

ANCHORAGE, ALASKA
AO No. 2024-110(S), As Amended

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS 1.35, 3.20, AND 3.30 RELATING TO THE ORGANIZATION OF THE EXECUTIVE BRANCH, SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE BRANCH AGENCIES, AMENDING RELATED ANCHORAGE MUNICIPAL CODE TO REFLECT THE NEW EXECUTIVE MANAGEMENT STRUCTURE, AND REMOVING GENDERED LANGUAGE.

WHEREAS, the administration is reorganizing the executive branch to align with the executive management structure; now, therefore,

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code section 1.35.010 is hereby amended to read as follows *(the remainder of the section is not affected and therefore not set out)*:

1.35.010 Principal executive personnel, boards and commissions, and elected officials.

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B. Principal executive personnel and members of boards and commissions and elected officials who shall take the oath of office.

The following officials and municipal executives shall take and subscribe to the oath of office:

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2. Principal municipal executives whose office is created by Municipal Charter, AMC 2.20, AMC 3.20, or AMC 5.10 including:

- a. Municipal attorney (Charter § 5.04).
- b. Municipal manager (Charter § 5.03).
- c. Municipal clerk (Charter § 4.05).
- d. Chief fiscal officer (Charter § 5.05).
- e. Ombudsman (Charter § 4.07).
- f. Director of internal audit (section 3.20.100).
- g. Assembly program and budget analyst (section 2.20.055).
- h. Assembly counsel (section 2.20.065).
- i. Director—planning, development & public works department (section 3.20.070) [REPEALED].
- j. Director—Office of Management and Budget (section 3.20.070).
- k. Executive Director of the Equal Rights Commission (section 5.10.040).
- l. 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)

Section 3. Anchorage Municipal Code section 3.20.030 is hereby amended to read as follows (*the remainder of the section is not affected and therefore not set out*):

3.20.030 Qualifying of mayor; transition period for mayor-elect.

A. The mayor shall be deemed qualified and shall take office by taking and subscribing to the oath required by section 17.07 of the Charter on July 1, or as soon thereafter as practicable, following [HIS] certification as mayor-elect at a regular municipal election or a runoff election held in accordance with the Charter and section 28.20.010. The mayor shall continue to serve and to exercise all powers of [HIS] office until the mayor's[HIS] successor qualifies and takes office in accordance with this section.

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(AO No. 78-45; AO No. 79-27; AO No. 93-137, § 1, 9-21-93)

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

3.20.070 Executive branch organization

- A. *Municipal Attorney.* The department of the municipal attorney is responsible for providing legal services to municipal government, managing all civil litigation to which the municipality is a party, and providing judicial prosecution of misdemeanor criminal offenses in direct support of enforcement activities.

- B. [OFFICE OF EQUITY AND JUSTICE. THE CHIEF EQUITY OFFICER SHALL BE DIRECTOR OF THE OFFICE OF EQUITY AND JUSTICE AND IS RESPONSIBLE FOR DEVELOPING, SUPPORTING, AND IMPLEMENTING THE MUNICIPALITY'S EQUITY AGENDA PURSUANT TO AMC 3.20.140. WITHIN THE OFFICE OF EQUITY AND JUSTICE ARE THE FOLLOWING OFFICES:

1. *OFFICE OF EQUAL OPPORTUNITY (OEO) DIRECTOR.* THE OEO DIRECTOR IS RESPONSIBLE FOR MUNICIPAL CIVIL RIGHTS COMPLIANCE AND THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM. THE DIRECTOR ALSO SERVES AS THE DBE LIAISON OFFICER, TITLE VI PROGRAM COORDINATOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER, AND IS RESPONSIBLE FOR THE IMPLEMENTATION AND CONTINUED DEVELOPMENT OF THE MUNICIPAL SMALL BUSINESS PROGRAM.

2. *DBE COMPLIANCE OFFICER.* THE DBE COMPLIANCE OFFICER WORKS UNDER THE SUPERVISION OF THE OEO DIRECTOR IN IMPLEMENTING THE DBE PROGRAM AND MEETING DBE REPORTING REQUIREMENTS.]

- [C]. *Office of the Municipal Manager.* Within the office of the municipal manager and reporting to the municipal manager or designee are: [THE OFFICE OF EQUAL OPPORTUNITY,] the office of emergency management; [RISK MANAGEMENT]; health and safety; transportation inspection; [CULTURE, ENTERTAINMENT, AND 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:

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.

- [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 public improvement quality assurance.

