Municipality of Anchorage Assembly

Municipality of Anchorage

DATE: February 26, 2026
TO: Assembly Members
FROM: Christopher Constant, Assembly Chair
SUBJECT: Authorized Uses and Procedures for Individual Spending Accounts

This memo updates how funding set aside within the Assembly's budget for individual spending accounts (ISA) may be used and the related procedures. The intent is to provide clear guidance to Assembly Members and Legislative Branch staff to ensure that moneys are spent in an ethical, cost-effective, and efficient manner that enhances the ability of the Assembly to serve the public. Any one-time cost over $10,000 is required to follow the proper procedures outlined in Title 7. Members should seek the advice of the Ethics Officer prior to incurring an expense they believe may raise an ethical concern. The Chair or their designee, or the Municipal Clerk or their designee, may request advice of the Ethics Officer if they believe a requested expense may raise ethical concerns.

Individual Spending Account (ISA): The purpose of an ISA is to make funding available to members from the Assembly's Budget for authorized uses. Twenty-Four Thousand dollars ($24,000) of the annual appropriation to the Assembly is set aside for each Assembly Seat. This allocation will be prorated for Assembly Members serving for any partial calendar year. Assembly Members are responsible for remaining within the allocated portion of the Assembly's budget. The set aside amount is not a benefit or allowance to any individual member. All items purchased with ISA moneys are the property of the Municipality of Anchorage and must be relinquished upon expiration of the Assembly Member's term in office.

Authorized Uses and Procedures: The Municipal Clerk's Office is responsible for paying authorized expenses on behalf of Assembly Members consistent with Municipal accounting policies.

1. **Assembly Aides:** Assembly Members may use ISA moneys for Aide services. Assembly Members are requested to provide as much advance notice as possible to the Municipal Clerk when initiating a contract for an Assembly Aide. Generally, it will take approximately thirty (30) days from receipt of a request to complete the paperwork, including vendor registration and contract execution. Contracts will be renewed annually, except the year members' terms are up in April, then the term will be from January through April.

2. **Travel:** Travel for official representatives, as designated by the Chair or their designee, for the AML Board, NLC - City Summit, NLC - Congressional City Conference, and the NACO Annual Conference will come from the branch budget. All other travel related to Assembly Member duties must use ISA moneys, unless an exception is approved by the Chair. Travel must be approved by the Chair or their designee before submitting a travel request. Travel funded by ISA for non-Assembly members is not favored but is allowed under limited circumstances. Travel requests should be submitted to the Clerk's Office at least sixty (60) days prior to departure. Staff will prepare a travel authorization form with the estimated costs and circulate it for review and approval by the Chair or their designee.

3. **Communications:** Assembly Members may use ISA moneys for mass mailings and/or ad placements, digital or print, that present information from a position of neutrality to constituents. Communications must use the Member's official title "Assembly Member", include district information, and may not include social media handles, links or QR codes to personal social media accounts. All communications must be reviewed by Assembly Legal and the Clerk's Office for compliance with all provisions of Anchorage Municipal Code, including AMC 1.15.110 and this memo prior to purchase and distribution.

4. **Assembly Priorities:** With approval of the Chair or their designee and coordination with the Clerk's Office, an Assembly Member may authorize the Assembly to utilize any unencumbered moneys set aside for the seat they occupy.

5. **Other Purposes:** Use of moneys for other purposes not specified in this memo must be approved by the Chair or their designee.

6. **Fund Lapse or Sweep:** At the end of each fiscal year any unencumbered amount set aside within the Assembly budget will lapse into the Areawide General Fund. Unused funds are subject to sweep into other branch priorities before the final meeting in December adjourns.

Unauthorized Uses: the following are prohibited except as noted.

1. Expenditures for Political, Partisan, or Advocacy activity as defined by AMC 1.15.110.
2. Expenditures related to legal services.
3. Expenditures on social media or anything that may be perceived as self-promotion. This includes links, QR codes, and handles to your personal social media accounts.
4. Expenditures in support of personal endeavors.
5. Expenditures for political or religious contributions are prohibited.
6. For a list of additional disallowed purchases, please see P&P 24-23, which is advisory to the Legislative Branch.

Signed:

Christopher Constant

Christopher Constant, Assembly Chair

CC: Jamie Heinz, Municipal Clerk
Matthew Farina, Assembly Program and Budget Analyst

Municipality of Anchorage Assembly

Municipality of Anchorage

DATE: July 23, 2025
TO: Assembly Members
FROM: Christopher Constant, Assembly Chair
SUBJECT: Authorized Uses and Procedures for Individual Spending Accounts

This memo updates how funding set aside within the Assembly's budget for individual spending accounts (ISA) may be used and the related procedures. The intent is to provide clear guidance to Assembly Members and Legislative Branch staff to ensure that moneys are spent in an ethical, cost-effective, and efficient manner that enhances the ability of the Assembly to serve the public. Any one-time cost over $10,000 is required to follow the proper procedures outlined in Title 7. Members should seek the advice of the Ethics Officer prior to incurring an expense they believe may raise an ethical concern. The Chair or their designee, or the Municipal Clerk or their designee, may request advice of the Ethics Officer if they believe a requested expense may raise ethical concerns.

