

ANCHORAGE, ALASKA
AO No. 2021-114

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE CHAPTER 3.20 RELATING TO THE ORGANIZATION OF THE EXECUTIVE BRANCH AND SETTING FORTH THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE BRANCH AGENCIES; AND AMENDING RELATED ANCHORAGE MUNICIPAL CODE TO REFLECT THE NEW EXECUTIVE MANAGEMENT STRUCTURE.

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 chapter 1.35 Oaths of Office is hereby amended to read as follows (*the remainder of the chapter is not affected and therefore not set out*):

1.35.010 - Principal executive personnel, boards and commissions.

A. *Oath of office.* The principal executive personnel and members of boards and commissions set forth in subsection B of this section shall take and subscribe to the following oath of office upon undertaking the duties of office:

"I solemnly swear (or affirm) that I will support and defend the Constitution of the United States, the Constitution of the State of Alaska and the Charter of Anchorage, and that I will faithfully perform the duties of _____ to the best of my ability."

B. Principal executive personnel and members of boards and commissions 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:

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- i. ~~Repealed.~~ [EXECUTIVE DIRECTOR OF THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT (SECTION 3.20.60).]
- j. Director—Office of management and budget (section 3.20.070).

- 1 k. Executive director of the equal rights commission
2 (section 5.10.040).
3
- 4 3. Municipal department heads, heads of divisions, directors and
5 managers whose office is created under AMC 3.20, 3.85, 25.35 or
6 25.40, including:
7 a. Chief of police (section 3.20.070).
8 b. Fire chief (section 3.20.070).
9 c. Repealed. [GENERAL MANAGER—MUNICIPAL LIGHT AND
10 POWER (SECTION 3.20.070).]
11 d. General manager—Anchorage water and wastewater (section
12 3.20.070).
13 e. Director—Solid waste services (section 3.20.070).
14 f. Director—Merrill Field Airport (section 3.20.070).
15 g. Executive director—Heritage Land Bank (section 25.40.040).
16 h. Port director (section 3.20.070).
17 i. Director—Information technology department (section
18 3.20.070).
19 j. Director—Anchorage Health Department [HEALTH AND
20 HUMAN SERVICES] (section 3.20.070).
21 k. Director—Human resources [EMPLOYEE RELATIONS]
22 (section 3.20.070).
23 l. Director—Parks and recreation (section 3.20.070).
24 m. Director—Public transportation (section 3.20.070).
25 n. Executive director—Public works (section 3.20.070). [OFFICE
26 OF PUBLIC WORKS ADMINISTRATION.]
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29
30 (AO No. 2000-131, § 1, 9-12-00; AO No. 2002-69, § 1, 5-14-02; AO No. 2018-
31 24 , § 1, 4-10-18)
32

33 **Section 2.** Anchorage Municipal Code chapter 3.20 Executive Organization is
34 hereby amended to read as follows (*the remainder of the chapter is not affected and*
35 *therefore not set out and an abbreviated table of contents is provided for*
36 *convenience*):
37

38 CHAPTER 3.20 - EXECUTIVE ORGANIZATION

39
40 **3.20.010 - Executive and administrative order; organizational chart.**

41 **3.20.020 - Powers of mayor.**

42 **3.20.030 - Qualifying of mayor; transition period for mayor-elect.**

43 **3.20.040 - Office of the mayor.**

44 **3.20.045 - Office of the municipal manager.**

45 **3.20.050 - Office of the chief fiscal officer.**

46 **3.20.052 - Office of management and budget.**

47 **3.20.055 - Executive manager. (Repealed)**

48 **3.20.060 - Office of Economic and Community Development. (Repealed)**

49 **3.20.062 - Office of Information Technology. (Repealed)**

50 **3.20.065 - Office of employee relations. (Repealed)**

51 **3.20.070 - Executive branch organization.**

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2 **3.20.140 - Office of equity and justice.**

3
4 **CHAPTER 3.20 – EXECUTIVE ORGANIZATION**

5
6 **3.20.010 - Executive and administrative order; organizational chart.**

7
8 The executive branch of the municipal government shall be organized as
9 provided in this chapter and the following plan:

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11 [Code Revisor Note: Replace current chart with Exhibit A.]

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13 (AO No. 79-27; AO No. 82-49; AO No. 88-82; AO No. 90-15(S); AO No. 91-
14 173(S); AO No. 94-135(S), § 2, 7-12-94; AO No. 2000-105(S), § 2, 6-27-00;
15 AO No. 2000-141(S), § 2, 9-26-00; AO No. 2002-130, § 4, 9-10-02; AO No.
16 2003-109, § 1, 9-9-03; AO No. 2004-136, § 1, 12-7-04; AO No. 2005-142, §
17 1, 10-25-05; AO No. 2009-21, § 1, 2-24-09; AO No. 2009-101, § 1, 8-25-09;
18 AO No. 2010-64, § 1(Exh. A), 9-28-10; AO No. 2010-93, § 1(Exh. A), 1-11-
19 11; AO No. 2011-22(S), § 1, 3-29-11; AO No. 2011-25, § 1, 5-24-11; AO No.
20 2012-106, § 1(Exh. A), 11-13-12; AO No. 2013-34, § 1(Exh. A), 2-26-13; AO
21 No. 2015-112(S), § 1, 1-1-16 ; AO 2018-108(S) , § 1, 12-31-18; AO No. 2020-
22 79(S) , § 1, 8-26-20; AO No. 2020-109 , § 1, 10-13-20; AO No. 2020-121 , §
23 1, 1-1-21)

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27 **3.20.052 – Office of management and budget.**

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29 A. Budget activities of the municipality shall be undertaken by the office
30 of management and budget within the executive branch.

