscal and operational planning, monitoring  
40 compliance with municipal budget policies and standards,  
41 management analysis, budgeting, and program analysis, preparing  
42 and managing the municipal budget, and coordinating state and  
43 federal grant assistance.

44  
45 E[F.] All municipal officials heading departments, divisions, utilities, or  
46 agencies listed in this section shall take the oath of office pursuant to  
47 section 1.35.010.G.

48  
49 E[G]. In addition to their other functions and responsibilities, it is a function  
50 and responsibility of each department listed in this section to  
51 reasonably provide customary and necessary municipal resources



1 and support to the assembly and legislative branch departments, to  
 2 enable the assembly and legislative branch departments to fulfill their  
 3 functions and responsibilities.  
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5 (AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78-  
 6 82; AO No. 78-113; AO No. 78-121; AO No. 79-27; AO No. 80-5; AO No.  
 7 82-49; AO No. 83-159; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO  
 8 No. 88-82; AO No. 89-10; AO No. 89-18; AO No. 89-39; AO No. 90-15(S);  
 9 AO No. 91-173(S); AO No. 92-79; AO No. 92-148; AO No. 94-135(S), § 8,  
 10 7-12-94; AO No. 95-141, § 1, 7-11-95; AO No. 96-47, § 2, 3-5-96; AO No.  
 11 98-115(S), § 3, 7-1-98; AO No. 2003-109, § 6, 9-9-03; AO No. 2004-132, §  
 12 2, 10-12-04; AO No. 2004-136, § 2, 12-7-04; AO No. 2005-142, § 2, 10-25-  
 13 05; AO No. 2008-90(S), § 2, 1-1-09; AO No. 2009-21, § 2, 2-24-09; AO No.  
 14 2009-101, § 6, 8-25-09; AO No. 2010-64, § 2, 9-28-10; AO No. 2010-93, §  
 15 2, 1-11-11; AO No. 2011-40, § 1, 3-29-11; AO No. 2011-25, § 2, 5-24-11;  
 16 AO No. 2012-106, § 3, 11-13-12; AO No. 2013-34, § 3, 2-26-13; AO No.  
 17 2015-112(S), § 5, 1-1-16; AO No. 2017-122(S), § 4, 10-24-17; AO  
 18 No. 2018-24, § 3, 4-10-18; AO No. 2018-108(S), § 3, 12-31-18; AO  
 19 No. 2018-118, § 2, 1-1-19; AO No. 2019-42, § 2, 4-23-19; AO No. 2019-  
 20 133, § 1, 11-5-19; AO No. 2020-23, § 2, 3-10-20; AO No. 2020-24, § 1, 3-  
 21 10-20; AO No. 2020-79(S), § 2, 8-26-20; AO No. 2020-109, § 2, 10-13-  
 22 20; AO No. 2020-121, § 2, 1-1-21; AO No. 2021-113(S), § 3, 11-10-21; AO  
 23 No. 2021-114, § 2, 1-31-22; AO No. 2022-40(S), § 3, 3-22-22; AO No.  
 24 2023-38(S), § 2, 4-18-23; AO No. 2023-61(S), § 1, 5-23-23; AO No. 2023-  
 25 111(S), § 2, 11-7-23; AO No. 2023-81, § 2, 1-9-24; AO No. 2024-28, § 1, 3-  
 26 27-24)

27 **Editor's note**— AO No. 2000-105(S), § 2, adopted June 27, 2000, repealed  
 28 § 3.20.070, which pertained to municipal organizations. See the Code  
 29 Comparative Table. Subsequently, AO No. 2003-109, § 6, effective Sept. 9,  
 30 2003, added provisions designated as § 3.20.070 to read as herein set out.

31 **Charter reference**— Appointment of department heads, § 5.02(a);  
 32 municipal manager, § 5.03; municipal attorney, § 5.04.

33 **Cross-reference**— Principal executive personnel, boards and  
 34 commissions, § 1.35.010.  
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36 **Section 5.** Anchorage Municipal Code section 3.20.140 is hereby amended to  
 37 read as follows (*the remainder of the section is not affected and therefore not set*  
 38 *out*):  
 39

40 **3.20.140 Office of equity and inclusion[JUSTICE].**

41  
 42 A. There is established an office of equity and inclusion[JUSTICE]  
 43 including a chief equity officer[, OFFICE OF EQUAL OPPORTUNITY  
 44 DIRECTOR, AND DISADVANTAGED BUSINESS ENTERPRISE  
 45 COMPLIANCE OFFICER].

