

Chief Administrative Officer



Mayor

**Chief
Administrative
Officer**

**Federal
Compliance
Office**

**Grant
Development**

i-Team

**Risk
Management**

Venues

Chief Administrative Officer

Description

The Chief Administrative Officer (CAO) is responsible for providing oversight and direction to the Municipality's internal service departments.

Chief Administrative Officer (907)343-6573
632 W.6th Avenue, Suite 870 Anchorage, Alaska 99501

Department Services

- Coordinate the efforts of Municipal internal-service departments to ensure front-line departments, enterprises, and utilities are supported in a timely, efficient, and professional manner
- Develop and implement programs as needed
- Assess internal processes, and implement improvements
- Respond to public questions and concerns in a timely manner

Divisions

- Federal Compliance Office (formerly the Office of Equal Opportunity)
 - Implement and administer federally mandated DBE Program and ensure that contractors with the Municipality are in compliance with Federal, State, and local statutes, ordinances, and regulations concerning equal employment opportunity
 - Investigate Title VII complaints within the municipal workforce
- Grant Development
 - Identifies opportunities and secures grants for Municipal departments
- i-Team
 - Dedicated innovation team charged with tackling big problems and delivering better results for residents by using research and analyses to assess local conditions, develop original solutions, and measure progress
 - Deploy human centered design, data, and technology-based solutions improve the lives of residents, better serve residents and save tax dollars
 - Provide open data for the public to use, data sharing between departments for increased efficiency and insights, and KPIs for measuring government performance
 - Help train employees in new techniques around data, human-centered design and test innovative solutions they can use to innovate in their own departments
- Risk Management
 - Handles all claims regarding damage to municipal property and claims pertaining to municipal damage to third parties and/or property
 - Handles all workers' compensation claims for municipal employees
 - Approves and answers questions regarding all third-party insurance requirements
- Venues
 - Management of municipal facilities that are leased and/or operated through management agreements (Boeke, Dempsey, Sullivan; Dena'ina and Egan Convention Centers; Museum; O'Malley Golf Course; Performing Arts Center)

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.

Chief Administrative Officer – Federal Compliance Office

- Ensure compliance with federal grant requirements

Chief Administrative Officer – i-Team

- Achieve quantifiable cost savings and efficiencies in municipal processes

Chief Administrative Officer - Risk Management Division

- 24-hour claimant contact and zero Workers' Compensation late payment penalties.
- Recover \$1,000,000 annually in damage to MOA property.
- Assure a 24 hour turn around on all permits, contracts & Request for Proposal (RFP).
- Hold insurance renewals to expiring premiums or less annually for both the MOA and ASD. Inventory is added as acquired.
- Lower the cost of Municipal operations by reducing both the number of accidents and the severity of accidents in workers' compensation, auto liability and general liability exposures.



Building Our Future – Laying the foundation for a more prosperous future through housing solutions, economic development and investments in childcare, public infrastructure and quality of life.

