

## How to Run for Local Office

A workshop offered by the Juneau League of Women Voters,  
City & Borough of Juneau, and Friends of the Juneau Public Library

Saturday, June 24, 2023

8:45 am – 1:30 pm

City Assembly Offices



With content and contributions from the City and Borough of Juneau, the Juneau School District, the Alaska Division of Elections, Association of Alaska School Boards, and the Alaska Public Offices Commission



**“How to Run for Local Office” Workshop**  
**June 24, 2023, 8:45 am – 1:30 pm**  
**Workshop Agenda**

8:45 am	Welcome and Housekeeping	Sarah Moore, President, LWVJ Beth McEwen, Municipal Clerk, CBJ
9:00 am	The Jobs of Assembly and School Board Members	Kristin Bartlett, Moderator, JSD Mila Cosgrove, Former Deputy City Manager, CBJ Deedie Sorenson, President, Board of Education, JSD Mayor Beth Weldon, Assembly, CBJ
10:00 am	Campaign Basics	Sally Smith, Moderator, LWVJ Sara Chambers, Former Assembly Member, CBJ Ebett Siddon, School Board Member, JSD Loren Jones, Campaign Manager and Former Assembly Member
11:00	Break	
11:10 am	Candidate Legal Requirements	Linda Thomas, Moderator, LWVJ Beth McEwen, Municipal Clerk, CBJ Andi Hirsh, Deputy Municipal Clerk, CBJ Jim Wilson, Former Campaign Treasurer
12:10 pm	Preparing to Run for Local Office	Sally Saddler, Moderator, LWVJ Wade Bryson, Assembly Member, CBJ Will Muldoon, School Board Member, JSD Beth McEwen, Municipal Clerk, CBJ Andi Hirsh, Deputy Municipal Clerk, CBJ
1:00 pm	Voting Process	Beth McEwen, Municipal Clerk, CBJ
1:20 pm	Wrap Up and Evaluation	Sarah Moore, President, LWVJ
1:30 pm	Adjourn	





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## How to Run for Local Office Tool Kit

### INTRODUCTION

You **can** make a difference in our community! And it's not that hard.... Or, to put it another way, "Many hands make light work."

The City Borough of Juneau is one of only four unified home-rule municipalities (consolidated city/county functions) in the state of Alaska. As such it has a great deal of local control and autonomy. All who live here depend on engaged citizens - dedicated and competent community leaders –being willing to step forward and serve either in elective office or on one or more of Juneau's 30+ appointed public bodies<sup>1</sup>:

Whatever the office, our public institutions are stronger when voters have a choice of candidates to represent them. Democracy works only when enough citizens have the courage and determination to run for, and hold, public office.

Regardless of whether you are thinking about running for election this year, or perhaps at some unspecified time in the future, this Tool Kit provides information for the reader about how to get elected as well as more about what it takes to carry out the responsibilities of holding elective office.

Those elected to the Juneau Assembly and Board of Education (School Board) are expected to apply their skills and talents in finding positive ways to address a broad range of complex community problems. Appointees to other bodies are likewise expected to apply their skills and talents in finding positive ways to resolve problems on specific issues.

All elected and some appointed positions require a significant commitment of volunteer time and energy. Thus, it is desirable to have in waiting a pool of individuals who are willing to step up and carry the load when incumbents need to take a break or move on to other things.

As everyone who has been there will tell you, there is nothing more rewarding than public service. Knowing how your government works, and helping to make it work better, is satisfying work indeed.

As preparation for running, or for those who want to serve but just not in elective office, serving on one of Juneau's appointed Boards and Commissions may be satisfying work for you.

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<sup>1</sup> These appointed bodies include:

- Enterprise Boards
- Hybrid Board/Commissions
- Advisory Boards/Commissions/Ad Hoc Committees
- Appeal Boards (Quasi-Judicial bodies)

**“How to Run for Local Office” Workshop**  
**June 24, 2023**  
**Panelist Biographies**  
(in order of appearance on panels)

**Sarah Moore** was born and raised in Juneau and enjoyed moving home after going to college Outside. She has been a Juneau League of Women Voters board member since 2020 and is currently serving a term as President. She works for the State of Alaska Department of Environmental Conservation in the field of oil spill prevention and response.

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**Beth McEwen** is the Municipal Clerk for the City Borough of Juneau. She has worked with CBJ since 1997 and served as Deputy Clerk from 2000-2018. Beth received her Certified Municipal Clerk designation in 2004 and her Master Municipal Clerk certification in 2012. She is an active member the International Association of Municipal Clerks , of the Alaska Association of Municipal Clerks (AAMC), currently serving as the AAMC Education Director, and in 2015 she was awarded the Alaska Municipal League Municipal Employee of the Year. Beth and her family have lived in Juneau since 1975 and she graduated from JDHS and UAS and has raised her sons and is now the proud grandmother of a nine-year-old grandson. She is an active member of the Douglas Community Methodist Church and a life coach/meeting facilitator/business owner of “The Next Chapter.” Beth is a dedicated civil servant and “government geek” and has a passion for democracy in action. She has been known to declare Elections as the “Fun part of the job!”

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**Kristin Bartlett** is the Chief of Staff of the Juneau School District. She is a third generation Juneauite and graduate of Juneau-Douglas High School: [Yadaa.at](https://www.yadaa.at) Kalé. She studied art, languages and international business in pursuit of her degree in Business Administration from Loyola Marymount University in Los Angeles. Bartlett has spent her career working in the field of marketing, public relations, advertising and lobbying in Alaska, California, and Australia. She has been with the Juneau School District since 2008, where she works closely with the Board of Education and Superintendent’s Cabinet on policies and regulations, emergency preparedness and school safety, community outreach, and communications.

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**Mila Cosgrove** is the principal consultant for Workforce Solutions and the former Deputy City Manager for the City and Borough of Juneau, a position she held for 5 years prior to retiring. Prior to joining the Manager’s Office, Mila worked in the Human Resources field for 30 years. She was the Director of Human Resources and Risk Management at CBJ for 10 years and prior to that had various assignments for the State of Alaska including Director of Personnel, Deputy Director of Personnel, Management Services Managers, Workforce Planning and Development Manager, and Labor Relations Specialist. Mila also worked for the Alaska Public Employees Association as the Southeast Regional Manager and for Resource Planning Inc. as a Project Manager. She has a BA in Psychology from Naropa University.

Mila has served on the board of the Alaska Municipal Managers Association, the International Public Manager’s Association for Human Resources, the National Association of State Personnel Executives,

and the Luke Center for Catalytic Leadership. Mila served as the IPMA-HR International President in 2013 and helped develop their Executive Development program.

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**Deedie Sorensen** is the President of the Juneau School District Board of Education. She is a retired elementary teacher who spent more than 35 years teaching in the Juneau schools. During her teaching career she was an active member of the Juneau Education Association where she spent many years as a member of the JEA Political Action Committee. As a result of her involvement in this committee, she developed an understanding of the integral relationship between the actions of the Alaska Legislature and the downstream impact of the Juneau School District's ability to deliver quality education experiences for Juneau's families. She also spent many years interviewing candidates for the Board of Education and CBJ Assembly. Her continued commitment to and advocacy for public education informed her decision to seek public office.

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**Mayor Beth Weldon's** roots are deep and strong in the Capital City. She is a lifelong Juneau resident, and fourth-generation Douglasite on her mother's side. Beth is a graduate of Juneau-Douglas High School and the University of Washington where she received a BS in Fisheries. For seven years she owned and operated the gillnetter F/V Seven C's. She started with Capital City Fire/Rescue as a volunteer in Douglas and became part of the paid staff in 1992. She was the first female officer in the department and retired as a division chief. During her career, she received seven awards for service. Mayor Weldon served two years on the Juneau Assembly prior to being elected mayor. She and her husband, Greg, co-own Capitol Motor Supply/Glacier Auto Parts. They are the proud parents of two. Beth enjoys reading, watching her children's activities, hiking Juneau's trails with her lab, Chloe, as well as boating and other outdoor activities on the Taku River.

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**Sally Smith** is a League of Women Voters Juneau member and on the planning team for this workshop. She was Mayor of Juneau and served 3 terms in the Alaska State House as a representative of Fairbanks. During her public service career, she worked for 5 governors and directed 2 state agencies to include the Division of Retirement and Benefits. Additionally, she served as Personnel Officer for the Legislative Affairs Agency. Sally holds a B.S. in Music Education and has taught in L.A. City Schools. Since her arrival in Alaska, she has developed varied curricula and taught for SERRC, UAF and UAS as well as for educational tours of Alaska. During 2019 Commencement Ceremonies, Sally was honored with a UAS Meritorious Service Award for community service. Active in the arts, she has worked with many local performing arts organizations and believes the arts offer a gateway to understanding. She also believes public service and elective office provide opportunities to contribute to the greater good through meaningful commitment to community cohesiveness and development. Whether workshop participants win or lose an election, she is excited to be a part of their engagement in the process.

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**Sara Chambers** served on the Juneau Assembly from 2006-2009. She has experience running for U.S. Congress and managing campaigns for statewide office. Professionally, Sara has more than two decades of expertise working with non-profit and government organizations. She is currently the advisor to more than 30 appointed boards and commissions within the Department of Commerce, Community, and Economic Development, training and consulting on policy governance and regulatory matters. Her family lives in the Mendenhall Valley and enjoys cheering for the Juneau Huskies Football team.

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**Elizabeth (Ebett) Siddon** grew up in New Hampshire and attended the University of New Hampshire for her undergraduate degree (in Marine and Freshwater Biology). She moved to Juneau in 2002 where she since completed a Masters and PhD in Fisheries at UAF's College of Fisheries and Ocean Sciences. She is married to Chris, who works at ADF&G, and they have one son. Elizabeth works at NOAA Fisheries for the Ecosystem Monitoring and Assessment Program. Her work, focused in the Bering Sea, connects ecosystem science to management. In 2019, Elizabeth was awarded the Presidential Early Career Award for Science and Engineering, the highest honor bestowed by the United States Government. Elizabeth is very committed to education and outreach here in Juneau and beyond. She co-founded SouthEast Exchange (SEE), a community partnership between local STEM (Science, Technology, Engineering, and Mathematics) professionals and teachers in the Juneau School District. SEE helps bring place-based and hands-on science experiences into classrooms. She also co-teaches a summer field course at the Shoals Marine Laboratory (off the coast of Maine) called Integrated Ecosystem Research & Management. Elizabeth has been the statewide parent representative to the Alaska Early Childhood Coordinating Council (coordinating programs and services for children prenatal through age 8) since January 2017 and was elected to the Juneau School Board in 2018.

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**Loren Jones** is a former Assembly Member, he moved to Juneau in Dec 1975 working for the City. He retired from State service in 2003. Worked mostly in Health and Social Services but did two years with Rep. Peter Goll and 4 years in Governor Cowper's OMB. He was Director of the then Division of Alcoholism and Drug Abuse 1990-1999 & 2002-2003. He staffed many boards when in State service and served as DHSS representative on the Council on Domestic Violence and Sexual Assault. Loren worked the Initiatives to restore Coastal Management Program, the Ranked Choice voting, and the recent campaign to vote No on Constitutional Convention. He served on the Hospital Board 1990-94 and again 2004-2010. Loren ran for Assembly in 2011 and lost; and ran for Assembly in 2012 and was elected; serving until 2021 when he finished the allowed 9 years on the Assembly. He currently serve on Family Promise Board, United Way Southeast Alaska Board (Chair) and am an active volunteer with the American Red Cross.

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**Andi Hirsh** has worked for the City and Borough of Juneau for the last ten years; the first nine years as the Outreach and Senior Services Librarian for the Juneau Public Libraries before transitioning to the Deputy Municipal Clerk position in 2022, literally four days before the election. She's excited to see the process from start to finish this year. When not at work, Andi can generally be found outside, preferably on top of a mountain.

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**Linda Thomas** is a lifelong Alaskan and on the Board of the Juneau League of Women Voters. Linda's professional career includes working at the Electrical Workers Pension Fund, as a CPA at an international accounting firm, and close to three decades at the Alaskan Brewing Company, where she currently is the CEO. Linda serves on the Northrim Bank Board and during her career served on several non-profit Boards including the Bartlett Regional Hospital Board and the Juneau Chamber of Commerce Board. Linda was a co-chair on the Economic Stabilization Task Force formed by CBJ in 2020 to assist with economic relief and allocation of resources during Covid. Linda recently joined the League of Women Voters to help promote voter information, voters rights and citizenship education. She would like to see more members of our community involved in the election process and leadership.

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**Diane 'Di' Cathcart** has worked for CBJ since 2001 in various position. In June 2018, when Laurie Sica retired and Beth McEwen, moved into the Municipal Clerk position Di was happy to take the position of Deputy Municipal Clerk. Five years and one global pandemic later, it has been quite the career experience. When not busy helping everything run in the Clerk's Office, or working towards her Certified Municipal Clerk (CMC) designation, you can find Di on the trails harvesting the bounty of wild edibles with her husband, son and their Newfoundland, Nellie.

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**Jim (James R) Wilson** was the campaign treasurer for Representative Andi Story, for her first two elections to the Alaska Legislature (2018 & 2020). He came to Alaska in 1975, worked for the Alaska Department of Labor and Workforce Development, retiring in 2013 after 37 years of service. He finished his career as an Economist, serving as Alaska's Unemployment Insurance Actuary. Now he's with a NPO, the Beaver Patrol, maintaining Dredge lake area waterways in co-operation with the US Forrest Service.

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**Sally Saddler** is a retired economist who spent 35 years in the world of community and economic development, education, and workforce development in Alaska. She believes in empowering people to change the world through education, and is excited to work with the League of Women Voters to help people learn about and participate in their government. She is currently a member of the Rotary Club of Juneau, sits on the boards Big Brothers/Big sisters of Alaska, Renewable Juneau and Alaska Heat Smart. She has served two terms on the Juneau Board of Education (4 years as president) and hold a BA in Economics from The George Washington University.

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**Wade Bryson** is a 29-year resident of Juneau. He is married to Christine and raised 5 children through every level of JSD and one graduate of UAS. He has owned Subway of Juneau for 21 years, hosted Problem Corner for 14 years, and is in his fourth year on the Assembly. He enjoys any activity that allows him time with his children. Mountain biking and frisbee golf are their favorites. His young adult years were spent in the tourism industry and most summers he helped train raft guides for ATA. Last year he published his book.

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**Will Muldoon** has served on the Juneau School District Board of Education since 2021. With the School Board, he serves on the Board's Facilities, Finance Committees and serves on the Sayeik: Gastineau Community School and Yaakoosge Daakahidi Alternative High School Site Councils and represents the School Board on the Juneau Workforce Consortium. He works for the State of Alaska as a data processor and a mainframe operator. He brings a passion for data analysis to the Board.

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## **Run for Office?**

Serving on the Assembly or Board of Education “School Board” is a noble contribution to your community, and one which comes with hours of work and little economic reward. You will hear about issues from your neighbors, friends, family and people on the street. You will be given hundreds of pages of information to read before meetings and sit in meetings that last hours and hours, only to be required to make tough decisions that may not be popular. Still interested? Then read on...

Your quest will start with the Municipal Clerk’s office. Clerk staff will provide you with the forms and information you need and can answer your questions.

Each year on the first Tuesday in October, a local municipal election is held in the City and Borough of Juneau to elect candidates and determine other questions on the ballot. The Assembly and School Board members serve for staggered three-year terms. Assemblymembers are limited to three terms. Term limits do not apply to members of the School Board.

The following lists are the current rosters, seats and terms for the Assembly and School Board. Expiring and/or open seats on the ballot in October 2023 are noted with an asterisk:

### ***Assembly***

<u>Seat</u>	<u>Name</u>	<u>Term ends</u>	<u># of terms served</u>
Mayor	Beth Weldon	10/2024	(second term as Mayor)
Areawide Assembly	Maria Gladziszewski	10/2023*	(third term)
Areawide Assembly	Carole Triem	10/2025	(second term)
District 1 Assembly	Alicia Hughes-Skandijs	10/2023*	(first full term)
District 1 Assembly	‘Wáahlaal Gíidaak (Barbara Blake)	10/2024	(first term)
District 1 Assembly	Greg Smith	10/2025	(second term)
District 2 Assembly	Christine Woll	10/2023*	(first term)
District 2 Assembly	Michelle Bonnet Hale	10/2024	(second term)
District 2 Assembly	Wade Bryson	10/2025	(second term)

### ***Board of Education (aka: School Board)***

<u>Name</u>	<u>Term ends</u>
Brian Holst	10/2023*
Martin Stepetin Sr.	10/2023*
Elizabeth Siddon	10/2024
Amber Frommherz	10/2024
Will Muldoon	10/2024
Deedie Sorensen	10/2025
Emil Mackey	10/2025



# *How to Run for Local Office*

## **THE JOB**



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**Deputy Mayor**  
**Maria Gladyszewski**



**Assemblymember**  
**Carole Triem**

**City & Borough of Juneau**  
**Assembly 2021-2022**



**Mayor**  
**Beth Weldon**



**Assemblymember**  
**Michelle Hale**



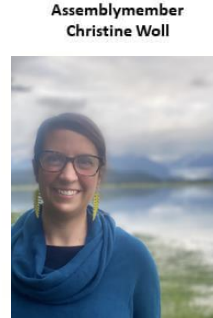
**Assemblymember**  
**Wade Bryson**



**Assemblymember**  
**Alicia Hughes-Skandijs**



**Assemblymember**  
**Greg Smith**

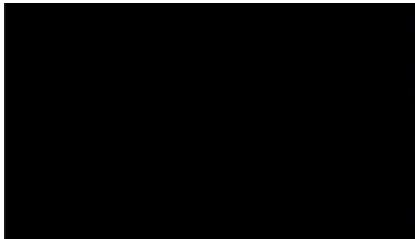


**Assemblymember**  
**Christine Woll**



**Assemblymember**  
**'Wáahlal Giidaak**

**City & Borough of Juneau**  
**Board of Education 2022-2023**



**Brian Holst**



**Elizabeth Siddon**



**Deedie Sorensen**



**Will Muldoon**



**Martin Stepetin Sr.**



**Emil Mackey, Board Member/Clerk**

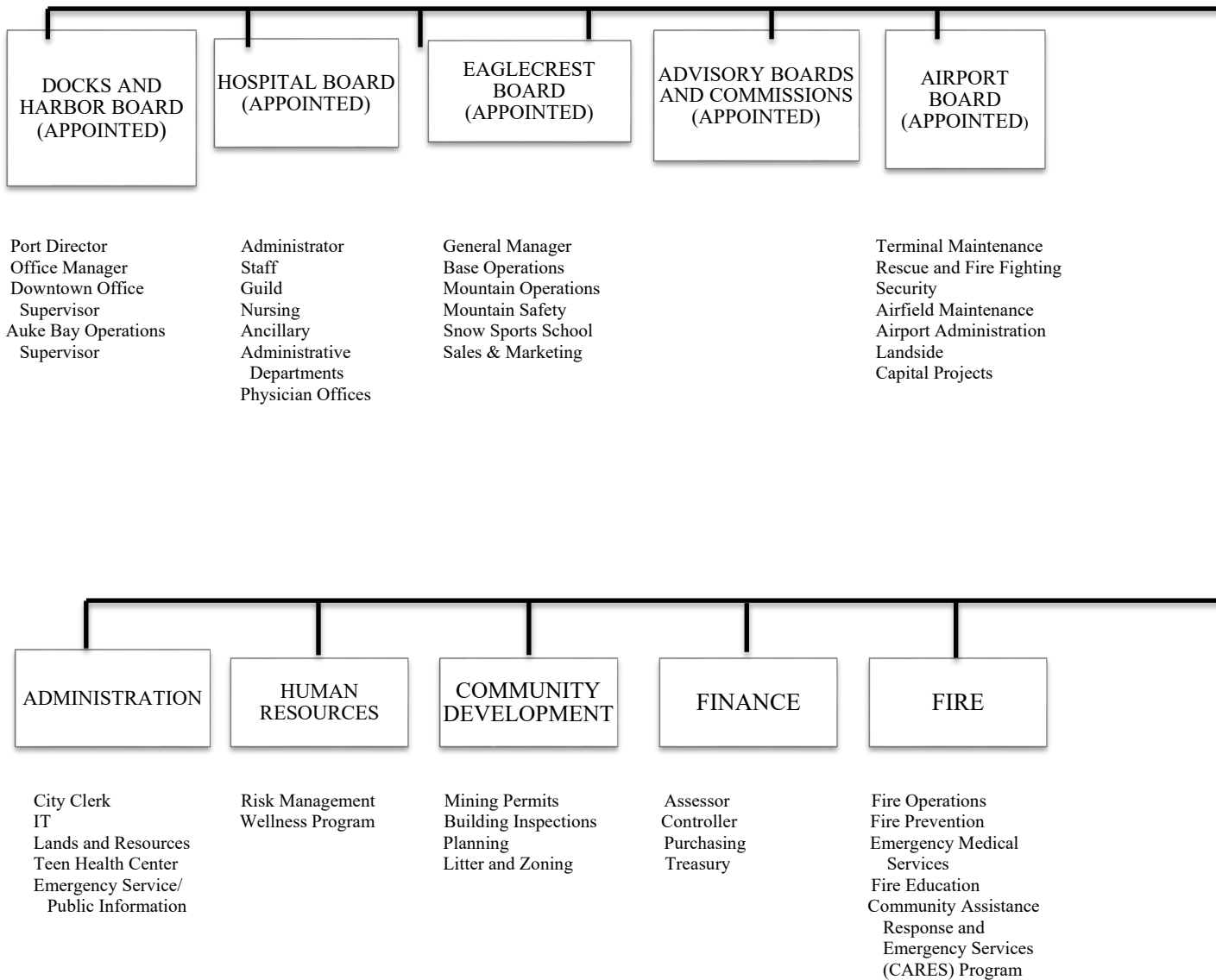


**Amber Frommherz (she/her)**

Top, Left to Right: Elizabeth Siddon, Deedie Sorensen  
Middle, Left to Right: Brian Holst, Will Muldoon, Martin Stepetin Sr.  
Bottom, Left to Right: Emil Mackey, Amber Frommherz