Individual Spending Account (ISA): The purpose of an ISA is to make funding available to members from the Assembly's Budget for authorized uses. Twenty-Four Thousand dollars ($24,000) of the annual appropriation to the Assembly is set aside for each Assembly Seat. This allocation will be prorated for Assembly Members serving for any partial calendar year. Assembly Members are responsible for remaining within the allocated portion of the Assembly's budget. The set aside amount is not a benefit or allowance to any individual member. All items purchased with ISA moneys are the property of the Municipality of Anchorage and must be relinquished upon expiration of the Assembly Member's term in office.

Authorized Uses and Procedures: The Municipal Clerk's Office is responsible for paying authorized expenses on behalf of Assembly Members consistent with Municipal accounting policies.

1. **Assembly Aides:** Assembly Members may use ISA moneys for Aide services. Assembly Members are requested to provide as much advance notice as possible to the Municipal Clerk when initiating a contract for an Assembly Aide. Generally, it will take approximately thirty (30) days from receipt of a request to complete the paperwork, including vendor registration and contract execution. Contracts will be renewed annually, except the year members' terms are up in April, then the term will be from January through April.
2. **Travel:** Travel for official representatives, as designated by the Chair or their designee, for the AML Board, NLC - City Summit, NLC - Congressional City Conference, and the NACO Annual Conference will come from the branch budget. All other travel related to Assembly Member duties must use ISA moneys, unless an exception is approved by the Chair. Travel must be approved by the Chair or their designee before submitting a travel request. Travel funded by ISA for non-Assembly members is not favored but is allowed under limited circumstances. Travel requests should be submitted to the Clerk's Office at least sixty (60) days prior to departure. Staff will prepare a travel authorization form with the estimated costs and circulate it for review and approval by the Chair or their designee.

3. **Communications:** Assembly Members may use ISA moneys for mass mailings and/or ad placements, digital or print, that present information from a position of neutrality to constituents. Communications must use the Member's official title "Assembly Member", include district information, and be reviewed by Assembly Legal and the Clerk's Office for compliance with all provisions of Anchorage Municipal Code, including AMC 1.15.110 and this memo prior to purchase and distribution.
4. **Assembly Priorities:** With approval of the Chair or their designee and coordination with the Clerk's Office, an Assembly Member may authorize the Assembly to utilize any unencumbered moneys set aside for the seat they occupy.
5. **Other Purposes:** Use of moneys for other purposes not specified in this memo must be approved by the Chair or their designee.
6. **Fund Lapse or Sweep:** At the end of each fiscal year any unencumbered amount set aside within the Assembly budget will lapse into the Areawide General Fund. Unused funds are subject to sweep into other branch priorities before the final meeting in December adjourns.

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2. Expenditures related to legal services.
3. Expenditures on social media or anything that may be perceived as self-promotion.
4. Expenditures in support of personal endeavors.
5. Expenditures for political or religious contributions are prohibited.
6. For a list of additional disallowed purchases, please see P&P 24-23, which is advisory to the Legislative Branch.

Signed:

Christopher Constant, Assembly Chair
07/23/2025 | 5:47:34 PM AKDT

CC: Jamie Heinz, Municipal Clerk
Matthew Farina, Assembly Program and Budget Analyst

DATE: April 14, 2025

TO: File

FROM: Christopher Constant, Assembly Chair CC
Jamie Heinz, MMC, Municipal Clerk JH

SUBJECT: Assembly Member Travel Policy

Assembly members planning to travel on Municipal business must contact the Municipal Clerk's Executive Administrative Assistant by emailing clerkAP@anchorageak.gov. Pursuant to Policy, all Assembly Member travel must be approved in advance by the Chair of the Assembly. Please provide, when applicable, the conference registration website, any preferred flights, or hotels. The Executive Administrative Assistant will coordinate obtaining cost estimates, budget reviews, circulate the travel authorization form and, upon approval, make all reservations.

When possible, please allow at least 4 weeks advance notice for in-state travel, and 8 weeks advance notice for out-of-state travel to ensure the best rates.

The Municipal Clerk's Office will, to the extent possible, follow the requirements outlined in P&P 68-1 and the MOA Travel Procedure Guide.

Approved

Christopher Constant

Christopher Constant
Assembly Chair

C: Municipal Clerk, Jamie Heinz
Assembly Program and Budget Analyst, Matthew Farina

Municipality of Anchorage
Assembly

Municipality of Anchorage

DATE: December 16, 2022
TO: Assembly Members
FROM: Suzanne LaFrance, Assembly Chair
SUBJECT: Authorized Expenditures from Individual Assembly Member Internal Order Accounts

This memo clarifies and updates how Individual Assembly Member Internal Order Accounts (Individual Accounts) may be used and details the budget management practices governing these accounts. The intent is to provide clear guidance to Assembly Members and to Legislative Branch staff who support Assembly Members, to help ensure that funds are spent in an ethical, cost effective, and efficient manner that enhances the abilities of Assembly Members to serve the public. This memo remains in effect until rescinded.

