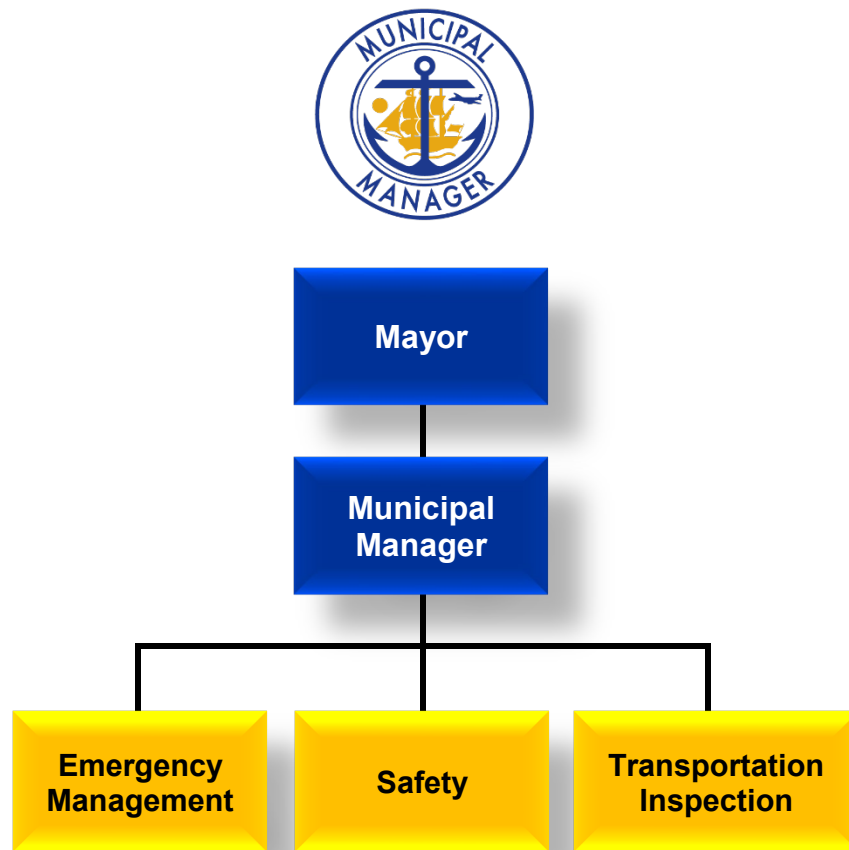


# Municipal Manager



## Municipal Manager

### Description

The Municipal Manager's Department is responsible for providing oversight and direction to the Municipal departments/utilities/enterprise activities for the day-to-day governmental operations and administrative functions.

In previous years, the Municipal Manager oversaw the Risk Management division, as well as Venues (formerly Culture, Entertainment, & Arts Venues), both of which are now being transferred to the Chief Administrative Officer.

Municipal Manager (907)343-7110  
632 W. 6<sup>th</sup> Ave Anchorage, AK 99501  
<https://www.muni.org/Departments/Manager>

### Department Services

- Coordinate the efforts of Municipal agencies to ensure Municipal policy, regulations, ordinances and functions are implemented and coordinated in a timely, efficient, and professional manner
- Develop and implement programs as needed
- Respond to public questions and concerns in a timely manner

### Divisions

- Emergency Management
  - Primary Emergency Response Agency for the Municipality of Anchorage that provides an orderly means for planning to meet emergencies threatening life or property. The OEM is tasked with leading the MOA's mission of assisting all residence prepare for, respond to and recover from disasters and emergencies. (AMC 3.80) Emergency Operations Center: when activated, facilitates coordination of multiple agencies into a comprehensive municipal strategy. (CEOP 2015).
- Safety
  - The safety division insures all Municipality of Anchorage employees have a safe, healthy and injury-free work environment as well as strict adherence to all local, state and federal safety and health regulations.
- Transportation Inspection
  - Assure regulated vehicle service to the public is clean, safe, reliable, and service-oriented; ensure fair, equitable treatment for all components of the regulated vehicle industry.

### Department Goals that Contribute to Achieving the Mayor's Mission:



**Good Government – Ensuring ethical and accountable government, balancing the budget, and delivering quality, effective government services.**

#### Municipal Manager Department

- Improve organization efficiency and effectiveness by improving process and procedures.

