



Submitted by: Assembly Member Goecker
Prepared by: Office of Assembly Counsel
Assembly Program & Budget
Analyst

For reading:

ANCHORAGE, ALASKA
AO No. 2026-_____

1 AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY AMENDING
2 ANCHORAGE MUNICIPAL CODE CHAPTER 3.30., *PERSONNEL RULES*, PART
3 2, AND CHAPTER 6.10. TO REQUIRE THE NUMBER OF FULL-TIME
4 EQUIVALENT POSITIONS FOR EACH MUNICIPAL DEPARTMENT, OFFICE
5 AND AGENCY TO BE INCLUDED AND APPROVED IN THE ANNUAL GENERAL
6 GOVERNMENT OPERATING BUDGET AND ESTABLISHED AS AN UPPER
7 LIMIT, REQUIRE AN APPROVAL PROCEDURE AND REPORTING FOR
8 EXCEEDING THAT LIMIT THROUGHOUT THE FISCAL YEAR; TO AUTHORIZE
9 THE ASSEMBLY CHAIR OR DESIGNEE OVERSIGHT OF EMPLOYEE
10 POSITION CHANGES AND ALLOCATIONS IN THE LEGISLATIVE BRANCH;
11 AND WAIVING PERSONNEL RULES COMMITTEE REVIEW.
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15 **THE ANCHORAGE ASSEMBLY ORDAINS:**

16
17 **Section 1.** Anchorage Municipal Code section 3.30.026 is hereby amended as
18 follows:
19

20 **3.30.026 - Allocation and reallocation of positions.**

21
22 The mayor shall have authority to allocate and reallocate positions, except for
23 those positions in the legislative branch such authority is in the chair of the
24 assembly or designee. The director shall recommend to the mayor, with the
25 advice and assistance of agency heads, allocation of new positions and
26 reallocations of existing positions to classes the director [HE] finds appropriate
27 by comparison with class specifications and position descriptions, and
28 consideration of other factors affecting classification such as organizational
29 location of positions and relationships to other positions. The agency heads'
30 recommendations will accompany that of the director.
31

- 32 A. *Classification actions.* Classification actions are of the following types:
33 1. Reclassifications are reallocations of positions from one class
34 to another as a result of changed duties, responsibilities or
35 authority of a position either through direct reassignment by
36 management or through structured development as in flex
37 staffing.
38 2. Range changes are an adjustment affecting all positions in a
39 class and result from reasons such as amendment of the pay
40 plan, necessity to provide for internal equity, or continuing
41 recruitment difficulty where it is necessary to maintain the
42 competitive posture of the municipality in attracting and

1 retaining well-qualified persons.

- 2 3. Title changes result solely from the adjustment of the title for a
3 class of positions to meet the requirements of
4 section 3.30.025 and do not necessarily require any change in
5 the qualifications or range assigned to the class.
6

7 B. *Organizational changes.* The agency head, with approval of the
8 mayor, may establish, abolish or change organizational units within
9 the agency in the interests of economy and efficiency in accordance
10 with sound administrative practice and principles. Any personnel
11 action resulting may be requested only after appropriate allocation or
12 reallocation action has been approved by the mayor. Reorganizations
13 requiring ordinance changes will be submitted to the assembly for
14 approval. Organizational changes shall be reported to the assembly
15 by informational memorandum submitted within 30 days after the
16 change takes effect.
17

18 C. *Change in type of position.* There exist four separate types of
19 positions: executive, regular full-time, regular part-time, and
20 temporary. Requests to change the allocation of a position from one
21 of the four types defined in section 3.30.065 to another shall be
22 accomplished by the deletion of the position in the old type and
23 creation of a position in the new type. An employee who occupies a
24 position which is deleted in accordance with this section shall have the
25 benefit of the reemployment preference and displacement rights as
26 provided in section 3.30.112.B.
27

28 D. Whenever an allocation or reallocation pursuant to this section will
29 cause the number of full-time equivalent positions allocated to a
30 department, office or agency to exceed the maximum limit established
31 in the approved or revised annual general government operating
32 budget for the fiscal year, prior approval in accordance with section
33 6.10.086 is required and the director shall confirm that new positions
34 have an appropriate classification.
35

36 (AO No. 79-195; AO No. 86-207(S-1))
37

38 **Section 2.** Anchorage Municipal Code section 3.30.028 is hereby amended as
39 follows:
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41
42 **3.30.028 - Establishment of positions.**
43

44 A. *Generally.* No person may be appointed, reappointed, reinstated,
45 rehired, transferred, demoted or promoted except to an established
46 position for which a classification, position control number, salary
47 range and minimum qualifications have been assigned. A position
48 shall be established:

- 49 1. By direct approval of the mayor through allocation action
50 recommended by the director after certification that funds are
51 available.