Individual Assembly Member Internal Order Accounts: The purpose of the Individual Accounts is to fund legislative assistance for each Assembly Member. Approved uses may include: Assembly aides, miscellaneous Assembly Member travel and other purposes to assist Assembly Members in representing the public in an ethical, timely, and efficient manner. The annual budgeted amount for each Individual Account is TWENTY-FOUR THOUSAND DOLLARS ($24,000). This allocation will be prorated for Assembly Members serving for any part of a calendar year. Assembly Members are responsible to remain within the prorated portion of the Assembly-approved Budget as allocated to their Individual Account.

Members may allocate the total individual account of $24,000 ($2,000/month) for aide compensation. Alternatively, members may use up to $11,400 on travel/other expenses, as detailed below, and the difference of $12,600 to compensate aides.

Budget Management Practices for Individual Assembly Member Internal Order Accounts: The Municipal Clerk's Office is responsible for paying authorized expenses on behalf of Assembly Members consistent with Municipal accounting policies. The following procedures apply:

1. **Assembly Aides:** Assembly Members are requested to provide as much advance notice as possible to the Municipal Clerk when initiating a contract for an Assembly aide. Generally, it will take approximately thirty (30) days from receipt of an Assembly Member's request to complete the paperwork, including obtaining signatures from the prospective aide. Contracts will be renewed annually, except the year members' terms are up in April, then the term will be from January to certification of the election.

2. **Travel:** Assembly Members may use their individual account funds for travel to the legislative session, AML, NLC, NACO, or any other events that relate to Assembly Member duties, as long as the travel aligns with the Municipality's travel policy and procedures. Assembly Members seeking to travel on authorized Municipal business trips are requested to submit travel requests to Legislative Services at least sixty (60) days prior to departure. Legislative Services will prepare a travel authorization form with the estimated travel costs; the Assembly Member will sign the travel authorization form; the Assembly Chair will approve the travel authorization form.

Assembly Members who are traveling to Juneau for the legislative session are encouraged to use reasonably priced constituent fares rather than regular fares. No travel expenses will be pre-paid; the Assembly Chair must approve the travel authorization prior to any bookings.

Note: When an Assembly Member serves as the duly appointed liaison or Assembly committee representative of a state or national committee, e.g. AML or NLC, related travel is still required to be approved by the Assembly Chair, and will be charged to the Assembly's general travel budget, not the Individual Account.

3. **Other Purposes:** Assembly Members may use their Individual Accounts for other purposes to enhance their ability to effectively serve their constituents. Use of funds for other purposes not specified in this memo must be approved by the Chair.

   Electronics, communication devices or other items purchased with Individual Account funds are the property of the Municipality of Anchorage and must be relinquished upon expiration of the Assembly Member's term in office unless the item has depreciated to the point that it lacks significant value.

   Mass mailings that are educational to constituents may be paid from Individual Account funds up to $11,400; any one-time cost over $5,000 is required to go through the competitive process following Purchasing Title 7. Members should be cautious of mass mailings that advocate for political or partisan purposes, which is a prohibited use of Individual Account funds and may require reimbursement of funds and an expenditure filing with APOC.

   Members should seek an advisory opinion from the Board of Ethics prior to incurring an expense if a requested expense raises ethical concerns.

4. **Disallowed:** Use of Individual Account funds for the following are disallowed.

   No public servant shall expend municipal resources for the support, opposition, or endorsement of candidates for any elected government entity (AMC 1.15.110G).

   Legal services – under no circumstances shall Individual Accounts be used for legal services. If an Assembly Member needs outside legal counsel, that matter will be handled appropriately.

   Contributions – political and religious contributions are disallowed.

   *For an exhaustive list of disallowed purchases, please see P&P 24-23, which is advisory to the Legislative Branch.

The Chair or Municipal Clerk may request advice from the ethics officer if an expense raises ethical concerns. The Chair makes the final decision to allow or disallow any expense, consistent with this memo, and in consideration of ethical concerns, legal advice, and purchasing guidelines.

With approval of the Chair and coordination with the Clerk's Office, an Assembly Member with an unencumbered balance in an Individual Account may authorize another Assembly Member to utilize the whole or a portion of the unencumbered funds in accordance with the established guidelines for the Individual Accounts.

Any funds remaining unused in any Individual Account at the end of each fiscal year will lapse into the MOA Areawide General Fund.

CC: Barbara A. Jones, Municipal Clerk
Desirea C. Camacho, Assembly Budget Analyst

Version 2022.1 Chair Suzanne LaFrance 2022-1226

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Version 2013.1 Chair Ernie Hall 2013-0710