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32 B. The office shall be administered by a director who is appointed by the
33 mayor and confirmed by the assembly. The director of the office of
34 management and budget serves at the pleasure of the mayor.

35
36 C. The office of management and budget shall be responsible for fiscal
37 and operational planning, monitoring compliance with municipal
38 budget policies and standards, management analysis, budgeting and
39 program analysis, preparing and managing the municipal budget, and
40 coordinating state and federal grant assistance.

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44 **3.20.060 - Office of Economic and Community Development.**
45 **(Repealed)**

46
47 [A. ECONOMIC AND COMMUNITY DEVELOPMENT ACTIVITIES OF
48 THE MUNICIPALITY SHALL BE UNDERTAKEN BY THE OFFICE OF
49 ECONOMIC AND COMMUNITY DEVELOPMENT WITHIN THE
50 EXECUTIVE BRANCH.

B. THE OFFICE SHALL BE ADMINISTERED BY AN EXECUTIVE DIRECTOR WHO IS APPOINTED BY THE MAYOR AND CONFIRMED BY THE ASSEMBLY. THE EXECUTIVE DIRECTOR SERVES AT THE PLEASURE OF THE MAYOR.

C. THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT SHALL PERFORM THOSE FUNCTIONS PRESCRIBED BY THE MAYOR AND SHALL CONSIST OF THE DEPARTMENTS SET FORTH IN SECTION 3.20.070 OF THIS CHAPTER, AS WELL AS RESPONSIBILITIES FOR OTHER CULTURAL AND RECREATIONAL ACTIVITIES.]

(AO No. 21-76; 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. 85-8; AO No. 88-47(S); AO No. 88-82; AO No. 91-173(S); AO No. 94-135(S), § 7, 7-12-94; AO No. 2000-105(S), § 2, 6-27-00; AO No. 2000-141(S), § 1, 9-26-00; AO No. 2001-125, § 1, 7-10-01; AO No. 2002-69, § 2, 5-14-02; AO No. 2003-109, § 5, 9-9-03; AO No. 2009-101, § 4, 8-25-09; AO No. 2015-112(S), § 3, 1-1-16)

3.20.062 - Office of Information Technology. (Repealed)

[A. ALL INFORMATION TECHNOLOGY FUNCTIONS OF THE MUNICIPALITY SHALL BE UNDERTAKEN BY THE OFFICE OF INFORMATION TECHNOLOGY WITHIN THE EXECUTIVE BRANCH.

B. THE OFFICE SHALL BE ADMINISTERED BY A CHIEF TECHNOLOGY OFFICER WHO IS APPOINTED BY THE MAYOR AND CONFIRMED BY THE ASSEMBLY. THE CHIEF TECHNOLOGY OFFICER SERVES AT THE PLEASURE OF THE MAYOR.

C. THE OFFICE OF INFORMATION TECHNOLOGY SHALL PERFORM THOSE FUNCTIONS PRESCRIBED BY THE MAYOR AND SHALL BE RESPONSIBLE FOR THE MANAGEMENT AND OPERATION OF THE FUNCTIONS SET FORTH IN SECTION 3.20.070 OF THIS CHAPTER.]

(AO No. 2018-108(S) , § 2, 12-31-18)

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3.20.070 - Executive branch organization.

[A. WITHIN THE OFFICE OF THE MAYOR AND REPORTING TO THE MAYOR OR DESIGNEE ARE THE FOLLOWING ORGANIZATIONS:

1.]

A. *Municipal attorney.* The department of the municipal attorney is responsible for providing legal services to municipal government,

1 managing all civil litigation to which the municipality is a party, and
 2 providing judicial prosecution of misdemeanor criminal offenses in
 3 direct support of enforcement activities.

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 5 [2. *Office of equity and justice.*

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 7 A.]

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 9 B. *Chief equity officer.* The chief equity officer is responsible for
 10 developing, supporting, and implementing the municipality's equity
 11 agenda pursuant to AMC 3.20.140.

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 13 [B. OFFICE OF EQUAL OPPORTUNITY (OEO)
 14 DIRECTOR. THE OEO DIRECTOR IS RESPONSIBLE
 15 FOR MUNICIPAL CIVIL RIGHTS COMPLIANCE AND
 16 THE DISADVANTAGED BUSINESS ENTERPRISE
 17 (DBE) PROGRAM. THE DIRECTOR ALSO SERVES
 18 AS THE DBE LIAISON OFFICER, TITLE VI PROGRAM
 19 COORDINATOR, EQUAL EMPLOYMENT
 20 OPPORTUNITY (EEO) OFFICER, AND IS
 21 RESPONSIBLE FOR THE IMPLEMENTATION AND
 22 CONTINUED DEVELOPMENT OF THE MUNICIPAL
 23 SMALL BUSINESS PROGRAM.

