

Assembly Document Training

By: Municipal Attorney's Office
and Assembly Counsel

Assembly Documents

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- **AO** = Assembly Ordinance
- **AR** = Assembly Resolution
- **AM** = Assembly Memorandum
- **AIM** = Assembly Informational Memorandum

Assembly Documents: Substitutes

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- AO(S) = Substitute Assembly Ordinance
- AR(S) = Substitute Assembly Resolution
- AM(A) = Substitute Assembly Memorandum

Step 1:

WHICH DOCUMENTS DO I NEED?

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- When do I need an ORDINANCE (“AO”)?
 - Adopt or Amend Code
 - Levy Taxes
 - Authorize Borrowing of Money
 - Grant, Renew, or Extend a Franchise
 - Utility Rate Change
 - Provide for a Fine
 - Adopt or Amend Zoning or Similar Land Use Control
 - Convey Real Property*

* Anchorage Charter § 10.02

- When to use a RESOLUTION (“AR”)?
 - Public policy or position statements
 - Assessment Rolls (AMC 19.20.080)
 - Appropriations (AMC 6.10.085)
 - Marijuana & Alcohol Permits, Licenses
 - Deteriorated Property Exemptions (AMC 12.35.050)
 - Naming of Public Places (AMC 3.97)
 - Ratifying collective bargaining agreements (AMC 3.70)

- When do I need a MEMORANDUM (“AM”)?
 - Any time you are submitting an Ordinance
 - The “AM” is the sponsor’s statement of support - it should explain why the ordinance is being introduced.
 - Summarize changes in a substitute or “S”-versions
 - Standalone Document
 - Contracts (AMC 7.15.040) and Contract Amendments (AMC 7.15.080A)
 - Levy of Water/Sewer Assessments (AMC Chapters 19.80 & 19.90)
 - Initiate the process for Naming of Public Places (AMC 3.97)
 - Collective Bargaining (AMC 3.70)

- When do I ask for an Informational Memorandum (“AIM”)?
 - You want to provide information to the Assembly about an item that would interest them, or the public in general.
 - Rezoning - submittal after Planning & Zoning Commission denial (AMC 21.03.160D.7.c.)
 - Neighborhood or District Plans (AMC 21.03.130)
 - Ombudsman Investigations (AMC 2.60.120)
 - Retiree Medical Funding (AMC 3.87.030)
 - Internal Audit reports, reports from Administration

When do I need a SUMMARY OF ECONOMIC EFFECTS (SEE)?

- When required. All proposed ordinances.
 - Assembly's ordinances: sponsor may prepare a SEE, or request the department affected by the ordinance to prepare the SEE within 10 days (AMC 2.30.053C.)
- When not required. A summary of economic effects is not required if:
 1. No private sector economic effects and local government effects are less than \$30,000.00, in which case a statement to this effect shall be included in the assembly memorandum
“No public or private sector economic effects are anticipated, and pursuant to AMC 2.30.053 B.1., a Summary of Economic Effects (SEE) is thus not included.”
 2. The information is already included in the ordinance or appended materials, in which case a statement to that effect shall be included in the assembly memorandum.
 3. Assembly may waive the requirement.

Public Hearing. Required for all ordinances, some resolutions.

- Items which require a public hearing are introduced at one meeting, and the public hearing is held at a meeting “at least 7 days” after notice is published, per Charter 10.01(b).
- Exception: Assembly may set resolutions for public hearing with such notice as it determines.

Consent Agenda

- Items on the Consent Agenda do not require a public hearing and will be approved in one meeting. (Section 9.F. is to introduce public hearing items only.)

Deadlines

Start with your targeted Assembly Meeting date

- REGULAR AGENDA : Two Fridays prior at NOON is the deadline for sending FINAL document to the Clerk.
 - Meeting date minus 11 days
- ADDENDUM: Friday prior at NOON is the deadline for sending items.
- LAIID-ON-THE-TABLE: 1 p.m. day of the Meeting is the deadline for items
 - Per AO 2020-30(S)am, Assembly must accept by 2/3 vote