46 1. *Chief Equity Officer.*

47 \* \* \* \* \*

48 d. The chief equity officer shall be responsible for analyzing  
 49 and identifying systemic inequities in the municipality,  
 50 specifically addressing, but not limited to, the following:

51 i. Educational opportunities and outcomes;

- ii. Economic opportunities and outcomes;
- iii. Access to resources; and
- iv. The overall access to and provision of municipal services.

Based on this analysis, the chief equity officer shall establish, collect, and evaluate equity baseline data targets, performance indicators, and progress benchmarks for addressing systemic disparities and shall submit a semiannual report to the assembly and the mayor in the form of a memorandum with accurate data and recommendations for continued improvement regarding race and equity policy issues and long-range plans.

- e. The director shall be responsible for the oversight and implementation of the municipal language access plan(s) to ensure federal and municipal compliance.
- f. The director shall serve as the municipal Equal Employment Opportunity (EEO) officer, which duties shall entail disseminating required EEO notices, oversight of equity and diversity efforts, and implementation of the affirmative action plan.
- g. In coordination with the Department of Human Resources and the Department of Law, the director shall submit an annual memorandum to the assembly and the mayor reporting on the municipality's affirmative action plan and progress toward achieving the goals of the plan, increasing diversity in the municipal workforce, and improving municipal personnel practices.
- h. Reports and data submitted shall not include identifying information or release protected health information.
- i. Duties shall also include:
  - i. Provide leadership, guidance, training, and support in the development and delivery of equity programs and tools;
  - ii. Develop and foster key community partnerships, deepen relationships with community members and non-profits committed to addressing inequities, such as Welcoming Anchorage;
  - iii. Work closely with the Office of Federal Compliance, the Office of the Ombudsman, and the Department of Human Resources; and
  - iv. Participate in community equity collaborations on behalf of the municipality to identify and address cumulative impacts of institutional and structural

inequities

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5 [E. THE CHIEF EQUITY OFFICER SHALL BE  
6 RESPONSIBLE FOR AN ANNUAL REVIEW OF ALL  
7 OFFICE OF EQUAL OPPORTUNITY BUSINESS  
8 ENTERPRISE ACTIVITIES TO ENSURE  
9 COMPLIANCE AND SHALL SUBMIT A REPORT TO  
10 THE ASSEMBLY AND THE MAYOR WITH THE  
11 RESULTS OF THIS REVIEW IN THE FORM OF A  
12 MEMORANDUM.

13  
14 F. REPORTS AND DATA SUBMITTED UNDER  
15 SECTIONS D. AND E. SHALL NOT INCLUDE  
16 IDENTIFYING INFORMATION, OR RELEASE  
17 PROTECTED HEALTH INFORMATION.]  
18

19 [2. *OFFICE OF EQUAL OPPORTUNITY DIRECTOR.*

20 A. ON PROGRAM AND POLICY MATTERS RELATING  
21 TO MINORITY BUSINESS AND CONTRACT  
22 COMPLIANCE AND EQUAL EMPLOYMENT  
23 OPPORTUNITY, THE DIRECTOR OF THE OFFICE OF  
24 EQUAL OPPORTUNITY SHALL HAVE DIRECT AND  
25 INDEPENDENT ACCESS TO THE MAYOR.

26 B. THE DIRECTOR SHALL MONITOR THE  
27 PERFORMANCE OF DUTIES OF THE  
28 DISADVANTAGED BUSINESS ENTERPRISE  
29 PROGRAM OFFICE IN CHAPTER 7.60 AND  
30 MAINTAIN A LOG OF ALL MUNICIPAL CONTRACTS,  
31 AND OF SUBCONTRACTS TO A PRIME WITH A  
32 MUNICIPAL CONTRACT, AWARDED TO CERTIFIED  
33 DBE BUSINESSES AND SHALL SUBMIT AN ANNUAL  
34 REPORT OF THESE CONTRACTS TO THE  
35 ASSEMBLY AND THE MAYOR IN THE FORM OF A  
36 MEMORANDUM.