24
 25 C. DBE COMPLIANCE OFFICER. THE DBE
 26 COMPLIANCE OFFICER WORKS UNDER THE
 27 SUPERVISION OF THE OEO DIRECTOR IN
 28 IMPLEMENTING THE DBE PROGRAM AND MEETING
 29 DBE REPORTING REQUIREMENTS.]

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 31 C. [B.] Office of the municipal manager. Within the office of the municipal
 32 manager and reporting to the municipal manager or [HIS OR HER]
 33 designee are: the Office of Equal Opportunity, the Office of
 34 Emergency Management;[,] Risk Management and Safety;[,]
 35 Transportation Inspection;[,] Culture, Entertainment, and Arts Venues
 36 (including the Egan Center, the Dena'ina Civic and Convention
 37 Center, the Anchorage Museum at Rasmuson Center, the Anchorage
 38 Golf Course, the Sullivan Sports Arena, the Alaska Center for the
 39 Performing Arts, and the Boeke and Dempsey Ice Arenas); and the
 40 following departments:

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 42 1. *Anchorage Fire Department.* The fire department is responsible
 43 for the prevention and suppression of fire, the enforcement of
 44 fire codes, the operation of the emergency medical services
 45 system, and the investigation of offenses involving fire.

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 47 2. *Anchorage Police Department.* The police department is
 48 responsible for enforcing the observance of all laws and
 49 ordinances, to promote and maintain order, and to protect lives
 50 and property.

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3. *Anchorage Water and Wastewater Utility.* The Water and Wastewater Utility is responsible for providing water and sanitary sewage services. The utility is also responsible for billing and collecting special assessments.
 - a. The municipal manager shall have operational oversight of the utility; and
 - b. The mayor shall be responsible for policy decisions of the utility.
 4. *Anchorage Health Department.* [HEALTH AND HUMAN SERVICES.] The Anchorage Health Department is responsible for protecting the public health and safety through programs in disease prevention, abatement of air, noise and water pollution, substance misuse, individual, family and community health and sanitation. The department is also responsible for providing social programs in such areas as day care, housing, community development, older persons and handicapped persons, and safe cities.
 5. *Merrill Field Airport.* This department is responsible for operating and maintaining Merrill Field Airport.
 - a. The municipal manager shall have operational oversight of the airport; and
 - b. The mayor shall be responsible for policy decisions of the airport.
 6. *Anchorage Hydropower Utility.* The Anchorage Hydropower Utility is responsible for supplying wholesale electric service to utilities in southcentral Alaska.
 - a. The municipal manager shall have operational oversight of the utility; and
 - b. The mayor shall be responsible for policy decisions of the utility.
 7. *Public Transportation.* [TRANSPORTATION.] The Department of Public Transportation is responsible for managing an efficient and safe public transportation system.
 8. *Solid Waste Services.* [WASTE SERVICES.] Solid Waste Services [SOLID WASTE SERVICES] is responsible for providing refuse collection and solid waste disposal.
 - a. The municipal manager shall have operational oversight of the utility; and

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- b. The mayor shall be responsible for policy decisions of the utility.
9. *Port of Alaska.* The Port of Alaska is responsible for operating and maintaining port facilities in the municipality.
 - a. The municipal manager shall have operational oversight of the port; and
 - b. The mayor shall be responsible for policy decisions of the port.
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.
- [11. MAINTENANCE AND OPERATIONS. THE DEPARTMENT OF MAINTENANCE AND OPERATIONS PROVIDES YEAR-ROUND MAINTENANCE OF ALL ROADS, DRAINAGE SYSTEMS, STREET LIGHTS, WITHIN THE ANCHORAGE ROADS AND DRAINAGE SERVICE AREA (ARDSA). THIS DIVISION IS ALSO RESPONSIBLE FOR MAINTENANCE OF OTHER SERVICE AREAS AS OUTLINED IN ANCHORAGE MUNICIPAL CODE TITLE 27. THE DEPARTMENT ACTS AS THE STEWARD FOR GENERAL GOVERNMENT FACILITIES, VEHICLES AND EQUIPMENT; PERFORMS CONSTRUCTION MANAGEMENT FOR NEW FACILITIES, RENOVATION AND MAINTENANCE UPGRADE PROJECTS; PROVIDES MAINTENANCE AND CUSTODIAL SERVICES, ARRANGES FOR UTILITIES, SECURITY, AND VERIFIES PAYMENT OF THESE ACCOUNTS; ACQUIRES AND MAINTAINS ALL GENERAL GOVERNMENT VEHICLES AND EQUIPMENT; PROVIDES CONTRACT ADMINISTRATION FOR FACILITIES MAINTENANCE AND SECURITY ACTIVITIES OPERATED THROUGH OUTSIDE CONTRACTORS; AND MAINTAINS AND OPERATES THE 911 EMERGENCY DISPATCH SYSTEM AND OTHER MUNICIPAL INTERNAL RADIO COMMUNICATIONS SYSTEMS AND INFRA-STRUCTURE.]
- [12. PROJECT MANAGEMENT AND ENGINEERING. THE DEPARTMENT OF PROJECT MANAGEMENT AND ENGINEERING IS RESPONSIBLE FOR CAPITAL PROJECT MANAGEMENT, ENGINEERING, DESIGN, CONSTRUCTION AND QUALITY CONTROL; STORMWATER RUNOFF

