

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

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.

*** **

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:

*** **

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- i. Director –planning, development & public works department (section 3.20.070) [REPEALED].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).

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

4 **3.20.030 Qualifying of mayor; transition period for mayor-elect.**

- 5
 6 A. The mayor shall be deemed qualified and shall take office by taking
 7 and subscribing to the oath required by section 17.07 of the Charter
 8 on July 1, or as soon thereafter as practicable, following [HIS]
 9 certification as mayor-elect at a regular municipal election or a runoff
 10 election held in accordance with the Charter and section 28.20.010.
 11 The mayor shall continue to serve and to exercise all powers of [HIS]
 12 office until the mayor's[HIS] successor qualifies and takes office in
 13 accordance with this section.
 14

15 **Section 4.** Anchorage Municipal Code section 3.20.070 is hereby amended to read
 16 as follows (*the remainder of the section is not affected and therefore not set out*):
 17

18 **3.20.070 Executive branch organization**

- 19
 20 A. *Municipal Attorney.* The department of the municipal attorney is
 21 responsible for providing legal services to municipal government,
 22 managing all civil litigation to which the municipality is a party, and
 23 providing judicial prosecution of misdemeanor criminal offenses in
 24 direct support of enforcement activities.
 25

- 26 *** **
 27 B. [OFFICE OF EQUITY AND JUSTICE. THE CHIEF EQUITY OFFICER
 28 SHALL BE DIRECTOR OF THE OFFICE OF EQUITY AND JUSTICE
 29 AND IS RESPONSIBLE FOR DEVELOPING, SUPPORTING, AND
 30 IMPLEMENTING THE MUNICIPALITY'S EQUITY AGENDA
 31 PURSUANT TO AMC 3.20.140. WITHIN THE OFFICE OF EQUITY
 32 AND JUSTICE ARE THE FOLLOWING OFFICES:
 33 1. OFFICE OF EQUAL OPPORTUNITY (OEO) DIRECTOR. THE
 34 OEO DIRECTOR IS RESPONSIBLE FOR MUNICIPAL CIVIL
 35 RIGHTS COMPLIANCE AND THE DISADVANTAGED BUSINESS
 36 ENTERPRISE (DBE) PROGRAM. THE DIRECTOR ALSO SERVES
 37 AS THE DBE LIAISON OFFICER, TITLE VI PROGRAM
 38 COORDINATOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO)
 39 OFFICER, AND IS RESPONSIBLE FOR THE IMPLEMENTATION
 40 AND CONTINUED DEVELOPMENT OF THE MUNICIPAL SMALL
 41 BUSINESS PROGRAM.
 42 2. DBE COMPLIANCE OFFICER. THE DBE COMPLIANCE
 43 OFFICER WORKS UNDER THE SUPERVISION OF THE OEO
 44 DIRECTOR IN IMPLEMENTING THE DBE PROGRAM AND
 45 MEETING DBE REPORTING REQUIREMENTS.]

- 46 [C]. *Office of the Municipal Manager.* Within the office of the municipal
 47 manager and reporting to the municipal manager or designee are:
 48 [THE OFFICE OF EQUAL OPPORTUNITY,] the office of emergency
 49 management; [RISK MANAGEMENT]; health and safety;
 50 transportation inspection; [CULTURE, ENTERTAINMENT, AND
 51 ARTS VENUES (INCLUDING THE EGAN CENTER, THE DENA'INA

1 CIVIC AND CONVENTION CENTER, THE ANCHORAGE MUSEUM
 2 AT RASMUSON CENTER, THE ANCHORAGE GOLF COURSE,
 3 THE SULLIVAN SPORTS ARENA, THE ALASKA CENTER FOR THE
 4 PERFORMING ARTS, AND THE BOEKE AND DEMPSEY ICE
 5 ARENAS);] and the following departments:

6 * * * * *

7 5. Municipal Airports. This department is responsible for operating
 8 and maintaining municipal airports.

9 a. The municipal manager shall have operational oversight
 10 of the airport; and

11 b. The mayor shall be responsible for policy decisions of
 12 the airport.