Chief Administrative Officer – Grant Development

- Secure additional funds to support municipal projects and services

Chief Administrative Officer – Venues

- Provide cost-effective quality-of-life offerings

Chief Administrative Officer Department Summary

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Division				
CAO Administration	-	457,798	466,525	1.91%
CAO Federal Compliance Office	160,735	195,759	175,046	(10.58%)
CAO Grant Development	-	164,495	116,124	(29.41%)
CAO i-Team	-	680,463	666,350	(2.07%)
CAO Risk Management	14,489,311	13,045,170	13,071,587	0.20%
CAO Venues	14,820,281	13,256,503	8,469,188	(36.11%)
Direct Cost Total	29,470,327	27,800,188	22,964,820	(17.39%)
Intragovernmental Charges				
Charges by/to Other Departments	(11,757,644)	(12,502,554)	(12,517,371)	0.12%
Function Cost Total	17,712,684	15,297,634	10,447,449	(31.71%)
Program Generated Revenue	(1,579,787)	(3,702,019)	(958,019)	(74.12%)
Net Cost Total	16,132,896	11,595,615	9,489,430	(18.16%)
Direct Cost by Category				
Salaries and Benefits	947,598	2,403,562	2,376,628	(1.12%)
Supplies	16,186	8,630	8,630	-
Travel	6,081	5,655	5,655	-
Contractual/Other Services	28,200,187	25,085,841	20,276,407	(19.17%)
Debt Service	298,750	295,000	296,000	0.34%
Depreciation/Amortization	1,525	-	-	-
Equipment, Furnishings	-	1,500	1,500	-
Direct Cost Total	29,470,327	27,800,188	22,964,820	(17.39%)
Position Summary as Budgeted				
Full-Time	8	14	14	-
Part-Time	-	-	-	-
Position Total	8	14	14	-

Chief Administrative Officer Reconciliation from 2025 Revised Budget to 2026 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2025 Revised Budget	27,800,188	14	-	-
2025 One-Time Requirements				
- Reverse 2025 1Q S - ONE-TIME - 50th Anniversary of the MOA	(20,000)	-	-	-
Debt Service Changes				
- Performing Arts Center Revenues Bonds	1,000	-	-	-
Changes in Existing Programs/Funding for 2026				
- Salaries and benefits adjustments	(28,053)	-	-	-
- Room Tax	(4,788,315)	-	-	-
2026 Continuation Level	22,964,820	14	-	-
2026 Proposed Budget Changes				
- None	-	-	-	-
2026 Proposed Budget	22,964,820	14	-	-

Chief Administrative Officer
Division Summary
CAO Administration

(Fund Center # 136000, 136079)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	-	457,798	466,525	1.91%
Travel	-	-	-	-
Manageable Direct Cost Total	-	457,798	466,525	1.91%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	457,798	466,525	-
Intragovernmental Charges				
Charges by/to Other Departments	-	(457,798)	(466,525)	1.91%
Function Cost Total	-	-	-	-
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	-	2	2	-
Position Total	-	2	2	-

Chief Administrative Officer
Division Detail
CAO Administration

(Fund Center # 136000, 136079)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	-	457,798	466,525	1.91%
Travel	-	-	-	-
Manageable Direct Cost Total	-	457,798	466,525	1.91%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	457,798	466,525	1.91%
Intragovernmental Charges				
Charges by/to Other Departments	-	(457,798)	(466,525)	1.91%
Net Cost				
Direct Cost Total	-	457,798	466,525	1.91%
Charges by/to Other Departments Total	-	(457,798)	(466,525)	1.91%
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2024 Revised		2025 Revised		2026 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Municipal Operations Manager	-	-	1	-	1	-
Principal Administrative Officer	-	-	1	-	1	-
Position Detail as Budgeted Total	-	-	2	-	2	-

Chief Administrative Officer Division Summary

CAO Federal Compliance Office

(Fund Center # 113271, 113272, 113200, 113279, 113273)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	134,328	182,779	162,066	(11.33%)
Supplies	779	350	350	-
Travel	2,552	3,000	3,000	-
Contractual/Other Services	23,077	8,130	8,130	-
Equipment, Furnishings	-	1,500	1,500	-
Manageable Direct Cost Total	160,735	195,759	175,046	(10.58%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	160,735	195,759	175,046	-
Intragovernmental Charges				
Charges by/to Other Departments	(160,735)	(195,759)	(175,046)	(10.58%)
Function Cost Total	-	-	-	-
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	2	1	1	-
Position Total	2	1	1	-