1 QUALITY MANAGEMENT; AND RIGHT-OF-WAY
2 ACQUISITION.]

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4 [13. OFFICE OF PUBLIC WORKS ADMINISTRATION. OFFICE OF
5 PUBLIC WORKS ADMINISTRATION IS RESPONSIBLE FOR
6 PERFORMING ESSENTIAL SUPPORT TASKS FOR
7 ADMINISTRATION OF PROJECTS, PERSONNEL, FINANCE,
8 AND BUDGET ISSUES. PUBLIC WORK PROVIDES A FULL
9 ARRAY OF ADMINISTRATIVE SERVICES: BUDGET,
10 ACCOUNTING, PURCHASING, IT COORDINATION, HUMAN
11 RESOURCES COORDINATION, PAYROLL, ETC. PUBLIC
12 WORKS IS ALSO THE HOME OF THE CURATOR OF ART
13 FOR PUBLIC SPACES, AND MANAGEMENT OF THE 1%
14 FOR ART PROGRAM. DEPARTMENT STAFF MANAGES
15 THE CAPITAL IMPROVEMENTS PROGRAM, THE ADOPT-A-
16 ROAD PROGRAM, AND LIMITED ROAD SERVICE AREAS
17 (LRSA).]

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19 [14. TRAFFIC. THE TRAFFIC ENGINEERING DEPARTMENT IS
20 RESPONSIBLE FOR PLANNING, ENGINEERING, DESIGN,
21 INSTALLATION, OPERATION AND MAINTENANCE OF
22 TRAFFIC SIGNALS AND TRAFFIC CONTROL DEVICES; ON-
23 AND OFF-STREET PARKING REQUIREMENTS; AND THE
24 DUTIES AND RESPONSIBILITIES ASSIGNED BY TITLE 9
25 AND TITLE 21.]

26
27 11. *Community Development.* Within the Community Development
28 Department and reporting to the department, are the following
29 departments:

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31 a. *Department of Building Services.* This department is
32 responsible for management oversight of private
33 development services and includes the following
34 divisions:

35
36 i. *Development Services Division.* This division is
37 responsible for administering the municipality's
38 building plan review, building permit, and building
39 inspections, on-site water and wastewater codes,
40 NPDES inspections, right-of-way permitting, plan
41 review and permitting, code abatement,
42 maintenance of department computer systems
43 and geographic base layers, and provide
44 research and technical services in support of
45 public and private development projects. This
46 division also enforces zoning regulations,
47 responds to zoning complaints, and issues
48 operating permits for B&Bs, mobile home parks,
49 and transmission towers. This division is also
50 responsible for subdivision public improvement
51 quality assurance.

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ii. Planning Division. This division is responsible for comprehensive land use planning and planning for public facilities, and environmental resources. The division 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 division also provides technical, GIS mapping, geographic base layers, and website support to all of the departments headquartered in the planning and development center. The division also provides staff support to the Anchorage Metropolitan Area Transportation Solutions (AMATS).

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b. Department of Public Works. This department is responsible for management oversight of public development services and includes the following divisions:

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i. Maintenance and Operations Division. This division provides year-round maintenance of all roads, drainage systems, street lights, within the Anchorage Roads and Drainage Service Area (ARDSA). This division is also responsible for maintenance of other service areas as outlined in Title 27. The division acts as the steward for general government facilities, vehicles and equipment; performs construction management for new facilities, renovation and maintenance upgrade projects; provides maintenance and custodial services, arranges for utilities, security, and verifies payment of these accounts; acquires and maintains all general government vehicles and equipment; provides contract administration for facilities maintenance and security activities operated through outside contractors; and maintains and operates the 911 emergency dispatch system and other municipal internal radio communications systems and infrastructure.

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ii. Project Management and Engineering Division. This division is responsible for capital project

1 management, engineering, design, construction
2 and quality control; stormwater runoff quality
3 management; and right-of-way acquisition.

4
5 iii. Traffic Engineering Division. This division is
6 responsible for planning, engineering, design,
7 installation, operation and maintenance of traffic
8 signals and traffic control devices; on- and off-
9 street parking requirements; and the duties and
10 responsibilities assigned by Title 9 and Title 21.

11
12 c. Real Estate. This department is responsible for
13 management oversight of the acquisition, retention, and
14 disposal of municipal lands and lands within the Heritage
15 Land Bank inventory, to include reserving needed lands
16 for future public uses. The department is also
17 responsible for lease, planning, acquisition,
18 management, maintenance and disposition of real
19 property owned or occupied by the municipality,
20 including the utilities, and tax foreclosures of property.
21 This department includes the following divisions: Real
22 Estate Services and Heritage Land Bank.

23
24 12. Information Technology Department. This department is
25 responsible for all functions required for the administration and
26 application of information systems technology for the
27 municipality, strategic long-range systems planning, municipal-
28 wide systems standards and procedures, acquisitions of
29 computer equipment and related products and services,
30 strategic direction for dissemination of computer and data
31 communication systems and application processing,
32 development and annual testing of a business continuity plan
33 in case of disaster affecting technology infrastructure of the
34 municipality, and technical support and computer operation
35 services for centralized municipal-wide and selected distributed
36 data centers. This department includes the following divisions:
37 reprographics, records management, courier services, and the
38 Innovation Team (i-Team). The Chief Technology Officer shall
39 report annually to the assembly on its systems planning,
40 changes to standards and procedures, and business continuity
41 plan testing, and may provide the annual report in executive
42 session.