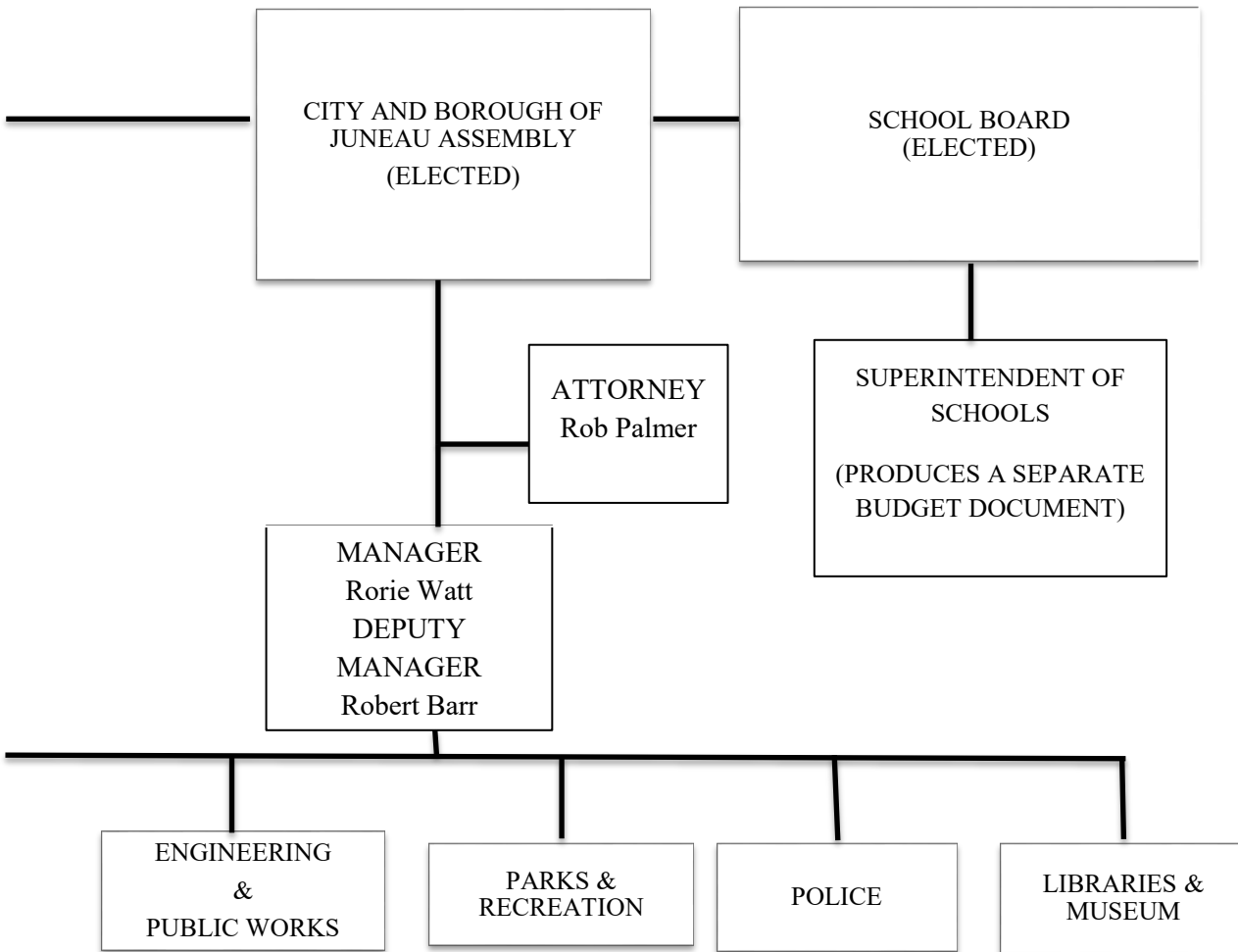
# OVERVIEW OF GOVERNMENTAL FUNCTIONS

*This chart highlights the basic functions of the City and Borough of Juneau as well as the overall*



# OVERVIEW OF GOVERNMENTAL FUNCTIONS

*hierarchical structure of the administration.*



General Engineering  
Water Connection  
Capital Improvement Projects  
Fleet Maintenance  
Street Maintenance  
Transit  
RecycleWorks  
Wastewater  
Water

Parks and Landscaping  
Recreation  
Facility Maintenance  
Youth Center & Shelter  
Treadwell Arena  
Jensen-Olson Arboretum

Patrol  
Dispatching  
Parking Control  
Records  
Metro  
Community Work Program  
Investigation

Library Services Operations  
Outreach Grants  
Museum Services

# **A Citizen's Guide to City and Borough of Juneau Government**

## **What is CBJ?**

Article 10 of the Alaska State Constitutions, Section 1 states in part: *"The purpose of this article is to provide for maximum local self-government with a minimum of local government units, and to prevent duplication of tax-levying jurisdictions."*

In 1970, the voters of the City of Juneau, the City of Douglas, and the Greater Juneau Borough voted to dissolve their respective governments and created the City and Borough of Juneau (CBJ), a "Home Rule Municipality."

At that time the voters adopted a Charter, which is like a local constitution. The Charter outlines the powers, organization, and procedures of the municipality, and is implemented through locally adopted ordinances, which become the Municipal Code. The state constitution provides that home rule municipalities may exercise all legislative powers not prohibited by law or by charter. The limits to the power CBJ is able to exercise are found in Alaska Statute 29.10.200. Any changes to the Charter must be approved by the voters in a municipal election.

## **What is the role of the Assembly?**

The Assembly is the governing body of the municipality. The Assembly has the legislative and policy-making powers of the municipality and ensures that all duties and obligations of the Charter are met. The Assembly sets the policy direction for the Manager and staff to enact, as CBJ has a "City Manager" form of government. The Assembly hires only two staff members, the Municipal Manager (commonly known as the "City Manager" in Juneau) and the Municipal Attorney.

## **How are Assemblymembers chosen?**

CBJ voters elect nine members to the Assembly. The Mayor is one of the nine Assemblymembers and serves as the presiding officer. Assemblymembers are elected to rotating three-year terms at the regular municipal election held the first Tuesday of each October. Assemblymembers may only serve three consecutive terms without taking a minimum of a one-year break before running again. The CBJ Charter says that the Mayor and Assemblymembers are elected at-large but must live in the district for the seat they are running for at the time of the election.

## **What are Assembly Districts?**

The City Code defines the Assembly Districts, dividing the land within the boundaries of CBJ into two areas of equal population. These "residential" district seats attempt to "spread out" Assemblymembers so that geographical perspective is represented.

Three Assemblymembers must reside in Assembly District 1, three in Assembly District 2 and two other Assemblymembers may live anywhere in the borough, known as the "areawide seats." The Mayor may also live anywhere in the borough. Assembly District 1 includes all of Douglas, Thane, "downtown", Lemon Creek, and the Mendenhall Valley south of Egan Drive and east of the Mendenhall River (near the airport). Assembly District 2 includes the rest of the Mendenhall Valley, Auke Bay, and "out-the-road".



Whether elected to a district seat, an areawide seat or the Mayor, all Assemblymembers serve all people within the CBJ. All CBJ residents may vote for all seats, regardless of where they live. This is different than the State of Alaska's elections for the House of Representatives. Only one ballot is printed for candidates in the City and Borough of Juneau, and voters may cast a vote in every race on the ballot.

You can look up your address to see what district you live in here: <https://cbj-gis.maps.arcgis.com/apps/webappviewer/index.html?id=fe70589b26af497da493f129b8f41213>. This link is also found on Juneau.org/clerk/elections under "Election Information Basics – Maps Code, Statistics"

### **What is the role of the Mayor?**

Although the voters select a person to fill the Office of the Mayor, the Mayor is a member of the Assembly and has all the powers and duties of an Assemblymember. The Mayor votes on all issues, traditionally last. The Mayor does not have veto power. The Mayor presides at meetings of the Assembly and is the head of the municipality for ceremonial purposes. In emergencies, the Mayor is recognized by the Governor as having the powers conferred by law upon peace officers and may exercise such powers to prevent disorder, preserve the peace, health and safety of persons and property.

### **What is the role of the Deputy Mayor?**

After each election in October, the Assembly elects a Deputy Mayor from its membership. The Deputy Mayor succeeds to the Office of Mayor if it becomes vacant and performs the duties and exercises the powers of the Mayor when the Mayor is absent or unable (as determined by the Assembly) to perform the duties of the office. The most common occurrence is when the Mayor is absent from a meeting, then the Deputy Mayor presides. When the Mayor and Deputy Mayor are both absent, the Assemblymember with the longest period of current consecutive service on the Assembly fills the role, per CBJ Code 11.15.015.

### **What is the role of the Assembly's "Standing Committees?"**

The Assembly accomplishes much of its work in committee. The Assembly Rules of Procedure, adopted via Resolution, establishes the "standing" (or ongoing / continual) committees and their duties, to which four Assemblymembers are assigned. Committee assignments are made by the Mayor each year after the regular election and are approved by the Assembly. The committees are: Human Resources; Lands, Housing and Economic Development; and Public Works and Facilities.

In addition, two more "standing" committees are established where all nine members of the Assembly participate: Finance Committee and Committee of the Whole. These working committees review matters in a level of detail that is not generally possible during regular Assembly meetings. The meetings are less formal and are considered work sessions to allow the Assembly to ask questions and obtain information on the topics assigned to that specific committee.

The public may wonder how complex issues seem to be addressed so quickly in a regular Assembly meeting. This is generally due to the amount of advance study, planning, and work done by the Assembly's standing committees.

## **What is the role of the School Board?**

The voters of Juneau directly elect a 7-member Board of Education, commonly referred to as the School Board, to provide for a system of public education in CBJ.

The Board of Education is governed by the state constitution, the statutes of the State of Alaska, the Alaska Administrative Code, the CBJ Charter, and the Board's own adopted by-laws in order to provide for the management and control of the public schools. The duties of the Board include:

- Setting the broad, general policy for the operation of public schools in the municipality;
- Establishing educational policy including but not limited to approval of curriculum study guides, curriculum materials and textbooks;
- Proposing an annual budget, subject to adoption by the Assembly,
- Maintaining custodial services for school facilities, and
- Making recommendations regarding school construction, major maintenance and other capital improvement projects to the Assembly.

The Board appoints a Superintendent who is responsible for enacting and enforcing the policy decisions of the Board and for the daily management of the school system.

School Board members are elected to three-year terms, without term limitations.

## **What is the role of the Planning Commission?**

The Planning Commission reviews and makes decisions about planning, platting and zoning for the City and Borough.

The duties of the Planning Commission include:

- Comprehensive Plan review.
- Review of the Capital Improvements Projects (CIPs)
- Review of City and Borough land acquisitions, disposals and projects.
- Review of development code amendments,
- Review of land use actions
- Serves as the Board of Adjustment to review and decide variance requests, rule upon map boundary questions and make "similar use" determinations.

The Planning Commission is a hybrid Decision Making/Advisory Body and is the only CBJ body other than the Assembly and School Board where its members are required to file Alaska Public Offices Commission Public Official Financial Disclosure Statements in accordance with Alaska Statute 39.50. The Assembly appoints nine citizens who are residents of the City and Borough to serve three-year terms on the Planning Commission. There is a term limit of three terms.

## **What is the role of the Assembly's appointed "Enterprise Boards?"**

The Charter provides for the establishment, by ordinance, of "enterprise" aka "empowered" boards, whose members have a measure of expertise or specialization in a specific topic. These volunteer boards, appointed by the Assembly, generally run an "enterprise" of the CBJ and hire a manager that reports to the Board, rather than to the

City Manager. These boards approve the enterprise's budget for submission to the Assembly and monitor the progress of the enterprise's goals. These Boards include the Airport Board, Bartlett Regional Hospital Board, Docks and Harbors Board, and the Eaglecrest Ski Area Board.

### **What is the role of the Assembly's appointed Advisory Boards and Commissions?**

The Assembly has established several boards that provide advice to the Assembly on specific topics. The Assembly appoints volunteers with knowledge of the topic to investigate matters and make recommendations to the Assembly. The advisory boards report annually to the Assembly or more frequently as the needs arise.

The topics are wide ranging, and a few examples include the Juneau Commission on Aging, the Juneau Human Rights Commission, the Juneau Commission on Sustainability, and the Systemic Racism Review Committee. During the past few months, the Assembly consolidated four boards into the recently recreated/appointed Parks and Recreation Advisory Committee.

Several other Boards serve as appeal boards, and the duties are outlined in city code. These include the Board of Equalization, the Animal Hearing Board, the Bidding Review Board, the Building Code Board of Appeals, the Personnel Board, and the Sales Tax Board of Appeals.

Approximately 230 people serve on the various CBJ boards, commissions, and committees. Service on one of these boards is an excellent way to contribute knowledge to the community and gain experience in governmental operations.

### **What is the role of the Municipal Manager?**

The Municipal Manager (also commonly known as the City Manager or just the Manager) is hired and directed by the Assembly to carry out the policy direction of the Assembly. No individual Assemblymember may provide instructions to the Manager or the Manager's staff. The Manager delegates work to a large staff in nine departments, including: Administration, Community Development, Engineering and Public Works, Finance, Fire, Human Resources and Risk Management, Library, Parks and Recreation, and Police.

### **What is the role of the Municipal Attorney?**

The Municipal Attorney (also commonly known as the City Attorney or "Law Department") is hired and directed by the Assembly to be the legal advisor to the Assembly, the School Board, and other officials of the municipality, and to represent the municipality in criminal and civil proceedings. Assemblymembers may request the Municipal Attorney to draft legislation or amendments to legislation to be brought forward to a future Assembly meeting. An individual Assemblymember may seek the counsel of the Municipal Attorney in matters generally and is encouraged to do so whenever there might be a conflict of interest.

The Assembly, as a body, may provide direction to only the City Manager and the Municipal Attorney. They will delegate tasks to the appropriate staff as needed.

### **What is the role of the Municipal Clerk?**

The Municipal Clerk is an officer of the government and serves as a liaison between the Assembly, the CBJ Staff and the public. The functions of the Municipal Clerk include conducting local elections, attending meetings of the Assembly and keeping the journal (minutes), administering appeals to the Assembly, managing and safeguarding municipal records, administering the appointment and training of CBJ boards and commissions, overseeing the local review of state liquor and marijuana licenses, and publishing required notices, information and publicity. The Clerk is the custodian of the seal of the municipality and certifies municipal records. Unlike some other Alaskan communities, within CBJ the Clerk's Office is a Division within the Administration Department and the Clerk serves at the pleasure of the City Manager.

### **What is the role of the public?**

The public are the electors - voting for the elected officials who set the goals for the community and supervise the City Manager and Municipal Attorney, who in turn hires staff to carry out the goals. The public are the customers in paying taxes and fees for the services provided by the local government, including water, sewer, police, fire, streets, sidewalks, education, libraries, recreational facilities and many other services. The public provides input on how the community should look, feel and operate, assisting the elected officials and staff to define and carry out the mission and goals of the community.

### **How does the Assembly conduct business?**

The Assembly addresses issues of current and future interest in the community by meeting in public to hear public comment, discuss, vote on issues and advise the manager. The Assembly's agenda is prepared by the City Manager and is subject to review and revision by the Mayor.

The Charter requires one regular meeting a month. Currently CBJ conducts a regular meeting every third Monday, unless adjusted due to holidays or other reasons as determined by the Assembly in coordination with the Manager & Clerk staff. The annual Assembly meeting calendar is drafted by the Clerk's office and presented to the Assembly for its review and adoption soon after the October election.

The Mayor or any three Assemblymembers may call a special meeting outside of the regular meeting schedule as long as 24-hour notice to the members, media and the public is provided. Conversation at Special Assembly meetings is limited to the subjects noticed on the agenda for the meeting.

### **What is a Quorum?**

A quorum is the minimum number of members that must be in attendance throughout a meeting in order to legally transact business. A quorum of the Assembly, a nine-member body, is five members. When there is no quorum, the only action that may take place at a meeting is to set the next meeting date and adjourn.

### **What rules does the Assembly follow?**

The Charter requires that the Assembly determine written rules for the conduct of its business and that a journal of Assembly actions be kept. The Assembly has adopted Rules of Procedure via Resolution (included in this toolkit). The rules include: the outline of the agenda; the rules of attendance, how legislation is drafted and presented; the establishment of committees; the rules of debate and of public participation; how

motions are handled, voting, and reconsideration of votes; telephonic participation; and adopts Robert's Rules of Order as a guide.

The "journal" is also known as "minutes," which are kept permanently on file by the Municipal Clerk's office and are open for public inspection.

### **What are the rules of voting?**

The Assembly can take official action with a prevailing vote of at least five members, unless two or more members have been excused from voting, in which case a prevailing vote of four members is sufficient. Each Assemblymember present must vote on every question before the Assembly, unless excused by all remaining members able to vote on the question. Generally, members are only excused from voting because of a conflict of interest. There are some motions, considered privileged motions, that require a minimum of six votes to pass and those are specified in the Assembly Rules of Procedure.

### **What is a Conflict of Interest?**

CBJ Code 01.45 outlines the CBJ Conflict of Interest law. The Assembly established this law as a guide to municipal officers for avoiding actions based upon substantial personal or financial interests. In turn, ethical standards promote and strengthen the public's confidence in its government. If an Assemblymember believes that they have a conflict regarding a particular matter, they should meet with the City Attorney for guidance and announce the nature of the conflict to fellow Assemblymembers prior to any discussion or vote on the topic. The Mayor then rules whether a conflict exists or not, and the Mayor's ruling may be challenged by a vote of the Assembly.

### **What is the Alaska Open Meetings Act?**

Alaska Statute AS44.62.310 – Government Meetings Public (Also known as the Alaska Open Meetings Act (OMA) is a state statute which requires that all meetings of state and local government bodies be open to the public.

For policy-making or decision-making bodies (the Assembly, the School Board, the Planning Commission and the enterprise boards), the law says that a "meeting" occurs when more than three members or a majority of the members, whichever is less, are present and they collectively consider a matter upon which their body is empowered to act.

Under the OMA, a public body is allowed to discuss certain subjects in executive session. These subjects are very limited. Also, certain steps must be followed in order to properly convene an executive session.

The OMA provides in AS 44.62.310(e) that reasonable public notice must be given for all meetings. The notice must include the date, time and place of the meeting, and if the meeting is by remote participation how people can access the meeting. The notice must be posted at City Hall, and may also be given by print and broadcast media. Each body should give notice in a consistent fashion for all its meetings.

The CBJ Charter requires that at least 24 hours' notice of special meetings be given. Written notice of a special meeting must be delivered to the newspaper and radio and television stations, and no business may be transacted at a special meeting unless the subject of the action has been noticed on the agenda.

State law, AS 29.20.020, and the CBJ Charter require that at public meetings, "the public shall have a reasonable opportunity to be heard". This requirement does not mean that the public has a right to dominate or disrupt a meeting, and the chair may impose reasonable rules on the manner and extent of public participation.

A court may void any action taken by a public body in violation of the OMA. It is also possible for the body to undertake "substantial reconsideration" of an issue discussed or decided upon at a meeting held in violation of the OMA.

If you have any questions regarding the propriety of a meeting or whether your body is subject to the OMA, call the City and Borough Law Department. They routinely help with these issues for all of the CBJ bodies, boards and committees.

### **What is the Alaska Open Records Act?**

The general law, "Unless specifically provided otherwise, the public records of all public agencies are open to inspection by the public under reasonable rules during regular office hours..." is provided in AS 40.25.110 (a).

Public records include any "...writings, including drafts and memorialization of conversations, ... regardless of format ... developed or received by a public agency, or by a private contractor for a public agency, and that are preserved for their informational value or as evidence of the organization or operation of the public agency..." AS 40.25.220(3). In 2017, CBJ Adopted its own Public Records Code section 01.70 that further outlines the conditions and procedures by which records may be requested and provided to the public.

