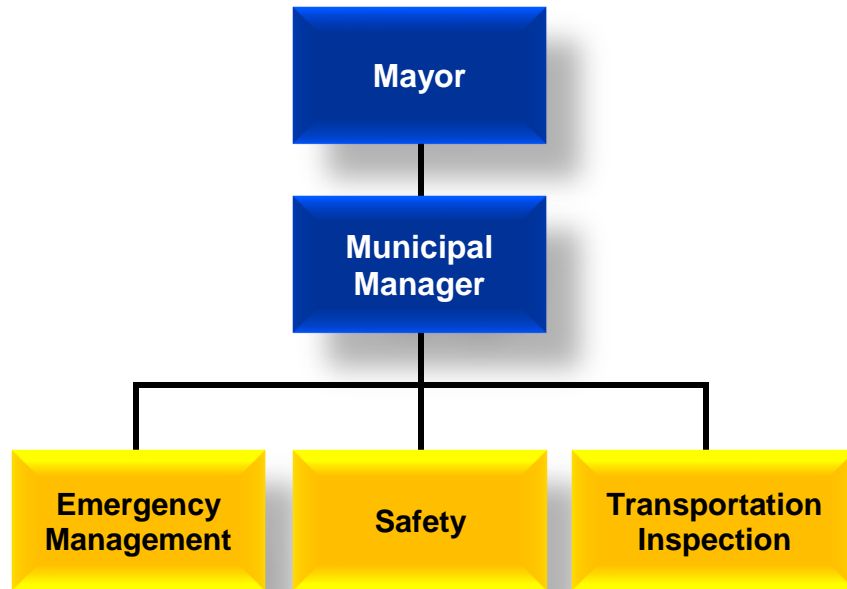


Municipal Manager



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.

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 – Staffing up departments, balancing the budget, and delivering better 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 – Tackling homelessness, staffing up the Anchorage Police Department, and improving public safety for everyone.

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

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Division				
MM Administration	745,994	922,914	722,306	(21.74%)
MM Emergency Management	1,135,933	649,672	635,375	(2.20%)
MM Safety	249,201	597,715	606,429	1.46%
MM Transportation Inspection	263,126	338,913	345,145	1.84%
Direct Cost Total	2,394,254	2,509,214	2,309,255	(7.97%)
Intragovernmental Charges				
Charges by/to Other Departments	(2,003,344)	(2,030,524)	(1,819,119)	(10.41%)
Function Cost Total	390,910	478,690	490,136	2.39%
Program Generated Revenue	(501,131)	(436,137)	(436,137)	-
Net Cost Total	(110,220)	42,553	53,999	26.90%
Direct Cost by Category				
Salaries and Benefits	1,487,731	1,909,516	1,732,266	(9.28%)
Supplies	35,845	60,726	60,726	-
Travel	8,037	12,607	12,607	-
Contractual/Other Services	310,627	302,605	302,605	-
Debt Service	536,660	223,760	201,051	(10.15%)
Equipment, Furnishings	15,354	-	-	-
Direct Cost Total	2,394,254	2,509,214	2,309,255	(7.97%)
Position Summary as Budgeted				
Full-Time	14	14	12	(14.29%)
Part-Time	2	2	2	-
Position Total	16	16	14	(12.50%)

**Municipal Manager
Reconciliation from 2024 Revised Budget to 2025 Proposed Budget**

	Direct Costs	Positions		
		FT	PT	Seas/T
2024 Revised Budget	28,314,595	20	2	-
Debt Service Changes				
- General Obligation (GO) Bonds	(22,709)			
- Performing Arts Center Revenues Bonds	(3,750)	-	-	-
Changes in Existing Programs/Funding for 2025				
- Salaries and benefits adjustments	146,199	-	-	-
- Room Tax	(19,389)	-	-	-
2025 Continuation Level	28,414,946	20	2	-
2025 Proposed Budget Changes				
- Transfer Risk to Office of the Chief Administrative Officer	(12,891,544)	(6)	-	-
- Transfer Culture, Entertainment, & Art Venues to CAO as Venues	(13,081,151)	(1)	-	-
- Transfer Special Admin II position to Mayor	(132,996)	(1)	-	-
2025 Proposed Budget	2,309,255	12	2	-