#### Municipal Manager Department – Safety

- Ensure management commitment and employee participation in all safety and health programs at all levels in the organization.

- Maintain active engagement of management and employees in growing and developing our Culture of Safety.
- Assist in resolving safety and health issues through networking, research and working synergistically across all departments.

Municipal Manager Department - Transportation Inspection Division

- Promote a service-oriented ethic within the regulated vehicle industry.



**Safe Streets and Trails – Creating a safer, healthier Anchorage for all by addressing homelessness, investing in crisis response services and public health, cleaning up our parks, trails and public spaces, and staffing up our public safety departments.**

Municipal Manager Department – Emergency Management Division

- Ensure community education and public outreach programs are effective in preparing citizens for emergencies and disasters.

Municipal Manager Department - Transportation Inspection Division

- Protect the safety and welfare of the regulated vehicle customers.

## Municipal Manager Department Summary

	2024 Actuals Unaudited	2025 Revised	2026 Approved	26 v 25 % Chg
<b>Direct Cost by Division</b>				
MM Administration	1,213,757	721,700	772,191	7.00%
MM Emergency Management	675,228	1,840,692	645,360	(64.94%)
MM Safety	215,192	623,529	623,990	0.07%
MM Transportation Inspection	271,592	348,570	370,518	6.30%
<b>Direct Cost Total</b>	<b>2,375,768</b>	<b>3,534,491</b>	<b>2,412,059</b>	<b>(31.76%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,755,489)	(1,852,718)	(1,888,809)	1.95%
<b>Function Cost Total</b>	<b>620,280</b>	<b>1,681,773</b>	<b>523,250</b>	<b>(68.89%)</b>
Program Generated Revenue	(997,134)	(534,298)	(534,298)	-
<b>Net Cost Total</b>	<b>(376,855)</b>	<b>1,147,475</b>	<b>(11,048)</b>	<b>(100.96%)</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,754,443	1,754,950	1,859,211	5.94%
Supplies	32,988	69,576	68,326	(1.80%)
Travel	2,865	15,937	15,937	-
Contractual/OtherServices	350,898	1,485,816	312,052	(79.00%)
Debt Service	224,679	197,212	156,533	(20.63%)
Equipment, Furnishings	9,897	11,000	-	(100.00%)
<b>Direct Cost Total</b>	<b>2,375,768</b>	<b>3,534,491</b>	<b>2,412,059</b>	<b>(31.76%)</b>
<b>Position Summary as Budgeted</b>				
Full-Time	14	12	12	-
Part-Time	2	1	1	-
<b>Position Total</b>	<b>16</b>	<b>13</b>	<b>13</b>	<b>-</b>

## Municipal Manager Reconciliation from 2025 Revised Budget to 2026 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2025 Revised Budget</b>	3,534,491	12	1	-
<b>2025 One-Time Adjustments</b>				
- Reverse - 2025 1Q ONE-TIME - Office of Emergency Management - Recovery for the COVID-19 Incident (EOs in 231802)	(1,126,527)	-	-	-
- Reverse 2025 1Q ONE-TIME - Office of Emergency Management - Recovery for the Avalanche Incident (EO 2022-01 in 231804)	(36,969)	-	-	-
<b>Debt Service Changes</b>				
- General Obligation (GO) Bonds	(40,679)	-	-	-
<b>Changes in Existing Programs/Funding for 2026</b>				
- Salaries and benefits adjustments	104,261	-	-	-
- Fleet	(5,238)	-	-	-
<b>2026 Continuation Level</b>	<b>2,429,339</b>	<b>12</b>	<b>1</b>	<b>-</b>
<b>2026 Proposed Budget Changes</b>				
- None	-	-	-	-
<b>2026 Assembly Amendments</b>				
- 1F Reduction for non-labor	(17,280)	-	-	-
<b>2026 Approved Budget</b>	<b>2,412,059</b>	<b>12</b>	<b>1</b>	<b>-</b>