All correspondence between the public, staff and elected officials are public records and need to be maintained according to the CBJ Records Retention Schedule. Generally this is a seven year period and correspondence should be reviewed before destruction for archival value. The easiest way to maintain correspondence is copy the Municipal Clerk, and let the clerk maintain the record.

Assemblymembers, Planning Commissioners, Enterprise Board members, and members of the Systemic Racism Review Committee are issued CBJ email accounts and are expected to use these accounts for the transaction of CBJ business during the term of service.

### **Who gets paid?**

CBJ Charter 3.10 states *"The assembly by ordinance shall provide for compensation of the mayor and other assemblymembers. An increase in compensation shall not take effect until the assembly meeting following the regular election after the ordinance has been adopted."*

CBJ Code 11.15.050 currently sets the compensation rate as follows:

*(a) The mayor shall be compensated at the rate of \$3,500.00 per month.*

*(b) All other assemblymembers shall be compensated at the rate of \$750.00 per month.*

In 2021, the Assembly recently adopted Ordinance 2021-20(b)(am) which increased the rate of compensation for the Mayor, Assembly and Planning Commission for the first time since 1994 and created compensation for members of the Bartlett Regional

Hospital Board. This ordinance also provides for an automatic increase of the monthly compensation rate for Assemblymembers to \$1,000 effective January 1, 2025.

In addition to their monetary compensation, Assemblymembers also receive CBJ health benefits at the standard level and PERS retirement unless they choose to opt out.

The Planning Commission members and Hospital Board members are compensated at the rate of \$225.00 per month.

The Board of Education (School Board) sets its own compensation rate and members currently receive a monthly stipend of \$270 and the Board President receives a monthly stipend of \$337.50.

In 2022, the Assembly adopted Ordinance 2022-21(b) which provides compensation for Board of Equalization members at the rate of \$100 per meeting.

All other board members serve as volunteers without pay.

### **What if I have further questions?**

The Municipal Clerk's office is the first stop in your quest for information about the municipality. Staff can be reached at:

City Hall, Room 215  
155 S. Seward St.  
Juneau, AK 99801  
Email: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov)  
Phone: (907) 586-5278



# ASSEMBLY MEETING CALENDAR\*

## 2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
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23	24	25	26	27	28	29
30	31					

October						
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22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30		

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

\*See reverse side for details



## ASSEMBLY MEETING CALENDAR 2023

*This "At a Glance Calendar" is a planning tool subject to change. For the current, up-to-the-minute calendar, please check online at <https://juneau.org/calendar>*

### Regular Assembly & HRC Meetings

[10/23 Assembly Reorganization Meeting (No HRC)

Assembly retreat date placeholders: 11/18, 12/2 or 12/9)

### PWFC/LHED/COW Meetings

### Assembly Finance Committee Meetings

### Holidays

### Municipal Election Day & Certification Day

### Reg. Meeting Start Times for Assembly Committees

Human Resources Committee (HRC) – 6pm

Regular Assembly Meetings – 7pm

Special Assembly Meetings – 5:30 or 6pm

Public Works & Facilities Comm. (PWFC) – 12:10pm

Lands, Housing & Economic Dev. (LHED) – 5pm

Committee of the Whole (COW) – 6pm

Assembly Finance Committee (AFC)

~AFC-During Budget Season 5:30pm start/All others 6pm start

### Special Charter Required Dates & other Events/Conferences

1/17 Start of Legislative Session (Community Welcome Reception @ Elizabeth Peratrovich Hall)

1/31-2/2 SE Conference Mid-Session Summit

2/22-24 AML Legislative Summit

3/20-3/20 JSD Spring Break

4/5 Spec. Assembly Mtng to Introduce Budget followed by 1st AFC Budget Cycle Meeting

4/26 Spec. Assembly Mtng for Charter Required Public Hearing on Budget Ordinances, Mill Levy Ordinance, & CIP Resolution followed by AFC

7/10 Last Regular Assembly to introduce an ordinance for inclusion on the 10/3/23 CBJ ballot

7/31 Last Regular Assembly to adopt an ordinance for inclusion on the 10/3/23 CBJ ballot

AML Conf. of Mayors & Summer Legislative Conf. [August Dates/Venue TBA]

9/19-21 SE Conference (Sitka)

10/3 CBJ Regular Municipal Election Day; 10/17 Election Certification

11/29 AFC Meeting to provide direction to the City Manager in advance of the FY25/FY26 Budget Cycle

AML Virtual Newly Elected Officials Training [Nov/Dec. Dates/Venue TBA]

Assembly & Admin staff attending AML Annual Conference & Affiliate Association Meetings [Nov/Dec. Anchorage Dates/Venue TBA]

[AML = Alaska Municipal League]

## 2022-2023 Assembly Committee and Liaison Appointments

	Human Resources Committee (HRC)	Lands, Resources & Economic Development (LHEDC)	Public Works and Facilities Committee (PWFC)	Committee of the Whole (COW)	Assembly Finance Committee (AFC)	City Manager Recruitment Committee (CMRC)	Joint Assembly/ School Board Facilities Committee	Board & Committee Liaisons & Other Assignments
<b>Beth Weldon</b>				Member	Member		Member	Juneau Economic Development Council (JEDC), Alaska Committee, Capitol Committee
<b>Maria Gladyszewski</b>	Member			<b>CHAIR</b>	Member		Member	<b>Deputy Mayor</b> , Juneau Commission on Sustainability (JCOS)
<b>Carole Triem</b>			Member	Member	<b>CHAIR</b>			Bartlett Regional Hospital (BRH), JEDC Alternate, Visitor Industry Task Force (VITF-if needed)
<b>Michelle Hale</b>			Member	Member	Member	Member	<b>CHAIR</b>	Airport Board, Juneau Commission on Aging (JCOA)
<b>Wade Bryson</b>		Member	<b>CHAIR</b>	Member	Member	Member		Dock & Harbors Board, Local Emergency Planning Committee (LEPC), Downtown Business Association (DBA), UAS Campus Council, VITF (if needed)
<b>Alicia Hughes-Skandijs</b>	Member	<b>CHAIR</b>		Member	Member	Member		Eaglecrest Board, Chamber of Commerce
<b>Greg Smith</b>	<b>CHAIR</b>		Member	Member	Member			PRAC, Travel Juneau, Juneau Coalition on Housing and Homelessness (JCHH), Alaska Committee Alt.
<b>Christine Woll</b>	Member	Member		Member	Member	<b>CHAIR</b>	Member	School Board, Aquatics Board
<b>‘Wáahlaal Gíidaak (Barbara Blake)</b>		Member		Member	Member			Planning Commission, Systemic Racism Review Committee (SRRC)
<b>Liaisons from other groups to Assembly Committees</b>		Planning Commissioner: Mandy Cole, PRAC: Chris Mertl, Docks & Harbors: vacant	Planning Commissioner: Paul Voelckers				School Board Members: Deedie Sorensen, Will Muldoon, & Brian Holst	
<b>"Liaison" is defined as "the person who initiates and maintains contact between units in order to ensure concerted action and cooperation."</b>								
<b>The Mayor is ex-officio on all CBJ committees.</b>								
<b>All Assemblymembers are members of the Alaska Municipal League (AML) and of Southeast Conference.</b>								
<b>All Assemblymembers are members of the Committee of the Whole (COW) and Finance Committee (AFC).</b>								

## 1. Housing - Assure adequate and affordable housing for all CBJ residents

		<b>Implementing Actions</b>	<b>Responsibility</b>	<b>Notes:</b>
A	P	Revise and improve Title 49 to facilitate housing	Assembly, Planning Commission, Manager's Office, CDD	
B	P/F	Continue to monitor and track progress towards advancing the goals of the Housing Action Plan	Assembly, Manager's Office	<i>Revised goal</i>
C	P/F/ O	Continue aggressive use of the Affordable Housing Fund, tax abatement, and other loan and grant programs	Assembly, Manager's Office	<i>Revised goal</i>
D	P/F/ AA	Evaluate and revise current CBJ systems associated with managing land and revising T49 in order to get big things done fast	Assembly, Manager's Office, CDD, Law	<i>New goal</i>
E	P/F	Continue planning and implementation of (re)development of Telephone Hill, Pederson Hill, and the 2nd/Franklin property	Assembly, Manager's Office	<i>New goal</i>
F	P/F	Reduce barriers to downtown housing development	Assembly, Manager's Office, CDD	<i>Revised goal</i>

## 2. Economic Development - Assure Juneau has a vibrant, diverse local economy

AA*		<b>Implementing Actions</b>	<b>Responsibility</b>	<b>Notes:</b>
A	F/O	Update the Comprehensive Plan	Assembly, Planning Commission, Manager's Office, CDD	
B	O	Draft a resolution adopting the long term goals of the VITF, establish contractual relationships with private dock managers, analyze existing passenger fee structure, and explore methods to create a pathway towards functional municipal management of the waterfront.	Assembly, Manager's Office, Docks & Harbors	<i>Revised goal</i>
C	P/F/ O/S	Implement project strategy for Juneau Economic Plan, including revitalizing downtown, with regular updates	Assembly, Manager's Office	
D	F	Explore financing for the Capital Civic Center	Assembly, Manager's Office, Finance	
E	P/F/ S	Support Eaglecrest's objective of becoming self-sufficient	Assembly, Manager's Office, Eaglecrest	<i>Revised goal</i>
F	P/F	Pursue and plan for West Douglas and Channel Crossing	Assembly, CDD, Planning Commission, Manager's Office	
G	P/F/ S	Explore options for redeveloping under used downtown property	Assembly, CDD, Manager's Office, Engineering & Public Works	<i>New goal</i>

## Assembly Goals 2023

Assembly Goals-Approved at the  
1/30/2023 Assembly Meeting

### 3. Sustainable Budget and Organization - Assure CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community

AA*		Implementing Actions	Responsibility	Notes:
A	P/F	Develop strategy for fund balance and protect restricted budget reserve	Assembly, Manager's Office, Finance	
B	P/F	Continue to evaluate sales tax structure including equity and evaluate removing sales tax on food	Assembly, Manager's Office, Finance	
C	P	Long term strategic planning for CIPs	Assembly, Manager's Office, EPW	
D	P/F	Reduce mil rate as appropriate	Assembly, Manager's Office, Finance	
E	F/O	Allocate resources to implement Assembly goals	Assembly, Manager's Office, Finance	
F	F/O	Maintain Assembly focus on deferred maintenance including BRH and JSD.	Assembly, Manager's Office, EPW, all operating departments with facilities	
G	P/F	Examine social service funding levels and process	Assembly, Manager's Office	Moved from Community, Wellness, and Public Safety
*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue				

## Assembly Goals 2023

Assembly Goals-Approved at the  
1/30/2023 Assembly Meeting

4. Community, Wellness, and Public Safety - Juneau is safe and welcoming for all citizens				
	AA*	Implementing Actions	Responsibility	Notes:
A	P/O/S	Acknowledge and honor Juneau's indigenous culture, place names, naming policy, and recognize Elizabeth Peratrovich Day	Assembly, Manager's Office, Human Resources Committee	
B	P/S	Explore government to government relations with tribes	Assembly, Manager's Office	
C	P/O/F	Explore fully subsidizing transit and eliminating fares	Assembly, Manager's Office, EPW	<i>New goal</i>
5. Sustainable Community - Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.				
	AA*	Implementing Actions	Responsibility	Notes:
A	P/O	Develop a zero waste or waste reduction plan	Assembly, Manager's Office, EPW, Finance	
B	P/O	Develop strategy to measure, track and reduce CBJ energy consumption.	Assembly, Manager's Office, all departments	
C	P/O/F	Implement projects and strategies that advance the goal of reliance on 80% of renewable energy sources by 2045	Assembly, Manager's Office, all departments	
D	P/F	Prepare a changing climate hazards mitigation / resilience strategy	Assembly, Manager's Office, EPW	<i>New goal - nb: JCOS retreat memo I&amp;I, Mass Wasting</i>
E	P/O/F	Develop strategy to reduce abandoned/junked vehicles	Assembly, Manager's Office, EPW, Law, P&R, D&H	
*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue				

Presented by: COW  
Presented: 02/28/2022  
Drafted by: R. Palmer III

## RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

### Serial No. 2976

#### **A Resolution Repealing and Reestablishing the Assembly Rules of Procedure.**

WHEREAS, similar to the First Amendment of the U.S. Constitution, Article I § 5 (Freedom of Speech) of the Alaska Constitution states “Every person may freely speak, write, and publish on all subjects, being responsible for the abuse of that right”; and

WHEREAS, similar to the First Amendment of the U.S. Constitution, Article I § 6 (Assembly; Petition) of the Alaska Constitution states “The right of the people peaceably to assembly, and to petition the government shall never be abridged”; and

WHEREAS, the Ninth Circuit Court of Appeals decisions provide guidance when speech or gestures at an Assembly meeting are protected by the First Amendment; and

WHEREAS, the Ninth Circuit Court of Appeals concluded that a person speaking during public comment at a city council meeting generally has strong First Amendment protections except when their speech actually “disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting,” *White v. City of Norwalk*, 900 F.2d 1421 (9th Cir. 1990); and

WHEREAS, the Ninth Circuit Court of Appeals stated in *White* that “A speaker may disrupt a Council meeting by speaking too long, by being unduly repetitious, or by extended discussion of irrelevancies. The meeting is disrupted because the Council is prevented from accomplishing its business in a reasonably efficient manner.”; and

WHEREAS, a public comment decorum rule may only allow “a presiding officer to eject an attendee for actually disturbing or impeding a meeting.” *Acosta v. City of Costa Mesa*, 718 F.3d 800, 815 (9th Cir. 2013); *Norse v. City of Santa Cruz*, 629 F.3d 966, 976 (9th Cir. 2010); and

WHEREAS, the Ninth Circuit Court of Appeals concluded that a public comment decorum rule that simply prohibits the making of “personal, impertinent, profane, insolent, or slanderous remarks” is an unconstitutional prohibition on speech unless that speech actually disrupts a city council meeting. *Acosta v. City of Costa Mesa*, 718 F.3d 800, 813-14 (9th Cir. 2013); and

WHEREAS, the Ninth Circuit Court of Appeals concluded that police officers did not use excessive force for removing people that disrupted a city council meeting by refusing to leave—after being given a warning—that they were preventing the city council meeting from continuing. *Williamson v. City of Nat'l City*, 23 F.4th 1146 (9th Cir. 2022); and

WHEREAS, given the legal precedent, the desire to protect people’s rights to access their government, the desire to ensure the Assembly has clear rules for public participation, and upon balancing the interests of the community and the government, the following amendments are necessary for the orderly conduct of business at Assembly meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Rules of Procedure.** The following rules of procedure are adopted:

**RULE 1. AGENDA.**

- A. Order of Business. At all regular meetings the order of business shall be:
  - I. Flag Salute
  - II. Land Acknowledgment
  - III. Roll Call
  - IV. Special Order of Business
  - V. Approval of Minutes
  - VI. Manager’s Requests for Agenda Changes
  - VII. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)
  - VIII. Consent Agenda
    - A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction
    - B. Assembly Requests for Consent Agenda Changes
    - C. Assembly Action
  - IX. Ordinances for Public Hearing
    - A. Administrative or Committee Reports
    - B. Public Hearing
    - C. Assembly Action
  - X. Unfinished Business
    - A. Administrative or Committee Reports

- B. Public Hearing
  - C. Assembly Action
- XI. New Business
  - A. Administrative or Committee Reports
  - B. Public Hearing
  - C. Assembly Action
- XII. Staff Reports
- XIII. Assembly Reports
  - A. Mayor's Report
  - B. Committee & Liaison Reports
  - C. Presiding Officer Reports
- XIV. Assembly Comments and Questions
- XV. Continuation of Public Participation on Public Participation on Non-agenda Items
- XVI. Executive Session
- XVII. Adjournment

B. Agenda Preparation. The agenda shall be prepared by the Manager subject to review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

C. Consent Agenda. The Manager shall include under the consent agenda:

1. Ordinances for introduction;
2. Resolutions;
3. Bid awards requiring Assembly concurrence; and
4. Other items requiring Assembly action which do not involve substantial public policy questions.

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.



## **RULE 2. MEETINGS.**

A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00 p.m. every third Monday according to a schedule approved by the Assembly and published by the Clerk's office. The Assembly may by motion or otherwise change the date of a meeting as may be necessary or convenient.

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska. However, the location of a regular meeting may be changed up to 24 hours in advance of the meeting (a) by the Assembly, at a preceding regular or special meeting, by motion or otherwise, upon designating a different place for a particular meeting; or (b) by the Mayor or any three Assemblymembers due to extenuating circumstances (i.e. public health requirement, equipment or facility problem in Assembly Chambers) to hold the meeting virtually with remote participation (i.e. video conferencing technology).

C. Special Meetings. Special meetings may be called and held as provided by the Charter.

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

E. Public seating area. People in a meeting room must comply with all laws, including occupancy and public health requirements.

## **RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.**

A. Excused Absences. Any absence of an Assemblymember from a regular meeting of the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from the meeting as a result of attending to official business on behalf of the City and Borough of Juneau, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused.

B. Attendance Report. Upon request of the Human Resources Committee, the Manager shall direct the Clerk to provide to the Assembly quarterly reports on attendance at regular Assembly meetings.

## **RULE 4. LEGISLATION.**

A. Drafting. The Attorney shall draft ordinances and resolutions

1. For presentation to the Assembly only
  - (a) by vote or consensus of the Assembly,
  - (b) by vote of a standing or ad hoc Assembly committee,
  - (c) by request of the Mayor, the Manager, or any member, or

(d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45 the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.

2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

B. Procedure. Upon presentation of an ordinance, any member may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected as provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall set a date for the public hearing. All such motions may be amended.

#### **RULE 5. COMMITTEES.**

A. Standing Committees. The Assembly shall have the following standing committees:

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands, Housing, and Economic Development Committee
5. Public Works and Facilities Committee
6. Joint Assembly/School Facilities Committee (per Charter 13.8)

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.

B. Special Committees. The Assembly shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment.

C. Selection, Process and Duties of Committees of the Assembly.

1. Standing Committees.
  - (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one,

but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.

- (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.
  - (c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the first meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.
  - (d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.
  - (e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.
2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:
- (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
  - (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;

- (c) Reviewing and proposing amendments to these Rules;
  - (d) Reserved.
  - (e) Overseeing Juneau's relations with its sister cities;
  - (f) Membership for Certain Appointments. The Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Docks and Harbors Board, the Airport Board, and the Systemic Racism Review Committee. The Mayor and all Assemblymembers shall serve as members of the Committee and the Human Resources chair shall serve as chair at these meetings.
3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. Finance Committee meetings will be conducted as work sessions unless public testimony is permitted by call of the Chair at least 24 hours in advance of the meeting. The duties of the Finance Committee shall include:
    - (a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;
    - (b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.
  4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor. Committee of the Whole meetings will be conducted as work sessions unless public testimony is permitted by call of the Chair at least 24 hours in advance of the meeting.
  5. Lands, Housing, and Economic Development Committee. The Lands, Housing, and Economic Development Committee may take up issues relevant to the lands, housing, economic development, water or air within the City and Borough. The duties of the Lands, Housing, and Economic Development Committee shall include recommendations to the Assembly regarding:
    - (a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;
    - (b) The administration of the lands fund and the mineral holdings of the CBJ;

- (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront;
  - (d) Promotion of improved housing availability in the City and Borough; and
  - (e) Promotion of a vibrant and diverse local economy.
6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:
- (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
  - (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
  - (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan;
  - (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming and green building.
7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. *Reserved.*

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with five or six members, three of the membership shall constitute a quorum. For committees with four or fewer members, two of the membership shall constitute a quorum for the transaction of business.

F. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

G. Role of Board Liaison. Board liaisons shall be recommended by the board to the Assembly for approval. Any board liaison to an Assembly committee should sit with the committee at all times. A board liaison may have the right to participate in committee discussions at the pleasure of the chair of the Assembly committee except

that Assembly members of the committee shall have priority in obtaining the floor. Only Assembly members on the committee may vote.

#### **RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.**

A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly to serve as the liaison to each of the following City and Borough boards and commissions:

Planning Commission  
Hospital Board  
Docks and Harbors Board  
Airport Board  
School Board  
Ski Area Board  
Aquatics Board

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities may be appointed from time to time.

B. Role of Assembly Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons should regularly attend appointed board or commission meetings. Assembly liaisons shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present. An Assembly liaison may participate in board or commission discussions when invited by the board chair.

C. Other Meetings. The Assembly encourages its members to attend meetings of other boards, commissions, and citizen groups and inform the Assembly on the activities of those bodies and the issues before them, as appropriate.

#### **RULE 7. DEBATE.**

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. After obtaining recognition from the chair, a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly. The questions should not be argumentative.