Municipal Manager Division Summary

MM Administration

(Fund Center # 121000, 121079, 121010)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	684,675	862,253	661,645	(23.27%)
Supplies	3,533	18,813	18,813	-
Travel	4,648	7,303	7,303	-
Contractual/Other Services	45,281	34,545	34,545	-
Equipment, Furnishings	7,857	-	-	-
Manageable Direct Cost Total	745,994	922,914	722,306	(21.74%)
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	745,994	922,914	722,306	-
Intragovernmental Charges				
Charges by/to Other Departments	(745,502)	(922,914)	(722,306)	(21.74%)
Function Cost Total	493	-	-	-
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	493	-	-	-
Program Generated Revenue Total	493	-	-	-
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	5	5	3	(40.00%)
Position Total	5	5	3	(40.00%)

**Municipal Manager
Division Detail
MM Administration**

(Fund Center # 121000, 121079, 121010)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	684,675	862,253	661,645	(23.27%)
Supplies	3,533	18,813	18,813	-
Travel	4,648	7,303	7,303	-
Contractual/Other Services	45,281	34,545	34,545	-
Equipment, Furnishings	7,857	-	-	-
Manageable Direct Cost Total	745,994	922,914	722,306	(21.74%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	745,994	922,914	722,306	(21.74%)
Intragovernmental Charges				
Charges by/to Other Departments	(745,502)	(922,914)	(722,306)	(21.74%)
Program Generated Revenue				
408380 - Prior Year Expense Recovery	320	-	-	-
460070 - MOA Property Sales	173	-	-	-
Program Generated Revenue Total	493	-	-	-
Net Cost				
Direct Cost Total	745,994	922,914	722,306	(21.74%)
Charges by/to Other Departments Total	(745,502)	(922,914)	(722,306)	(21.74%)
Program Generated Revenue Total	(493)	-	-	-
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Municipal Manager	1	-	1	-	1	-
Municipal Operations Manager	1	-	1	-	1	-
Principal Administrative Officer	1	-	1	-	-	-
Special Administrative Assistant II	2	-	2	-	1	-
Position Detail as Budgeted Total	5	-	5	-	3	-

**Municipal Manager
Division Summary
MM Emergency Management
(Fund Center # 124279, 124200)**

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	374,473	405,438	413,850	2.07%
Supplies	5,716	-	-	-
Travel	2,575	3,670	3,670	-
Contractual/Other Services	216,510	16,804	16,804	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	599,273	425,912	434,324	1.98%
Debt Service	536,660	223,760	201,051	(10.15%)
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	536,660	223,760	201,051	(10.15%)
Direct Cost Total	1,135,933	649,672	635,375	-
Intragovernmental Charges				
Charges by/to Other Departments	(1,134,200)	(645,833)	(631,536)	(2.21%)
Function Cost Total	1,733	3,839	3,839	-
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	779	3,839	3,839	-
Program Generated Revenue Total	779	3,839	3,839	-
Net Cost Total	955	-	-	-
Position Summary as Budgeted				
Full-Time	5	5	5	-
Part-Time	1	1	1	-
Position Total	6	6	6	-

Municipal Manager
Division Detail
MM Emergency Management
(Fund Center # 124279, 124200)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	374,473	405,438	413,850	2.07%
Supplies	5,716	-	-	-
Travel	2,575	3,670	3,670	-
Contractual/Other Services	216,510	16,804	16,804	-
Manageable Direct Cost Total	599,273	425,912	434,324	1.98%
Debt Service	536,660	223,760	201,051	(10.15%)
Non-Manageable Direct Cost Total	536,660	223,760	201,051	(10.15%)
Direct Cost Total	1,135,933	649,672	635,375	(2.20%)
Intragovernmental Charges				
Charges by/to Other Departments	(1,134,200)	(645,833)	(631,536)	(2.21%)
Program Generated Revenue				
408380 - Prior Year Expense Recovery	779	-	-	-
460030 - Premium on Bond Sales	-	3,839	3,839	-
Program Generated Revenue Total	779	3,839	3,839	-
Net Cost				
Direct Cost Total	1,135,933	649,672	635,375	(2.20%)
Charges by/to Other Departments Total	(1,134,200)	(645,833)	(631,536)	(2.21%)
Program Generated Revenue Total	(779)	(3,839)	(3,839)	-
Net Cost Total	955	-	-	-