# 2026 Approved General Government Operating Budget

## Office of Emergency Management Operating Grant and Alternative Funded Programs

Program	Fund Center	Award Amount	Expected Expenditures Thru 6/30/25	Expected Expenditures 7/1/25- 12/31/25	Expected Expenditures in 2026	Expected Balance at 12/31/26	Program Expiration
<b>State Homeland Security Grant</b> (Federal Grant)							
2022 SHSP							
Cyber Security, Continuity, Public Information Plans (1000095)	124279	664,600	232,743	20,000	-	411,857	08/31/25
2023 SHSP							
Police Response Vehicle, Continuity, Exercise, Training (1000103)	124279	313,939	33,785	-	-	280,154	12/31/25
2024 SHSP							
Hazardous Materials Response Equipment, Exercise (1000116)	124279	103,820	-	50,000	53,820	-	09/01/26
<b>Emergency Management Performance Grant</b> (Federal Grant with Local Match)							
2024 EMPG							
Emergency Management Personnel Costs (1000109)	124279	200,000	194,901	5,099	-	-	09/30/25
2025 EMPG							
Emergency Management Personnel Costs (TBD)	124279	200,000	-	70,000	130,000	-	09/30/26
<b>Community Development Block Grant-Disaster Recovery</b> (Federal Grant)							
2023 CDBG-02							
Hazard Mitigation Plan Integration into Land use Plans (1000110)	124279	850,000	310,482	179,838	359,680	-	12/31/26
2023 CDBG-08							
Updating Neighborhood and Targeted Plans (1000111)	124279	705,000	72,903	50,000	582,097	-	12/31/26
2023 CDBG-09							
Seismic Hazard Analysis and Mapping (1000112)	124279	695,000	21,305	226,002	447,694	-	12/31/26
<b>Hazard Mitigation Grant Program Grant</b> (Federal/State Grant)							
2021 HMGP							
Mitigation Plan Update (9000003)	124279	162,500	31,200	-	-	131,300	07/29/26
2021 HMGP							
Mitigation Plan Update-Management Costs (9000003MC)	124279	7,500	4,908	-	-	2,592	07/29/26
2021 HMGP							
Equal Access Language Program (9000004)	124279	56,743	29,683	15,511	11,549	-	07/29/26
2021 HMGP							
Equal Access Language Program Management Costs (9000004)	124279	2,825	1,412	707	706	-	07/29/26
2024 Fire Management Assistance Grant							
Wildfire Risk Analysis and Fuel Management (1000107)	124279	1,200,000	-	300,000	900,000	-	06/29/26
2024 Fire Management Assistance Grant							
Management Costs (1000113)	124279	20,010	-	10,005	10,005	-	06/29/26
<b>State and Local Cyber Grant Program</b> (Federal/State Grant)							
2023 SLCGP							
Cybersecurity Emergency Operations Plan Annex (1000114)	124279	100,000	-	10,000	90,000	-	12/31/26
<b>Designated Legislative Grant</b> (State Grant)							
2025 DLGP							
Disaster Evacuation Routes, Anchorage Hillside (1000119)	124279	300,000	-	10,000	290,000	-	06/30/29
<b>Emergency Operations Center Grant Program</b> (Federal Grant with Local Match)							
2023 EOC Roof							
Emergency Operations Roof (7000158)		666,667	31,308	635,359	-	-	12/31/25
		6,248,604	964,630	1,582,520	2,875,551	825,903	

## Office of Emergency Management

### Municipal Manager

*Anchorage: Performance. Value. Results.*

#### Purpose

Coordinate the preparation for, response to, mitigation against, and recovery from all-hazard emergencies and disasters.

#### Core Services

- Provide leadership for emergency and disaster preparedness planning, training and exercise activities
- Maintain essential services through the emergency operations center (EOC)
- Provide disaster recovery and mitigation planning, project management, and technical assistance

#### Accomplishment Goals

- Build a culture of preparedness in the Municipality of Anchorage
- Ready the Municipality of Anchorage for disasters
- Expedite disaster recovery from the past and enhance mitigation for the future

#### Performance Measures

Progress in achieving goals shall be measured by:

**Measure #1: Build capacity for disaster preparedness through planning outreach and education, and exercise.**

Preparedness				
2025	Q1	Q2	Q3	Q4
Number of Planning Activities	114	85		
Number of Outreach and Education Activities	19	49		
Number of Exercise/Evaluation Activities	19	20		

#### Explanatory Information:

Preparedness provides communities an orderly means to reduce suffering and losses that accompany disasters. This includes engagement with community stakeholders to support the following functions and activities:

- Coordination of planning activities
  - identification of hazards
  - analysis of risk
  - establishment of organizational structure
  - resource management of appropriate staff, supplies, and equipment
- Resourcing public information, training, exercises, evaluation, and improvement planning