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44 13. Parks and Recreation Department. The Parks and Recreation
45 Department is responsible for preserving and enhancing quality
46 of life for present and future generations by providing
47 recreational programs and maximizing use of trails, parks and
48 recreational facilities in the Anchorage Bowl, Eagle River-
49 Chugiak and Girdwood area. This department includes the
50 following divisions:
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1 a. Anchorage Library. The Library's mission is to provide
 2 information through library materials and staff, offer
 3 educational programs for citizens from pre-school to
 4 adult, provide equitable access to technology with
 5 computers and the internet for personal use and for
 6 government and employment resources.

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 8 b. Anchorage Memorial Park Cemetery.

9
 10 D. [C.] Office of chief fiscal officer. Within the office of the chief fiscal officer
 11 and reporting to the chief fiscal officer are the following departments:

12
 13 1. *Finance*. The department of finance is responsible for the
 14 management and investment of municipal funds; sale of bonds;
 15 oversight of accounting functions and coordinating the annual
 16 audit; disbursement of payments; collection of taxes, fees, fines
 17 and other revenues; and determination of property values. This
 18 department includes the following divisions: controller, property
 19 appraisal, public finance and investments, and treasury.

20
 21 2. *Purchasing*. The department of purchasing has two functions.
 22 The first function is purchasing and includes purchasing
 23 supplies, services, and construction according to Title 7 and
 24 other applicable code provisions. The department is also
 25 responsible for the overall programming of municipal
 26 contracting services and for outsourcing and privatization. The
 27 other function is contracting and includes contract preparation,
 28 negotiation, consolidation and contract consolidation. This
 29 department is also responsible for personal property inventory
 30 and disposition of surplus personal property.

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 32 [D. WITHIN THE OFFICE OF THE ECONOMIC AND COMMUNITY
 33 DEVELOPMENT AND REPORTING TO THE DIRECTOR OF THE
 34 OFFICE OF THE ECONOMIC AND COMMUNITY DEVELOPMENT
 35 OR HIS OR HER DESIGNEE IS THE CULTURE, ENTERTAINMENT,
 36 AND ARTS VENUES DIVISION WHICH PROVIDES OVERSIGHT
 37 AND MANAGEMENT OF MUNICIPAL-OWNED FACILITIES
 38 ACCESSIBLE TO THE PUBLIC FOR ARTS, EDUCATION,
 39 ENTERTAINMENT, LEARNING, AND GATHERING. THE
 40 FACILITIES THAT FALL UNDER THIS DIVISION INCLUDE THE
 41 EGAN CIVIC & CONVENTION CENTER, THE DENA'INA CIVIC AND
 42 CONVENTION CENTER, THE ANCHORAGE MUSEUM AT
 43 RASMUSON CENTER, THE ANCHORAGE GOLF COURSE, THE
 44 GEORGE M. SULLIVAN SPORTS ARENA, THE ALASKA CENTER
 45 FOR THE PERFORMING ARTS, THE BEN BOEKE, AND DEMPSEY
 46 ANDERSON ICE ARENAS, AND THE FOLLOWING
 47 DEPARTMENTS:

48
 49 1. DEVELOPMENT SERVICES. THE DEVELOPMENT
 50 SERVICES DEPARTMENT IS RESPONSIBLE FOR
 51 ADMINISTERING THE MUNICIPALITY'S BUILDING PLAN

1 REVIEW, BUILDING PERMIT, AND BUILDING
2 INSPECTIONS, ON-SITE WATER AND WASTEWATER
3 CODES, NPDES INSPECTIONS, RIGHT-OF-WAY
4 PERMITTING, PLAN REVIEW AND PERMITTING, CODE
5 ABATEMENT, MAINTENANCE OF DEPARTMENT
6 COMPUTER SYSTEMS AND GEOGRAPHIC BASE LAYERS,
7 AND PROVIDE RESEARCH AND TECHNICAL SERVICES IN
8 SUPPORT OF PUBLIC AND PRIVATE DEVELOPMENT
9 PROJECTS. THIS DEPARTMENT ALSO ENFORCES
10 ZONING REGULATIONS, RESPONDS TO ZONING
11 COMPLAINTS AND ISSUES OPERATING PERMITS FOR
12 B&BS, MOBILE HOME PARKS, AND TRANSMISSION
13 TOWERS. THIS DIVISION IS ALSO RESPONSIBLE FOR
14 SUBDIVISION PUBLIC IMPROVEMENT QUALITY
15 ASSURANCE.

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17 2. PLANNING. THE PLANNING DEPARTMENT IS
18 RESPONSIBLE FOR COMPREHENSIVE LAND USE
19 PLANNING AND PLANNING FOR PUBLIC FACILITIES, AND
20 ENVIRONMENTAL RESOURCES. THE DEPARTMENT
21 MANAGES THE MUNICIPALITY'S COASTAL AND
22 WETLANDS MANAGEMENT PROGRAMS; ADMINISTERS,
23 AND ENFORCES THE TITLE 21 LAND USE CODE;
24 PROCESSES APPLICATIONS AND PREPARES
25 RECOMMENDATIONS FOR ZONING, CONDITIONAL USE,
26 VARIANCE, SUBDIVISION AND SITE PLAN REVIEWS; AND
27 PROVIDES STAFF SUPPORT TO THE PLANNING AND
28 ZONING COMMISSION, PLATTING BOARD, ZONING
29 BOARD OF EXAMINERS AND APPEALS, URBAN DESIGN
30 COMMISSION, AND THE MUNICIPAL ASSEMBLY. THE
31 DEPARTMENT ALSO PROVIDES TECHNICAL, GIS
32 MAPPING, GEOGRAPHIC BASE LAYERS, AND WEBSITE
33 SUPPORT TO ALL OF THE DEPARTMENTS
34 HEADQUARTERED IN THE PLANNING AND
35 DEVELOPMENT CENTER. THIS DIVISION ALSO PROVIDES
36 STAFF SUPPORT TO THE ANCHORAGE METROPOLITAN
37 AREA TRANSPORTATION SOLUTIONS (AMATS).