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office Assistant	-	1	-	1	-	1
Program & Policy Director	1	-	1	-	1	-
Senior Staff Accountant	1	-	1	-	1	-
Special Administrative Assistant II	3	-	3	-	3	-
Position Detail as Budgeted Total	5	1	5	1	5	1

Municipal Manager Division Summary

MM Safety

(Fund Center # 124979, 124900)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	180,135	325,692	334,406	2.68%
Supplies	24,000	28,311	28,311	-
Travel	815	-	-	-
Contractual/Other Services	44,252	243,712	243,712	-
Manageable Direct Cost Total	249,201	597,715	606,429	1.46%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	249,201	597,715	606,429	-
Intragovernmental Charges				
Charges by/to Other Departments	(248,918)	(597,715)	(606,429)	1.46%
Function Cost Total	283	-	-	-
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	283	-	-	-
Program Generated Revenue Total	283	-	-	-
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	2	2	2	-
Position Total	2	2	2	-

**Municipal Manager
Division Detail
MM Safety**

(Fund Center # 124979, 124900)

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	180,135	325,692	334,406	2.68%
Supplies	24,000	28,311	28,311	-
Travel	815	-	-	-
Contractual/Other Services	44,252	243,712	243,712	-
Manageable Direct Cost Total	249,201	597,715	606,429	1.46%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	249,201	597,715	606,429	1.46%
Intragovernmental Charges				
Charges by/to Other Departments	(248,918)	(597,715)	(606,429)	1.46%
Program Generated Revenue				
408380 - Prior Year Expense Recovery	283	-	-	-
Program Generated Revenue Total	283	-	-	-
Net Cost				
Direct Cost Total	249,201	597,715	606,429	1.46%
Charges by/to Other Departments Total	(248,918)	(597,715)	(606,429)	1.46%
Program Generated Revenue Total	(283)	-	-	-
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Program & Policy Director	1	-	1	-	1	-
Safety Coordinator	-	-	1	-	1	-
Special Administrative Assistant II	1	-	-	-	-	-
Position Detail as Budgeted Total	2	-	2	-	2	-

**Municipal Manager
Division Summary
MM Transportation Inspection
(Fund Center # 124600)**

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	248,449	316,133	322,365	1.97%
Supplies	2,596	13,602	13,602	-
Travel	-	1,634	1,634	-
Contractual/Other Services	4,585	7,544	7,544	-
Equipment, Furnishings	7,497	-	-	-
Manageable Direct Cost Total	263,126	338,913	345,145	1.84%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	263,126	338,913	345,145	-
Intragovernmental Charges				
Charges by/to Other Departments	125,275	135,938	141,152	3.84%
Function Cost Total	388,402	474,851	486,297	2.41%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	499,576	432,298	432,298	-
Program Generated Revenue Total	499,576	432,298	432,298	-
Net Cost Total	(111,175)	42,553	53,999	26.90%

Position Summary as Budgeted

Full-Time	2	2	2	-
Part-Time	1	1	1	-
Position Total	3	3	3	-

**Municipal Manager
Division Detail
MM Transportation Inspection
(Fund Center # 124600)**

	2023 Actuals Unaudited	2024 Revised	2025 Proposed	25 v 24 % Chg
Direct Cost by Category				
Salaries and Benefits	248,449	316,133	322,365	1.97%
Supplies	2,596	13,602	13,602	-
Travel	-	1,634	1,634	-
Contractual/Other Services	4,585	7,544	7,544	-
Equipment, Furnishings	7,497	-	-	-
Manageable Direct Cost Total	263,126	338,913	345,145	1.84%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	263,126	338,913	345,145	1.84%
Intragovernmental Charges				
Charges by/to Other Departments	125,275	135,938	141,152	3.84%
Program Generated Revenue				
404020 - Taxi Cab Permits	459,831	400,298	400,298	-
404040 - Chauffeur Licenses-Biannual	19,275	21,000	21,000	-
404050 - Taxicab Permit Revision	18,075	10,000	10,000	-
407050 - Other Fines & Forfeitures	1,950	1,000	1,000	-
408380 - Prior Year Expense Recovery	446	-	-	-
Program Generated Revenue Total	499,576	432,298	432,298	-
Net Cost				
Direct Cost Total	263,126	338,913	345,145	1.84%
Charges by/to Other Departments Total	125,275	135,938	141,152	3.84%
Program Generated Revenue Total	(499,576)	(432,298)	(432,298)	-
Net Cost Total	(111,175)	42,553	53,999	26.90%