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

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

i. *Maintenance and operations department.* This department provides year-round maintenance of all roads, drainage systems, street lights, within the Anchorage Roads and Drainage Service Area (ARDSA). This department is also responsible for

1 maintenance of other service areas as outlined in Title
2 27. The department acts as the steward for general
3 government facilities, vehicles, and equipment;
4 performs construction management for new facilities,
5 renovation, and maintenance upgrade projects;
6 provides maintenance and custodial services,
7 arranges for utilities, and security, and verifies
8 payment of these accounts; acquires and maintains
9 all general government vehicles and equipment;
10 provides contract administration for facilities
11 maintenance and security activities operated through
12 outside contractors; and maintains and operates the
13 911 emergency dispatch system and other municipal
14 internal radio communications systems and
15 infrastructure.

16
17 ii. *Project management and engineering department.*
18 This department is responsible for capital project
19 management, engineering, design, construction, and
20 quality control; stormwater runoff quality
21 management; and right-of-way acquisition.

22
23 iii. *Traffic engineering department.* This department is
24 responsible for planning, engineering, design,
25 installation, operation, and maintenance of traffic
26 signals and traffic control devices; on- and off-street
27 parking requirements; and the duties and
28 responsibilities assigned by Title 9 and Title 21.

29
30 d[C]. *Real estate.* This department is responsible for management
31 oversight of the acquisition, retention, and disposal of
32 municipal lands and lands within the Heritage Land Bank
33 inventory, to include reserving needed lands for future public
34 uses. The department is also responsible for lease, planning,
35 acquisition, management, maintenance, and disposition of
36 real property owned or occupied by the municipality, including
37 the utilities, and tax foreclosures of property. This department
38 includes the following divisions: Real Estate Services and
39 Heritage Land Bank.

40
41 [12. *INFORMATION TECHNOLOGY DEPARTMENT.* THIS
42 DEPARTMENT IS RESPONSIBLE FOR ALL FUNCTIONS
43 REQUIRED FOR THE ADMINISTRATION AND APPLICATION OF
44 INFORMATION SYSTEMS TECHNOLOGY FOR THE
45 MUNICIPALITY, STRATEGIC LONG-RANGE SYSTEMS
46 PLANNING, MUNICIPAL-WIDE SYSTEMS STANDARDS AND
47 PROCEDURES, ACQUISITIONS OF COMPUTER EQUIPMENT
48 AND RELATED PRODUCTS AND SERVICES, STRATEGIC
49 DIRECTION FOR DISSEMINATION OF COMPUTER AND DATA
50 COMMUNICATION SYSTEMS AND APPLICATION PROCESSING,
51 DEVELOPMENT AND ANNUAL TESTING OF A BUSINESS
52 CONTINUITY PLAN IN CASE OF DISASTER AFFECTING
53 TECHNOLOGY INFRASTRUCTURE OF THE MUNICIPALITY, AND
54 TECHNICAL SUPPORT AND COMPUTER OPERATION
55 SERVICES FOR CENTRALIZED MUNICIPAL-WIDE AND
56 SELECTED DISTRIBUTED DATA CENTERS. THIS DEPARTMENT

1 INCLUDES THE FOLLOWING DIVISIONS: REPROGRAPHICS,
2 RECORDS MANAGEMENT, COURIER SERVICES, AND THE
3 INNOVATION TEAM (I-TEAM). THE CHIEF TECHNOLOGY
4 OFFICER SHALL REPORT ANNUALLY TO THE ASSEMBLY ON
5 ITS SYSTEMS PLANNING, CHANGES TO STANDARDS AND
6 PROCEDURES, AND BUSINESS CONTINUITY PLAN TESTING,
7 AND MAY PROVIDE THE ANNUAL REPORT IN EXECUTIVE
8 SESSION.]
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10 11[13]. Parks and Recreation Department. The parks and recreation
11 department is responsible for preserving and enhancing the quality
12 of life for present and future generations by providing recreational
13 programs and maximizing the use of trails, parks, and recreational
14 facilities in the Anchorage Bowl, Eagle River-Chugiak, and Girdwood
15 area. This department includes the following division:

16 a. Anchorage Memorial Park Cemetery.
17

18 12[14]. Anchorage Library Department. The library department's mission is
19 to provide information through library materials and staff, offer
20 educational programs for residents [CITIZENS] from birth [PRE-
21 SCHOOL] to adult, provide equitable access to technology with
22 computers and the internet for personal use and for government and
23 employment resources.
24