- 1 2. By assembly approval of the new position in the budget as may
2 be duly revised or amended and subsequent allocation of that
3 position by the mayor. If the establishment of a new position
4 will cause the municipal department, office or agency to exceed
5 the maximum full-time equivalent positions limit in the approved
6 general government operating budget as revised or amended,
7 approval shall be required pursuant to section 6.10.086 prior to
8 filling the new position.
- 9 3. By the director for a period not to exceed 60 days pursuant to
10 written certification by the agency head that such a position is
11 necessary and that funds are available and a finding by the
12 director that a classification already exists to which such a
13 position may be allocated.
- 14
- 15 B. *Allocation and reallocation requests.* Agency heads shall submit
16 requests for allocation and reallocation actions to the director. This
17 request shall be accompanied by a position description which shall set
18 forth duties, responsibilities and other essential information and also
19 an organization chart which shall clearly identify the affected position
20 and its relationship to other positions.
- 21
- 22 C. *Official position description.* The position description and agency
23 request for action as a cover sheet, with the approved class, class
24 code, range, position control number and effective date, shall
25 constitute the official position description. Copies of all position
26 descriptions shall be retained in the personnel office and agency
27 concerned. A copy shall be given to the incumbent of the position.
- 28
- 29 D. *Effective date of allocation or reallocation action.* Allocation actions
30 which officially establish positions become effective on the date
31 designated by the mayor, or by the chair of the assembly for actions
32 that officially establish legislative branch positions. Reallocation
33 actions which change the classification, range assignment or title of a
34 position become effective on the date designated by the mayor, or by
35 the chair of the assembly for actions that officially establish legislative
36 branch positions. Copies of the official position description will be
37 furnished to the agency following approval.
- 38 1. When a position which has been reallocated is vacant on the
39 effective date of such reallocation, recruitment action may then
40 be initiated in accordance with rule 3.
- 41 2. If a position which has been reallocated is filled, and the
42 incumbent meets the minimum qualifications for the newly
43 allocated classification, the incumbent will remain in the
44 position and be paid in accordance with rule 12.
- 45 3. Officially established positions that are vacant for twelve (12)
46 months and not filled by the appointing authority shall
47 automatically be deemed null and void and shall not be filled
48 except upon a new authorization to reestablish the position in
49 accordance with this section.

1 97-102, § 4, 8-19-97)
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 3

4 **Section 3.** Anchorage Municipal Code section 6.10.030 is hereby amended as
 5 follows (*the remainder of the section is not affected and therefore not set out*):
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 7

8 **6.10.030 - Preparation of budget.**
 9

10 A. *Office of management and budget.* The director of the office of
 11 management and budget shall present to the mayor a draft annual
 12 budget for the ensuing fiscal year. The draft budget shall be based
 13 upon detailed estimates furnished by the agencies of the municipal
 14 government according to a classification as nearly uniform as
 15 possible. [THE BUDGET SHALL PRESENT INFORMATION ON
 16 RECOMMENDED APPROPRIATIONS, ANTICIPATED
 17 EXPENDITURES, ESTIMATED TAXES AND OTHER REVENUES
 18 REQUIRED TO SUPPORT THE BUDGET.] The draft budget shall
 19 present information on recommended appropriations, anticipated
 20 expenditures, estimated number of full-time equivalent positions for
 21 each department, office or agency, estimated taxes and other
 22 revenues required to support the budget.

23 B. *Proposed annual budget to include continuation-funding levels.* The
 24 proposed annual budget submitted to the assembly shall also include,
 25 on the reconciliation worksheets, a continuation funding level for each
 26 agency, [AND] a total continuation level for the budget comparing the
 27 ensuing year's budget to the current year's revised budget, and, for
 28 the general government operating budget only, a list by municipal
 29 department, office and agency the number of full-time equivalent
 30 positions for each in the current year's revised budget and the
 31 proposed general government operating budget for the ensuing year.
 32

33 *** *** ***
 34 (GAAB 9.20.060; AO No. 21-76; AO No. 79-27; AO No. 82-49; AO No. 85-8;
 35 AO No. 2002-138, § 1, 9-24-02; AO No. 2022-59(S), § 2, 7-12-22)
 36

