



LEGISLATIVE SERVICES

2025 ACCOMPLISHMENTS

LEGISLATIVE SERVICES OFFICE - 2025 ACCOMPLISHMENTS

Legislative Services Statistics		2021	2022	2023	2024	2025
Event Hosting						
	attendance	0	190	513	566	1822
	# of events	0	10	8	16	11
Communications						
	Press Releases	43	79	83	52	33
	Newsletters sent	0	11	23	21	25
	Press Conferences	0	1	2	2	2
	Member speaking engagements	0	6	14	32	18
	Newsletter subscribers on 12/31	223	1205	1794	2839	3120
	New Email Newsletter Subscribers	0	1205	589	967	550
Assembly 101 Trainings						
	# of events	0	0	1	7	8
	attendance	0	0	15	131	167
Assembly Orientations						
	New Members	0	3	5	1	4
	Aides	0	0	2	5	2
	Youth Reps	0	0	2	3	3
Legislation Drafted*						
	AIMs	*	*	*	*	15
	ARs	*	*	*	*	32
	AMs	*	*	*	*	2
	AOs	*	*	*	*	2

*began tracking in 2025



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The Legislative Services Office carried out the following work on behalf of the Assembly in 2025:

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1. Supported Assembly priority initiatives in housing, fiscal policy, governance, and more:

- Partnered with Administration to develop and design **2026 Legislative Program** and successfully advanced priority legislative requests during 2025 session. Coordinated meetings with Anchorage State Legislators during session and in the interim.
- Supported Assembly-led fiscal policy initiatives related to **Anchorage's fiscal future**, including budget development, Project Anchorage, tax policy discussions, intergovernmental agreements, and capital project funding.
- Supported Assembly work on **Housing Action**, including **Site Access** Working Group process and ordinance; policy development and support for **Accessory Dwelling Units**; and development and passage of **renter protection measures**.
- Provided research, stakeholder engagement, communications, and support for the **Task Force to Reimagine the former Public Safety Advisory Commission**.
- Provided research and policy support for a **comprehensive Title 7 Purchasing rewrite**.
- Supported Assembly work on **Port of Alaska** and **Eklutna River** restoration.
- Supported Administration's implementation of annual **MOA Employee survey**.

2. Through **Civic Education and Communications**, engaged the community in the work of the Assembly and the Municipality:

- **Community outreach, education and engagement through issues:**
 - **Led MOA50 planning and civic education efforts**, including creation of History Takes, interactive maps, and a community scavenger hunt.
 - Developed and maintained **comprehensive websites on Sales Tax information** and the **Task Force to Reimagine the Public Safety Advisory Commission** to support public understanding of the processes and proposed policies.
 - Conducted **annual Cheers Anchorage Alcohol Tax education campaign** and website updates; transitioned project to Administration for the future.
 - **Highlighted completed ARPA investments** by profiling finished projects.



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- **Improved Assembly relationships and communication platforms:**
 - **Strengthened relationships across the MOA**, including through planning and coordination of MOA50 initiatives.
 - **Implemented public engagement improvements for Assembly meetings**, including completion of the A/V system upgrade in partnership with the Clerk's Office and development of Assembly 101 educational assets.
 - **Launched district-specific content in Assembly newsletters**; supported development and distribution of **three district-specific mailers** in coordination with Assembly Members.
 - **Expanded issue-focused newsletters** on Housing, Public Safety, and Homelessness to provide deeper policy context and regular updates.
 - **Secured and supported 18 speaking engagements for Assembly Members** with community organizations, schools, and partner groups.

- **Made it easier for people to learn about and access their local government:**
 - Planned and coordinated **election-related communications** to support voter awareness and participation.
 - Designed and produced **Assembly 101 bookmarks and a meeting welcome sign** to support first-time attendees.
 - Increased public engagement in Assembly work and broadened audience diversity by **hosting a major convening on homelessness**, four **City Nerd Nites**, **Assembly 101 trainings**, a **training for State Legislative staff**, high school tours, and participating in a Youth Leadership Summit.
 - Collaborated with internal and external partners to **initiate development of the Civic Anchor program**.



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3. Assembly Branch Planning and Project Tracking:

- **Completed staff transition to Hive** for branch project management & tracking.
- Engaged Assembly Members in **ongoing workplan oversight** by producing a progress report and reviewing it regularly at the Rules Committee.
- Developed an **annual Legislative Services workflow calendar** to improve coordination, predictability, and workload management.
- Planned, organized, and facilitated the **annual Assembly retreat**.

4. Improved Assembly Administration:

- **Refreshed Assembly meeting space at City Hall** (Room 155) to better accommodate participants and reflect the significance of Assembly work in the space.
- Assumed coordination, programmatic support, and **oversight of the Assembly Youth Representative Program**, serving a cohort of three Anchorage high school students.
- Successfully planned and delivered **2025 New Member Orientation**; coordinated recognition and appreciation projects for outgoing Assembly Members.
- **Strengthened Assembly Aide Program** by offering aides Hive onboarding and monthly resource communications, and improving access to training and institutional knowledge.
- Built internal capacity through **summer internship program**, with intern contributing to research, communications, and civic engagement.
- **Procured and managed contractors** supporting task force facilitation, and other Assembly-directed projects.
- Partnered with Clerk's Office and Assembly Counsel's Office on **twice-monthly branch leadership meetings** for improved coordination and project alignment.

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.