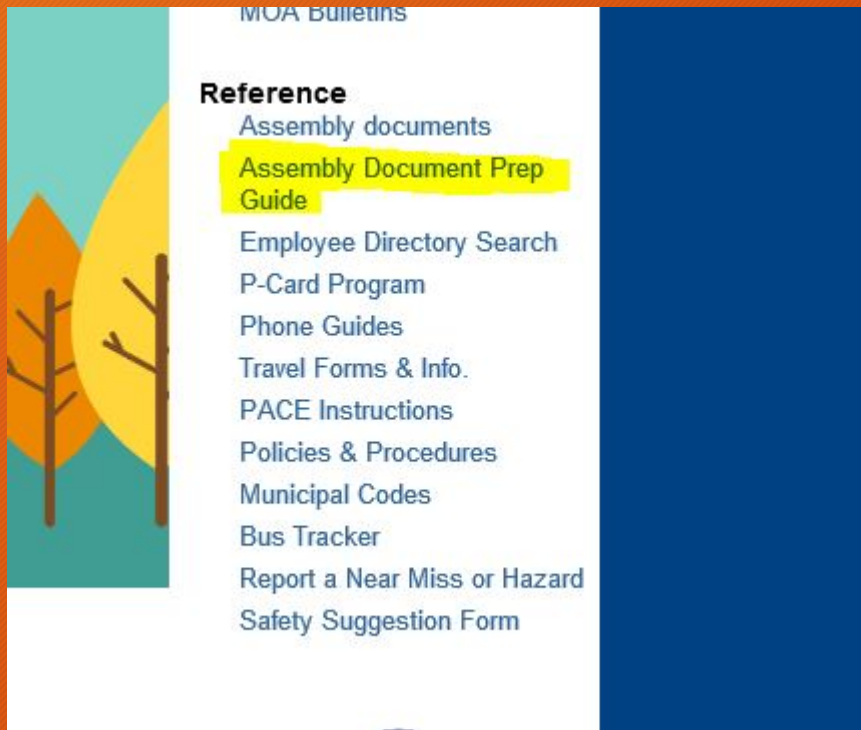
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Step 2:

DRAFTING → Templates

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Muniverse homepage: “Assembly Document Prep Guide”



- AO Template - Administration
- AO Template - Assembly Member Sponsor
- AM Template
- AIM Template
- SEE Template

Templates cont'd

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- Some Assembly documents used frequently are recycled with only minor modifications

G: MunicipalAttorney: Civil: ASSEMBLY DOCS FILE: PACE review items: Templates

1 A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPROVING
2 A MARIJUANA LICENSE AND SPECIAL LAND USE PERMIT FOR [BUSINESS
3 NAME], A MARIJUANA [CULTIVATION FACILITY/MANUFACTURING
4 FACILITY/TESTING FACILITY/RETAIL SALES ESTABLISHMENT] WITH
5 LICENSE NUMBER [MXXXXX], DOING BUSINESS AS [DBA BUSINESS NAME],
6 AND LOCATED AT [ADDRESS].
7
8 ((Community Council)) (Case [number])
9
10 THE ANCHORAGE ASSEMBLY RESOLVES:
11
12 Section 1. The approvals in sections 2 and 3 of this resolution are for [business
13 name], a marijuana [cultivation facility/manufacturing facility/testing facility/retail
14 sales establishment] with municipal license number [Mxxxxx], doing business as
15 [DBA business name], located at [address], in the [zoning district] district, within [lot
16 #], [block #], [subdivision name]; generally located [general location or nearest cross
17 streets], in [Anchorage/Girdwood/Eagle River/Chugiak/Birchwood/etc].
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DRAFTING → Legislative Formatting

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Code Amendment Version	New Language	Deleted Language
Original AO	<u>New words, phrases, paragraphs, sections are underlined</u>	Deletion of current code language: [DELETED WORDS, PHRASES, PARAGRAPHS, SECTIONS FROM CURRENT CODE ARE IDENTIFIED BY BRACKETS AND ALL CAPS]

* New language precedes [DELETED LANGUAGE]*

Drafting → Legislative Formatting

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- Legislative formatting is critical to the process of conveying amendments to Code language, and required. (AMC 1.05.050)
- Used in Resolutions and non-Code amending Ordinances to show changes in Substitute versions, for clarity and transparency
- Comprehensive “Guidelines” are available on Muniverse. The reviewers in Legal and Assembly Counsel are also available for assistance.

DRAFTING → Substitute Versions

<p>AO (S) (Substitute for the original AO)</p>	<p><u>New words, phrases, paragraphs, sections are in bold and underlined</u></p>	<p>Deletion of current code language: [DELETED WORDS, PHRASES, PARAGRAPHS, SECTIONS ARE IDENTIFIED BY BOLD, BRACKETS AND ALL CAPS]</p> <p>Deletion of new language in AO: [Deleted words, phrases, paragraphs, sections are identified by <u>strikeout, bold, underlined and brackets</u>]</p>
<p>AO (S-1) (2nd substitute for the original AO)</p>	<p><i><u>New words, phrases, paragraphs, sections are italicized and underlined</u></i></p>	<p>Deletion of current code language: [DELETED WORDS, PHRASES, PARAGRAPHS, SECTIONS ARE IDENTIFIED BY ITALICS, IN BRACKETS AND ALL CAPS]</p> <p>Deletion of new language in AO or AO(S): [Deleted words, phrases, paragraphs, sections added to AO or AO(S) are identified by <u>strikeout, italics, underline and brackets</u>]</p>

- Title
 - Must be an informative summary of the ordinance/resolution
 - All CAPS
- WHEREAS clauses
 - Findings of fact and statements of support for ordinance/resolution
 - Optional: do not have to include
- ORDAIN (AO) or RESOLVE (AR) clauses
 - Action Assembly is taking, i.e. approving a land transfer
- Effective Date
 - “This ordinance shall become effective immediately upon passage and approval by the Assembly.”