C. Decorum. Members shall not question the motives, competency or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall

admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

#### **RULE 8. RULES OF PUBLIC PARTICIPATION.**

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers and at [www.juneau.org](http://www.juneau.org):

- A. The hearing will be conducted by the Mayor as chair.
- B. The Mayor will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.
- C. The Mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Assembly to members of the public. The time limit may be extended by a majority of the Assembly. The time limit for individual speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Mayor may grant additional time to a person speaking on behalf of a group.
- D. People are encouraged to submit written presentations and exhibits to the Municipal Clerk and the Assembly via email ([boroughassembly@juneau.org](mailto:boroughassembly@juneau.org)).
- E. The Mayor will set forth the item or subject to be discussed and will rule non-germane speech out of order. A member of the public may not be stopped for speaking because of the viewpoint being expressed. However, a person may be stopped for disrupting, disturbing, or impeding the meeting when speaking longer than the time limit, when being unduly repetitious, or when discussing or presenting irrelevant matters. Such non-germane speech disrupts, disturbs, or impedes public meetings when the Assembly is prevented from accomplishing its business in a reasonably efficient manner or when the speech interferes with the rights of other speakers. A person stopped for non-germane speech during a meeting is welcome to submit a writing, presentation, recording, and exhibit to the Municipal Clerk and to the Assembly via email ([boroughassembly@juneau.org](mailto:boroughassembly@juneau.org)).
- F. All speakers, public, and members of the Assembly will be recognized by the chair by surname.
- G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, the area of town in which they reside.
- H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.
- I. Members of the Assembly may direct questions to members of the public only to obtain clarification of material presented. The questions should not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.
- J. The public may direct questions to the Assembly or the administration.

K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed five minutes. Assemblymembers may ask questions of the speaker, but should not deliberate at that time on matters raised, or answer questions directed to the members.

N. Members of the public that want to provide oral public comment via remote participation must notify the Municipal Clerk prior to the meeting (i.e. call the Municipal Clerk Office or register online, when available). A person is not required to notify the Municipal Clerk prior to the meeting when providing in-person oral public comments.

O. Reasonable accommodations are available upon request. To the extent allowed by law (i.e. A.S. 15.13.040 & A.S.15.13.145), a spokesperson designated by a person with a disability wishing to provide oral public testimony should advise the Municipal Clerk. Please contact the Clerk's office prior to any meeting, preferably 36 hours ahead, so arrangements can be made if other accommodation requests like closed captioning or sign language interpreter services are desired. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org).

## **RULE 9. MOTIONS.**

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

## **RULE 10. CLERICAL ERRORS.**

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.



#### **RULE 11. VOTE REQUIRED.**

The affirmative vote of five members of the Assembly shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

- A. Limiting, extending, or closing debates
- B. Suspension of the rules
- C. Setting of or postponement of special orders
- D. Objection to consideration of question
- E. Motion for immediate vote (previous question)
- F. Rescind

G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

#### **RULE 12. PARLIAMENTARIAN.**

The Attorney shall act as the parliamentarian.

#### **RULE 13. SESSIONS.**

Each regular or special meeting of the Assembly constitutes a session for purposes of the rules.

#### **RULE 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM.**

No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation and except that the Attorney or Clerk may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda, except for meetings advertised as work sessions only, but shall not be permitted on items before the body for information or scheduling purposes except to the extent such public participation concerns scheduling only.

#### **RULE 15. RECONSIDERATION.**

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. **Effect of Notice.** The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. **Time in Which Notice Must Be Taken Up.** A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. **Successive Reconsideration.** There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. **Precedence.** A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. **Effect.** A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

#### **RULE 16. REMOTE PARTICIPATION.**

When a meeting is conducted entirely remotely (i.e. video conferencing technology), then all members are expected to attend remotely. The following apply to meetings that are held completely in-person or as a hybrid (partially in-person and partially remotely):

A. A member may participate remotely in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding remote participation in a particular meeting may participate remotely at any one meeting.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend remotely by and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the remote connection technology when the call to order is imminent.

E. A member participating remotely shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating remotely shall make every effort to participate in the entire meeting and must have video turned on except during breaks. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating remotely.

I. If the remote technology connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating remotely is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the remote connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating remotely.

K. Participation remotely shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating remotely shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating remotely shall be allowed to speak to the same extent the person was physically present at the meeting.

N. As used in these rules, “remote” means any system for synchronous two-way voice communication (i.e. telephone) or video conferencing technology. If a member needs to participate remotely, video conferencing technology is preferred. “Mayor” includes the Acting Mayor or any other member serving as chair of the meeting.

O. Regular and special meetings of the following entities must be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting:

- i. Assembly
- ii. Assembly Standing Committees
- iii. Planning Commission
- iv. Hospital Board
- v. Docks and Harbors Board
- vi. Airport Board
- vii. Ski Area Board
- viii. Systemic Racism Review Committee

Any other board, commission, or committee meeting with anticipated substantial public interest should be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting.

**RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.**

The conduct of the meetings of Assembly shall be governed by the Mayor according to Robert's Rules of Order, 11<sup>th</sup> Edition, except as otherwise provided by Charter, law, or these rules.

**Section 2. Repeal of Resolution.** Resolution No. 2949 is repealed.

**Section 3. Effective Date.** This resolution shall be effective at midnight on February 28, 2022.

Adopted this 28<sup>th</sup> day of February, 2022.



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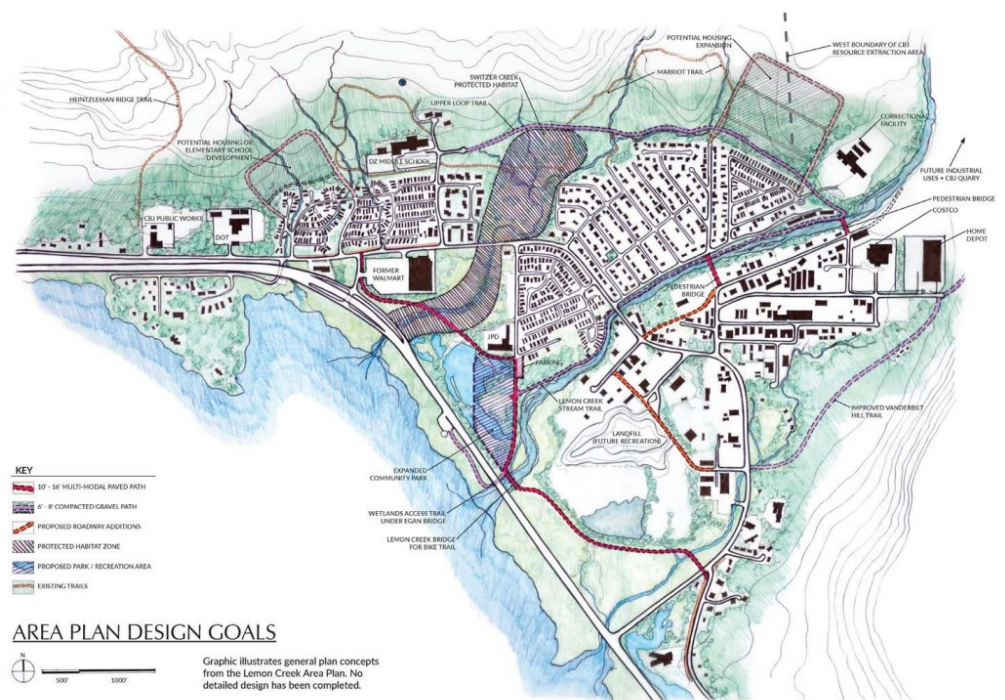
Beth A. Weldon, Mayor

Attest:



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Elizabeth J. McEwen, Municipal Clerk



Credit: MRV Architects (2017) Area Plan Design Goals, February 4, 2017

# City & Borough of Juneau

## Legislative Capital Priorities FY2024

1.30.2023 (adopted)

V.1.30.2023



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### APPENDIX

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CBJ lists, plans and priorities graphic: Page 32

January 30, 2023

To The Honorable State and Federal Delegation:

This document presents the City and Borough of Juneau's Fiscal Year 2024 Legislative Priority List. The Legislative priority list provides information on long range capital projects identified as priorities for the community of Juneau. Descriptions of projects include cost and schedule information, a designation of who will be responsible for operating and maintaining the infrastructure, and what goals the project is advancing.

The projects included in the Legislative Priority List were compiled with input from CBJ Boards and Commissions and City staff. The Legislative Priorities will be used to inform requests to State Legislature, Federal Delegation and granting agencies.

It is the intent of the City and Borough of Juneau to update the Legislative Priority List annually to ensure the long-range capital improvement planning stays current, as well as to determine annual legislative priorities and assist with budget development. Please don't hesitate to reach out with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rorie Watt', written in a cursive style.

Rorie Watt  
City Manager

City and Borough of Juneau  
FY2024 LEGISLATIVE CAPITAL PRIORITIES DEVELOPMENT SCHEDULE

ACTION	TIME FRAME
PWFC approval of schedule & process	September 26, 2022
Issue solicitation for input from CBJ Advisory & Empowered Boards and Commissions with instructions, including on how to propose new projects.	October, 2022
Input for new draft requested by	December 1, 2022
Presentations to Boards and Commissions	
	Planning Commission Introduction October 25, 2022; Planning Commission Final Approval November 8, 2022
	Systemic Racism Review Committee 1 <sup>st</sup> Review: November 22, 2022
Administrative review and compilation	December 1- 9, 2022
SRRC 2 <sup>nd</sup> Review (with board/commission input and new projects)	December 13, 2022
PWFC for review	December 19, 2022
Homework: Assembly ranks priorities	Due December 29, 2022
Finance Committee	January 4, 2022
Assembly Review (Legislative Breakfast & COW)	January 26, 2023
Assembly Adoption (Regular Meeting)	January 30, 2023
CAPSIS Deadline	February 14, 2023
Distribute Priorities	February

## FY2024 Legislative Capital Priorities



## Adopted FY2024 Legislative Capital Priority List (Ranked 1/04/23 by Assembly)

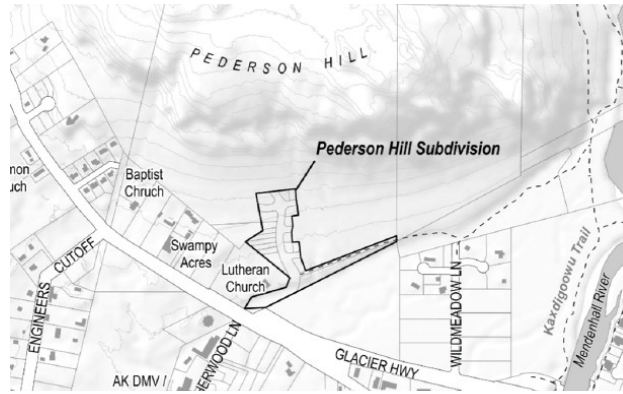
Rank	Project Name:	Purpose:	Amount Requested:	Goal:	Page #
1	Pederson Hill Development	Development	\$3M	Increase workforce and market rate housing with further development of Pederson Hill Subdivision.	8
2	Juneau North Douglas Crossing (JNDC)	Economic Impact Analysis and/or PEL Study	\$18M (prev. \$12M)	Economic Development	9
3	North State Office Building Parking	Partial Funding	\$30M	State/legislative Parking, Auke District infill Development	10
4	Telephone Hill Redevelopment	Site work	\$2M	Prepare for Redevelopment	11
5	CBJ Radio System Replacement	Procurement, Design, Site Construction/Improvements, Installation	\$2M (prev. \$14M)	Provide adequate and sustainable radio communications for CBJ public safety agencies and response partners to communicate effectively during routine events and disasters locally, regionally and statewide.	12
6	JSD Wide HVAC and Heating Control System Upgrades	Feasibility Study, Conceptual Design, Final Design, Engineering, Permitting	\$6.4M	This project will upgrade the HVAC and Heating Controls Systems for all schools in the City and Borough of Juneau, improving the facilities' energy efficiency, safety, and security.	13
7	Mendenhall Wastewater Treat. Plant Compliance: Fats, Oil, and Grease & Grit Removal	Design, Construction	\$5.75M	Return the Mendenhall Wastewater Treatment Plant to permit compliance, reduce treatment costs, and extend the useful life of the plant.	14
8	Lemon Creek Multimodal Path	Design, Permitting, Property	\$8M	Advance Long-term Goal of a New Non-Motorized Route	15

## Adopted FY2024 Legislative Capital Priority List (Ranked 1/04/23 by Assembly)

Rank	Project Name:	Purpose:	Amount:	Goal:	Page #
9	New City Hall	Partial Funding	\$5M	Reduce CBJ Operating Cost, Free up/create housing	16
10	Capital Civic Center	Partial Funding	\$10M, SOA (prev. \$5M); \$35M Federal Delegation (prev. \$30M)	Support Convention and Visitor Economy	17
11	Mendenhall Wastewater Treatment Plant Compliance Upgrade – Solids Removal	Design, Site Preparation, Construction	\$9.5M	Improve the Mendenhall Plant's permit compliance record.	18
12	JSD Wide Security and Safety Upgrades	Procurement, Design, Construction, Installation	\$2M	The security and safety of our staff, students, and community is our main priority, and with this project upgrade, the District feels that it is taking the necessary steps to bring our facilities into the technology age.	19
13	Municipal Composting Facility Design and Construction & <u>Zero Waste Planning</u>	Design, Site Preparation, Construction	\$4M (prev. \$2.5M)	Construct a municipal compost facility as part of a broader Zero Waste plan.	20
14	Aurora Harbor Rebuild – Ph IV	Design, Permitting	\$1M	Replace critical infrastructure and support maritime economy	21
15	Auke Bay New Breakwater	Match Potential Federal Funding	\$5M	Increase Moorage and Renovate old Economic Development	22

## Adopted FY2024 Legislative Capital Priority List (Ranked 1/04/23 by Assembly)

Rank	Project Name:	Purpose:	Amount:	Goal:	Page #
16	Waterfront Juneau Douglas City Museum	Partial Funding	\$2M	FY24 Draft Legislative Priorities #21	23
17	Small Cruise Ship Infrastructure	Design, Construction	\$30M	Proj. Nom for Docks #26 & 29	24
18	North Douglas Boat Ramp Expansion	Planning, research, permitting	\$250K	FY24 Draft Legislative Priorities #20; Proj. Nom. for Harbors #27	25
19	Off-Road Vehicle (ORV) Park Development	Feasibility Study, Conceptual Design, final Design/ Engineering/ Permitting, Fundraising Activity	\$5.7M	Proj. Nom. for Docks #55 & #56	26
20	West Douglas Extension	Future Development	\$4M	FY24 Draft Legislative Priorities #12	27
21	Auke Bay Seawalk/Baywalk	Design, Permitting, Property	\$250K	FY24 Draft Legislative Priorities #23; Proj. Nom. for Harbors #27	28
22	Jackie Renninger Park Development & Pipeline Skatepark Improvements	Feasibility Study, Conceptual Design, Final Design, Engineering, Permitting, Fundraising Activity	\$4M	Proj. Nom. for Docks #55, #60	29
23	Bartlett Aurora Behavioral Health Center	Partial Funding	\$4M	To provide acritical behavioral health resources and services to both adults and adolescents within the state of Alaska.	30



## PEDERSON HILL HOUSING DEVELOPMENT

**AMOUNT REQUESTED: \$3M**

**AMOUNT SECURED: \$4.15M**

**TOTAL PROJECT COST: \$14M**

### **PROJECT DESCRIPTION & UPDATE:**

The requested funding will provide for the design and construction of street lighting, water, and wastewater infrastructure, streets, and sidewalks for Phase 1B or Phase 2 of Pederson Hill Subdivision. Construction of Phase 1A is complete, sold, and developed with houses. The Assembly is currently considering an application to partner with the Tlingit Haida Regional Housing Authority (THRHA) to develop the remainder of Phase 1B and 1C. There is also an application from a private developer to purchase property adjacent to the Pederson Hill Subdivision to build workforce and affordable housing utilizing federal tax credits. If approved and completed, this would provide a second access to Glacier Hwy.

### **PUBLIC PROCESS:**

Depending on the outcome of the THRHA application, the City will be moving forward with either Phase 1B or Phase 2 with these funds. The determination for the THRHA application will be made by spring of 2023 and will dictate the City's next steps. There will be an opportunity for public comment to the Planning Commission during the THRHA application process and the final plat approval process. The Assembly will hold a public hearing for the THRHA application.

**TIMELINE:** Once funding is secured, design can be complete within 18 months from start and construction complete within 30 months from start.

**WHO WILL MAINTAIN AND OPERATE? CBJ**

**GOAL OF PROJECT:** Increase workforce and market rate housing with further development of Pederson Hill Subdivision.

## **FY2024 Legislative Capital Priorities**



Photo Credit: Juneau Empire

## JUNEAU NORTH DOUGLAS CROSSING (JNDC)

**AMOUNT REQUESTED: \$18M**

**AMOUNT SECURED: \$2M for PEL; \$250,000 CBJ; \$7M Congressionally Directed Spending**

**TOTAL PROJECT COST: \$100M-\$200M (depending on alternative)**

**PROJECT DESCRIPTION & UPDATE:** A second crossing from Juneau to Douglas Island has been a priority for the community since the early 80s. An alternate access to the heavily populated Douglas Island will increase safety; if the only bridge now were to fail residents would be stranded and emergency services would be limited. It will reduce transportation times and open up new land to development. Thanks to Senator Murkowski, CBJ received \$7M in Congressionally Directed Spending in FY23. This will build on the analysis and public outreach currently underway through the Planning and Environmental Linkages (PEL) study.

Funding is being requested to take the project to into the next phase, design, in order to develop 100% bid ready documents and to make the project competitive for Federal Highway Funding under the Infrastructure Investment and Jobs Act. CBJ is applying for a RAISE grant for the design phase.

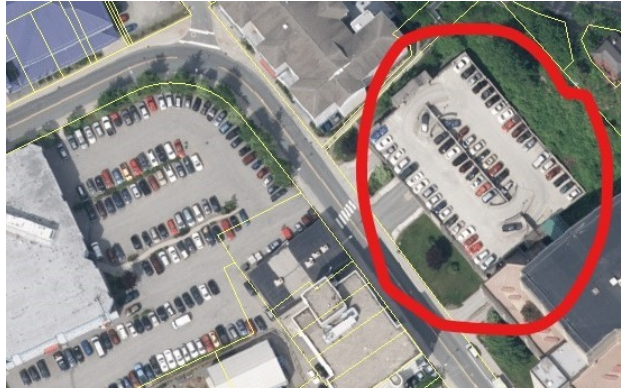
**PUBLIC PROCESS:** Through the PEL process ADOT, with the help of DOWL Engineering, has engaged in multiple stakeholder and public meetings, surveys, and listening sessions to identify both public sentiment on the project and potential alternatives. The NEPA process will include thorough public process as a preferred alternative is vetted.

**TIMELINE:** The PEL study is expected to be complete by fall of 2023. Building on the work of the PEL, NEPA should take 24 months. Design will take an additional 18-24 months. )

**WHO WILL MAINTAIN AND OPERATE?** State of Alaska.

**GOAL OF PROJECT:** Community safety and economic development.

## FY2024 Legislative Capital Priorities



## NORTH STATE OFFICE BUILDING PARKING

**AMOUNT REQUESTED: \$30M**

**AMOUNT SECURED: \$5M SOA; \$5M CBJ Voter Approved Sales Tax**

**TOTAL PROJECT COST: \$40M**

### **PROJECT DESCRIPTION:**

This parking garage provides parking for the State of Alaska, just North of the State Office Building. The current garage is old and in need of major repairs. Building a garage with greater capacity would expand parking for State employees, the Legislature, and the Aak'w Village District, freeing up current parking lots for development and infill. This project would be 7 stories, creating a total of over 450 parking spaces, with a total net increase of approximately 300 new parking spaces.

**PUBLIC PROCESS:** This project was designated as a CBJ Legislative Priority in 2021, 2022, and 2023.

**TIMELINE:** Architect has been selected and condition assessment and preliminary design is underway. Once full funding is secured, 24-36 month design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE? TBD**

**GOAL OF PROJECT:** State/Legislative parking, Aak'w Village District infill development.

## **FY2024 Legislative Capital Priorities**



## TELEPHONE HILL REDEVELOPMENT

**AMOUNT REQUESTED: \$2M**

**AMOUNT SECURED: \$100,000**

**TOTAL PROJECT COST: unknown (\$10M placeholder)**

### **PROJECT DESCRIPTION:**

This project will include surveying costs, hazardous materials study, removal of hazardous materials, and environment cleanup, demolition of existing structures, a redevelopment study and site preparation and re-subdivision.

### **PUBLIC PROCESS:**

In 2020, CBJ applied to acquire the Telephone Hill properties from the State of Alaska. In June 2022, the Legislature directed the Department of Natural Resources to convey Telephone Hill to CBJ at no cost (HB349). In August 2022, the CBJ Assembly adopted a resolution accepting Telephone Hill at no cost from the State of Alaska. In September, the Assembly appropriated \$100,000 to the Manager for the Telephone Hill Redevelopment CIP. CBJ will hire a contractor to help with planning and site assessment in early 2023.