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39 3. LIBRARY. THE LIBRARY'S MISSION IS TO PROVIDE
40 INFORMATION THROUGH LIBRARY MATERIALS AND
41 STAFF, OFFER EDUCATIONAL PROGRAMS FOR CITIZENS
42 FROM PRE-SCHOOL TO ADULT, PROVIDE EQUITABLE
43 ACCESS TO TECHNOLOGY WITH COMPUTERS AND THE
44 INTERNET FOR PERSONAL USE AND FOR GOVERNMENT
45 AND EMPLOYMENT RESOURCES.

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47 4. PARKS AND RECREATION. THE PARKS AND
48 RECREATION DEPARTMENT IS RESPONSIBLE FOR
49 PRESERVING AND ENHANCING QUALITY OF LIFE FOR
50 PRESENT AND FUTURE GENERATIONS BY PROVIDING
51 RECREATIONAL PROGRAMS AND MAXIMIZING USE OF

1 TRAILS, PARKS AND RECREATIONAL FACILITIES IN THE
2 ANCHORAGE BOWL, EAGLE RIVER-CHUGIAK AND
3 GIRDWOOD AREA AND OPERATION OF THE MUNICIPAL
4 CEMETERY.

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6 5. REAL ESTATE. THE DEPARTMENT, INCLUDING THE
7 DIVISIONS OF REAL ESTATE SERVICES AND HERITAGE
8 LAND BANK, IS RESPONSIBLE FOR MANAGEMENT
9 OVERSIGHT OF THE ACQUISITION, RETENTION, AND
10 DISPOSAL OF MUNICIPAL LANDS AND LANDS WITHIN
11 THE HERITAGE LAND BANK INVENTORY, TO INCLUDE
12 RESERVING NEEDED LANDS FOR FUTURE PUBLIC USES.
13 THE DEPARTMENT IS ALSO RESPONSIBLE FOR LEASE,
14 PLANNING, ACQUISITION, MANAGEMENT, MAINTENANCE
15 AND DISPOSITION OF REAL PROPERTY OWNED OR
16 OCCUPIED BY THE MUNICIPALITY, INCLUDING THE
17 UTILITIES, AND TAX FORECLOSURES OF PROPERTY.]

18
19 [E. WITHIN THE OFFICE OF MANAGEMENT AND BUDGET AND
20 REPORTING TO THE DIRECTOR OF THE OFFICE OF
21 MANAGEMENT AND BUDGET OR HIS DESIGNEE ARE THE
22 FOLLOWING ORGANIZATIONS:]

23
24 1.]

25
26 E. *Office of Management and Budget.* The Office of Management and
27 Budget is responsible for fiscal and operational planning, monitoring
28 compliance with municipal budget policies and standards,
29 management analysis, budgeting and program analysis, preparing
30 and managing the municipal budget, and coordinating state and
31 federal grant assistance.

32
33 [F. WITHIN THE OFFICE OF INFORMATION TECHNOLOGY AND
34 REPORTING TO THE CHIEF TECHNOLOGY OFFICER OR HIS OR
35 HER DESIGNEE ARE ALL FUNCTIONS REQUIRED FOR THE
36 ADMINISTRATION AND APPLICATION OF INFORMATION
37 SYSTEMS TECHNOLOGY FOR THE MUNICIPALITY, STRATEGIC
38 LONG-RANGE SYSTEMS PLANNING, MUNICIPAL-WIDE
39 SYSTEMS STANDARDS AND PROCEDURES, ACQUISITIONS OF
40 COMPUTER EQUIPMENT AND RELATED PRODUCTS AND
41 SERVICES, STRATEGIC DIRECTION FOR DISSEMINATION OF
42 COMPUTER AND DATA COMMUNICATION SYSTEMS AND
43 APPLICATION PROCESSING, DEVELOPMENT AND ANNUAL
44 TESTING OF A BUSINESS CONTINUITY PLAN IN CASE OF
45 DISASTER AFFECTING TECHNOLOGY INFRASTRUCTURE OF
46 THE MUNICIPALITY, AND TECHNICAL SUPPORT AND
47 COMPUTER OPERATION SERVICES FOR CENTRALIZED
48 MUNICIPAL-WIDE AND SELECTED DISTRIBUTED DATA
49 CENTERS. THIS OFFICE IS ALSO RESPONSIBLE FOR
50 REPROGRAPHICS, RECORDS MANAGEMENT, COURIER
51 SERVICES, AND MANAGEMENT OF THE PAYROLL DIVISION

1 WITHIN THE MUNICIPAL GOVERNMENT. THE CHIEF
 2 TECHNOLOGY OFFICER SHALL REPORT ANNUALLY TO THE
 3 ASSEMBLY ON ITS SYSTEMS PLANNING, CHANGES TO
 4 STANDARDS AND PROCEDURES, AND BUSINESS CONTINUITY
 5 PLAN TESTING, AND MAY PROVIDE THE ANNUAL REPORT IN
 6 EXECUTIVE SESSION.]