Chief Administrative Officer**Division Detail****CAO Federal Compliance Office**

(Fund Center # 113271, 113272, 113200, 113279, 113273)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	134,328	182,779	162,066	(11.33%)
Supplies	779	350	350	-
Travel	2,552	3,000	3,000	-
Contractual/Other Services	23,077	8,130	8,130	-
Equipment, Furnishings	-	1,500	1,500	-
Manageable Direct Cost Total	160,735	195,759	175,046	(10.58%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	160,735	195,759	175,046	(10.58%)
Intragovernmental Charges				
Charges by/to Other Departments	(160,735)	(195,759)	(175,046)	(10.58%)
Net Cost				
Direct Cost Total	160,735	195,759	175,046	(10.58%)
Charges by/to Other Departments Total	(160,735)	(195,759)	(175,046)	(10.58%)
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2024 Revised		2025 Revised		2026 Proposed	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
Director, Office of Federal Compliance	-	-	1	-	1	-
Executive Director OEO	1	-	-	-	-	-
Junior Admin Officer	1	-	-	-	-	-
Position Detail as Budgeted Total	2	-	1	-	1	-

Chief Administrative Officer
Division Summary
CAO Grant Development
(Fund Center # 136100)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	-	164,495	116,124	(29.41%)
Travel	-	-	-	-
Manageable Direct Cost Total	-	164,495	116,124	(29.41%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	164,495	116,124	-
Intragovernmental Charges				
Charges by/to Other Departments	-	47	39	(17.02%)
Function Cost Total	-	164,542	116,163	(29.40%)
Net Cost Total	-	164,542	116,163	(29.40%)
Position Summary as Budgeted				
Full-Time	-	1	1	-
Position Total	-	1	1	-

Chief Administrative Officer**Division Detail****CAO Grant Development**

(Fund Center # 136100)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	-	164,495	116,124	(29.41%)
Travel	-	-	-	-
Manageable Direct Cost Total	-	164,495	116,124	(29.41%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	164,495	116,124	(29.41%)
Intragovernmental Charges				
Charges by/to Other Departments	-	47	39	(17.02%)
Net Cost				
Direct Cost Total	-	164,495	116,124	(29.41%)
Charges by/to Other Departments Total	-	47	39	(17.02%)
Net Cost Total	-	164,542	116,163	(29.40%)

Position Detail as Budgeted

	2024 Revised		2025 Revised		2026 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Special Administrative Assistant II	-	-	1	-	1	-
Position Detail as Budgeted Total	-	-	1	-	1	-

Chief Administrative Officer
Division Summary
CAO i-Team

(Fund Center # 510800, 510879)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	-	574,741	581,747	1.22%
Travel	-	-	-	-
Contractual/Other Services	-	105,722	84,603	(19.98%)
Manageable Direct Cost Total	-	680,463	666,350	(2.07%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	680,463	666,350	-
Intragovernmental Charges				
Charges by/to Other Departments	-	1,741	1,730	(0.63%)
Function Cost Total	-	682,204	668,080	(2.07%)
Net Cost Total	-	682,204	668,080	(2.07%)
Position Summary as Budgeted				
Full-Time	-	3	3	-
Position Total	-	3	3	-

Chief Administrative Officer
Division Detail
CAO i-Team

(Fund Center # 510800, 510879)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	-	574,741	581,747	1.22%
Travel	-	-	-	-
Contractual/Other Services	-	105,722	84,603	(19.98%)
Manageable Direct Cost Total	-	680,463	666,350	(2.07%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	-	680,463	666,350	(2.07%)
Intragovernmental Charges				
Charges by/to Other Departments	-	1,741	1,730	(0.63%)
Net Cost				
Direct Cost Total	-	680,463	666,350	(2.07%)
Charges by/to Other Departments Total	-	1,741	1,730	(0.63%)
Net Cost Total	-	682,204	668,080	(2.07%)

Position Detail as Budgeted

	2024 Revised		2025 Revised		2026 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Special Administrative Assistant II	-	-	3	-	3	-
Position Detail as Budgeted Total	-	-	3	-	3	-