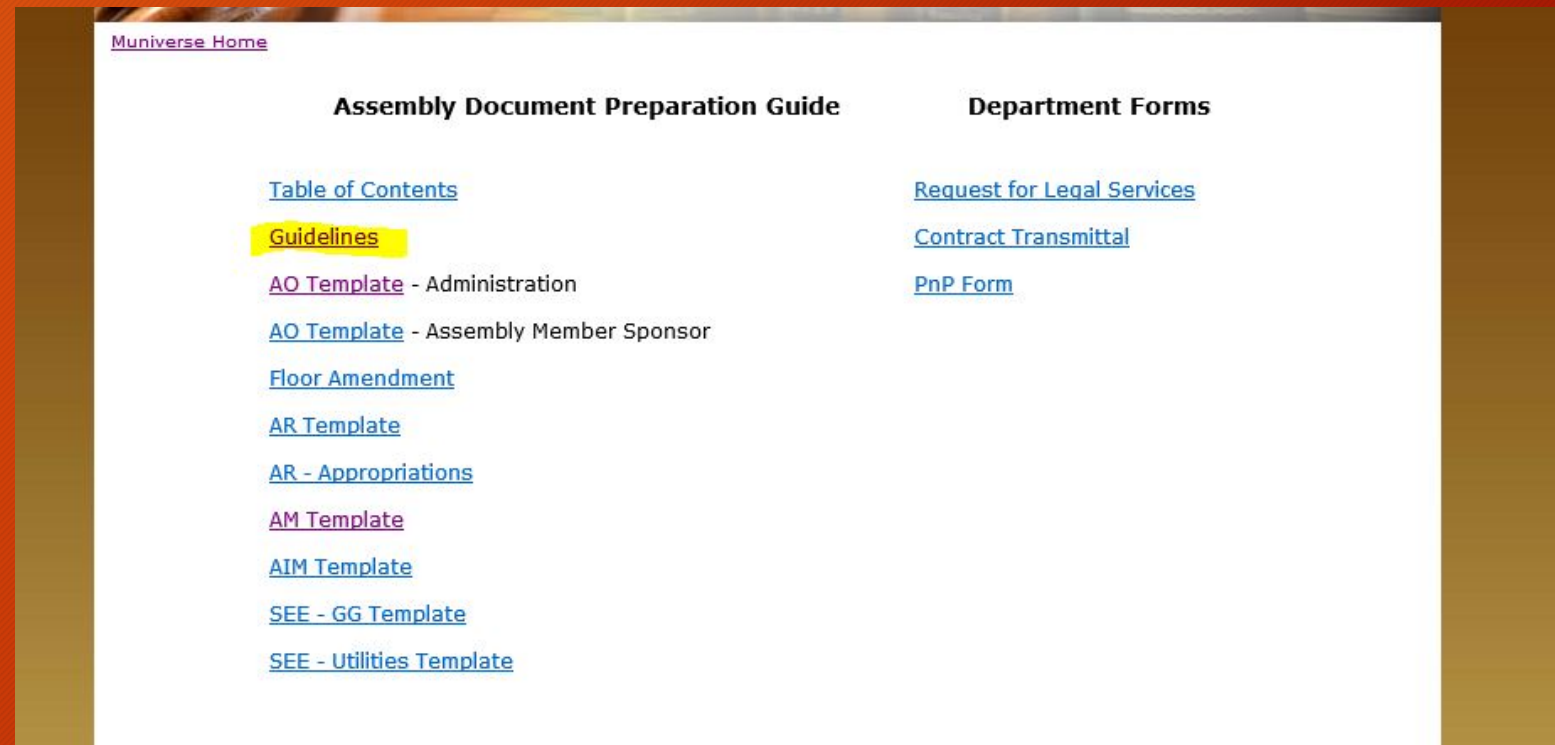
Where to find Guidelines:

Muniverse

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Muniverse homepage:
“Assembly Document Prep Guide”

Click on “Guidelines”
- Written by Municipal Attorney’s Office



Where to find drafting help:

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Department of Law:

- Deitra Ennis, Deputy Municipal Attorney. Assigns in Legal
 - Quincy Arms, Assistant Municipal Attorney
 - Jessica Willoughby, Assistant Municipal Attorney

Assembly Department:

- Dean Gates, Assembly Counsel
- Municipal Clerk's Office - Recognition resolutions