**TIMELINE:** CBJ ownership in early 2023. Phase 1, inventory of utilities, property and hazards in 2023.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Redevelop over 3 acres of property in downtown Juneau for the best and highest use.



## CBJ RADIO SYSTEM REPLACEMENT

**AMOUNT REQUESTED: \$12,000,000**

**AMOUNT SECURED: \$500,000; \$2M CBJ Voter Approved Sales Tax**

**TOTAL PROJECT COST: \$14,500,000**

### **PROJECT DESCRIPTION:**

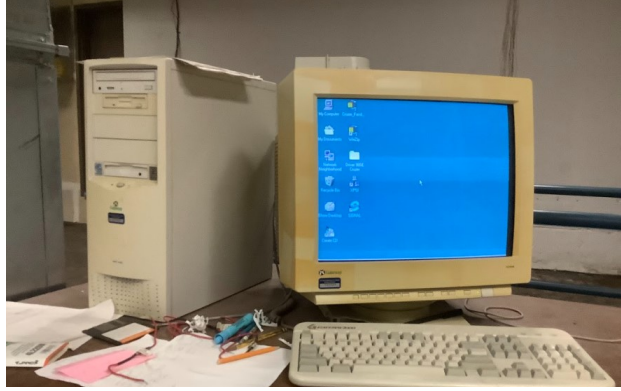
The CBJ has determined that the current radio system must be replaced due to equipment obsolescence, to enhance coverage and correct capacity shortfalls while conducting modernization as a means of securing enhanced network reliability, resiliency and interoperability. Project phases would include procurement, engineering/design, site construction/improvements (shelters, buildings, generators, towers, UPS, etc.), microwave improvements, procurement, and installation of radio site equipment (transmitters, receivers, antenna systems, etc.) and end user equipment (portable and mobile radios). Deficiencies with the current system impact multi-agency responses and have been documented during numerous police, fire and EMS events with partners such as the Airport, Public Works, Alaska State Troopers, FBI, Coast Guard and the Navy. A comprehensive upgrade is needed to enhance radio communications and increase interoperability with municipal, state, and federal partners.

**TIMELINE:** Once funding is secured, all work could be performed within 4 years.

**WHO WILL MAINTAIN AND OPERATE? CBJ**

**GOAL OF PROJECT:** Provide adequate and sustainable radio communications for CBJ public safety agencies and response partners to communicate effectively during routine events and disasters locally, regionally and statewide.





## JSD WIDE HVAC AND HEATING CONTROL SYSTEM UPGRADES

**AMOUNT REQUESTED: \$6.4M**

**TOTAL PROJECT COST: \$6.4M**

**PROJECT DESCRIPTION:**

This project will upgrade the HVAC and Heating Controls Systems for all schools in the City and Borough of Juneau. The upgrade will help notify problems/emergencies sooner, which will increase response times to outages and failures. These upgrades will also allow the maintenance department to access the control systems for any of the schools, allowing for more efficient and centralized management of systems. In addition, the emergency response time would greatly decrease due to knowing the issues of the system. The upgraded system will allow the District to receive energy cost savings.

**TIMELINE:** Once funding is secured, design and construction complete within 28 months.

**WHO WILL MAINTAIN AND OPERATE?** Juneau School District

**GOAL OF PROJECT:** This project will upgrade the HVAC and Heating Controls Systems for all schools in the City and Borough of Juneau, improving the facilities' energy efficiency, safety, and security.



## **MENDENHALL WASTEWATER TREAT. PLANT COMPLIANCE: FATS, OIL, AND GREASE & GRIT REMOVAL**

**AMOUNT REQUESTED: \$5.75M**

**TOTAL PROJECT COST: \$5.75M**

**PROJECT DESCRIPTION:**

Fats, Oils and Grease (FOG) requires special treatment. The foam from FOG promotes micro-organisms that settle poorly and cause effluent permit violations at the Mendenhall Treatment Plant. This project would install a grease collection vessel with a skimmer and vortex vessel to control incoming grease and finer grit. The Mendenhall Treatment Plant is currently operating under a Compliance Order by Consent due to permit violations. Removing FOG before it disrupts the treatment process will help the plant return to compliance. This project will design and construct the FOG and Grit removal equipment.

**TIMELINE:** Once funding is secured, design and construction within 30 months.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Permit compliance, reduce treatment costs, and extend the useful life of the plant.





## NEW CITY HALL

**AMOUNT REQUESTED: \$5M**

**AMOUNT SECURED: \$6.3M**

**TOTAL PROJECT COST: \$43.2M**

**PROJECT DESCRIPTION & UPDATE:** This project will relocate City Hall to a new location on CBJ land in the Aak'w Village District at 450 Whittier. The new facility will consolidate city employees, eliminate the cost of rental office space for over two-thirds of CBJ downtown employees, and eliminate the use of the current aging, undersized city hall facility. The elimination of leased space will reduce CBJ operating expense by \$820,000 a year and free up rental space for conversion to much needed downtown housing. A space needs analysis in 2019 determined CBJ needs 46,000 square feet for modest offices and public meeting space.

**PUBLIC PROCESS:** A conceptual design and economic feasibility analysis was performed in 2018. A winter of 2021 online survey showed that 76% of almost 1400 respondents were supportive of a new city hall. The feedback from the survey was used to design a public process with a selection of a preferred alternative that narrowly failed a bond proposition in October 2022. CBJ is currently in the process of reengaging the public on changes necessary to support the project and working on cost controlling measures.

**TIMELINE:** Once funding is secured, 3 year design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Consolidate CBJ offices, reduce CBJ operating costs, free up workforce housing.

## FY2024 Legislative Capital Priorities



## CAPITAL CIVIC CENTER

**AMOUNT REQUESTED:** Federal Delegation—\$35M; State of Alaska—\$10M

**AMOUNT SECURED:** CBJ- \$2M design; \$10M commitment from CLIA for CBJ Passenger Fees; \$5M CBJ appropriation requested; \$3M identified for Centennial Hall; \$6.5 Partnership Resources

**TOTAL PROJECT COST:** \$75M

**PROJECT DESCRIPTION:** This project will expand Juneau’s Centennial hall by adding several meeting rooms, a theater, a community hall, a gallery and other public spaces. The old Juneau Armory would be removed. The Capital Civic Center will function as a multi-use civic and conference facility which will enhance Juneau’s prominence as a regional center for art, culture, and community engagement while attracting broad-based use and pride in Alaska’s Capital City.

**PUBLIC PROCESS:** Conceptual studies and outreach for Centennial Hall were performed in June of 2019 . Upgrades to the ballroom at Centennial Hall will be complete in August 2023. The performing arts elements (new JACC) also received public input throughout the development of design for a stand alone facility. Merging the two facilities into a large, single, facility was presented to the Assembly by stakeholder organizations in 2020. The Assembly funded conceptual design in late 2021 appropriated \$2m to advance the project. NorthWind and JYW Architects teamed up for design and have worked with stakeholders to consolidate space and find design efficiencies.

**TIMELINE:** Once funding is secured, 3-3.5 year design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Support convention, arts and visitor economy.

## FY2024 Legislative Capital Priorities



## MENDENHALL WASTEWATER TREAT. PLANT COMPLIANCE UPGRADE— SOLIDS REMOVAL

**AMOUNT REQUESTED: \$9.5M**

**TOTAL PROJECT COST: \$9.5M**

**PROJECT DESCRIPTION:**

The Mendenhall Treatment Plant currently lacks an effective treatment for fine suspended solids. This makes it more difficult and expensive to treat waste and has contributed to permit violations resulting in a Compliance Order by Consent (COBC). This project would help the Mendenhall Plant meet its regulatory obligations and more efficiently treat influent. This project will design and construct the Microscreen unit operation which will remove an estimated 20% of the organic loading (Biologic Oxygen Demand).

**TIMELINE:** Begin design within 3 months of available funding. 35% review (and 3% expenditure) 4 months from start; 65% review (and 5% expenditure) 9 months from start; construction begins 18 months from start (25% expenditure). Construction completed 30 months from start (100% expenditure).

**WHO WILL MAINTAIN AND OPERATE? CBJ**

**GOAL OF PROJECT:** Improve the Mendenhall Plant's permit compliance record.





## JUNEAU SCHOOL DISTRICT WIDE SECURITY AND SAFETY UPGRADES

**AMOUNT REQUESTED: \$2M**

**TOTAL PROJECT COST: \$2M**

**PROJECT DESCRIPTION:**

This project will upgrade security cameras, phone systems, secure entryways, brush clearing, perimeter lighting, emergency egress lighting, back-up generators, and secured property. This project will increase the Juneau School District's security presence, which will help to deter vandalism, theft, and other criminal activities. The security and safety of our staff, students, and community is our main priority, and with this project upgrade, the District feels that it is taking the necessary steps to bring our facilities into the technology age.

**TIMELINE:** Begin design within 3 months of available funding. 35% review (and 3% expenditure) 4 months from start; 65% review (and 5% expenditure) 9 months from start; construction begins 14 months from start (25% expenditure) construction completed 28 months from start (100% expenditure).

**WHO WILL MAINTAIN AND OPERATE? JSD**

**GOAL OF PROJECT:** Security and safety of district facilities.



Photo Credit: Oregon State University

## MUNICIPAL COMPOSTING FACILITY DESIGN AND CONSTRUCTION

**AMOUNT REQUESTED: \$4M**

**AMOUNT SECURED: \$2.5M Congressionally Directed Spending**

**TOTAL PROJECT COST: \$6.5M**

### **PROJECT DESCRIPTION:**

This project will design and construct a commercial-scale composting facility to serve Juneau residents, businesses and institutions. CBJ will have the capacity to accommodate large scale producers such as grocery stores, and large restaurants and institutions (e.g., Bartlett Regional Hospital and Lemon Creek Prison) getting this waste out of both the sewers and the landfill. It is CBJ's intention to own the facility, but contract out the operations. In 2023 applied for a composting and zero waste grant through the Environmental Protection Agency for phase two of the project.

**TIMELINE:** CBJ will issue a request for proposals for site development, planning and design in FY23. Once funding is secured, 2 year design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE? CBJ**

**GOAL OF PROJECT:** Divert waste from the local landfill as part of a broader Zero Waste initiative.

## **FY2024 Legislative Capital Priorities**





## AURORA HARBOR REBUILD—PHASE IV

**AMOUNT REQUESTED: \$1M**

**TOTAL PROJECT COST: \$7M**

**PROJECT DESCRIPTION:**

Request for funding to continue the reconstruction of the Aurora Harbor Facility. Past work has been divided into segments. This request would continue preliminary design and begin permitting tasks.

**PUBLIC PROCESS:**

The project has been through a long term planning process with community outreach. It is the 4th phase of the larger reconstruction plans.

**TIMELINE:** Once funding is secured, 18-24 month design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Replace critical infrastructure and support maritime economy.



Photo Credit: Cathy Mahnke

## AUKE BAY NEW BREAKWATER

**AMOUNT REQUESTED: \$5M**

**AMOUNT SECURED: \$3.5M CBJ Voter Approved Sales Tax**

**TOTAL PROJECT COST: unknown (\$50M placeholder)**

**PROJECT DESCRIPTION:**

The requested funding would allow for the preliminary planning and design phases, including permit acquisition. This opens the opportunity for the construction of a new breakwater at the end of the Statter Harbor. The current facility has reached it's useful life and needs to be replaced. The new facility would allow for more moorage and provide economic stimulus to the community. CBJ would be the local sponsor for the US Army Corps of Engineers, who is federally responsible for the feasibility analysis, design and construction of the breakwater. Local match is required under federal law.

**PUBLIC PROCESS: Identified as a Legislative Priority for FY2022**

**TIMELINE: Once funding is secured, 3 year design and construction timeline.**

**WHO WILL MAINTAIN AND OPERATE? CBJ**

**GOAL OF PROJECT: Increase Moorage and recapitalization of aging infrastructure.**

## FY2024 Legislative Capital Priorities



## WATERFRONT JUNEAU DOUGLAS CITY MUSEUM

**AMOUNT REQUESTED: \$2M**

**AMOUNT SECURED: \$2M CBJ Voter Approved Sales Tax**

**TOTAL PROJECT COST: \$12M**

**PROJECT TYPE: Planning & Design**

**PROJECT DESCRIPTION:**

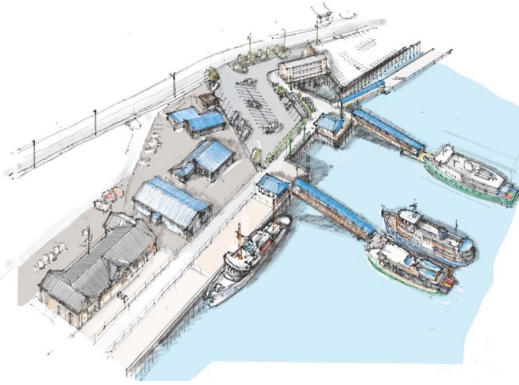
This project will construct a new museum on the waterfront to house art and other local collections. The museum will leverage its waterfront location to become a destination for visitors and locals. It will also free up the current museum adjacent to the State Capitol for expansion of the Capitol campus.

**PUBLIC PROCESS:** Identified as Legislative Priority in FY2023

**TIMELINE:** Once funding is secured, 2-3 year design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Grow the arts in Juneau and expand the Capitol campus.



## SMALL CRUISE SHIP INFRASTRUCTURE

**AMOUNT REQUESTED: \$30M**

**TOTAL PROJECT COST: \$30M**

**PROJECT DESCRIPTION:**

This project would provide the necessary improvements to construct a new 350-foot concrete float which would expand opportunities for small, American flagged cruise ships to operate more efficiently and to maximize Juneau as a turn-around port. These improvements will include structural repairs to the adjoining NOAA Dock. The plan encourages greater economic diversity for businesses serving the cruise industry by providing local goods/services (i.e. groceries/seafood, fuel, ship provisioning/repairs, etc.).

**PUBLIC PROCESS:**

Small Cruise Ship Infrastructure Master Plan Public Meeting November 10, 2020

<https://www.youtube.com/watch?v=IAAt23Xm-E7I>

**TIMELINE:** Once funding is secured, 18-24 month design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Expand economic opportunities for Juneau small business in support of niche cruise vessel.



## NORTH DOUGLAS BOAT RAMP EXPANSION

**AMOUNT REQUESTED: \$250,000**

**TOTAL PROJECT COST: \$20M**

**PROJECT DESCRIPTION:**

Requested funding would accomplish the first steps to expanding the North Douglas Launch Ramp Facility. These include planning, research and permitting to initiate the project.

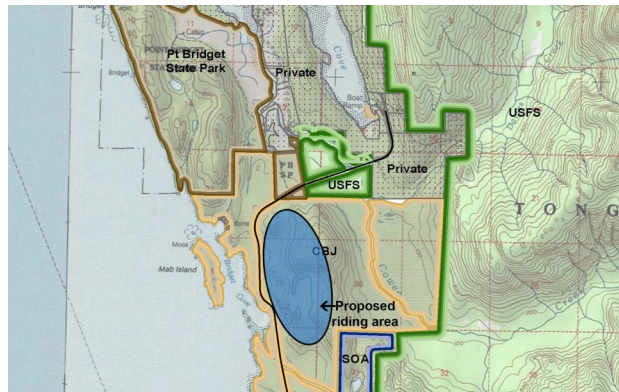
**PUBLIC PROCESS:** Docks and Harbors has solicited public input on the concept.

**TIMELINE:**

Once funding is secured, 18-24 month design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Improve safety and expand boating access & transportation.



## OFF-ROAD VEHICLE (ORV) PARK DEVELOPMENT

**AMOUNT REQUESTED: \$5.7M**

**AMOUNT SECURED: \$300,000**

**TOTAL PROJECT COST: \$6M**

### **PROJECT DESCRIPTION & UPDATE:**

This project will address longstanding and unmet demand for sustainable off-road vehicle (ORV) recreation. This project will help meet demand for ORV recreation, provide a venue for training opportunities, reduce damage to sensitive habitats elsewhere, and reduce user conflicts.

**PUBLIC PROCESS:** A multi-year public process is in place to design, permit, and develop the 35-Mile ORV Riding Park. This process includes stakeholders such as the Juneau Off-Road Association (JORA), Trail Mix, Inc., conservation organizations, and citizen advisory boards.

**TIMELINE:** Once required permits and funding is secured, 3 year design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE? CBJ**

**GOAL OF PROJECT:** To meet growing demand for off-road vehicle recreation, avoid user conflicts, reduce ongoing damage to sensitive resources and landscapes, and stimulate economic activity by creating new opportunities for outdoor recreation that do not currently exist in Juneau.

## FY2024 Legislative Capital Priorities



## WEST DOUGLAS EXTENSION

**AMOUNT REQUESTED: \$4M**

**TOTAL PROJECT COST: \$5M**

**PROJECT DESCRIPTION:**

This project will continue construction of the gravel surface pioneer road from near the current end of the Douglas Highway to Hilda Point. The road will promote development, increase opportunities for recreational access to public lands, and enable closer access to new growth development areas that are identified in the CBJ Comprehensive Plan. Road access will assist land owners in their on-the-ground investigations required for formulating future development plans.

**PUBLIC PROCESS:**

West Douglas Roadway corridor alignment has been approved by Assembly and Planning Commission. This project has been identified as priority 'New Growth Area' by CBJ Comprehensive Plan and West Douglas Conceptual Plan.

**TIMELINE:** Once funding is secured, 18-24 month design and construction timeline.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Support long-term development.





## AUKE BAY SEAWALK / BAYWALK

**AMOUNT REQUESTED: \$250,000**

**TOTAL PROJECT COST: \$30M**

**PROJECT DESCRIPTION:**

The requested funding would accomplish the initial steps to build a Baywalk in Auke Bay. These include planning, research and property identification and examining the potential of providing a non-motorized link from the Auke Bay Ferry Terminal to the Auke Bay Harbor or the center of the Auke Bay Planning Area.

**PUBLIC PROCESS:**

These items were identified during the creation of the 2015 Auke Bay Area Plan adopted into the Comprehensive Plan.

**TIMELINE:** Once funding is secured, within 24 months of start date.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Improve Non-Motorized Route





## JACKIE RENNINGER PARK DEVELOPMENT & PIPELINE SKATEPARK IMPROVEMENTS

**AMOUNT REQUESTED: \$4M**

**TOTAL PROJECT COST: \$4,075,000**

**AMOUNT SECURED: \$75,000**

### **PROJECT DESCRIPTION:**

This project will implement the master plan for Jackie Renninger Memorial Park, providing much needed access to outdoor recreation and open space for Juneau's most underserved neighborhoods. This 4.6-acre parcel is home to the Pipeline Skate Park and a small public restroom. This project would ensure the surrounding neighborhood has convenient and safe access to a playground.

### **PUBLIC PROCESS:**

In 2022 the Assembly appropriated funding to develop a master plan for Jackie Renninger Park which will be completed by the end of 2023. This process will result in a conceptual design that will be fully developed in a subsequent design phase.

**TIMELINE:** Once funding is secured, within 2 years of start date

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** To provide access to parks and outdoor recreation services for Juneau's most underserved neighborhood.



## BARTLETT AURORA BEHAVIORAL HEALTH CENTER

**AMOUNT REQUESTED: \$4M**

**TOTAL PROJECT COST: \$17.75M**

**PROJECT DESCRIPTION:**

The requested funding would partially mitigate construction inflation and associated costs Bartlett is absorbing for the project. The Center will provide much needed outpatient psychiatric service, crisis and community intervention and applied behavior analysis. In addition, it will house a new service to the community, crisis observation and stabilization with a total of 7 beds. The crisis center will be used by people in need across Southeast Alaska, and potentially statewide. The Aurora Behavioral Health Center will provide service based on the Crisis Now model which uses community based options to address long-term services for individuals who may be experiencing a behavioral health crisis in conjunction with other medical conditions complicating care.

**PUBLIC PROCESS:**

This project was identified as a priority in the master plan for the Bartlett Campus and been through many public meetings as it has made its way through planning, design and construction.

**TIMELINE:** Construction is scheduled to be complete in April of 2023.

**WHO WILL MAINTAIN AND OPERATE?** CBJ

**GOAL OF PROJECT:** Improve Non-Motorized Route

# APPENDIX

## EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE CBJ LEGISLATIVE CAPITAL PRIORITIES LIST

by Katie Koester, Engineering and Public Works Director

### **Q: What are the Legislative Capital Priorities?**

**A:** The CBJ Legislative Capital Priorities (LCP) is a document that lays out community priorities for capital projects, including a project description, rationale for why it's needed (benefits to the community), description of progress to date (money raised, plans drawn up, etc.), and estimated total cost. For CBJ projects, additional information is provided on the timeline for completion. Facilities that have alternative funding streams are not included on this list: for example, the Airport, Bartlett or projects that can be funded through Passenger Fees. See graphic on the following page for a diagram of how the different plans and lists relate to each other.

