



# MUNICIPALITY OF ANCHORAGE

## Assembly Memorandum

AM No. 860-2024

Meeting Date: October 22, 2024

1 **FROM: MAYOR**

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3 **SUBJECT: EXECUTIVE APPOINTMENT – CONFIRMATION HEARING.**

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5 Pursuant to the Municipality of Anchorage Charter in sections 5.02, 5.03 through  
6 5.05 and the Anchorage Municipal Code sections 2.30.095, 3.20.020, and 3.20.070,  
7 I ask the Assembly to confirm the following executive and department head that I  
8 have appointed:

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10 

<u>Name</u>	<u>Position</u>
Melisa Babb	Planning Director

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13 A resume submitted in accordance with Anchorage Municipal Code section 3.30.173  
14 is attached for your information.

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16 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

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18 Prepared by: David Samsa, Human Resources Executive Assistant  
19 Approved by: Tyler Andrews, Chief Human Resources Officer  
20 Concur: William D. Falsey, Acting Chief Administrative Officer  
21 Concur: Rebecca A. Windt Pearson, Municipal Manager  
22 Respectfully submitted: Suzanne LaFrance, Mayor

# **Mélisa Babb**

## **SELECT PROJECTS**

- Potter Marsh Watershed Park - in process
- MOA Planning Department Site Access Test Fit Report
- Tazlina Homeland Recovery
- MOA Title 21, Chapter 11, Downtown Code Working Group
- MOA Term Contracts: PM&E, PRD, AWWU
- MOA Standard Specifications (MASS) Update
- AK DOT&PF Airport Way/Steese Expressway and Interchange Reconstruction
- EIE Munitions and Admin Facility, Eielson Air Force Base
- YKHC PJCP Clinic and Hospital Renovations
- UA Matanuska Experiment Farm & Extension Center Long Range Plan

## **RELEVANT EXPERIENCE**

### **Great Land Trust, Anchorage, AK — Conservation Project Manager**

SEPTEMBER 2022 - PRESENT

- Guide projects through the conservation process to completion by coordinating with landowners, local, state, and federal governmental agencies, and other project partners to meet government policy and grant funding requirements.
- Ensure conservation easement compliance with Internal Revenue Code, Federal Treasury Regulations, land trust accreditation requirements, and internal GLT policies.
- Perform due diligence research, write deeds, easement agreements, resolutions, ordinances and other documents involved in the acquisition of land for conservation.
- Oversee consultants' construction document production, site design, and materials procurement processes.

### **Bettisworth North, Anchorage, AK — Landscape Architect/Project Manager**

NOVEMBER 2013 - SEPTEMBER 2022

- Led multi-firm, interdisciplinary site design teams, wrote scope and fee proposals, and produced, and directed the production of, construction documents.
- Special assigned duties included taking lead on land use code conformance and site test fit analyses, lead technical writer for white papers, variance requests, and master plans, and lead site construction administration reviewer. Performed as outside design consultant on projects assigned to competing firms upon client request.
- Supervised junior staff, providing education, support, and guidance as needed.
- Clients included MOA Planning, Parks, and PM&E Departments, AWWU, AK DOT&PF, YKHC, ANTHC, and various other Alaska government and Alaska Native entities.

### **Tejido Group, Tucson, AZ — Research Assistant**

MAY 2007 - SEPTEMBER 2007

Worked with an interdisciplinary team to produce innovative master plans for new communities in Southern Arizona and San Carlos, Sonora, Mexico.

### **Water Resources Research Center (WRRC), Tucson, AZ — Research Assistant**

SEPTEMBER 2006 - DECEMBER 2007

Responsible for GIS map production and data extraction for Rapid Watershed Assessment Reports published by the Natural Resources Conservation Service.

## **Other Experience**

2024 - present - MRKB Consulting LLC, *Owner*: Land use planning consulting firm.

Pre - 2006 - Service Industry Career: Over a decade of experience in various roles, including manager in charge of inventory maintenance, staff schedules, and HR issues. Tioga Pass Resort (Tioga Pass, CA), Double Eagle Resort and Spa (June Lake, CA), Powell's Books (Portland, OR).

## **LANDSCAPE ARCHITECT**

(License No. LA-13889)

## **EDUCATION**

### **2010 - Northern Design Course**

University of Alaska, Anchorage

### **2009 - MLA**

University of Arizona, College of Architecture, Planning, and Landscape Architecture

### **2006 - BA, English Literature**

Portland State University, College of Liberal Arts and Sciences

## **SOFTWARE COMPETENCY**

Microsoft Office Suite

Adobe AcrobatPro, InDesign, Photoshop, Illustrator

Autodesk Civil 3D, AutoCAD, and Vehicle Tracker

SketchUp, Esri GIS

## **VOLUNTEERING**

MOA Planning Department, Technical Advisor

Alaska State Comprehensive Outdoor Recreation Plan, Statewide Advisory Group

Turnagain Community Council, Land Use Committee

ASLA, AK Chapter, Executive Board member since 2011

International Longshore and Warehouse Union. Local 5, Union Representative

## **AVAILABLE UPON REQUEST**

References, Portfolio, Awards, and Publications