**Measure #2: Build capacity for disaster response through Emergency Operations Center (EOC) staff, facility, and incident response.**

Response				
	2024	2025	2026	2027
Number of EOC Incident Response Activations	6	2		
Number of EOC Team Members by Section	55	-		
Command	7	-		
Planning	7	-		
Operations	21	-		
Logistics	12	-		
Finance	8	-		
Number of EOC Team Members by Type (Local, State, Federal, Tribal, Non-Government)	53 Local, 1 Fed, 1 NG	-		
Number of EOC Facility Maintenance Activities	97	141		
Number of EOC Facility Upgrade Activities	13	14		

**Explanatory Information:**

The Emergency Operations Center is the municipal owned facility intended to be maintained in a constant state of readiness for sustained coordination of response activities.

Response includes the capability necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the Municipality of Anchorage can effectively respond to any threat or hazard, including but not limited to:

- cascading effects
- saving and sustaining lives
- stabilizing the incident
- rapidly meeting basic human needs
- restoring basic services and community functionality
- establishing a safe and secure environment
- supporting the transition to recovery

**Measure #3: Build capacity for expedited disaster recovery and mitigation through project administration and planning.**

Recovery and Mitigation					
	2024	Q1	Q2	Q3	Q4
Number of Recovery Planning Activities		6	4		
Number of Recovery Project Activities		33	34		
Number of Mitigation Planning Activities		17	14		
Number of Mitigation Project Activities		23	36		

**Explanatory Information:**

During recovery, restoration efforts occur concurrently with regular operations and activities. The recovery



period from an incident can be prolonged. Recovery encompasses timely restoration, strengthening, and revitalization of the infrastructure; housing; a sustainable economy; and the health, social, cultural, historic, and environmental fabric of a given communities affected by an incident.

Mitigation is an effort to reduce or eliminate the long-term risks to life, property, and wellbeing of community members. Mitigation focuses on the premise that individuals, the private sector, communities, critical infrastructure, and the Nation are made more resilient when the consequences.

## Transportation Inspection Division Municipal Manager

*Anchorage: Performance. Value. Results.*

### Mission

To ensure regulated vehicle service to the public is safe, reliable, clean, and service-oriented by administering and enforcing Title 11 of the Anchorage Municipal Code.

### Core Services

- Issue and revoke chauffeur licenses
- Issue and revoke permits for regulated vehicles and dispatch companies
- Inspect regulated vehicles and chauffeurs for ordinance compliance and safety
- Investigate complaints and allegations of wrongdoing
- Provide support to the Transportation Commission in the issuance of permits and licenses. As well as provide support to the Anchorage Assembly in Title 11 affairs.

### Accomplishment Goals

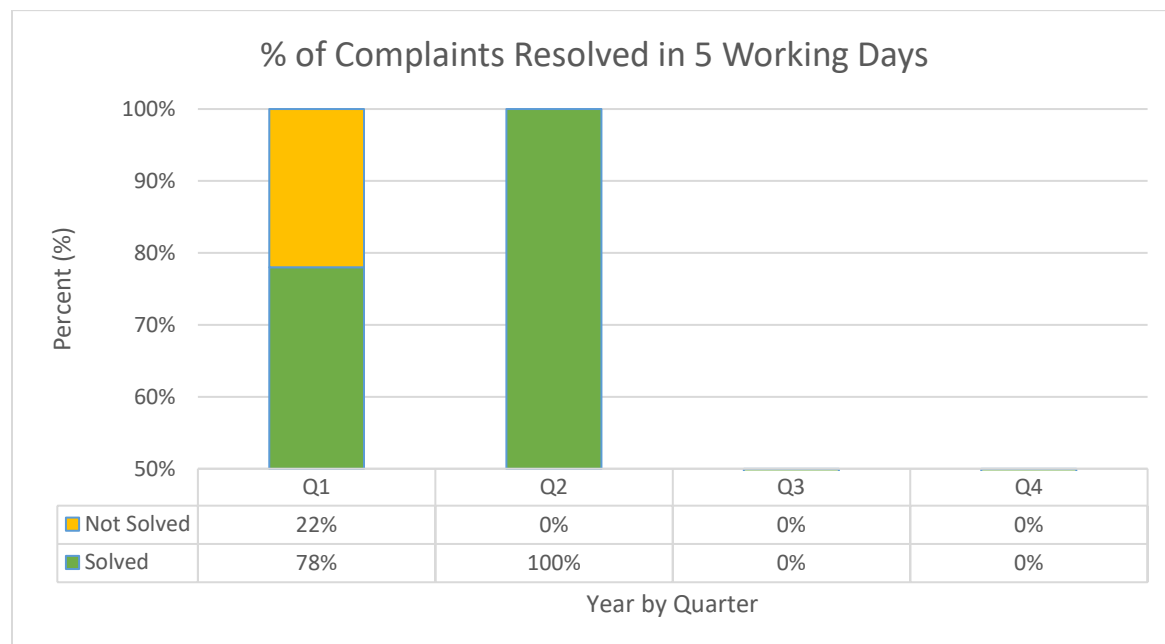
- Protect the safety and welfare of the regulated vehicle customers, licensed chauffeurs, and the citizens of Anchorage.