Chief Administrative Officer
Division Summary
CAO Risk Management

(Fund Center # 124700, 124800)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	813,270	1,023,749	1,050,166	2.58%
Supplies	7,858	8,280	8,280	-
Travel	3,530	2,655	2,655	-
Contractual/Other Services	13,663,128	12,010,486	12,010,486	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	14,487,786	13,045,170	13,071,587	0.20%
Debt Service	-	-	-	-
Depreciation/Amortization	1,525	-	-	-
Non-Manageable Direct Cost Total	1,525	-	-	-
Direct Cost Total	14,489,311	13,045,170	13,071,587	-
Intragovernmental Charges				
Charges by/to Other Departments	(11,813,023)	(12,403,170)	(12,430,462)	0.22%
Function Cost Total	2,676,288	642,000	641,125	(0.14%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	36,738	36,000	36,000	-
Fund 602000 - General Liability & Workers Comp	886,542	3,206,000	446,000	(86.09%)
Program Generated Revenue Total	923,280	3,242,000	482,000	(85.13%)
Net Cost Total	1,753,008	(2,600,000)	159,125	(106.12%)
Position Summary as Budgeted				
Full-Time	6	7	7	-
Position Total	6	7	7	-

Chief Administrative Officer**Division Detail****CAO Risk Management**

(Fund Center # 124700, 124800)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Salaries and Benefits	813,270	1,023,749	1,050,166	2.58%
Supplies	7,858	8,280	8,280	-
Travel	3,530	2,655	2,655	-
Contractual/Other Services	13,663,128	12,010,486	12,010,486	-
Manageable Direct Cost Total	14,487,786	13,045,170	13,071,587	0.20%
Debt Service	-	-	-	-
Depreciation/Amortization	1,525	-	-	-
Non-Manageable Direct Cost Total	1,525	-	-	-
Direct Cost Total	14,489,311	13,045,170	13,071,587	0.20%
Intragovernmental Charges				
Charges by/to Other Departments	(11,813,023)	(12,403,170)	(12,430,462)	0.22%
Program Generated Revenue				
406625 - Reimbursed Cost-NonGrant Funded	36,441	37,000	37,000	-
408380 - Prior Year Expense Recovery	8,038	-	-	-
440010 - GCP Short-Term Interest	658,442	260,000	100,000	(61.54%)
440040 - Other Short Term Interest	220,358	345,000	345,000	-
450010 - Transfer from Other Funds	-	2,600,000	-	(100.00%)
Program Generated Revenue Total	923,280	3,242,000	482,000	(85.13%)
Net Cost				
Direct Cost Total	14,489,311	13,045,170	13,071,587	0.20%
Charges by/to Other Departments Total	(11,813,023)	(12,403,170)	(12,430,462)	0.22%
Program Generated Revenue Total	(923,280)	(3,242,000)	(482,000)	(85.13%)
Net Cost Total	1,753,008	(2,600,000)	159,125	(106.12%)

Position Detail as Budgeted

	2024 Revised		2025 Revised		2026 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Junior Admin Officer	-	-	-	-	1	-
Risk Manager	1	-	1	-	1	-
Special Administrative Assistant II	5	-	6	-	5	-
Position Detail as Budgeted Total	6	-	7	-	7	-

Chief Administrative Officer
Division Summary
CAO Venues

(Fund Center # 121036, 121037, 121032, 121030, 550300, 121033, 121031, 121035, 121034)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Supplies	7,549	-	-	-
Travel	-	-	-	-
Contractual/Other Services	14,513,982	12,961,503	8,173,188	(36.94%)
Manageable Direct Cost Total	14,521,531	12,961,503	8,173,188	(36.94%)
Debt Service	298,750	295,000	296,000	0.34%
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	298,750	295,000	296,000	0.34%
Direct Cost Total	14,820,281	13,256,503	8,469,188	-
Intragovernmental Charges				
Charges by/to Other Departments	216,114	552,385	552,893	0.09%
Function Cost Total	15,036,395	13,808,888	9,022,081	(34.66%)
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	215,060	85,000	100,000	17.65%
Fund 161000 - Anchorage Bowl Parks & Rec SA	-	80,019	80,019	-
Fund 301000 - ACPA Surcharge Revenue Bond	441,447	295,000	296,000	0.34%
Program Generated Revenue Total	656,507	460,019	476,019	3.48%
Net Cost Total	14,379,888	13,348,869	8,546,062	(35.98%)
Position Summary as Budgeted				
Position Total				-