37 **Section 4.** Anchorage Municipal Code section 6.10.036 is hereby amended to
 38 add a new section as follows (*follows (the remainder of the section is not affected*
 39 *and therefore not set out)*):
 40
 41

42 **6.10.036 - Annual operating budget—Form and content.**
 43

44 A. It shall be among the prescribed duties of the mayor to present a
 45 proposed annual operating budget for general government and
 46 municipal utilities which conforms to all other requirements of law and
 47 which, at a minimum, contains the following:
 48 *** *** ***

49 7. A personnel summary for each agency listing the numbers of
 50 full-time, part-time, seasonal, temporary, and permanent
 51 positions to be funded under the proposed budget as well as

1 an enumeration of positions existing on August 31 of the year
 2 preceding that of the budget proposed. The proposed
 3 operating budget measure for general government shall include
 4 a section that lists the maximum number of full-time equivalent
 5 positions for each municipal department, office and agency.

6
 7 *** **

8 (AO No. 2002-157(S), § 2, 10-29-02; AO No. 2013-47, § 1, 3-26-13)

9
 10 **Section 5.** Anchorage Municipal Code section 6.10.040 is hereby amended as
 11 follows (*the remainder of the section is not affected and therefore not set out*):

12
 13
 14 **6.10.040 - Submittal and adoption of municipal operating and capital**
 15 **budget.**

- 16
 17 A. At least 120 days before the end of the fiscal year the mayor shall
 18 submit to the assembly the following:
- 19 1. A preliminary general government capital budget/capital
 20 program and utilities capital budget/capital program, including
 21 a detailed project list as well as total estimated cost and funding
 22 source per project.
 - 23 2. Proposed utility business plans and update to utility strategic
 24 plans.
 - 25 3. Preliminary general government revenue plan, tax limitation,
 26 and administration service priorities.
 - 27 4. Major departmental consolidations, reorganizations or
 28 establishments necessitating changes to chapter 3.10 or 3.20,
 29 pertaining to executive organization, and required by proposed
 30 budgets for the next fiscal year. This shall include proposed
 31 changes to the number of full-time equivalent positions
 32 allocated to each municipal department, office and agency
 33 designated in chapter 3.20 and in the general government
 34 operating budget.

35
 36 *** **

37 (AO No. 89-114(S); AO No. 2002-166, § 1, 11-8-02; AO No. 2023-85, § 1, 8-
 38 22-23)

39
 40 **Section 6.** Anchorage Municipal Code section 6.10.070 is hereby amended as
 41 follows:

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 43
 44 **6.10.070 - Assembly action on municipal budget.**

- 45
 46 A. The assembly shall approve the budget of the municipality as
 47 amended and shall appropriate by ordinance the necessary funds in
 48 accordance with Charter section 13.05. Notwithstanding the above,
 49 the assembly may increase appropriations during the course of the
 50 fiscal year involved.

51

1 B. Except for agencies not designated as departments under chapter
2 3.20, whose appropriations may be proposed to and made by the
3 assembly as part of the office of the mayor or any other executive
4 department, as a minimum, separate appropriations will be made for
5 each municipal department. At the assembly's discretion, separate
6 appropriations may be made for elements of expense or categories
7 within departments.

8
9 C. Except for agencies not designated as departments under chapter
10 3.20, for general government operations the assembly shall approve
11 for each municipal department, office and agency, and for legislative
12 branch offices, the maximum number of full-time equivalent positions.
13 When necessary by assembly amendments the mayor in consultation
14 with the office of management and budget and the municipal clerk
15 shall make conforming changes to the maximum full-time equivalent
16 positions list and the personnel summary of the general government
17 operating budget as approved. This maximum may be exceeded
18 during the fiscal year in accordance with section 6.10.086.

19
20 (AO No. 78-56; AO No. 79-27)

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22
23 **Section 7.** Anchorage Municipal Code chapter 6.10 is hereby amended to add a
24 new section as follows (*requiring no legislative drafting markup*):

25
26 **6.10.086 Changes to general government department or agency**
27 **full-time equivalent positions limit during fiscal year.**

28
29 A. Required approval. The mayor may exceed the full-time equivalent
30 position limit established for each municipal department, office and
31 agency, or the chair of the assembly for exceeding the legislative
32 branch full-time equivalent position limits, in the approved or revised
33 annual general government operating budget during the course of the
34 fiscal year in accordance with this section. The mayor may delegate
35 this approval authority to the office of management and budget or the
36 municipal manager, and the chair of the assembly may delegate
37 approval authority to the municipal clerk's office.