Position Detail as Budgeted

	2023 Revised		2024 Revised		2025 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Junior Admin Officer	1	-	1	-	1	-
Senior Code Enforcement Officer	-	1	-	1	-	1
Transportation Inspection Manager	1	-	1	-	1	-
Position Detail as Budgeted Total	2	1	2	1	2	1

Municipal Manager Operating Grant and Alternative Funded Programs

Program	Fund Center	Award Amount	Expected Expenditures Thru 12/31/2023	Expected Expenditures in 2024	Expected Balance at End of 2024	Personnel			Program Expiration
						FT	PT	T	
Emergency Management Division									
2022 Emergency Management Performance Grant (State Grant - Revenue Pass Thru)	124200	312,500	312,500	-	-	4	-	-	Sep-23
Provides funding for Emergency Managers to develop, maintain and improve their emergency management systems for all hazards. Provides 50% funding for four full-time staff.									
2020 State Homeland Security Program (State Grant - Revenue Pass Thru) Funds Equipment and Training for APD and OEM	124200	275,357	46,509	-	-	-	-	-	Mar-23
2021 State Homeland Security Program (State Grant - Revenue Pass Thru) Funds Equipment and Training for APD and OEM	124200	515,950	515,950	-	-	-	-	-	Sep-23
2022 State Homeland Security Program (State Grant - Revenue Pass Thru) Funds Equipment and Training for APD and OEM	124200	664,600	332,300	332,300	-	-	-	-	Sep-24
Total Grant and Alternative Operating Funding for Department		1,768,407	1,207,259	332,300	-	4	-	-	
Total General Government Operating Direct Cost for Department				2,309,255		12	2	-	
Total Operating Budget for Department				2,641,555		16	2	-	

**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:

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

Preparedness				
2024	Q1	Q2	Q3	Q4
Number of Planning Activities	81	129		
Number of Outreach and Education Activities	35	48		
Number of Exercise Activities	27	11		

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, and exercises

Performance 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	NA			
Number of EOC Team Members by Section	NA			
Command	NA			
Planning	NA			
Operations	NA			
Logistics	NA			
Finance	NA			
Number of EOC Team Members by Type (Local, State, Federal, Tribal, Non-Government)	NA			
Number of EOC Facility Maintenance Activities	NA			
Number of EOC Facility Upgrade Activities	NA			

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

Performance 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		4	14		
Number of Recovery Project Activities		48	21		
Number of Mitigation Planning Activities		NA	NA		
Number of Mitigation Project Activities		48	21		