25 C[D]. Chief Administrative Officer[CHIEF FISCAL OFFICER]. **The office shall be**
26 **administered by a chief administrative officer who is appointed by the**
27 **mayor and confirmed by the assembly. The chief administrative officer**
28 **serves at the pleasure of the mayor.** Within the office of the Chief
29 Administrative Officer [CHIEF FISCAL OFFICER] and reporting to the Chief
30 Administrative Officer [CHIEF FISCAL OFFICER] are the Office of Federal
31 Compliance, Office of Grant Development, the Innovation Team (i-Team),
32 Risk Management, and Venues (including the Egan Center, the Denali
33 Civic and Convention Center, the Anchorage Museum at Rasmuson Center,
34 the Anchorage Golf Course, the Sullivan Sports Arena, the Alaska Center
35 for the Performing Arts, and the Boeke and Dempsey Ice Arenas) and the
36 following departments:
37

38 1. Finance. The office of the chief fiscal officer and the department of
39 finance are [IS] responsible for the management and investment of
40 municipal funds; sale of bonds; oversight of accounting functions and
41 coordinating the annual audit; disbursement of payments; collection
42 of taxes, fees, fines and other revenues; and determination of
43 property values. This department includes the following divisions:
44 controller, property appraisal, public finance and investments, and
45 treasury.
46

47 2. Purchasing. The Department of Purchasing has two functions. The
48 first function is purchasing and includes purchasing supplies,
49 services, and construction according to Title 7 and other applicable
50 code provisions. The department is also responsible for the overall
51 programming of municipal contracting services and for outsourcing
52 and privatization. The other function is contracting and includes
53 contract preparation, negotiation, consolidation, and contract
54 consolidation. This department is also responsible for personal
55 property inventory and disposition of surplus personal property.
56

3. *Information Technology Department.* This department is responsible for all functions required for the administration and application of information systems technology for the municipality, strategic long-range systems planning, municipal- wide systems standards and procedures, acquisitions of computer equipment and related products and services, strategic direction for dissemination of computer and data communication systems and application processing, development and annual testing of a business continuity plan in case of disaster affecting technology infrastructure of the municipality, and technical support and computer operation services for centralized municipal-wide and selected distributed data centers. This department includes the following divisions: reprographics, records management, and courier services. The chief technology officer shall report annually to the assembly on its systems planning, changes to standards and procedures, and business continuity plan testing, and may provide the annual report in executive session.

4. *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.

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

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

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

E[G]. In addition to their other functions and responsibilities, it is a function and responsibility of each department listed in this section to reasonably provide customary and necessary municipal resources and support to the assembly and legislative branch departments, to enable the assembly and legislative branch departments to fulfill their functions and responsibilities.

(AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78- 82; AO

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

Editor's note— AO No. 2000-105(S), § 2, adopted June 27, 2000, repealed § 3.20.070, which pertained to municipal organizations. See the Code Comparative Table. Subsequently, AO No. 2003-109, § 6, effective Sept. 9, 2003, added provisions designated as § 3.20.070 to read as herein set out. **Charter reference—** Appointment of department heads, § 5.02(a); municipal manager, § 5.03; municipal attorney, § 5.04.

Cross-reference— Principal executive personnel, boards and commissions, § 1.35.010.

Section 5. Anchorage Municipal Code section 3.20.140 is hereby amended to read as follows (*the remainder of the section is not affected and therefore not set out*):

3.20.140 Office of equity and inclusion[JUSTICE].

A. There is established an office of equity and inclusion[JUSTICE] including a chief equity officer to provide the assembly and the mayor with objective information to determine where disparities or inequities exist in the provision of government services and to recommend actions to address those issues[, OFFICE OF EQUAL OPPORTUNITY DIRECTOR, AND DISADVANTAGED BUSINESS ENTERPRISE COMPLIANCE OFFICER].

1. Chief Equity Officer.

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

- 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 **chief equity officer**~~director~~ shall be responsible for the oversight and implementation of the municipal language access plan(s) to ensure federal and municipal compliance.

f. The **chief equity officer**~~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 **chief equity officer**~~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. In coordination with the office of federal compliance, the **chief equity officer** shall be responsible for an annual review of all departmental language access plans to ensure compliance with language access laws and shall submit an annual report to the assembly and the mayor in the form of a memorandum with the results of this review and any suggested changes to department language access plans.

i. Reports and data submitted shall not include identifying information or release protected health information.

j[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

[E. THE CHIEF EQUITY OFFICER SHALL BE RESPONSIBLE FOR AN ANNUAL REVIEW OF ALL OFFICE OF EQUAL OPPORTUNITY BUSINESS ENTERPRISE ACTIVITIES TO ENSURE COMPLIANCE AND SHALL SUBMIT A REPORT

TO THE ASSEMBLY AND THE MAYOR WITH THE RESULTS OF THIS REVIEW IN THE FORM OF A MEMORANDUM.

- F. REPORTS AND DATA SUBMITTED UNDER SECTIONS D. AND E. SHALL NOT INCLUDE IDENTIFYING INFORMATION, OR RELEASE PROTECTED HEALTH INFORMATION.]

