

ADMINISTRATIVE POLICY NO. 16-01

PROHIBITION ON LOBBYING

1. POLICY

Employees of the City and Borough of Juneau are prohibited from engaging in activities whose purpose is meant to influence the state or federal legislative process during their term of public service except for approved official action within the scope of their employment.

2. RESTRICTION

Employees of the City and Borough of Juneau may not actively lobby, testify, or otherwise actively engage in a state or federal legislative process as an employee of the City and Borough of Juneau without the express authorization of the City Manager or designee.

If approved by the City Manager to engage in lobbying efforts on behalf of the CBJ, CBJ employees are prohibited from directly or indirectly expending any federal grant monies for lobbying purposes. The City and Borough of Juneau is the recipient of many federal grants. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation.

Nothing in this policy prohibits an employee of the City and Borough of Juneau from exercising his or her right to engage in the legislative process as a private citizen.

Violations of this policy may result in discipline up to and including dismissal from employment.

3. GENERAL PROVISIONS

- A. Scope: This policy applies to all employees of the City and Borough of Juneau, Alaska.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Juneau, Alaska, this 4th day of AUGUST, 2016.



Duncan Rorie Watt
City and Borough Manager