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

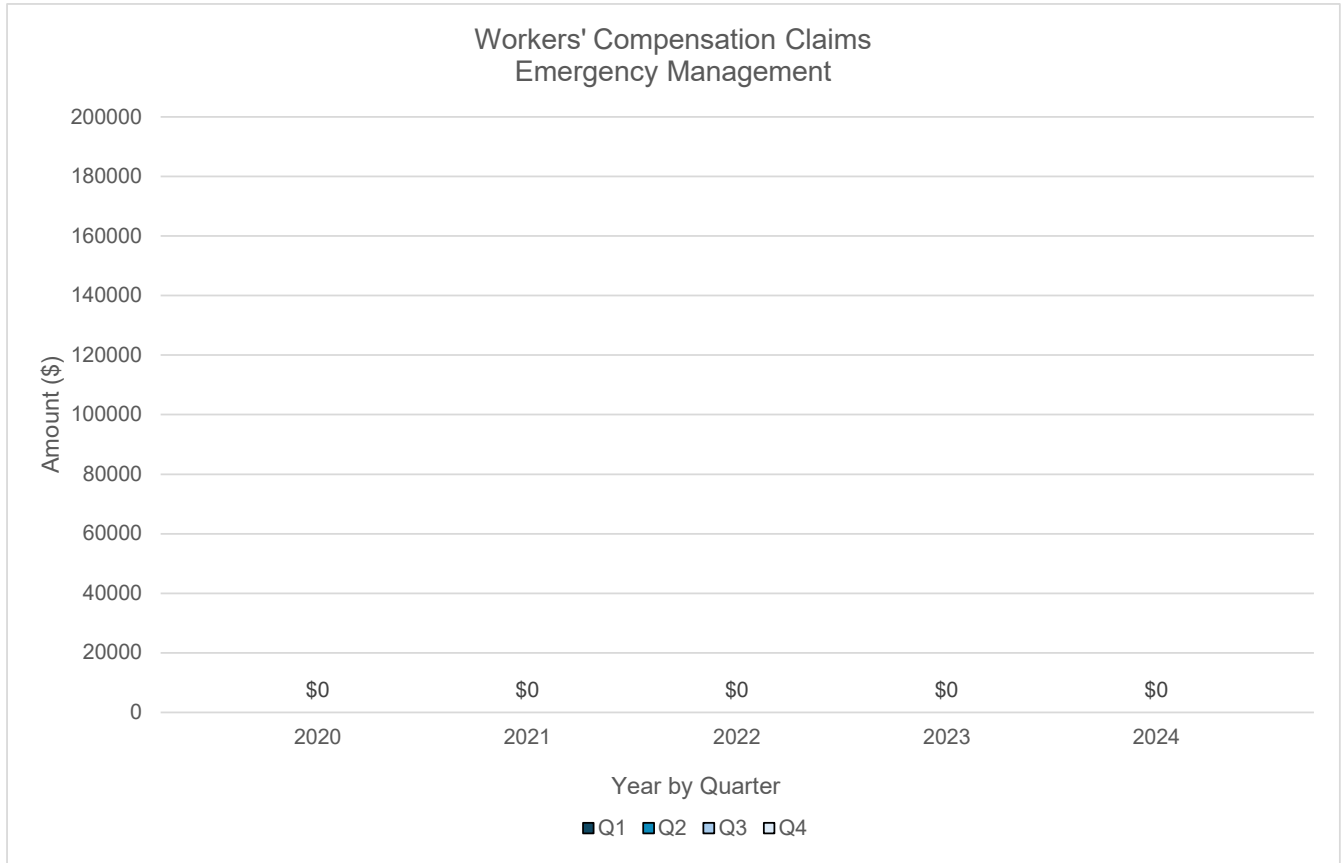
revitalization of the infrastructure; housing; a sustainable economy; and the health, social, cultural, historic, and environmental fabric of a given communities affected by an incident.

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.

PVR 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.



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

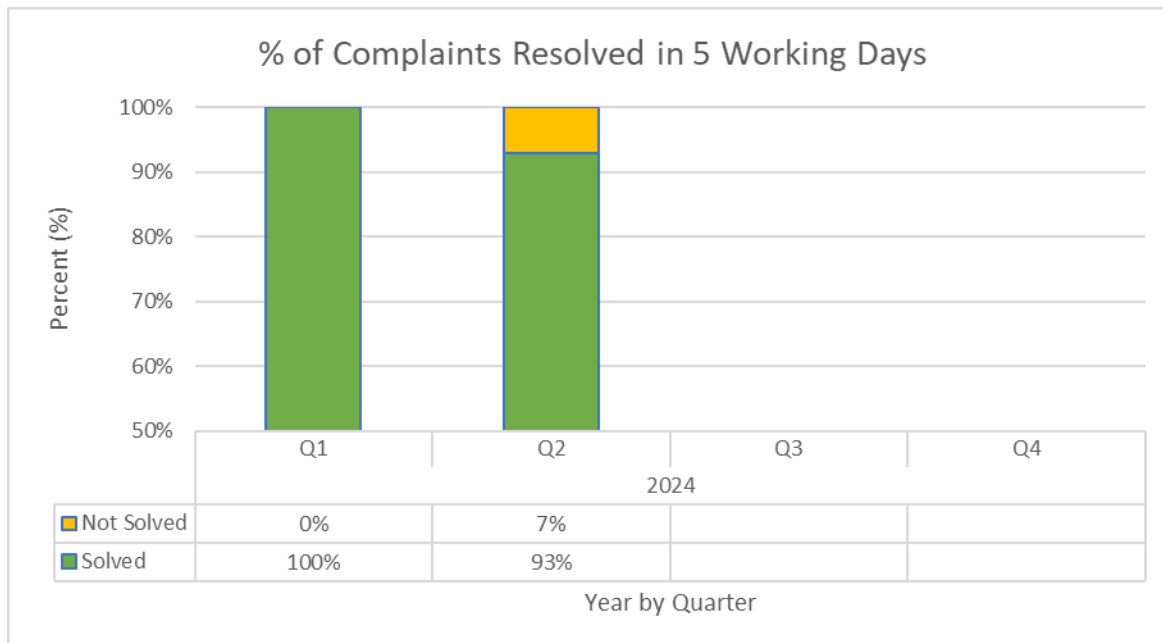
- Protect the safety and welfare of the regulated vehicle customers, licensed chauffeurs, and the citizens of Anchorage.