37 C. THE DIRECTOR SHALL BE RESPONSIBLE FOR AN  
38 ANNUAL REVIEW OF ALL DEPARTMENTAL  
39 LANGUAGE ACCESS PLANS TO ENSURE  
40 COMPLIANCE WITH LANGUAGE ACCESS LAWS  
41 AND SHALL SUBMIT AN ANNUAL REPORT TO THE  
42 ASSEMBLY AND THE MAYOR IN THE FORM OF A  
43 MEMORANDUM WITH THE RESULTS OF THIS  
44 REVIEW AND ANY SUGGESTED CHANGES TO  
45 DEPARTMENT LANGUAGE ACCESS PLANS.

46 D. THE DIRECTOR SHALL, IN COORDINATION WITH  
47 THE DEPARTMENT OF HUMAN RESOURCES AND  
48 THE DEPARTMENT OF LAW, SUBMIT AN ANNUAL  
49 MEMORANDUM TO THE ASSEMBLY AND THE  
50 MAYOR REPORTING ON THE MUNICIPALITY'S  
51 AFFIRMATIVE ACTION PLAN AND PROGRESS

TOWARD ACHIEVING THE GOALS OF THE PLAN, INCREASING DIVERSITY IN THE MUNICIPAL WORKFORCE AND IMPROVING MUNICIPAL PERSONNEL PRACTICES. THE REPORT SHALL INCLUDE THE RESULTS OF ANY AGENCY AUDITS SINCE THE LAST REPORT TO THE ASSEMBLY, AND STATISTICAL DATA, WITHOUT INDIVIDUAL EMPLOYEE IDENTIFYING INFORMATION, AS TO THE NUMBER AND RESOLUTION OF EMPLOYEE DISCRIMINATION CLAIMS, INCLUDING THE TYPES OF DISCRIMINATION CLAIMED AND WHETHER THE CLAIMS WERE FILED WITH A STATE OR FEDERAL AGENCY OR IN COURT.]

B. The Office of Equity and Inclusion [JUSTICE] shall have such assistants and employees as are necessary to perform all required duties.

(AO No. 2020-79(S), § 3, 8-26-20; AO No. 2021-114, § 2, 1-31-22; AO No. 2023-90(S), § 1, 9-26-23)

Cross-reference— Executive branch organization, office of equity and justice, § 3.20.070A.2.

**Section 6.** Anchorage Municipal Code section 3.30.172 is hereby amended to read as follows (the remainder of the section is not affected and therefore not set out):

**3.30.172 Classification**

\*\*\* \*\*

E.

\*\*\* \*\*

8 [EXECUTIVE] Director, office of federal compliance [EQUAL EMPLOYMENT OPPORTUNITY].

\*\*\* \*\*

G. The following classifications are assigned to Range 24E:

\*\*\* \*\*

4. Director, health department [AND HUMAN SERVICES].

\*\*\* \*\*

7. Director, planning, development, and public works [OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT]

\*\*\* \*\*

14. Director, municipal airports [MERRILL FIELD MANAGER]

\*\*\* \*\*

19. Director, public works.

20. Chief administrative officer.

\*\*\* \*\*

(AO No. 79-195; AO No. 91-96; AO No. 92-5(S); AO No. 92-111; AO No. 94-225, § 3, 12-6-94; AO No. 97-103, § 2, 7-1-97; AO No. 98-79, § 1, 5-19-98; AO No. 98-115(S), § 4, 7-1-98; AO No. 2000-101(S), § 1, 9-26-00; AO No. 2001-56, § 1, 2-1-01; AO No. 2001-98, § 1, 5-1-01; AO No. 2001-130, § 1, 8-1-01; AO No. 2001-132, § 1, 8-14-01; AO No. 2002-69, § 3, 5-14-02; AO No. 2002-100, § 1, 7-16-02; AO No. 2002-111, § 1, 8-6-02; AO No. 2002-130, § 1, 9-10-02; AO No. 2003-29, § 1, 2-11-03; AO No. 2004-3, § 1, 1-20-04; AO No. 2004-85, § 1, 5-18-04; AO No. 2004-87, § 1, 6-8-04; AO No. 2004-132, § 3, 10-12-04; AO No. 2005-6, § 1, 2-15-05; AO No. 2005-119, § 1, 9-27-05; AO No. 2005-151(S), § 1, 10-25-05; AO No. 2009-84, § 1, 7-7-09; AO No. 2015-112(S), § 6, 1-1-16; AO No. 2016-39, § 1, 4-12-16; AO No. 2017-107, § 1, 8-8-17; AO No. 2018-17, § 1, 2-27-18; AO No. 2018-108(S), § 4, 12-31-18; AO No. 2020-79(S), § 4, 8-26-20; AO No. 2021-66, § 2, 7-27-21; AO No. 2023-111(S), § 3, 11-7-23)