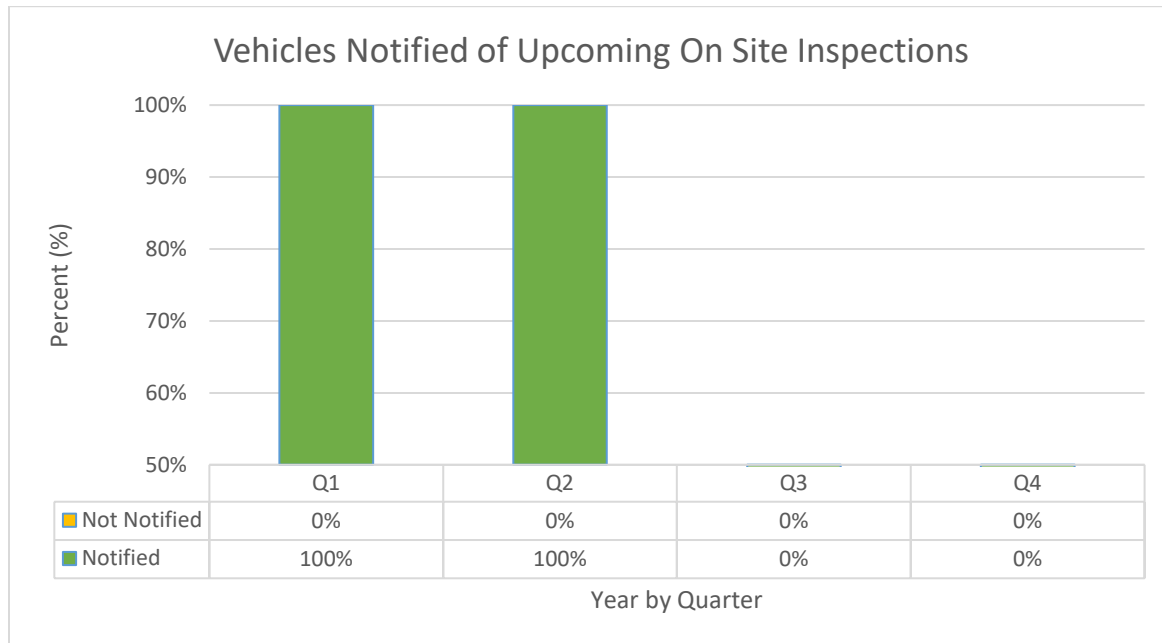
### Performance Measures

Progress in achieving goals will be measured by:

**Measure #1: Percentage of complaint investigations resolved in five workdays or less.**

Percent of complaints resolved in 5 workdays or less.