38
39 B. Prior to filling any position that will cause a municipal department,
40 office or agency, to exceed the full-time equivalent positions limit in
41 the approved or revised general government operating budget, the
42 appointing authority for the position shall obtain the approval of the
43 office of management and budget for funding, the proper classification
44 and pay grade from the human resources department, and approval
45 of the mayor or allowed designee under subsection A., except filling
46 such positions in the legislative branch shall require the appointing
47 authority to obtain the approval of the assembly program and budget
48 analyst for funding, the proper classification and pay grade from
49 human resources department, and approval of the chair of the
50 assembly.
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C. Reports to the assembly. The mayor shall submit a report to the assembly by informational memorandum describing the addition of any positions above the full-time equivalent positions limit pursuant to this section within 30 days of any such position(s) being filled, and include a description of the services the position(s) will provide, the revenue and funding source, and the reason for adding the position(s) outside of the annual general government operating budget proposal and approval process. However, for the addition of positions above the full-time equivalent positions limit in the legislative branch, the chair of the assembly shall submit the report.

Section 8. For purpose of implementation of this ordinance, contemporaneously with the submittal of first quarter general government operating budget revisions for FY26 the Mayor shall submit or include a list of the maximum full-time equivalent positions proposed for each municipal department, office or agency, and shall indicate any increase above the number of positions listed in the "Positions Summary by Department/Agency" page of the approved FY26 operating budgets

Section 9. Notwithstanding AMC section 3.30.018, this ordinance shall not require review by the Personnel Rules Committee prior to the public hearing and Assembly action.

Section 10. This ordinance shall be effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this _____ day of _____, 2026.

Chair

ATTEST:

Municipal Clerk



L Aid-On-The-Table

Municipality of Anchorage Assembly Memorandum

No. AM XXX-2026

Meeting Date: March 3, 2026

1 **From:** Assembly Member Goecker

2
3 **Subject:** AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY
4 AMENDING ANCHORAGE MUNICIPAL CODE CHAPTER 3.30.,
5 *PERSONNEL RULES*, PART 2, AND CHAPTER 6.10. TO REQUIRE
6 THE NUMBER OF FULL-TIME EQUIVALENT POSITIONS FOR
7 EACH MUNICIPAL DEPARTMENT, OFFICE AND AGENCY TO BE
8 INCLUDED AND APPROVED IN THE ANNUAL GENERAL
9 GOVERNMENT OPERATING BUDGET AND ESTABLISHED AS
10 AN UPPER LIMIT, REQUIRE AN APPROVAL PROCEDURE AND
11 REPORTING FOR EXCEEDING THAT LIMIT THROUGHOUT THE
12 FISCAL YEAR; TO AUTHORIZE THE ASSEMBLY CHAIR OR
13 DESIGNEE OVERSIGHT OF EMPLOYEE POSITION CHANGES
14 AND ALLOCATIONS IN THE LEGISLATIVE BRANCH; AND
15 WAIVING PERSONNEL RULES COMMITTEE REVIEW.
16

17 The majority of the Municipality’s general government operating budget is for
18 salaries and benefits, or the total compensation for employees, each year totaling
19 55% to 60% of the General Government Operating Budget. The labor category is
20 therefore one to monitor carefully, especially in tight fiscal times like we are facing
21 now. The number of positions for each department in the fiscal year is provided in
22 the proposed, approved, and revised budgets on a page titled “Position Summary
23 by Department/Agency.” The number of positions for the budgeted staffing levels
24 may change between the Mayor’s proposed budget and the final approved budget
25 after Assembly amendments and any vetoes and overrides. That is merely part of
26 the legislative process for ending on a final approved budget after the policy choices
27 for which programs and services to fund and at what staffing levels. Thereafter, the
28 number of positions budgeted in the fiscal year is not actually set in stone, some
29 new positions are added, vacancies go unfilled, and other situations affect staffing
30 levels. Various circumstances influence these labor decisions.
31

32 This proposed ordinance is intended to provide more direct transparency and
33 oversight when a department adds new positions that exceed those on the Position
34 Summary page presented with the budget. While many of the personnel decisions
35 made by a department are generally the prerogative of the department head and
36 the Administration, or by heads of legislative branch offices, when positions are
37 added throughout the year that exceed the number of positions for that department
38 in the Assembly’s approved or revised budget that increase should be reported. It
39 is a layer of oversight the Municipality does not have currently, and would provide
40 for greater transparency and accountability, and a better-informed Assembly when
41 budget revisions and mid-year changes are before the body for action.
42