**Section 7.** The Code Reviser shall change all other instances of the “office of equal opportunity” to the “office of federal compliance” as they appear throughout the Anchorage Municipal Code and Anchorage Municipal Code of Regulations and in history notes, editor notes, and other end notes and annotations throughout the Anchorage Municipal Code and Anchorage Municipal Code of Regulations, unless the context requires retention of the former name for purposes of accuracy of reference to source materials.

**Section 8.** The Code Reviser shall change all other instances of the “office of equity and justice” to “office of equity and inclusion” as they appear throughout the Anchorage Municipal Code and Anchorage Municipal Code of Regulations and in history notes, editor notes, and other end notes and annotations throughout the Anchorage Municipal Code and Anchorage Municipal Code of Regulations, unless the context requires retention of the former name for purposes of accuracy of reference to source materials.

**Section 9.** This ordinance shall be effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

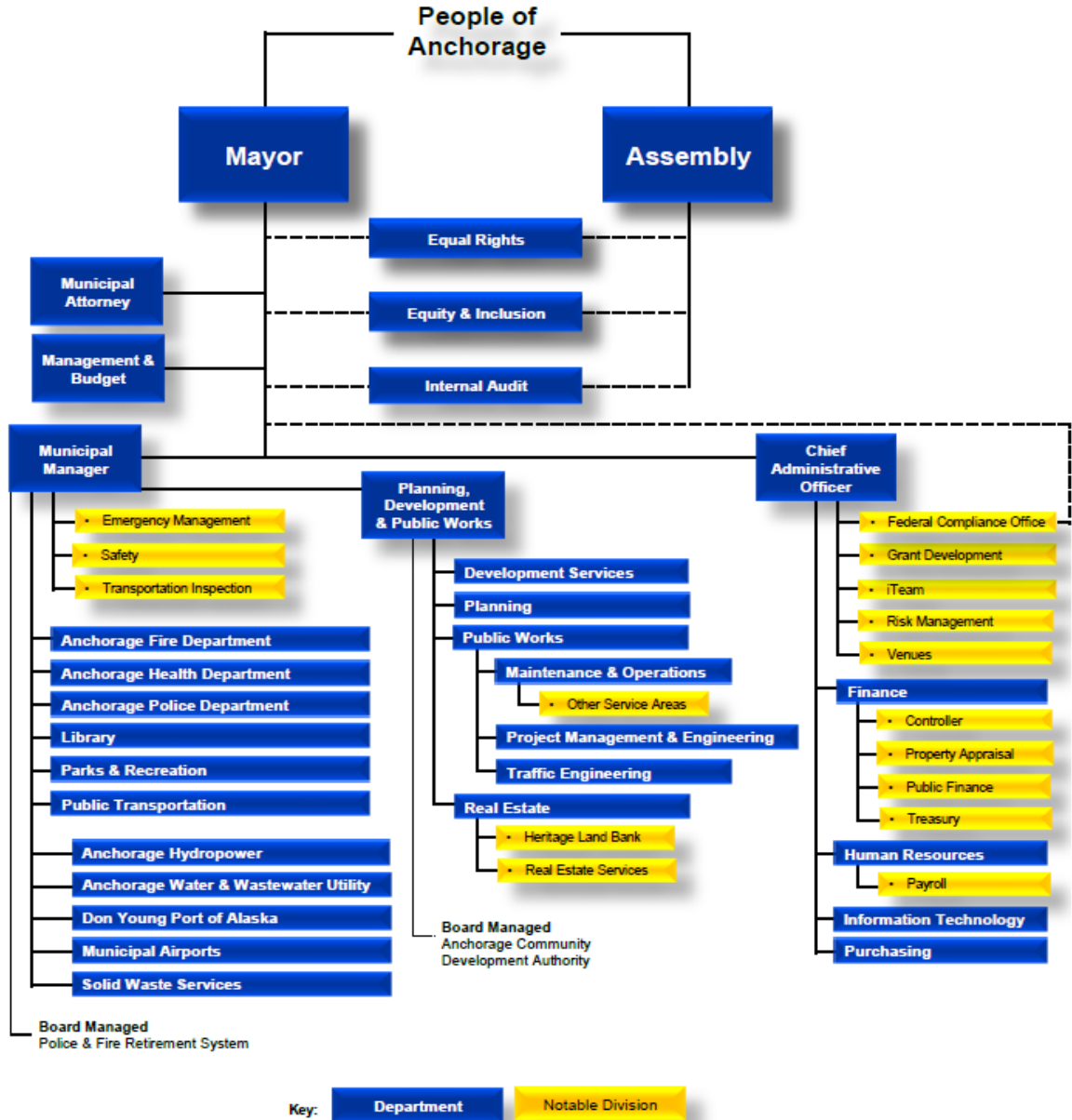
\_\_\_\_\_  
Chair of the Assembly

ATTEST:

\_\_\_\_\_  
Municipal Clerk

1 Exhibit A

# Municipality of Anchorage





# MUNICIPALITY OF ANCHORAGE

## Assembly Memorandum

AM No. 892-2024

Meeting Date: November 6, 2024

1 **FROM: MAYOR**

2  
3 **SUBJECT: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE**  
4 **CHAPTERS 1.35, 3.20, AND 3.30 RELATING TO THE**  
5 **ORGANIZATION OF THE EXECUTIVE BRANCH, SETTING**  
6 **FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE**  
7 **BRANCH AGENCIES, AMENDING RELATED ANCHORAGE**  
8 **MUNICIPAL CODE TO REFLECT THE NEW EXECUTIVE**  
9 **MANAGEMENT STRUCTURE, AND REMOVING GENDERED**  
10 **LANGUAGE.**

11  
12 The Administration submits this ordinance to enact a reorganization of the  
13 executive branch, establish organizational responsibilities, and remove gendered  
14 language.

15  
16 Highlights of the proposed reorganization, which aligns with executive-branch  
17 management preferences, include:

- 18  
19 • Re-establishment of the Chief Administrative Officer position, which will  