Performance Measures

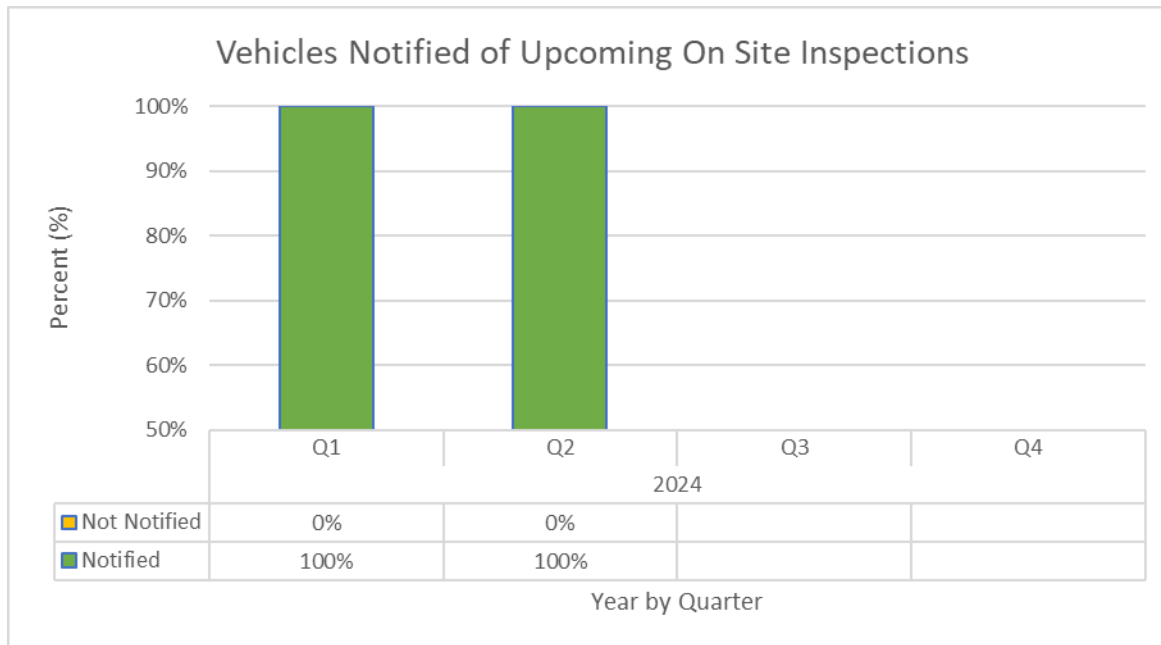
Progress in achieving goals will be measured by:

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.