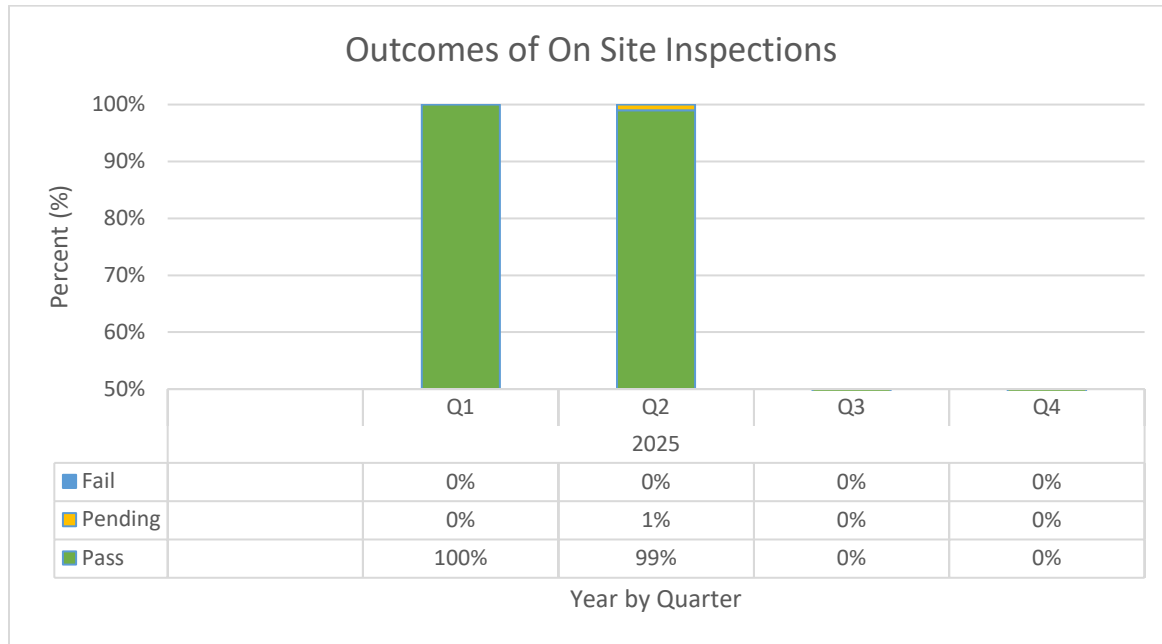
**Measure #2: Percent of regulated vehicles notified of upcoming scheduled on-site inspections.**

**Informational Statistics**

This is an informational statistic and reflects a “performance measure” for the industry and not based on the division.

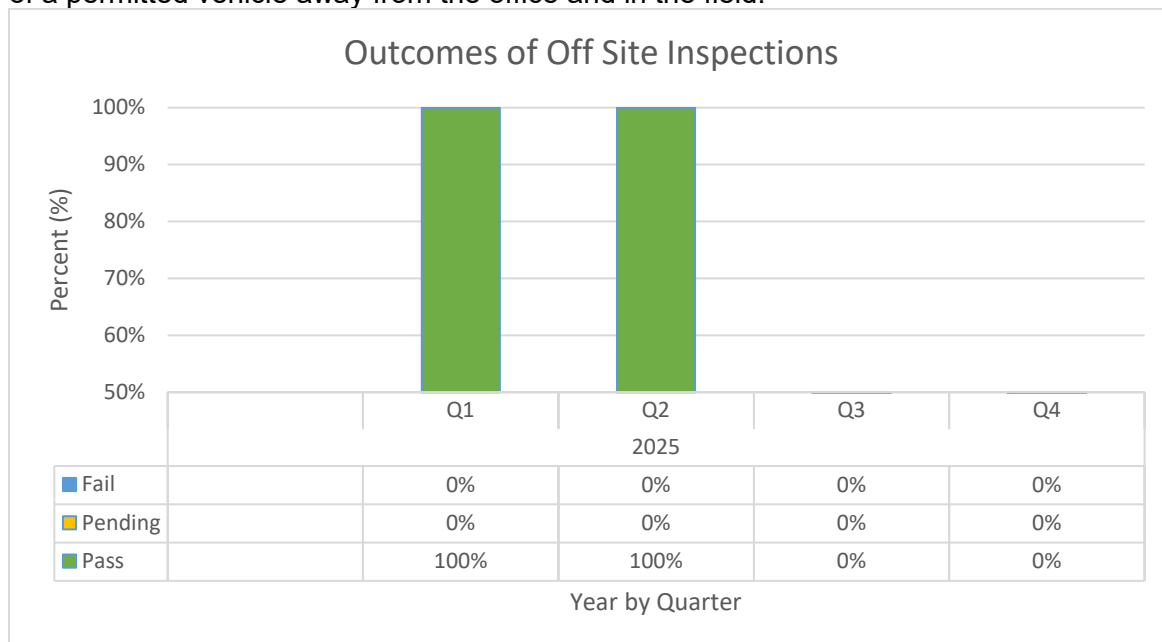
The Transportation Inspection division does not control the condition of the regulated vehicle when it is brought for inspection because these are privately owned vehicles. This is informational. These inspections are rated pass, pending, or fail. The inspections that did not pass and only have minor issues are put into a “pending” category with a deadline for completion and repair. An example of the “pending” category with minor issues could be missing a sticker decal, cleanliness, missing chauffeur license holder, minor cracked windshield, etc. The failed inspections have serious mechanical or safety issues and are removed from service until fixed. The vehicles that are removed from service due to failed inspections are mainly the result of accidents. On average the Transportation Inspection division complete approximately 600 vehicle inspections annually.