20 generally be tasked with overseeing the municipality's internal services  
21 departments (Finance, HR, IT, and Purchasing)
- 22  
23 • Establishment of a Department of Planning, Development & Public  
24 Works, which more accurately reflects the nature of the work presently  
25 performed by the Community Development Department
- 26  
27 • Elimination of the Department of Building Services (which is effectively  
28 absorbed into the Department of Planning, Development & Public  
29 Works)
- 30  
31 • Rebranding of the Office of Equal Opportunity to the "Office of Federal  
32 Compliance," which better tracks the nature of its work, and returning  
33 oversight of the office to an executive branch manager
- 34  
35 • Relocation of the iTeam from the Office of Information Technology to the  
36 Office of Chief Administrative Officer, to provide the Team greater  
37 access to the Municipality and policymakers
- 38  
39 • Establishment of an Office of Grant Development
- 40

- Renaming of the “Office of Equity and Justice,” to the “Office of Equity and Inclusion,” which better reflects its (non-legal) function, and
- Deletion of references to the Office of Equity and Inclusion in AMC 3.20.070, with the intent that the position does not serve at the pleasure of the mayor, but for the term set out in AMC 3.20.140.

Related changes to the executive classification plan are also included.

The proposed reorganization is intended to promote efficient operations and yield process improvements.

The 2025 Proposed budget is presented in this organizational structure.

The proposed ordinance has no private sector economic effects and local government effects are less than \$30,000.00, therefore no Summary of Economic Effects is attached.

**THE ADMINISTRATION RECOMMENDS APPROVAL.**

Prepared by: Department of Law  
Concur: Eva Gardner, Municipal Attorney  
Concur: Alden Thern, Chief Fiscal Officer  
Concur: Ona R. Brause, Office of Management and Budget  
Concur: William D. Falsey, acting Chief Administrative Officer  
Concur: Rebecca A. Windt Pearson, Municipal Manager  
Respectfully submitted: Suzanne LaFrance, Mayor