13 * * * * *

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 16 [10. HUMAN RESOURCES. THE DEPARTMENT OF HUMAN
 17 RESOURCES IS RESPONSIBLE FOR ESTABLISHING AND
 18 MAINTAINING A COMPREHENSIVE PERSONNEL
 19 SERVICES PROGRAM FOR ALL MUNICIPAL EMPLOYEES,
 20 INCLUDING LABOR RELATIONS SERVICES, LABOR
 21 NEGOTIATIONS, LABOR CONTRACT ADMINISTRATION,
 22 RECRUITMENT AND CERTIFICATION OF EMPLOYEES,
 23 ADMINISTRATION, AND MAINTENANCE OF
 24 CLASSIFICATION AND COMPREHENSIVE BENEFIT
 25 PLANS, TRAINING PROGRAMS FOR EMPLOYEES, AND
 26 ORGANIZATIONAL AND CAREER DEVELOPMENT. THIS
 27 DEPARTMENT INCLUDES THE PAYROLL DIVISION.]

28
 29 10[11].Planning, Development & Public Works [COMMUNITY
 30 DEVELOPMENT]. Within the Planning, Development & Public
 31 Works [COMMUNITY DEVELOPMENT DEPARTMENT] and
 32 reporting to the department, are the following departments:

33
 34 a. [DEPARTMENT OF BUILDING SERVICES. THIS
 35 DEPARTMENT IS RESPONSIBLE FOR
 36 MANAGEMENT OVERSIGHT OF PRIVATE
 37 DEVELOPMENT SERVICES AND INCLUDES THE
 38 FOLLOWING DEPARTMENTS:]

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

1 public improvement quality assurance.

2
3 b.[ii.] *Planning department.* This department is responsible for
4 comprehensive land use planning and planning for
5 public facilities, and environmental resources. The
6 department manages the municipality's coastal and
7 wetlands management programs; administers, and
8 enforces the Title 21 Land Use Code; processes
9 applications and prepares recommendations for zoning,
10 conditional use, variance, subdivision, and site plan
11 reviews; and provides staff support to the planning and
12 zoning commission, platting board, zoning board of
13 examiners and appeals, urban design commission, and
14 the municipal assembly. The department also provides
15 technical, GIS mapping, geographic base layers, and
16 website support to all of the departments headquartered
17 in the planning and development center. The
18 department also provides staff support to the Anchorage
19 Metropolitan Area Transportation Solutions (AMATS).

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21 *** **

22
23 c[B]. *Department of Public Works.* This department is
24 responsible for management oversight of public
25 development services and includes the following
26 departments:

27 i. *Maintenance and operations department.* This
28 department provides year-round maintenance of
29 all roads, drainage systems, street lights, within
30 the Anchorage Roads and Drainage Service Area
31 (ARDSA). This department is also responsible for
32 maintenance of other service areas as outlined in
33 Title 27. The department acts as the steward for
34 general government facilities, vehicles, and
35 equipment; performs construction management
36 for new facilities, renovation, and maintenance
37 upgrade projects; provides maintenance and
38 custodial services, arranges for utilities, and
39 security, and verifies payment of these accounts;
40 acquires and maintains all general government
41 vehicles and equipment; provides contract
42 administration for facilities maintenance and
43 security activities operated through outside
44 contractors; and maintains and operates the 911
45 emergency dispatch system and other municipal
46 internal radio communications systems and
47 infrastructure.

48
49 ii. *Project management and engineering*
50 *department.* This department is responsible for
51 capital project management, engineering, design,