7
 8 E. [G.] All municipal officials heading departments, divisions, utilities, or
 9 agencies listed in this section shall take the oath of office pursuant to
 10 section 1.35.010.

11
 12 (AO No. 21-76; AO No. 59-76; AO No. 283-76; AO No. 77-359; AO No. 78-
 13 82; AO No. 78-113; AO No. 78-121; AO No. 79-27; AO No. 80-5; AO No. 82-
 14 49; AO No. 83-159; AO No. 85-8; AO No. 86-204; AO No. 88-47(S); AO No.
 15 88-82; AO No. 89-10; AO No. 89-18; AO No. 89-39; AO No. 90-15(S); AO
 16 No. 91-173(S); AO No. 92-79; AO No. 92-148; AO No. 94-135(S), § 8, 7-12-
 17 94; AO No. 95-141, § 1, 7-11-95; AO No. 96-47, § 2, 3-5-96; AO No. 98-
 18 115(S), § 3, 7-1-98; AO No. 2003-109, § 6, 9-9-03; AO No. 2004-132, § 2,
 19 10-12-04; AO No. 2004-136, § 2, 12-7-04; AO No. 2005-142, § 2, 10-25-05;
 20 AO No. 2008-90(S), § 2, 1-1-09; AO No. 2009-21, § 2, 2-24-09; AO No. 2009-
 21 101, § 6, 8-25-09; AO No. 2010-64, § 2, 9-28-10; AO No. 2010-93, § 2, 1-11-
 22 11; AO No. 2011-40, § 1, 3-29-11; AO No. 2011-25, § 2, 5-24-11; AO No.
 23 2012-106, § 3, 11-13-12; AO No. 2013-34, § 3, 2-26-13; AO No. 2015-112(S),
 24 § 5, 1-1-16 ; AO No. 2017-122(S) , § 4, 10-24-17; AO No. 2018-24 , § 3, 4-
 25 10-18; AO No. 2018-108(S) , § 3, 12-31-18; AO No. 2018-118 , § 2, 1-1-19;
 26 AO No. 2019-42 , § 2, 4-23-19; AO No. 2019-133 , § 1, 11-5-19; AO No.
 27 2020-23 , § 2, 3-10-20; AO No. 2020-24 , § 1, 3-10-20; AO No. 2020-79(S) ,
 28 § 2, 8-26-20; AO No. 2020-109 , § 2, 10-13-20; AO No. 2020-121 , § 2, 1-1-
 29 21)

30
 31 *** *** ***

32
 33 **3.20.140 - Office of equity and justice.**

34
 35 A. There is established an office of equity and justice including a chief
 36 equity officer. [, OFFICE OF EQUAL OPPORTUNITY DIRECTOR,
 37 AND DISADVANTAGED BUSINESS ENTERPRISE COMPLIANCE
 38 OFFICER.]

39
 40 1. Chief equity officer.

41
 42 a. The chief equity officer shall be appointed by the mayor
 43 with the concurrence of a majority of the assembly.

44
 45 [B. AFTER THE INITIAL APPOINTMENT EFFECTIVE
 46 IMMEDIATELY, THE TERM OF OFFICE FOR THE
 47 CHIEF EQUITY OFFICER SHALL BE FOUR YEARS,
 48 ENDING ON DECEMBER 31, EFFECTIVE WITH
 49 APPOINTMENT TO THE TERM BEGINNING
 50 JANUARY 1, 2021.

C. THE CHIEF EQUITY OFFICER MAY BE DISMISSED BY THE MAYOR ONLY FOR CAUSE SHOWN, AND ONLY WITH THE CONCURRENCE OF A MAJORITY OF THE ASSEMBLY.]

[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 office of equity and justice shall have such assistants and employees as are necessary to perform all required duties.

(AO No. 2020-79(S) , § 3, 8-26-20)

Section 3. Anchorage Municipal Code chapter 6.140 Nuisance Property Abatement Fund is hereby amended to read as follows (*the remainder of the chapter is not affected and therefore not set out*):

6.140.040 - Annual report.

The executive director of the community development department, [THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT, HIS] designee, or an alternate designee specified by the mayor, shall annually review and report on the operation of the nuisance property abatement fund. The annual report shall include a report on all nuisance property abatement work financed by the nuisance property abatement fund and shall be submitted to the assembly for review.

(AO No. 2019-9(S) , § 1, 2-12-19)

Section 4. Anchorage Municipal Code chapter 10.45 Recreation and Amusement Activities is hereby amended to read as follows (*the remainder of the chapter is not affected and therefore not set out*):

10.45.050 - Surcharge on admission charges to events held in George M. Sullivan Sports Arena.

*** *** ***

D. The municipal manager [DIRECTOR OF THE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT] shall, subject to Section 6.30.060, be responsible for carrying out and enforcing the payment, collection and remittance of the surcharge imposed in this section.