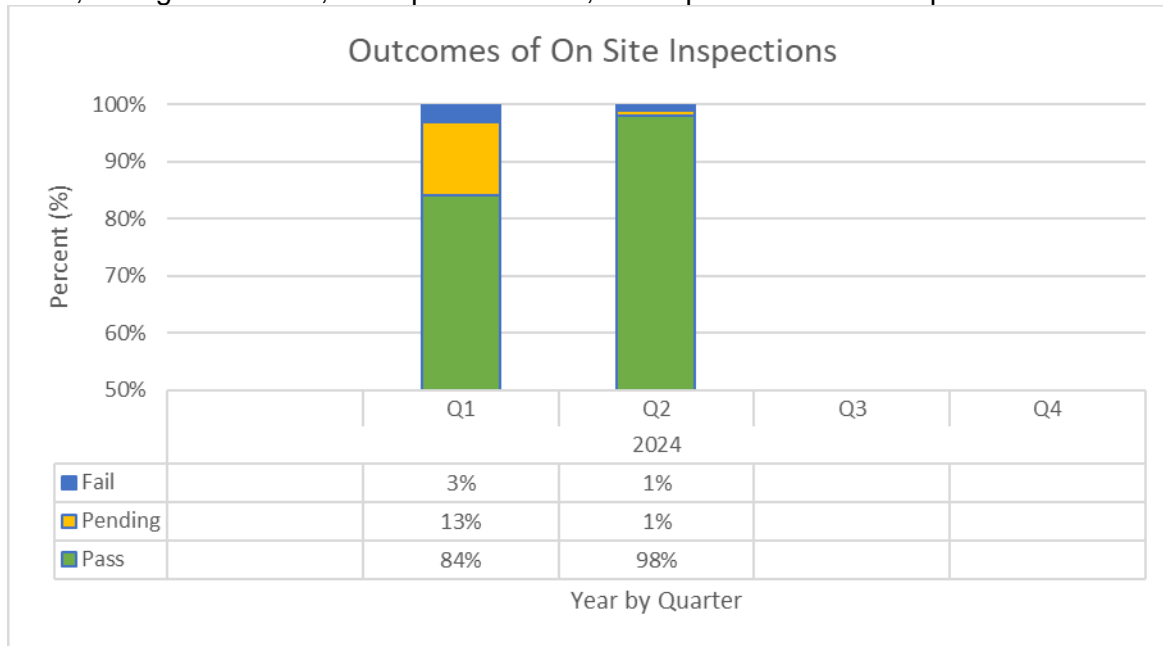
Informational Statistics

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.

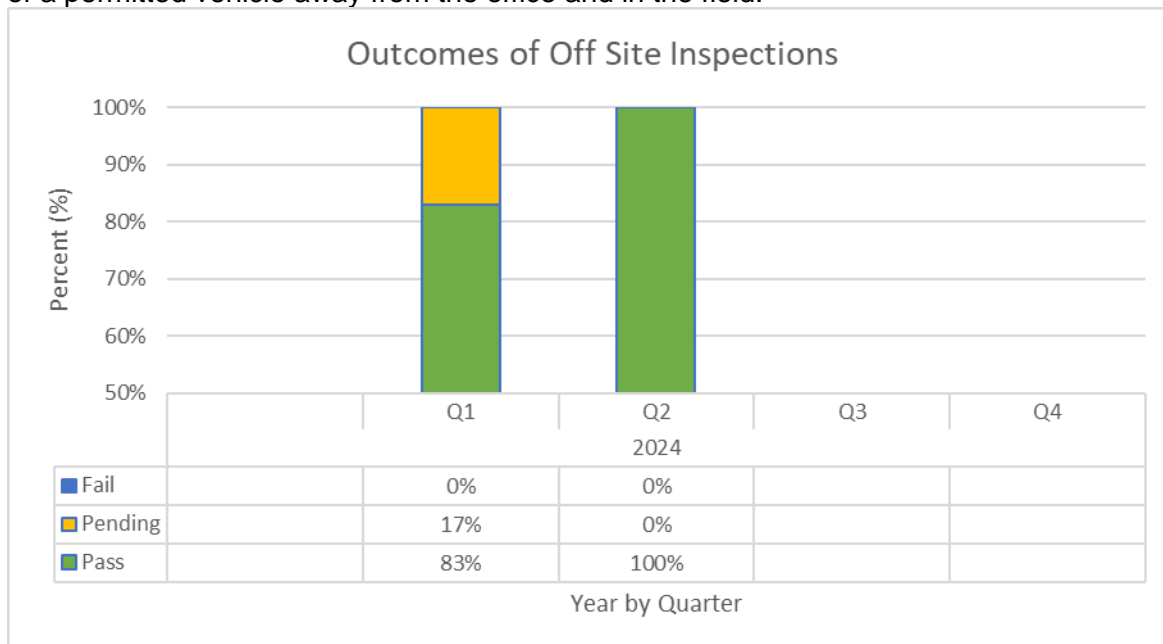
Informational Statistic #1: Condition of regulated vehicles for on-site inspection results.

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.



PVR 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.