**Informational Statistic #1: Condition of regulated vehicles for on-site inspection results.**

These inspections include but are not limited to annual and semi-annual inspections, meter seals, change of vehicle, initial post-accident, and repaired accident inspections.

**Informational Statistic #2: Condition of regulated vehicles for the unscheduled off-site inspections.**

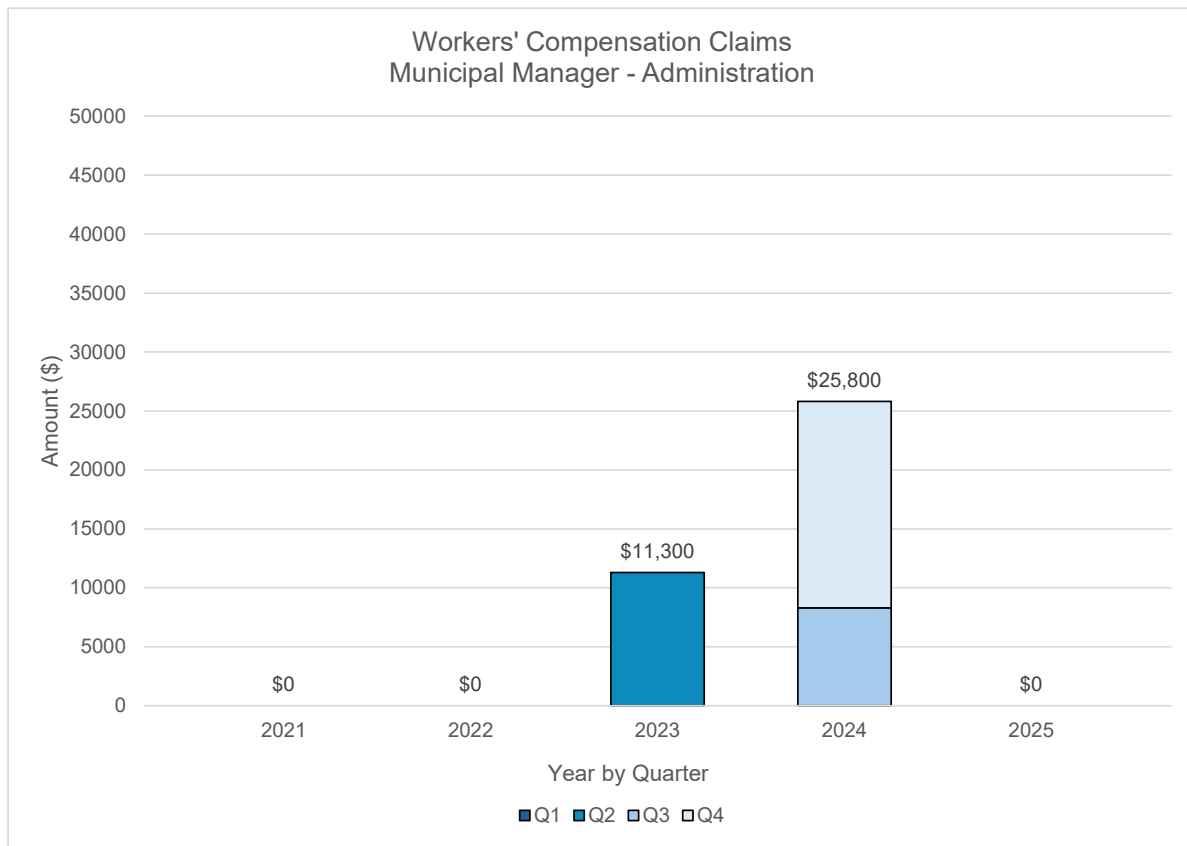
Unscheduled off-site inspections occur when personnel from the division conduct an inspection of a permitted vehicle away from the office and in the field.



**Measure WC: Managing Workers' Compensation Claims**

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.



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