**NOTE:** Inclusion on the Legislative Capital Priorities is not a funding request. From CBJ's standpoint, it is a mechanism to prioritize projects and raise awareness of a needed project to increase chances of funding from various sources. Nominating a project for inclusion in the LCP should not be thought of as a request for municipal funding.

### **Q: Are the "legislative priorities" the same as the Capital Improvement Plan?**

**A:** No, they are a prioritized list of projects that are pulled from various CBJ plans, including the Comprehensive Plan, Area Plans, and the Six-year Capital Improvement Plan. The Legislative Priorities are "short list" of projects on which CBJ will focus particular attention during the upcoming legislative session and with the federal delegation. (The goal is to get at least partial funding for a project included in the state capital budget or federal earmark.)

CBJ's "short list" of Legislative Priorities should have a limited number of projects on it. An attempt is made to phase projects so that funding requests range in size depending on available funds and objective. For the State Legislature, project descriptions are inputted into an online system lawmakers use to prioritize funding requests (CAPSIS). These are due in February.

Federal priorities are also solicited by the delegation through an online platform. The Assembly will designate projects that have a nexus with federal funding opportunities for submission to the delegation through the Legislative Priority process.

### **Q: What is a capital project?**

**A:** A capital project is a major, non-recurring budget item that results in a fixed asset (like a building, road, parcel of land, or major piece of equipment) with a useful life of 20-50 years. Designing and building a new library is a capital project. Planning and implementing an after-school reading program is not a capital project. Most of the projects in the LCP are CBJ projects, but some are community projects spearheaded by a non-profit organization or state or federal agency (e.g., Alaska DOT). To be included on the LCP projects must have an estimated total project cost of at least \$1,000,000.

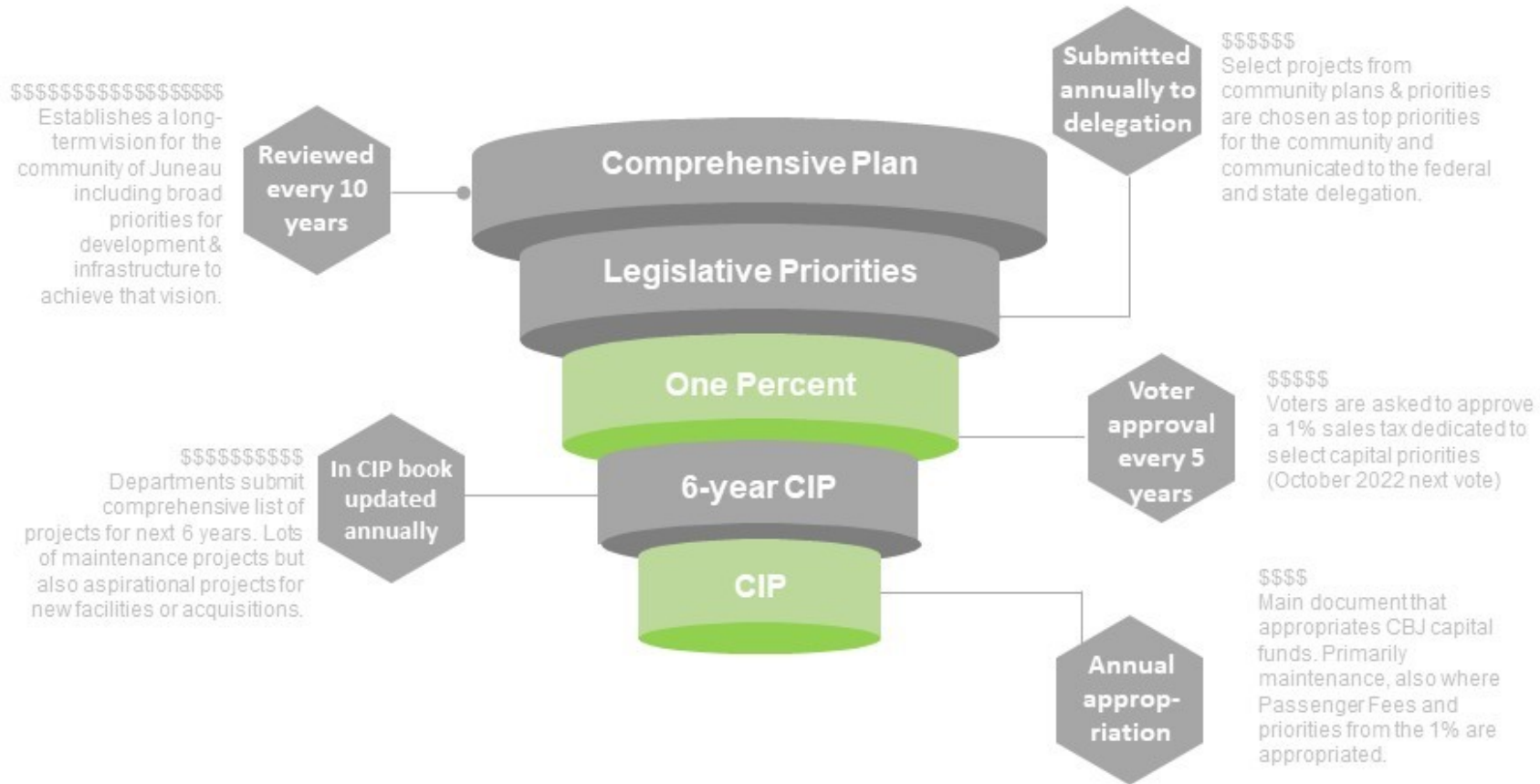
### **Q: Is the Legislative Capital Priorities list just "wish list," and if so, what's the point of writing up a "wish list"?**

**A:** The Legislative Priorities list does include projects that are aspirational, and as such may have items that are so large or expensive, that it is hard to imagine completion in the near future. However, articulating these priorities helps guide the Assembly and the community through small steps that lead up to the larger goal and advocate towards a common goal. It will take time and discipline to keep the list an accurate and living document.

There are several reasons to include longer term projects on the Legislative Priority List, even when it seems like little progress is being made in accomplishing projects: 1) It helps focus attention on community needs. 2) It helps groups raise money for projects if the sponsor can say that the project has been identified as a community priority in the CIP. 3) Typically the more priority a municipality places on a project, the greater the chances it for a legislative appropriation.

# CBJ lists, plans and priorities

How do the many CBJ lists of projects, plans and priorities relate to each other? This diagram shows how each document informs the one below it. The dollar signs represents the general volume of funds needed, but only the green rings are lists that come with the commitment of actual dollars.





## BOARD OF EDUCATION MEETING SCHEDULE 2022-2023 SCHOOL YEAR

Work Sessions w/a regular meeting: 4:30-5:45 PM  
 Meetings w/work session: 6:00 PM  
 Just a meeting or work session: (listed by location)  
 Retreats: 8:30 AM to 12:00 PM (Juneau-Douglas High School: Yadaa.at Kale)  
 Location for Regular Meetings: Thunder Mountain High School  
 Location for Budget Meetings: JDHS, TMHS, and Dzanik'i Heeni Middle School

August 9, 2022	Work Session w/ Regular Meeting	VIA ZOOM
August 27, 2022	Retreat	RM 206, JDHS
September 13, 2022	Work Session w/ Regular Meeting	Library, TMHS
October 18, 2022	Work Session w/Regular Meeting	Library, TMHS
October 22, 2022	Retreat	RM 206, JDHS
November 3-6, 2022	AASB Annual Conference	ANC
November 8, 2022	Work Session w/ Regular Meeting	Library, TMHS
Nov./Dec. Site Council Meetings	Budget Discussions	Various Locations
November 17, 2022	Super Super Site Council	Library, TMHS 5:30 PM
December 13, 2022	Work Session w/ Regular Meeting	Library, TMHS
January 10, 2023	Work Session (Budget Process) w/ Regular Meeting	Library, TMHS
January 19, 2023	Budget Process – Combined Site Council meeting With breakouts into elementary, middle school, & high school groups. (Breakouts: Library & upstairs and downstairs computer labs)	Auditorium, Library, Upstairs Computer Lab, Downstairs Computer Lab, TMHS – 5:30 PM
January 21, 2023	Retreat (Budget)	RM 206, JDHS
January 24, 2023	Work Session (Budget)	Library, TMHS 5:30 PM
February 2, 2023	Public Forum – Budget	Library, DHMS – 5:30 PM
February 4-7	AASB Leadership/Legislative Fly-in	Juneau
February 7, 2023	Work Session w/ Regular Meeting	Library, TMHS
February 11, 2023	Work Session – Budget Process	Room 206, JDHS 8:30 AM-12 PM
February 23, 2023	Special meeting - Budget Process	Library, TMHS – 5:30 PM
March 2, 2023	Work Session – Budget	Library, TMHS 5:30 PM
March 7, 2023	Work Session w/ Regular Meeting-FY24 Budget, First Reading	Library, TMHS
March 14, 2023	Special Meeting- FY24 Budget, Final Reading	Library, TMHS – 5:30 PM
April 1-3, 2023	NSBA Annual Conference	Orlando, FL
April 11, 2023	Work Session w/ Regular Meeting	Library, TMHS
April 22, 2023	Retreat	RM 206, JDHS
May 9, 2023	Work Session w/ Regular Meeting	Library, TMHS
June 13, 2023	Work Session w/ Regular Meeting	Library, TMHS

Adopted 6.17.22

For your convenience, in communicating with all of the members of the Board of Education,  
you may email: [schoolboard@juneauschools.org](mailto:schoolboard@juneauschools.org)"

<u>Term</u>	<u>Member</u>	<u>Phone &amp; Email</u>	<u>Committee Assignments</u>
2022-2025	<b>Deedie Sorensen</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:deedie.sorensen@juneauschools.org">deedie.sorensen@juneauschools.org</a>	President Project Team, President Reading Achievement Action Team Harborview Elementary School Juneau-Douglas High School: Yadaa.at Kalé
2022-2025	<b>Emil Mackey</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:emil.mackey@juneauschools.org">emil.mackey@juneauschools.org</a>	Vice President Policy Committee Facilities Committee Finance Committee Indian Studies Parent Advisory Board Calendar Committee Juneau Community Charter School
2021-2024	<b>Will Muldoon</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:will.muldoon@juneauschools.org">will.muldoon@juneauschools.org</a>	Clerk Finance Committee, Chair Facilities Committee Project Team Equity Action Team Sayeik: Gastineau Community School Yaakoosgé Daakahídi Alternative High School
2020-2023	<b>Brian Holst</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:brian.holst@juneauschools.org">brian.holst@juneauschools.org</a>	Facillities Committee, Chair Finance Committee Program Evaluation Committee Association of Alaska School Board Liaison Juneau Workforce Consortium Project Team Montessori Borealis Public Alternative School Thunder Mountain High School
2021-2024	<b>Elizabeth Siddon</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:elizabeth.siddon@juneauschools.org">elizabeth.siddon@juneauschools.org</a>	Policy Committee, Chair Program Evaluation Committee UAS Campus Council Native Education Advisory Council Reading Achievement Action Team Sit' Eetí Shaanáx - Glacier Valley Elementary School Auke Bay Elementary School
2020-2023	<b>Martin Stepetin</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:martin.stepetin@juneauschools.org">martin.stepetin@juneauschools.org</a>	Indian Studies Parent Advisory Board Sayeik: Gastineau Community School Kaxdigoowu Heen Elementary School Floyd Dryden Middle School
2021-2024	<b>Amber Frommherz</b> 10014 Crazy Horse Drive Juneau, Alaska 99801	907-523-1702 <a href="mailto:amber.frommherz@juneauschools.org">amber.frommherz@juneauschools.org</a>	Program Evaluation Committee, Chair Policy Committee Teen Health Center Native Education Advisory Council Equity Action Team Dzantik'i Heeni Midle School Mendenhall River Community School
<b>Student Representatives</b>			
2022-2023	Angel'lina Hammons	Juneau-Douglas High School: Yadaa.at Kalé	
2022-2023	Elizabeth Djajalie	Thunder Mountain High School	
2022-2023	Deja Hitchens	Yaakoosgé Daakahídi Alternative High School	

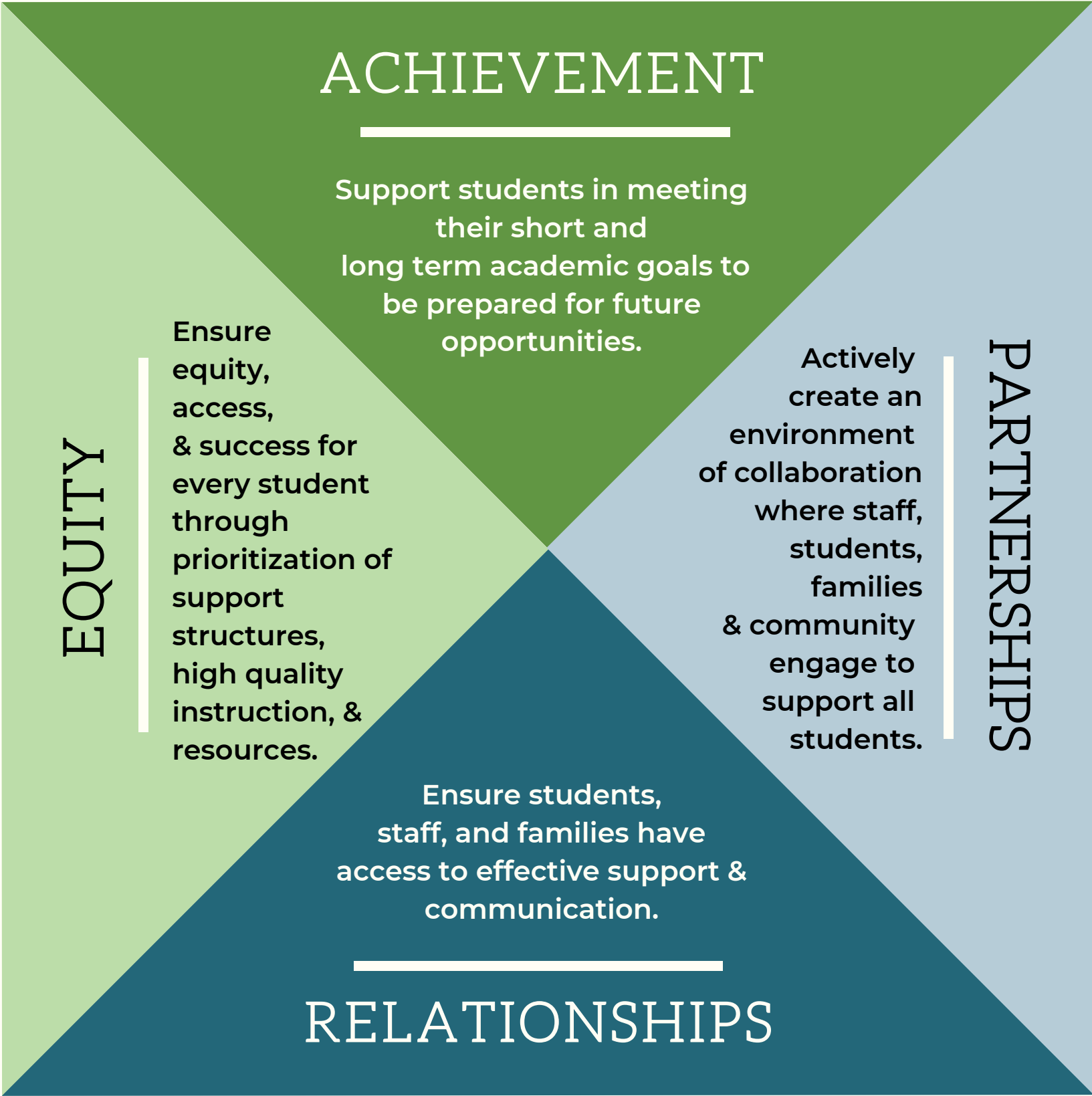


# JUNEAU SCHOOL DISTRICT

## Strategic Plan

### 2020 - 2025

**MISSION:** In Juneau, we partner to provide each student with meaningful, relevant, and rigorous learning experiences in order to graduate diverse, engaged citizens ready for a changing world.



## CORE VALUES

- Equity
- Safety & Well-Being
- Acceptance
- Relationships
- Student-Centered Focus
- Accountability
- Transparency
- Evidence-Based Decision Making
- Innovation
- Environmental Stewardship
- Preparation
- Life-Long Learning
- Family & Community Engagement

---

## ACHIEVEMENT

---

Increase use of evidence-based instructional practices through deployment of system-wide resources, high quality teaching & effective intervention strategies.

---

Integrate culturally relevant and place-based/experiential instruction using a rigorous, standards-based curriculum.

---

Support coordinated professional learning opportunities focused on expanding expertise in equity, academic standards, teaching and learning.

---

## EQUITY

---

Prioritize equity and effectiveness when allocating resources and support structures to ensure success for all students.

---

Ensure equitable opportunity for team participation in classroom and extra-curricular activities.

---

Appropriately challenge identified students to advance their individual academic skills and abilities.

---

Collaborate with community partners to foster the revitalization of Tlingit language.

2020 - 2025

### STRATEGIC PLAN OBJECTIVES



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## RELATIONSHIPS

---

Create an environment with a sense of well-being and safety for all students and families.

---

Create an environment where all staff are engaged and supported to meet their students' academic and social-emotional needs.

---

Support social-emotional health of all students using a trauma engaged lens and restorative practices.

---

## PARTNERSHIPS

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Partner with staff, students, parents, caregivers, Alaska Native organizations, labor organizations, and community to enrich student learning experiences and success.

---

Utilize community resources to support student needs.

---

Engage community organizations in partnership to develop and implement practices to prepare young children for kindergarten.



# JUNEAU SCHOOL DISTRICT

## STRATEGIC PLAN OUTCOMES

2020 - 2025



## ACHIEVEMENT

Increase proportion of students who achieve grade level proficiency in reading.

Increase proportion of third grade students who achieve grade level proficiency in reading.

Increase proportion of students who show one or more years of academic growth for every year of instruction.

Increase percentage of students each year who have completed at least one post-secondary credit or participate by certification in a career pathway prior to graduation.

Increase 4-year and 5-year graduation rates of all students.

Increase percentage of students credit current at the end of grades 9, 10, 11.

Increase student access to culturally relevant, place-based instruction.

Increase proportion of 8th grade students who show one or more years of academic growth in math.

2023 How to Run for Local Office Toolkit  
Page 85

## EQUITY

Increase proportion of third grade students who are Alaska Native, English Learner, economically disadvantaged or Students with Disabilities who achieve grade level proficiency in reading.

Increase 4-year and 5-year graduation rates for Alaska Native, English Learner, economically disadvantaged students.

Increase number of Alaska Native, English Learner, and economically disadvantaged students credit current at the end of grades 9, 10, and 11.

Increase students' development of strong team and life skills through curricular and extra-curricular experiences.

Increase academic performance of TED students at all grade levels in reading and math.

Increase count of students in MS/HS Tlingit courses.

Increase percentage and number of Tlingit language course sections at MS and HS taught by a certified Tlingit language teacher.

# JUNEAU SCHOOL DISTRICT

## STRATEGIC PLAN OUTCOMES

2020 - 2025

## RELATIONSHIPS

Increase percentage of families responding positively in AASB SCCS Family Survey.

Increase percentage of parents/guardians participating in P/T conferences.

Increase AASB SCCS staff wellbeing scores.

Decrease student chronic absence rate.

Increase student attendance rate.

Decrease behavioral/discipline incidences.

## PARTNERSHIPS

Increase the number of district partnerships and deepen existing partnerships.

Increase volunteer hour counts and increase quality of volunteer experiences.

Increase proportion of students who enter school ready for Kindergarten.

Increase messaging from all partners and JSD that regular attendance is important.