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

4
 5 iii. *Traffic engineering department.* This department
 6 is 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 d[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
 25 DEPARTMENT IS RESPONSIBLE FOR ALL FUNCTIONS
 26 REQUIRED FOR THE ADMINISTRATION AND
 27 APPLICATION OF INFORMATION SYSTEMS
 28 TECHNOLOGY FOR THE MUNICIPALITY, STRATEGIC
 29 LONG-RANGE SYSTEMS PLANNING, MUNICIPAL-WIDE
 30 SYSTEMS STANDARDS AND PROCEDURES,
 31 ACQUISITIONS OF COMPUTER EQUIPMENT AND
 32 RELATED PRODUCTS AND SERVICES, STRATEGIC
 33 DIRECTION FOR DISSEMINATION OF COMPUTER AND
 34 DATA COMMUNICATION SYSTEMS AND APPLICATION
 35 PROCESSING, DEVELOPMENT AND ANNUAL TESTING OF
 36 A BUSINESS CONTINUITY PLAN IN CASE OF DISASTER
 37 AFFECTING TECHNOLOGY INFRASTRUCTURE OF THE
 38 MUNICIPALITY, AND TECHNICAL SUPPORT AND
 39 COMPUTER OPERATION SERVICES FOR CENTRALIZED
 40 MUNICIPAL-WIDE AND SELECTED DISTRIBUTED DATA
 41 CENTERS. THIS DEPARTMENT INCLUDES THE
 42 FOLLOWING DIVISIONS: REPROGRAPHICS, RECORDS
 43 MANAGEMENT, COURIER SERVICES, AND THE
 44 INNOVATION TEAM (I-TEAM). THE CHIEF TECHNOLOGY
 45 OFFICER SHALL REPORT ANNUALLY TO THE ASSEMBLY
 46 ON ITS SYSTEMS PLANNING, CHANGES TO STANDARDS
 47 AND PROCEDURES, AND BUSINESS CONTINUITY PLAN
 48 TESTING, AND MAY PROVIDE THE ANNUAL REPORT IN
 49 EXECUTIVE SESSION.]

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 51 11[13]. *Parks and Recreation Department.* The parks and recreation

1 department is responsible for preserving and enhancing the
2 quality of life for present and future generations by providing
3 recreational programs and maximizing the use of trails, parks,
4 and recreational facilities in the Anchorage Bowl, Eagle River-
5 Chugiak, and Girdwood area. This department includes the
6 following division:

- 7 a. Anchorage Memorial Park Cemetery.

8
9 12[14].Anchorage Library Department. The library department's
10 mission is to provide information through library materials and
11 staff, offer educational programs for residents [CITIZENS] from
12 birth [PRE-SCHOOL] to adult, provide equitable access to
13 technology with computers and the internet for personal use
14 and for government and employment resources.

15
16 C[D]. Chief Administrative Officer[CHIEF FISCAL OFFICER]. Within the
17 office of the Chief Administrative Officer [CHIEF FISCAL OFFICER]
18 and reporting to the Chief Administrative Officer [CHIEF FISCAL
19 OFFICER] are the Office of Federal Compliance, Office of Grant
20 Development, the Innovation Team (i-Team), Risk Management, and
21 Venues (including the Egan Center, the Dena'ina Civic and
22 Convention Center, the Anchorage Museum at Rasmuson Center, the
23 Anchorage Golf Course, the Sullivan Sports Arena, the Alaska Center
24 for the Performing Arts, and the Boeke and Dempsey Ice Arenas) and
25 the following departments:

- 26
27 1. Finance. The office of the chief fiscal officer and the department
28 of finance are [IS] responsible for the management and
29 investment of municipal funds; sale of bonds; oversight of
30 accounting functions and coordinating the annual audit;
31 disbursement of payments; collection of taxes, fees, fines and
32 other revenues; and determination of property values. This
33 department includes the following divisions: controller, property
34 appraisal, public finance and investments, and treasury.
- 35
36 2. Purchasing. The Department of Purchasing has two functions.
37 The first function is purchasing and includes purchasing
38 supplies, services, and construction according to Title 7 and
39 other applicable code provisions. The department is also
40 responsible for the overall programming of municipal
41 contracting services and for outsourcing and privatization. The
42 other function is contracting and includes contract preparation,
43 negotiation, consolidation, and contract consolidation. This
44 department is also responsible for personal property inventory
45 and disposition of surplus personal property.
- 46
47 3. Information Technology Department. This department is
48 responsible for all functions required for the administration and
49 application of information systems technology for the
50 municipality, strategic long-range systems planning, municipal-
51 wide systems standards and procedures, acquisitions of

1 computer equipment and related products and services,
2 strategic direction for dissemination of computer and data
3 communication systems and application processing,
4 development and annual testing of a business continuity plan
5 in case of disaster affecting technology infrastructure of the
6 municipality, and technical support and computer operation
7 services for centralized municipal-wide and selected distributed
8 data centers. This department includes the following divisions:
9 reprographics, records management, and courier services. The
10 chief technology officer shall report annually to the assembly
11 on its systems planning, changes to standards and procedures,
12 and business continuity plan testing, and may provide the
13 annual report in executive session.