[2. *OFFICE OF EQUAL OPPORTUNITY DIRECTOR.*

- A. ON PROGRAM AND POLICY MATTERS RELATING TO MINORITY BUSINESS AND CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY, THE DIRECTOR OF THE OFFICE OF EQUAL OPPORTUNITY SHALL HAVE DIRECT AND INDEPENDENT ACCESS TO THE MAYOR.
- B. THE DIRECTOR SHALL MONITOR THE PERFORMANCE OF DUTIES OF THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM OFFICE IN CHAPTER 7.60 AND MAINTAIN A LOG OF ALL MUNICIPAL CONTRACTS, AND OF SUBCONTRACTS TO A PRIME WITH A MUNICIPAL CONTRACT, AWARDED TO CERTIFIED DBE BUSINESSES AND SHALL SUBMIT AN ANNUAL REPORT OF THESE CONTRACTS TO THE ASSEMBLY AND THE MAYOR IN THE FORM OF A MEMORANDUM.
- C. THE DIRECTOR SHALL BE RESPONSIBLE FOR AN ANNUAL REVIEW OF ALL DEPARTMENTAL LANGUAGE ACCESS PLANS TO ENSURE COMPLIANCE WITH LANGUAGE ACCESS LAWS AND SHALL SUBMIT AN ANNUAL REPORT TO THE ASSEMBLY AND THE MAYOR IN THE FORM OF A MEMORANDUM WITH THE RESULTS OF THIS REVIEW AND ANY SUGGESTED CHANGES TO DEPARTMENT LANGUAGE ACCESS PLANS.
- D. THE DIRECTOR SHALL, IN COORDINATION WITH THE DEPARTMENT OF HUMAN RESOURCES AND THE DEPARTMENT OF LAW, 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. 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

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E. The following classifications are assigned to Range 22E:

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

*** **

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

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

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

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14. Director, municipal airports [MERRILL FIELD MANAGER]

*** **

19. Director, public works.

20. Chief administrative officer.

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(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 26th day of November, 2024.



Chair

ATTEST:



Municipal Clerk



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

AM No. 892-2024

Meeting Date: November 6, 2024

FROM: MAYOR

SUBJECT: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS 1.35, 3.20, AND 3.30 RELATING TO THE ORGANIZATION OF THE EXECUTIVE BRANCH, SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE BRANCH AGENCIES, AMENDING RELATED ANCHORAGE MUNICIPAL CODE TO REFLECT THE NEW EXECUTIVE MANAGEMENT STRUCTURE, AND REMOVING GENDERED LANGUAGE.

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

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

- Re-establishment of the Chief Administrative Officer position, which will generally be tasked with overseeing the municipality's internal services departments (Finance, HR, IT, and Purchasing)
- Establishment of a Department of Planning, Development & Public Works, which more accurately reflects the nature of the work presently performed by the Community Development Department
- Elimination of the Department of Building Services (which is effectively absorbed into the Department of Planning, Development & Public Works)
- Rebranding of the Office of Equal Opportunity to the "Office of Federal Compliance," which better tracks the nature of its work, and returning oversight of the office to an executive branch manager
- Relocation of the iTeam from the Office of Information Technology to the Office of Chief Administrative Officer, to provide the Team greater access to the Municipality and policymakers
- Establishment of an Office of Grant Development

- 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



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 967-2024

Meeting Date: November 26, 2024

From: Assembly Vice Chair Zaletel

Subject: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTERS 1.35, 3.20, AND 3.30 RELATING TO THE ORGANIZATION OF THE EXECUTIVE BRANCH, SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE BRANCH AGENCIES, AMENDING RELATED ANCHORAGE MUNICIPAL CODE TO REFLECT THE NEW EXECUTIVE MANAGEMENT STRUCTURE, AND REMOVING GENDERED LANGUAGE.

The proposed S version of AO 2024-110 makes several substantive changes to the original ordinance.

First, the S amends language concerning the Chief Equity Officer to clarify the roles and responsibilities of that position with relation to both branches of the municipal government.

Second, the S reinserts language regarding the language access program and keeps the requirement for the Assembly to receive a yearly report on the program which was originally introduced in AO 2023-90(S) As, Amended.

Third, the S clarifies that the position of Chief Administrative Officer is appointed by the mayor, and confirmed by the Assembly.

I request your support for the ordinance.

Prepared by: Assembly Counsel's Office

Respectfully submitted: Meg Zaletel, Assembly Vice Chair
District 4 – Midtown Anchorage

Municipality of Anchorage

This illustration does not supersede specific code or charter provisions.