# How to Run for Local Office

## The Job

### Links to helpful documents:

#### **Board of Education**

Homepage: [www.juneauschools.org/en-US/board-of-education-ddebe663](http://www.juneauschools.org/en-US/board-of-education-ddebe663)

Minutes 2022-2023: <https://drive.google.com/drive/folders/1HHltFRtFRhBu7ETkcXar8Ca6-y1Tu7Qu>

Minutes Previous Years:

<https://drive.google.com/drive/folders/1D6MGF3t46ynITNY9ZP1t2W0DyJrspwvQ>

Policy Manual: <https://www.boardpolicyonline.com/?b=juneau>

Association of Alaska School Board Potential Candidate and First-Term Member Guide:

<https://aasb.org/first-year-members/>

#### **Assembly**

Homepage: <https://juneau.org/assembly>

Minutes: <https://juneau.org/assembly/assembly-minutes-and-agendas>

Videos of meetings: <https://www.youtube.com/channel/UCbC37ygkTn7MdlLadv92kaQ>

Assembly Rules of Procedure: <https://juneau.org/assembly> (found in the “About the Assembly” box)

CBJ Elections website <https://juneau.org/clerk/elections>

CBJ Meeting Calendar <https://juneau.org/calendar>

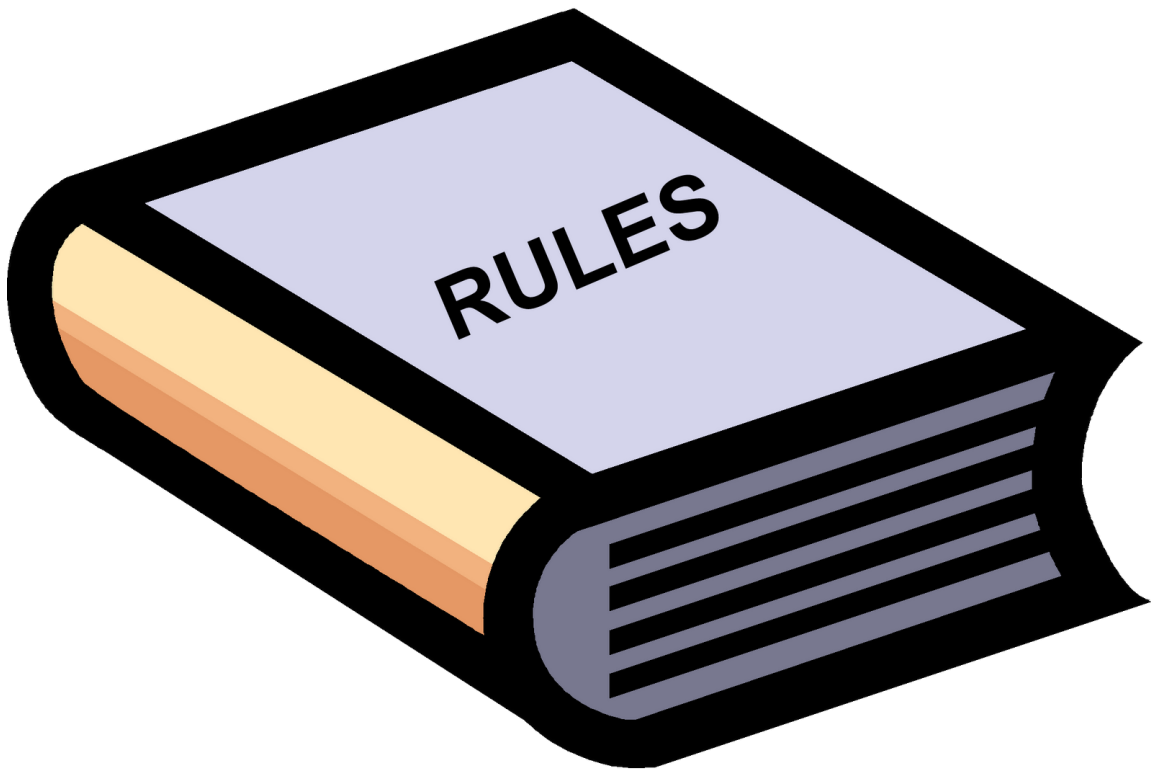
Alaska Local Government Primer from the Alaska Municipal League: <https://www.akml.org/wp-content/uploads/2023/02/AML-Govt-Primer-2023-revise-web.pdf>

Alaska Municipal League: <https://www.akml.org/>



# *How to Run for Local Office*

## **LEGAL REQUIREMENTS**



[clipart-library.com](https://clipart-library.com)



## ***How to Run for Local Office – Legal Requirements***

There are two paths you will need to follow in order to become a qualified candidate for public office within the City and Borough of Juneau – one through the CBJ Clerk's Office and one through the Alaska Public Offices Commission (APOC).

### **The CBJ Clerks Office will need:**

- A notarized Declaration of Candidacy Form
- A nominating petition with the signatures of 25 CBJ registered voters (get more!)
- A Signed Copy of the APOC Public Officials Financial Disclosure (POFD) Statement - you must file it electronically and provide a printed/signed copy of the APOC POFD Statement with your complete Nominations Packet (see below for more info.)

To obtain a Declaration of Candidacy Form and Nominating Petition, contact the CBJ Clerk's Office at:

155 S. Seward St., Juneau, AK 99801 (2<sup>nd</sup> Floor of City Hall)

Call: 907-586-5278

Fax: 907-586-4550

Email: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov)

See the website: <https://juneau.org/clerk/elections>

### **The Alaska Public Office Commission will need:**

#### **For Campaigning Purposes:**

- A Letter of Intent
- One of the following:
  - A Municipal Candidate Exemption Form (for campaigns not exceeding \$5000.00)
  - A Campaign Disclosure Form (for campaigns exceeding \$5000.00)

More information about APOC and its requirements is available on-line at:

<https://doa.alaska.gov/apoc>

Campaign Disclosure: <https://doa.alaska.gov/apoc/FilerResources/campaignDisclosure.html>

#### **For Declaration of Candidacy/Nominations Packet Purposes:**

You must file a public Officials Financial Disclosure Statement (this must be filed online <https://my.alaska.gov/>) and then provide a printed and signed copy along with your completed Declaration of Candidacy/Nominations packet to the Clerk's Office.

Financial Disclosure: <https://doa.alaska.gov/apoc/FilerResources/financialDisclosure.html>

## **Qualifications for Office**

### **Eligibility:**

"**Qualified Voter**" means a voter who, at the time of the election, is qualified to vote due to the following qualifications:

- 1) qualified to vote in State elections;
- 2) a resident of the municipality for at least thirty days immediately preceding the election;
- 3) registered to vote in state elections at a residence address within the municipality at least thirty days before the municipal election at which the person seeks to vote; and
- 4) not disqualified under Article V of the Alaska Constitution.

### **Board of Education (School Board)**

To be eligible to be a member of a Board of Education (School Board), a person must have the same qualifications as are necessary to be a municipal voter in the school district as outlined above, and in addition:

- not be an employee of the Juneau School District; and
- not be a member of the Alaska Legislature.

### **Assembly**

Only a qualified voter of the municipality, who has been a resident of the municipality for at least one year immediately preceding election or appointment to office, shall be qualified for the office of Mayor or Assemblymember. In addition, an Assemblymember shall be a resident of the district from which elected or appointed at the time of the Assemblymember's election or appointment.

No person who has been elected to the office of Mayor or Assemblymember for three consecutive terms shall again be eligible to hold the office which he or she held for the three consecutive terms until one full year has intervened. Appointment or election to serve the unexpired portion of a term shall not be considered a term for purposes of the limitation provided in this section.

No Assemblymember may hold any other compensated municipal office or employment or elected partisan political office while serving on the Assembly.

According to CBJ Code 11.10.020 Eligibility:

"No Assemblymember may be an employee of the Bartlett Memorial Hospital, the City and Borough administration or any department or division thereunder, a City and Borough service area, or any municipal board, commission, committee or other group, except for the school district, which is funded in whole or in part by Assembly appropriations, nor may an Assemblymember serve on the Planning Commission, the City and Borough Personnel Board, the School Board of the City and Borough, nor any public body created by the Assembly except when an Assemblymember holds a position on such body as a representative of the Assembly."



## **Declaration of Candidacy/Nominations:**

### **Petitions**

Nomination for elective office shall be made only by a Nominating Petition accompanied by a signed Declaration of Candidacy form. These forms are available at the Election Official/Municipal Clerk's office, located at City Hall, 155 S. Seward St., Rm 215, and on-line at: <https://juneau.org/clerk/elections>

Forms may also be requested by mail to CBJ Clerk, 155 S. Seward St., Juneau, AK, 99801, by fax (907) 586-4552, by email ([city.clerk@juneau.gov](mailto:city.clerk@juneau.gov)), or by phoning the clerk's office at: (907) 586-5278.

### **Procedures**

The Declaration of Candidacy, Nomination Petition and Alaska Public Offices Financial Disclosure forms must be completed and all three forms filed with the Election Official not earlier than 8:00 a.m. on Friday, July 14, 2023, nor later than 4:30 p.m. on Monday, July 24, 2023. For a petition to be sufficient, it must be signed by 25 qualified voters. It is highly recommended that anyone circulating a petition obtain more than 25 signatures, in case the petition is inadvertently signed by a person who is not a qualified voter, the clerk cannot decipher the handwriting, the person has moved and not changed their voter registration, or other reasons to question the validity of the signature.

### **Public Official Financial Disclosure and Campaign Disclosure Information**

All candidates must file a printed and signed Public Official Financial Disclosure Statement (POFD) with the Election Official/Municipal Clerk prior to the closing date of the candidacy filing period. Once the POFD Statement is filed on-line, please print a copy, sign it, and submit it with the candidate nominating petition. *Late filings of Public Official Disclosure Statements must be refused and the candidate's name removed from the filing records.* (ref. AS 39.50.020)

A Letter of Intent to Run for Office and Campaign Disclosure forms must be filed with the Alaska Public Offices Commission before the candidate can begin to raise funds or actively campaign for office. These records are maintained by the APOC and not with the CBJ Clerk's office.

Complete information about financial and campaign disclosure can be found at the Alaska Public Offices Commission website at: <http://doa.alaska.gov/apoc/home.html>

To file POFD Statements and Campaign Disclosure forms, a candidate in the City and Borough of Juneau must file on-line through the State of Alaska's internet portal <https://my.alaska.gov/>.

## **ALASKA PUBLIC OFFICES COMMISSION CONTACT INFO**

**Office Hours of Operation: 8am to 5pm (Alaska time)**

### **Anchorage Office**

2221 E. Northern Lights, Room 128  
Anchorage, AK 99508-4149

Phone: (907) 276-4176

Toll-Free: 1-800-478-4176

Fax: (907) 276-7018

General Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

Filer Reports: [doa.apoc.reports@alaska.gov](mailto:doa.apoc.reports@alaska.gov)

### **Juneau Office**

#### **Mailing Address:**

Alaska Public Offices Commission  
PO Box 110222  
Juneau, AK 99811-0222

#### **Physical Address:**

240 Main St. #201  
Juneau, AK 99811

Phone: (907) 465-4864

Toll-Free: 1-866-465-4864

Fax: (907) 465-4832

Juneau Group email: [doa.apocjnu@alaska.gov](mailto:doa.apocjnu@alaska.gov)

### **Write-in candidates:**

For write-in votes to be counted, a write-in candidate must file a Letter of Intent and a Public Officials Financial Disclosure Statement (POFD) no later than 4:30 p.m., on Tuesday, September 26, 2023, with the Election Official/Municipal Clerk. Filing forms are available from the Municipal Clerk's Office and interested persons are encouraged to contact the Clerk to review the process.

In addition, and separately from the submissions to the Clerk's office, a write-in candidate must submit a Public Officials Financial Disclosure Statement and comply with Alaska Campaign Finance Laws.

CBJ Code 29.07.050(f) states the following with respect to write-in candidates:  
A write-in candidate shall, not later than 4:30 p.m. of the seventh day before the election (Tuesday, September 26, 2023), file with the election official a letter of intent stating:

- 1) full name of candidate;
- 2) full residence address of the candidate and the date on which residency at that address began;
- 3) full mailing address of candidate;
- 4) the office the candidate seeks;
- 5) the date of the election at which the candidate seeks election;
- 6) the length of residency in the City and Borough;
- 7) the name of the candidate as the candidate wishes it to be written on the ballot by the voter;
- 8) that the candidate will meet the specific age requirements of the office for which the person is a candidate by the time that candidate, if elected, is sworn into office;
- 9) that the candidate is a qualified voter as required by law; and
- 10) that the candidate is not a candidate for any other office to be voted on at the election and that the candidate is not a candidate for this office under any other nominating petition or declaration of candidacy.

#### **Procedures for counting write-in ballots**

CBJ Code Section 29.07.160 General procedures for ballot count:

...

(a)(10) Write-in votes shall not be counted unless the candidate has filed a letter of intent as required by subsection 29.07.050(f). If the total number of ballots containing write-in votes in the general election are at least the second highest in number in a race with two or more candidates, the write-in votes will be counted individually, which may be done using an electronic adjudication process when available. In races where a candidate is unopposed, write-ins will be counted individually if they are within 100 votes or less. Write-in votes will be counted after the date of the election, but before the certification of the election in which the write-ins occurred. Write-in vote totals that do not fall within either of these two categories will not be individually counted.

#### **Withdrawal from candidacy:**

Any candidate nominated may withdraw his or her nomination not later than 4:30 p.m. on Friday, July 28, 2023, through written notification to the Election Official.

#### **Official Candidate Statement:**

A candidate for elected office has the OPTION of filing an official candidate statement for publication on the CBJ website. All information must be received by the election official for formatting by 4:30 p.m. on Friday, August 18, 2023. (CBJ Code 29.07.055)

# Quick Reference Dates for October 3, 2023 CBJ Regular Election

**WORKING DRAFT-Updated June 16, 2023** All dates are 2023 unless otherwise noted.  
See <https://juneau.org/clerk/elections> for full details.

- January 30** *Assembly meeting at which they passed a motion to conduct the October 3, 2023 Election as a By Mail Election and to draft an ordinance to make by mail elections the default method for conducting CBJ elections in the future.*
- March 28<sup>th</sup> – April 11<sup>th</sup> Initiative Petition Filing Period (to enact new law)  
March 31 Earliest day for a Petitioner's committee to file a Charter Amendment Affidavit to start the petition process.  
April 11<sup>th</sup> – April 26<sup>th</sup> Referendum Petition Filing Period (to repeal existing law)
- April 24 Assembly COW meeting – discuss Election Code Changes & Redistricting map change
- May 8 Regular Assembly Meeting for Introduction of Election Code Ordinance  
Earliest Regular Assembly meeting for introduction of a Charter Amendment if Public Hearing/Adoption is to be scheduled for June 12 Assembly Meeting.
- May 16 Final day for a Petitioner's committee to file a Charter Amendment Affidavit to start the petition process for the October 3, 2023 Election without having to hold a Special Election.
- May 17 **Special Assembly Meeting for Public Hearing and Adoption of Ordinance 2023-24 An Ordinance Amending the Elections Code Relating to Election Procedure.**
- June 5 **[120 days prior to Election Day]**  
Earliest day for the clerk to certify a petition for a Charter amendment.
- June 12 Final regular Assembly meeting to hold Public Hearing & Assembly action on Election Code ordinance(s) so the ordinance(s) will be effective prior to the July 14 candidate filing period.  
First Regular Assembly Meeting to adopt any Charter Amendment Ordinances
- June 16 Deadline for the Clerk to certify an Initiative Petition and submit it to the Assembly for Action.
- June 24 **How to Run for Local Office Workshop** (8:45am-1:30pm, Chambers) by Juneau League of Women Voters, CBJ Clerk's Office, Juneau School District, and Juneau Public Libraries
- June 25 **[100 Days until Election Day]**
- June 30 Deadline for the Clerk to certify a Referendum Petition and submit it to the Assembly for Action.
- July 5 **[90 days prior to Election Day]**
- July 10 **Last Regular Assembly Meeting to Introduce all Ballot ordinances (including any Charter amendments or to make a motion placing an advisory question on the ballot.)**
- July 14 **Filing for Assembly and School Board Candidacy Opens 7/14 @ 8:00 a.m.**
- July 24 **Filing for Assembly and School Board Candidacy Closes 7/24 @ 4:30 p.m.**
- July 28 Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m.
- July 31 **Last Regular Assembly Meeting to Adopt all Ballot ordinances (including any Charter amendments or to make a motion placing an advisory question on the ballot.)**
- Aug. 4 **[60 days prior to Election Day]**  
Last day for Assembly to adopt or the Clerk to certify a petition for a Charter amendment proposition (This date would require a Special Assembly meeting.)

# Quick Reference Dates for October 3, 2023 CBJ Regular Election

**WORKING DRAFT-Updated June 16, 2023** All dates are 2023 unless otherwise noted.  
See <https://juneau.org/clerk/elections> for full details.

- Aug. 18** Candidate Profiles due to Clerk
- Sept. 3** **[30 days prior to Election Day]**  
Last day for residents to register to vote in this election; Notice of Election Posted / Published
- Sept. 4** **Labor Day Holiday Observed**
- Sept. 14** **Ballots mailed out from printer/contractor (in WA) to all qualified registered voters**
- Sept. 18-Oct. 3** Assembly Chambers and Mendenhall Valley Library Large Meeting Room in use for Election purposes. Vote Center(s) open for 16 days prior to and including Election Day.
- Sept. 26** **[7 days prior to Election Day]**  
Last day to receive applications for a ballot to be mailed to a temporary absentee address  
Last day to file "write-in" candidacy letter of intent and Candidacy Packet.
- Oct. 2** **5:00pm Deadline** to submit application for a fax/e-ballot (by electronic transmission).
- Oct. 3** **Election Day: Vote Centers open 7 a.m. - 8 p.m.** *[Unofficial Results will be published on the above website no later than 11:59p.m. on 10/3 with continuous updates published during the review period.]*
- Oct. 16-17** Final ballot review and tabulation by the Canvass Review Board will be held at the Ballot Processing Center from October 16-17 with up to three additional days, as may be needed on a case by case basis. **FINAL RESULTS** will be published online upon certification by the Canvass Review Board and the Election Official.
- Oct. 19** (Within 2 days after certification) Any request for a Recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk.  
  
Within 5 days of recount application being deemed sufficient, the Clerk conducts a recount of election returns to be completed within 2 days.
- Oct. 27** Last Day to file for Judicial Review of Election in Superior Court (Within 10 days after certification)
- Oct. 23** **First Assembly Meeting with newly elected Assemblymembers, Election of Deputy Mayor**

**Please check the CBJ Elections Website at <https://juneau.org/clerk/elections> for periodic updates or contact the Municipal Clerk's office at 907-586-5278 or via email at [CBJElections@juneau.gov](mailto:CBJElections@juneau.gov).**

# Assembly Districts

## General Information about Assembly Districts:

The City Code defines the Assembly Districts, dividing the land within the boundaries of CBJ into two areas of equal population. These “residential” district seats attempt to “spread out” Assemblymembers so that geographical perspective is represented.

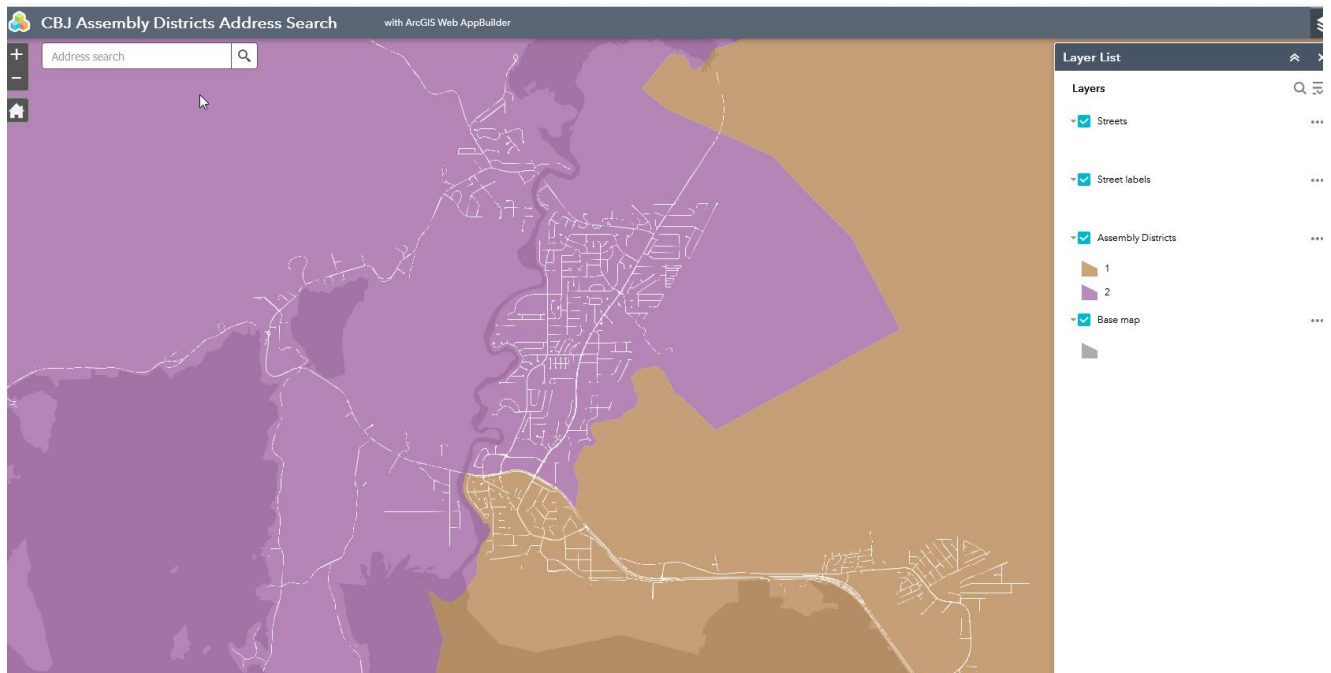
Three Assemblymembers must reside in Assembly District 1, three in Assembly District 2 and two other Assemblymembers may live anywhere in the borough, known as the “areawide seats.” The Mayor may also live anywhere in the borough. Assembly District 1 includes all of Douglas Island, Thane, “downtown”, Lemon Creek, and the Mendenhall Valley south of Egan Drive and east of the Mendenhall River (near the airport). Assembly District 2 includes the rest of the Mendenhall Valley, Auke Bay, and “out-the-road”.