E. All funds collected under subsection A shall be considered

1 miscellaneous revenues of the municipality, and not revenues of the
2 George M. Sullivan Sports Arena.

3
4 (AO No. 83-88; AO No. 86-36; AO No. 2003-168, § 1, 1-6-04)

5
6 **10.45.060 - Surcharge on adult admission charges, including senior**
7 **citizen admission charges, to events held in Alaska Center for the**
8 **Performing Arts.**

9
10 *** **

11
12 C. The municipal manager [DIRECTOR OF THE OFFICE OF
13 ECONOMIC AND COMMUNITY DEVELOPMENT] shall, subject to
14 Section 6.30.060, be responsible for carrying out and enforcing the
15 payment, collection and remittance of the surcharge imposed in this
16 section.

17
18 D. All funds collected under this section shall be considered
19 miscellaneous revenues of the municipality and not revenues of the
20 Alaska Center for the Performing Arts.

21
22 (AO No. 2004-93, § 1, 6-8-04; AO No. 2010-40, § 1, 5-11-10)

23
24 **Section 5.** Anchorage Municipal Code chapter 12.75 Property Assessment Clean
25 Energy Program is hereby amended to read as follows (*the remainder of the chapter*
26 *is not affected and therefore not set out*):

27
28 **12.75.030 - The PACE program report.**

29
30 A. The terms of the PACE program are set out in the program report
31 which shall be available at the Community Development Department,
32 [OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT], City
33 Hall, 632 W. 6th Avenue, Anchorage, Alaska and on the municipality's
34 website, muni.org.

35
36 (AO No. 2020-115 , § 2, 11-4-20)

37
38 **Section 6.** Anchorage Municipal Code chapter 25.11 Facility Use Policy for the
39 George M. Sullivan Arena is hereby amended to read as follows (*the remainder of*
40 *the chapter is not affected and therefore not set out*):

41
42 **25.11.002 - Definitions.**

43
44 In this regulation:

45
46 A. "Arena" means the George M. Sullivan Arena located at 1600 Gambell
47 Street, Anchorage, Alaska, and areas designated by the municipality
48 for arena parking.

49
50 B. "Department" means the office of the municipal manager [OFFICE OF
51 ECONOMIC AND COMMUNITY DEVELOPMENT].

1
2 C. "General Manager" means the person designated by the office of the
3 municipal manager [OFFICE OF ECONOMIC AND COMMUNITY
4 DEVELOPMENT] to supervise and direct the operations of the arena
5 or, in the event a management agreement between the municipality
6 and a private contractor is executed for provision of those services,
7 the individual named as general manager of the arena by that
8 contractor and approved by the Director.

9
10 D. "Director" means the municipal manager [DIRECTOR OF THE
11 OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT] or
12 designee.

13
14 (AR No. 83-125; AR No. 87-285; AO No. 96-56, § 1, 3-26-96; AO No. 2000-
15 137, § 1, 10-3-00; AO No. 2015-47, § 3, 5-14-15 ; AR No. 2016-294 , § 1, 11-
16 15-16)

17
18 **25.11.003 - Managing agency.**

19
20 As designated by the mayor under Anchorage Municipal Code 25.10.050 the
21 managing authority of the George M. Sullivan Arena shall rest with the office
22 of the municipal manager [OFFICE OF ECONOMIC AND COMMUNITY
23 DEVELOPMENT].

24
25 (AR No. 83-125; AR No. 87-285; AO No. 96-56, § 1, 3-26-96; AO No. 2000-
26 137, § 1, 10-3-00; AO No. 2015-47, § 3, 5-14-15 ; AR No. 2016-294 , § 1, 11-
27 15-16)

28
29 **25.11.004 - Operation of the arena.**

30
31 A. Except as provided in Paragraph B, of this section, use and operation
32 of the arena shall be the responsibility of the office of the municipal
33 manager [OFFICE OF ECONOMIC AND COMMUNITY
34 DEVELOPMENT].

35
36 B. Consistent with AMC title 7, the municipality may, by contract, allow a
37 contractor or contractors to assume the responsibilities of the office of
38 the municipal manager [OFFICE OF ECONOMIC AND COMMUNITY
39 DEVELOPMENT] set forth in paragraph A. of this section.

40
41 (AR No. 83-125; AR No. 87-285; AO No. 96-56, § 1, 3-26-96; AO No. 200-
42 137, § 1, 10-3-00; AO No. 2015-47, § 3, 5-14-15 ; AR No. 2016-294 , § 1, 11-
43 15-16)

44
45 **Section 7.** Anchorage Municipal Code is amended to replace all instances of
46 "Development Services Department" or "Department of Development Services" with
47 "Development Services Division;" replace all instances of "Planning Department"
48 with "Planning Division;" replace the two instances in chapter 27.20 of "maintenance
49 and operation department" with "maintenance and operations division;" replace all
50 instances of "project management and engineering department" with "project
51 management and engineering division;" and all instances of "traffic engineering

1 department” with “traffic engineering division.”
2

3 **Section 8.** This ordinance shall be effective January 1, 2022 upon passage and
4 approval by the Assembly.
5

6
7 PASSED AND APPROVED by the Anchorage Assembly this _____ day
8 of _____, 2021.
9

10
11
12 _____
13 Chair of the Assembly

14 ATTEST:
15

16
17 _____
18 Municipal Clerk