14
15 4. *Human Resources.* The Department of Human Resources is
16 responsible for establishing and maintaining a comprehensive
17 personnel services program for all municipal employees,
18 including labor relations services, labor negotiations, labor
19 contract administration, recruitment and certification of
20 employees, administration, and maintenance of classification
21 and comprehensive benefit plans, training programs for
22 employees, and organizational and career development. This
23 department includes the payroll division.

24
25 5. *Office of Federal Compliance.* The Office of Federal
26 Compliance Office is tasked with managing all aspects of the
27 Municipal Disadvantaged Business Enterprise (DBE) Program,
28 managing the Municipal Emerging Small Business Enterprise
29 Program, and ensuring compliance with federal civil rights
30 regulations, including federal reporting requirements. The
31 Office of Federal Compliance shall act as the federal Title VI
32 Liaison and the Disadvantaged Business Enterprise Liaison
33 Officer. The Office of Federal Compliance Officer shall have
34 direct and independent access to the mayor and will provide a
35 status update to the assembly and the mayor by a
36 memorandum annually.

37
38 D[E]. *Office of management and budget.* The Office of Management and
39 Budget is responsible for fiscal and operational planning, monitoring
40 compliance with municipal budget policies and standards,
41 management analysis, budgeting, and program analysis, preparing
42 and managing the municipal budget, and coordinating state and
43 federal grant assistance.

44
45 E[F.] All municipal officials heading departments, divisions, utilities, or
46 agencies listed in this section shall take the oath of office pursuant to
47 section 1.35.010.G.

48
49 E[G]. In addition to their other functions and responsibilities, it is a function
50 and responsibility of each department listed in this section to
51 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.*

*** *** ***

d. The chief equity officer shall be responsible for analyzing

1 and identifying systemic inequities in the municipality,
2 specifically addressing, but not limited to, the following:
3 i. Educational opportunities and outcomes;
4 ii. Economic opportunities and outcomes;
5 iii. Access to resources; and
6 iv. The overall access to and provision of municipal
7 services.
8

9 Based on this analysis, the chief equity officer shall
10 establish, collect, and evaluate equity baseline data
11 targets, performance indicators, and progress
12 benchmarks for addressing systemic disparities and
13 shall submit a semiannual report to the assembly and
14 the mayor in the form of a memorandum with accurate
15 data and recommendations for continued improvement
16 regarding race and equity policy issues and long-range
17 plans.
18

19 e. The **chief equity officer**[**director**] shall be responsible
20 for the oversight and implementation of the municipal
21 language access plan(s) to ensure federal and municipal
22 compliance.
23

24 f. The **chief equity officer**[**director**] shall serve as the
25 municipal Equal Employment Opportunity (EEO) officer,
26 which duties shall entail disseminating required EEO
27 notices, oversight of equity and diversity efforts, and
28 implementation of the affirmative action plan.
29

30 g. In coordination with the Department of Human
31 Resources and the Department of Law, the **chief equity**
32 **officer**[**director**] shall submit an annual memorandum
33 to the assembly and the mayor reporting on the
34 municipality's affirmative action plan and progress
35 toward achieving the goals of the plan, increasing
36 diversity in the municipal workforce, and improving
37 municipal personnel practices.
38

39 h. In coordination with the office of federal compliance,
40 the **chief equity officer** shall be responsible for an
41 annual review of all departmental language access
42 plans to ensure compliance with language access
43 laws and shall submit an annual report to the
44 assembly and the mayor in the form of a
45 memorandum with the results of this review and any
46 suggested changes to department language access
47 plans.
48

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

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- 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
* * * * *

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

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

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

* * * * *

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

* * * * *

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

* * * * *

14. Director, municipal airports [MERRILL FIELD MANAGER]

* * * * *

19. Director, public works.

20. Chief administrative officer.

* * * * *

(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 _____ day of _____, 2024.

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Chair

ATTEST:

Municipal Clerk

DRAFT