



LEGISLATIVE SERVICES

2024 ACCOMPLISHMENTS

LEGISLATIVE SERVICES OFFICE - 2024 ACCOMPLISHMENTS

The Legislative Services Office is established in AMC 2.20.075. The general duties of the office include providing policy and issue research and advice to the assembly, developing assembly communications and educational materials, facilitating development of assembly strategic and work plans, drafting resolutions, memoranda and other working documents, coordinating public engagement, assisting with project management of major initiatives, and assisting the municipal clerk as directed by the chair of the assembly.

The Legislative Services Office is assigned work through the Chair, Committee Chairs and individual members and in 2024, carried out the following work on behalf of the Assembly:

2024 Accomplishments

- **Supported the Assembly's work on Housing Action:**
 - 18 items on plan had action in 2024; 10 pieces of legislation from the plan passed
 - Wrote Assembly resolution to waive zoning conformity for the rest of the property when adding an ADU; convened pre-approved ADU working group
 - Researched Code Harbor program ideas
 - Started up the Site Access working group
- **Supported Assembly priority projects:**
 - Created 2025 Legislative Program + helped secure \$4M for shelter, property tax bill and funding for capital improvements in 2024 session
 - Researched 5th/6th Avenue control and handed off to work through the Downtown Streets plan
 - Improved connection between Legislative Program and CIP and continued to improve process of Assembly involvement in CIP
 - Handed off Title 4 issues to new Administration
 - Supported Sister Cities Celebration with visiting delegation from Chitose, Japan
- **Supported Assembly development of plans:**
 - Managed Anchorage Child Care and Early Education Fund Implementation Team, including ordinance development, oversight of grant agreement with contractor, and launch of the Accountability Board
 - Managed Alcohol tax strategic plan project; authored the policy guidance document
 - Managed the Public restroom study



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- **Communications on major issues:**
 - Port Modernization
 - ARPA completed/started projects
 - Project Anchorage
 - HOME Initiative
 - Secured 32 speaking engagements for members
 - Held press conferences on Eklutna River Restoration and pedestrian deaths
 - Election communications – implementing coms around Accessible Voting Machines + Text 2 Cure
- **Conducted civic education:**
 - Expanded issue-focused newsletters (Housing, Public Safety and Homelessness) and supported members on district-based newsletters
 - Created Assembly 101 bookmarks and meeting welcome sign
 - Produced Assembly mailer + helped with district 5-specific mailer
 - Hosted Energy Retreat, Nerd Nites, Food for Thought, Assembly 101 trainings for UAA class, Girl Scouts and Polaris
 - Updated music for Assembly livestream breaks with local musicians
- **Assembly Branch Planning and Project Tracking:**
 - Transitioned to Hive for branch project management
 - Engaged members in the Assembly workplan throughout the year by creating a progress report document and reviewing it at Rules committee
 - Created an annual calendar for Legislative Services workflow
- **Improved Assembly Administration:**
 - Transitioned from start-up/crisis mode of the past few years to establishing a more regular rhythm of work and increased the number of Assembly priority projects we supported
 - Expanded Assembly office suites so everyone has their own office and C-ER members have a place at City Hall in the new co-working room
 - Learned new procurement practices and engaged contractors for Housing Action Plan projects (communications, data and site access), Public Restroom Study, MOA Workforce Study, Site Access working group and several small contracts



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- Partnered with Clerk’s Office to host a branch staff retreat and several branch staff planning meetings; held 2x monthly meetings of branch leadership to coordinate on projects
- Held 5 Aide orientations and several Aide pilot projects
- Created a User Agreement for Aides to use MailChimp, developed web accessibility best practices, worked with Clerk’s Office to put all meeting documents and links to streaming in all committee meeting notices

Legislative Services Statistics		2021	2022	2023	2024
Event Hosting					
	attendance	0	190	513	566
	# of events	0	10	8	16
Communications					
	Press Releases	43	79	83	52
	Newsletters sent	0	11	23	21
	Press Conferences	0	1	2	2
	Member speaking engagements	0	6	14	32
	Newsletter subscribers on 12/31	223	1205	1794	2845
	New Email Newsletter Subscribers	0	1205	589	967
Assembly 101 Trainings					
	# of events	0	0	1	7
	attendance	0	0	15	131
Assembly Orientations					
	New Members	0	3	5	1
	Aides	0	0	2	5
	Youth Reps	0	0	2	3
Legislation Drafted*					
	AIMs				
	ARs				
	AMs				
	AOs				

*will begin tracking in 2025