1 Every year, at least for the past five years, the Municipality has created and filled
 2 new positions above the total number anticipated in the approval of the budget.
 3 Below is a list of the total number of approved positions in the general government
 4 operating budgets (not including utilities and other agencies), and the number
 5 reported after budget revisions, as presented in the "Position Summary" pages of
 6 relevant budget years:

Year	approved	revised	change
2026	2,376	TBD	-
2025	2,366	2,381	15
2024	2,370	2,373	3
2023	2,341	2,344	3
2022	2,318	2,336	18
2021	2,366	2,368	2

15
 16 And if only looking at full-time positions, excluding temporary, seasonal and part-
 17 time:

Year	approved	revised	change
2026	2,109	TBD	-
2025	2,088	2,095	7
2024	2,073	2,076	3
2023	2,042	2,045	3
2022	2,008	2,028	20
2021	2,040	2,045	5

26
 27 Clearly, in some years there is a net increase in labor costs significantly above the
 28 level considered and anticipated by the Assembly when approving the annual
 29 operating budgets. And the above numbers for positions at the time of the revised
 30 budget does not account for increases occurring in the latter half of the fiscal year.
 31 To be clear, there are likely completely logical and reasonable grounds for the
 32 increase to the number of positions, such as grant-funding received, actual revenue
 33 exceeding projections and necessitating additional labor or providing opportunity for
 34 special programs and initiatives. This ordinance is not proposed with a perspective
 35 that these increases above the approved operating budgets position summary
 36 should not occur, but only that they should be approved by and reported to the
 37 highest levels of municipal government when they do occur.

38
 39 There are three main objectives of the proposed ordinance. First, with the addition
 40 to AMC subsection 6.10.036A.7. is to require in the budget measure (AO or AR) for
 41 the proposed annual operating budgets, and for the 1st Quarter budget revisions
 42 measure, a separate Section that lists each municipal department, office and
 43 agency and the maximum number of FTE positions for them. This information is
 44 already produced on the personnel summary page in the budget books, so it is not
 45 anticipated to add any additional work or burden to OMB in developing the draft and
 46 proposed budget, or 1st Q revisions. The newly required section could look like this:

47
 48 Section *. FTE POSITIONS LIMIT AUTHORIZATION. In accordance with
 49 AMC section 6.10.036A.7., departments are authorized no more than the

1 below number of full-time equivalent positions at any point during the fiscal
 2 year unless specifically authorized by the mayor, or by the chair of the
 3 assembly for legislative branch positions. The Assembly will be notified
 4 monthly of any positions authorized above these FTE position limits:
 5

<u>Department/Agency</u>	<u>FTE Positions Limit</u>
Assembly	38
Chief Administrative Officer	14
Community Development	8
Development Services	73
Equal Rights Commission	5
and so on...	

6
 7
 8 Second, if the above approved FTE position limits are to be exceeded, the process
 9 and reporting of such is set out in a new AMC section 6.10.086 on p. 6 of the AO.
 10 The proposed process is intended to be seamless to implement because such
 11 approval requirements are already in place as a practice and under provisions of
 12 AMC Ch. 3.30, except for filling positions above the FTE limit the mayor's, or chair's,
 13 approval is required, and after filling the position a report that the limit was exceeded
 14 submitted to the Assembly. It is not the intent to add additional process to the
 15 recruitment and hiring activities of the executive branch departments, no Assembly
 16 approval or action is injected.
 17

18 Third, the separation of our co-equal branches of the Municipality's government
 19 structure is not fully recognized in some provisions of the Personnel Rules, so
 20 express acknowledgment of the legislative branch personnel actions requiring the
 21 Chair's approval, rather than the Mayor's, is added to several code sections. It is
 22 understood this is already a current practice, although over years with turnover in
 23 executive positions there is a recurring educational exercise to preserve and
 24 continue this practice. Codifying the practice and legal status of appointing
 25 authorities between the branches is simply common sense.
 26

27 The anticipated effects of this proposed ordinance are not expected to incur any
 28 substantial costs, so a summary of economic effects is not required.
 29

30 **I request your support for the ordinance.**

31
 32 Prepared by: Office of Assembly Counsel
 33 Assembly Program & Budget Analyst
 34

35 Respectfully submitted: Jared Goecker, Assembly Member
 36 District 2 – Chugiak, Eagle River, and JBER
 37
 38