Chief Administrative Officer**Division Detail****CAO Venues**

(Fund Center # 121036, 121037, 121032, 121030, 550300, 121033, 121031, 121035, 121034)

	2024 Actuals Unaudited	2025 Revised	2026 Proposed	26 v 25 % Chg
Direct Cost by Category				
Supplies	7,549	-	-	-
Travel	-	-	-	-
Contractual/Other Services	14,513,982	12,961,503	8,173,188	(36.94%)
Manageable Direct Cost Total	14,521,531	12,961,503	8,173,188	(36.94%)
Debt Service	298,750	295,000	296,000	0.34%
Non-Manageable Direct Cost Total	298,750	295,000	296,000	0.34%
Direct Cost Total	14,820,281	13,256,503	8,469,188	(36.11%)
Intragovernmental Charges				
Charges by/to Other Departments	216,114	552,385	552,893	0.09%
Program Generated Revenue				
406290 - Rec Center Rentals & Activities	98,533	85,000	100,000	17.65%
406625 - Reimbursed Cost-NonGrant Funded	60	-	-	-
408380 - Prior Year Expense Recovery	(13,533)	-	-	-
408440 - ACPA Loan Surcharge	387,495	263,000	274,000	4.18%
408580 - Miscellaneous Revenues	-	80,019	80,019	-
440010 - GCP Short-Term Interest	53,952	32,000	22,000	(31.25%)
450010 - Transfer from Other Funds	130,000	-	-	-
Program Generated Revenue Total	656,507	460,019	476,019	3.48%
Net Cost				
Direct Cost Total	14,820,281	13,256,503	8,469,188	(36.11%)
Charges by/to Other Departments Total	216,114	552,385	552,893	0.09%
Program Generated Revenue Total	(656,507)	(460,019)	(476,019)	3.48%
Net Cost Total	14,379,888	13,348,869	8,546,062	(35.98%)

Risk Management Division Chief Administrative Officer

Anchorage: Performance. Value. Results.

Purpose

Minimize the financial impact and loss of “Human resources”, from known and unknown events and accidents.

Core Services

- Process auto liability, general liability and workers’ compensation claims timely and in compliance with prevailing statutes
- Pursue all recoveries of damage to Municipal property directly, through arbitration, MOA Prosecutor and the District Attorney’s office
- Review all permits, contracts and Request for Proposal (RFP) to ensure contractors have adequate insurance to protect the MOA
- Market excess auto liability (AL), general liability (GL), workers’ compensation (WC) and property coverage

Accomplishment Goals

- 24 hour claimant contact and zero Workers’ Compensation late payment penalties
- Recover \$1,000,000 annually in damage to MOA property
- Assure a 24 hour turn around on all permits, contracts & Request for Proposal (RFP)
- Hold insurance renewals to expiring premiums or less annually for both the MOA and ASD. Inventory is added as acquired.

Performance Measures:

Progress in achieving goals will be measured by:

Measure #1: Length of time for Departmental reporting Worker’s Compensation accident/injury to Risk Management. Goal: <48 hours 80% of the time.

2025	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Workers’ Compensation	64/125	49/91		
Reports received later than 48 hours	51%	54%		

*# of reports received late / # of reports received

2024	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Workers’ Compensation	61/108	83/156	77/134	83/153
Reports received later than 48 hours	56%	53%	57%	54%

*# of reports received late / # of reports received

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.