Whether elected to a district seat, an areawide seat or the Mayor, all Assemblymembers serve all people within the CBJ. All CBJ residents may vote for all seats, regardless of where they live. This is different than the State of Alaska’s elections for the House of Representatives. Only one ballot is printed for candidates in the City and Borough of Juneau, and voters may cast a vote in every race on the ballot.

## How to find your Assembly District:

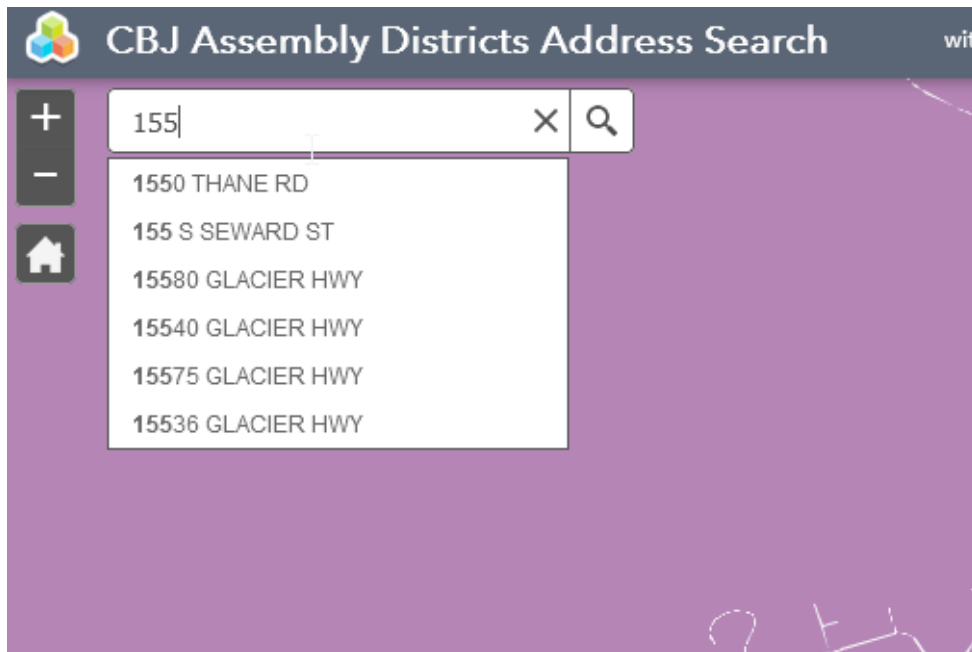
If you’re not sure what district you live in, you can look it up here: <https://cbj-gis.maps.arcgis.com/apps/webappviewer/index.html?id=fe70589b26af497da493f129b8f41213>.

This link is also found on <https://juneau.org/clerk/elections> under “Election Information Basics – Maps Code, Statistics”

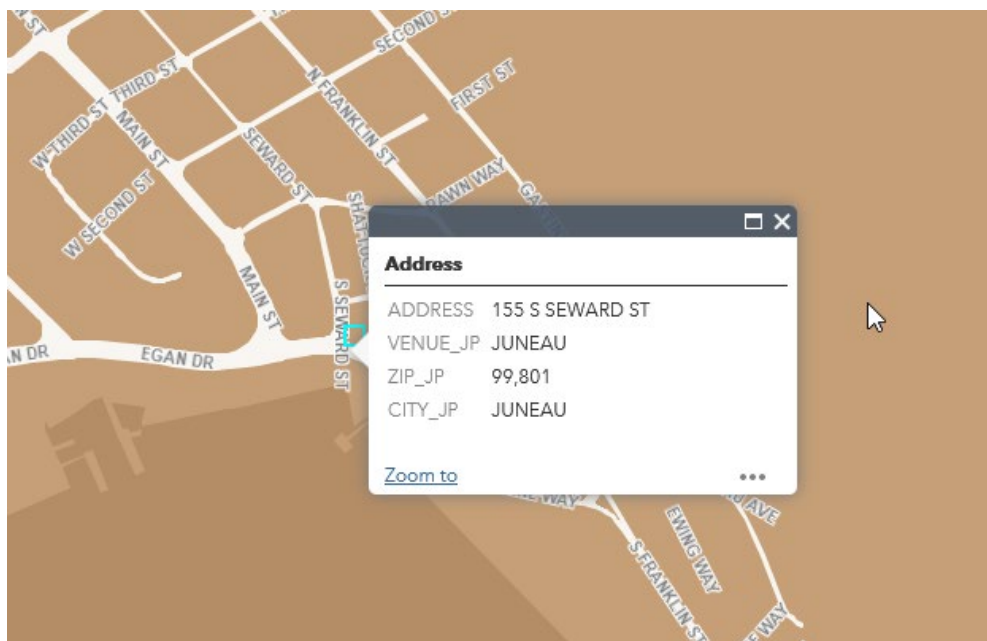


## How to use the map:

In the upper left-hand corner of the map is a search bar. Put in the beginning of the address and it will auto-populate an address for you to choose.



Pick your address from the drop down and it will zoom in. Addresses in brown are in District 1 and addresses in purple are in District 2.



# **ALASKA PUBLIC OFFICES COMMISSION**

## **CANDIDATE REPORTING DATES** **STATEWIDE 2023 MUNICIPAL ELECTION**

**Tuesday, October 3, 2023**

<b>Report:</b>	<b>Covers:</b>	<b>Due:</b>
<b>Year Start Report</b>	Start of campaign - February 1	<b>Wednesday, February 15, 2023</b>
<b>30 Day Report</b>	February 2 – September 1	<b>Tuesday, September 5, 2023</b>
<b>7 Day Report</b>	September 2 – September 23	<b>Tuesday, September 26, 2023</b>
<b>24 Hour Reports*</b>	September 24 – October 2	<b>Daily As Needed*</b>
<b>105 Day Report</b>	September 24 – January 1, 2024	<b>Tuesday, January 16, 2024</b>

\*During the 9 days before the election, contributions in excess of \$250 from a single source must be reported by date, amount, and contributor within 24 hours of receipt. This includes all monetary, non-monetary, and candidate contributions, as well as contributions of more than \$250, in the aggregate, from a single contributor during the 9-day period. You may need to report each day during that period, or not at all.

**Friday, September 1, 2023** (The last day of the 30-day reporting period)

The last day that a candidate may give or loan their campaign more than \$5000.

**Friday, November 17, 2023** (45 days after the date of the Statewide Municipal Election)

The last day a candidate may accept contributions.

**Monday, January 1, 2024** (90 days after the date of the Statewide Municipal Election)

The date by which candidates must distribute the amount held in their campaign account.

Visit our website for more information about statutes, regulations, and reports filed by groups and candidates.

### **Contact Information**

Website: [doa.alaska.gov/apoc](https://doa.alaska.gov/apoc)

Information Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

File Reports at: <https://my.alaska.gov/>

Anchorage APOC – 2221 East Northern Lights Blvd., Room 128, Anchorage, Alaska 99508  
General Information: (907) 276-4176 / (800) 478-4176 / FAX (907) 276-7018





## Alaska Public Offices Commission

### MUNICIPAL ELECTIONS

**Please read this document carefully for important information about starting your campaign.**

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc) for further information, training opportunities, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), **candidates must file all forms and reports electronically** through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

### FORMS TO GET STARTED

**Letter of Intent:** Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy first, they do not need to file a Letter of Intent.

**The Declaration of Candidacy:** Municipal candidates file their Declaration with their specific Municipal Clerk's Office. The Declaration of Candidacy is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

**Public Official Financial Disclosure Statement:** Must be filed with the Declaration of Candidacy at the Municipal Clerk's Office. Some municipalities have opted out of the requirement of filing a Public Official Financial Disclosure Statement. Check with your municipal clerk to be sure that you are complying with the requirements of your municipality.

**Candidate Registration:** Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

**Municipal Exemption Statement:** May be filed by *municipal* candidates instead of the Candidate Registration form who do not intend on exceeding \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, exempt candidates are not required to file regular campaign disclosure reports. However, please note that exempt candidates are still subject to the campaign disclosure laws that apply to all candidates; including, but not limited to, applicable contribution limits, maintenance of contribution and

expenditure records, and the requirement that ads, yard signs, and other campaign materials include “paid for by” identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see pg. 3).

**Candidate Reimbursement Notification:** If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

## **CAMPAIGN DISCLOSURE REPORTS**

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate’s activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1<sup>st</sup>, they will begin with a **Year Start Report**, due February 15<sup>th</sup>. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

## **OTHER START UP CONSIDERATIONS**

**Only** the candidate, a registered treasurer or a registered deputy treasurer may spend money and accept contributions on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate. The campaign must keep all records that substantiate financial activity for a period of 6 years after the date of the election.

If a registered treasurer or deputy treasurer makes a purchase on behalf of the campaign using personal funds, it is a non-monetary contribution to the campaign (against their individual \$500 contribution limit) unless it is reimbursed. **Reimbursements to a treasurer/deputy treasurer must be made within the same reporting period that the contribution was made and may not exceed \$500.**

Campaign contributions held by a candidate may be used only to pay for the expenses made/incurred by the candidate that reasonably relate to election campaign activities. Campaign contributions held by a candidate may not be: used to give a personal benefit to the candidate or another person, converted to personal income of the candidate, loaned to a person, knowingly used to pay more than the fair market value for goods or services purchased for the campaign, pay for civil penalties, or used to make contributions to another candidate or group.

## **PAID FOR BY IDENTIFIERS**

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

**“paid for by” followed by the name and address of the candidate**

**The paid for by identifier on all video communications must remain on screen throughout the entire communication.**

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

**“This communication was paid for by (candidate’s name only)”**

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. The paid for by identifier on all video communications must remain on screen throughout the entire communication. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

## **CIVIL PENALTIES**

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. Penalties range from \$50 to \$500 a day depending on the report.

*Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!*

### **Anchorage Office**

2221 East Northern Lights Blvd, Anchorage, AK 99508  
Phone: (907) 276-4176  
Toll Free: (800) 478-4176  
Fax: (907) 276-7018

### **Juneau Office**

240 Main Street, #201  
Juneau, AK 99811-0222  
Phone: (907) 465-4864  
Toll Free: (866) 465-4864  
Fax: (907) 465-4832

### **CONTACT INFORMATION**

Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)  
Information Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)  
File Forms and Reports at: <https://my.alaska.gov/>

## Alaska Campaign Annual Contribution Limits – AS 15.13

FROM	TO CANDIDATE	TO GROUP & NON-GROUP ENTITY	TO POLITICAL PARTY	TO IE GROUP, INITIATIVE APPLICATION GROUP, & BALLOT GROUP
Authority	AS 15.13.070	AS 15.13.070	AS 15.13.070	AS 15.13.065(c)
Individual (AK resident)	Unlimited	Unlimited	\$5,000	Unlimited
Individual (non-resident)	Unlimited	Unlimited	\$5,000	Unlimited
Corporations, Business Organizations, Unions	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Unlimited
Group (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Group (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC*	\$1,000 Must first register with APOC*	Unlimited
Nongroup Entity (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Nongroup Entity (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC	\$1,000 Must first register with APOC	Unlimited
Political Party	Municipal \$5,000 House \$10,000 Senate \$15,000 Lt. Gov./Gov. \$100,000	\$1,000	Unlimited	Unlimited
Foreign Nationals	<b>Prohibited</b> Foreign nationals are prohibited from making expenditures or contributions in Alaska elections only to the extent prohibited or permitted by Federal law. AS 15.13.068.			

\* Groups based outside Alaska must ensure their received contributions comply with Alaska limitations before making contributions to groups based in Alaska or to a political party. Groups based in Alaska may not receive contributions from a group based outside Alaska whose received contributions do not comply with Alaska limitations, as such contributions are prohibited.

Individuals, Persons, and Groups may be required to fill out Form 15-5 Statements of Contribution and/or Form 15-6 Statements of Independent Expenditure where applicable. Please see our Forms page.

## **COMMON ERRORS THAT WILL CAUSE YOUR REPORTS TO BE RETURNED TO YOU FOR CORRECTION:**

### **ILLEGIBLE REPORTS**

Illegible reports **will** be returned to the filer to be re-submitted in a readable format.

### **INCOMPLETE INFORMATION**

#### **CANDIDATES**

##### **CONTRIBUTIONS UP TO \$50:**

DATE (that the contribution was received by the campaign/*not* the date on the check),

TYPE OF CONTRIBUTION (Non-Monetary, Check, CC for Credit Card)

NAME (the person that signed the check is the contributor)

ADDRESS (*complete* address of the contributor; not just the city)

##### **CONTRIBUTIONS OVER \$50:**

All of the above (date, type, name, address) **plus**  
OCCUPATION **and** EMPLOYER information.

#### **GROUPS**

##### **CONTRIBUTIONS UP TO AND INCLUDING \$100.00:**

Groups may total the number of contributors that gave less than \$100 and report the total amount; i.e. 27 contributors gave a total of \$530.00

##### **CONTRIBUTIONS OVER \$100.00:**

Groups are now required to report the date, type of contribution, amount, name of the contributor, the contributor's address, AND the occupation and employer information for **all contributions in excess of \$100.**

#### **CANDIDATES AND GROUPS**

##### **Expenditures**

Candidates and groups, **MUST** report all expenditure information.

DATE (the date the candidate or group obligated itself to an expenditure)

PAYMENT TYPE: (Check, etc.)

VENDOR INFORMATION (Name AND address of the payee)

PURPOSE (A clear description of the Purpose)

Do not forget: An expense is reportable when the campaign **obligates** itself to a debt; report unpaid expenses (i.e. printing costs) on the debt page.

##### **Non-Monetary Contributions**

Both candidates and groups must report non-monetary, in-kind contributions as BOTH a contribution AND an expenditure. You may list it in exactly the same way under contributions and expenditures. Be sure to include a good description of the non-monetary contribution; i.e. stakes for yard signs, 100@ \$1.00 each.

These are just a few of the more common reporting errors or omissions; as always, if you have any questions, please call us or visit our website for more detailed assistance.

Anchorage APOC: (907) 276-4176 Toll Free in Alaska: Anchorage Office 1(800) 478-4176  
Toll Free in Alaska: Juneau Office 1(866) 465-4864

**[www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)**



Website: <http://doa.alaska.gov/apoc/FilerResources/remindersTreasurers.html>

Alaska Department of Administration  
ALASKA PUBLIC OFFICES COMMISSION

You are here: Administration (/) / Alaska Public Offices Commission (/apoc/) / Filer Resources (../FilerResources/) / APOC  
Reminders For Treasurers And Deputy Treasurers

## APOC REMINDERS FOR TREASURERS AND DEPUTY TREASURERS

- Corporations and unions are prohibited from contributing to candidates
- Only Candidates, registered Treasurers or Deputy Treasurers may accept or expend campaign funds
- The maximum an individual may contribute to a candidate in a calendar year is \$500
- The maximum *cash* contribution from an individual is \$100 in a calendar year
- A Political Action Committee (PAC) may contribute \$1000 to a candidate within a calendar year
- Report the date, amount, check number, name and address of all contributors and when a contributor exceeds \$50 include the contributor's occupation *and* employer information
- An expenditure is reportable when the campaign *obligates* itself to the vendor or supplier (Remember to report vendor addresses)
- Nonmonetary contributions count towards an individual's \$500 calendar year contribution limit (report them on *both* the contributor and expenditure schedules as nonmonetary contributions)
- The person who signs the check is considered the contributor; both account holders must sign the check if the contribution is to be split between them
- If a candidate intends to be reimbursed at the end of the campaign for personal contributions to their campaign, they must file a Candidate Reimbursement Form with APOC within 5 days of putting their money in (If the campaign reimburses the candidate within 72 hours, report the reimbursement as a paid expenditure to the candidate and describe the items purchased). An expense not repaid within 72 hours, becomes a nonmonetary contribution from the candidate and is reported as such
- If a registered Treasurer or Deputy Treasurer spends personal money on behalf of the campaign, they must be reimbursed within that reporting period. Treasurers and Deputy Treasurers must never spend more than \$500 of their own money on behalf of the campaign or it becomes a contribution to the campaign

**Please Note: Civil penalties will be assessed for all late reports;  
even if there is no activity to report.**

**This list is incomplete; review the manual, laws and regulations and call us if you have any questions. Thank You!**

- [Accessibility \(/ada/resources/web.html\)](/ada/resources/web.html)
- [Report Fraud \(/drm/oru/\)](/drm/oru/)
- [Site Map \(/apoc/SiteMap.html\)](/apoc/SiteMap.html)
- [Privacy \(/resources/privacy.html\)](/resources/privacy.html)

**Alaska Public Offices Commission**

Department of Administration  
2221 E Northern Lights Rm 128  
Anchorage  
Alaska 99508-4149

Phone Anchorage: **(907) 276-4176 (tel:9072764176)**

Phone Juneau: **(907) 465-4864 (tel:9074654864)**

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Toll-Free: **1-800-478-4176 (tel:18004784176)**

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**· EMAIL THE WEBMASTER (MAILTO:WEBMASTER@ALASKA.GOV?SUBJECT=DOA WEBSITE ISSUE)**





# *How to Run for Local Office*

## **CAMPAIGN BASICS**



[clipart-library.com](https://www.clipart-library.com)



## Common Campaign Pitfalls

- Candidate ends up in debt due to overspending.
- Candidate not willing to make the “Ask” and/or not focusing enough attention on fundraising.
- Candidate not fully committed to the race
- Candidate trying to do everything and not delegating
- Candidate and campaign not staying on message
  - Fact check all your messaging and refrain from creating or propagating disinformation and/or misinformation
- Not getting started and organized early enough
- Failing to target precincts and voters effectively
- Not using social media effectively, or worse – misusing it
- Not getting yard signs up soon enough
- Having too complicated a message
- Failing to say “Thank You”



## OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

155 S. Seward St., Room 202  
Phone: (907)586-5278 Fax: (907)586-4552  
email: [Beth.McEwen@juneau.org](mailto:Beth.McEwen@juneau.org)

### **POLITICAL SIGNS & CBJ SIGN ORDINANCE INFO**

- Political signs do not require a CBJ Sign Permit for placement, but they must meet the following standards found in CBJ Ordinance 49.45.300:
- Unlighted, political signs of up to thirty-two square feet each may be displayed on private property.
- Signs may be installed no sooner than ninety days prior to the election date and shall be removed within five working days after the election date.
- Political signs not relating to a specific election shall be limited to a display period not to exceed ninety days within one calendar year.
- Unlighted political signs of up to four square feet may be displayed on private property up to two hundred seventy days prior to the election date and shall be removed within five working days after the election date.
- Signs must be placed in a manner that does not obstruct the view of drivers to oncoming traffic.
- Signs may not imitate traffic signs or signals, or be attached to or be placed adjacent to any utility pole, parking meter, traffic sign, signal, or official traffic control device.
- Signs may not move, rotate or flash.
- Signs on licensed, functional motor vehicles are allowed, provided that the primary use of the vehicle is not the display of signs and that such vehicle is not used as a static display for advertising. The State of Alaska Department of Transportation updated their sign rules in 2018. Please see the complete details regarding those requirements on their website at <https://dot.alaska.gov/stwddes/dcsrow/campaignsigns.shtml>
- Questions regarding this may be directed to Right-of-Way Agent, AK DOT, 465-4546.
- **Starting September 15 when the Secure Ballot Drop Boxes open, no signs are to be displayed within 200 feet of any entrance to the Vote Centers or in proximity of one of the Secure Drop Boxes. [During the hours the polls are open, a person who is in the polling place or within 200 feet of any entrance to the polling place may not attempt to persuade a person to vote for or against a candidate, proposition, or question. (AS 15.15.170)]**
- Please review the signs made for your campaign and their placement and be sure that they meet the criteria above. Thank you for your cooperation with these requirements and good luck with your campaign!

## **Typical Campaign Projects/Job Descriptions**

*Depending on the campaign structure and resources, tasks may be eliminated and/or parceled out among different people*

### **Campaign Management and Planning**

GOAL: To develop an overarching strategy and ensure effective oversight of all campaign activity so the campaign unfolds smoothly and problems are addressed and resolved

#### *Tasks*

- Reach agreement between Candidate and Campaign Manager on the division of labor and responsibility for oversight of the various activities
- Reach agreement between Candidate and Campaign Manager on how to communicate and resolve issues
- Assemble small core group of advisors, including an “Old Hand” who has done it before
- Develop campaign strategy and theme and then fit resources (candidate’s time, \$\$, and volunteers) into a rough timeline for executing the strategy

### **Financial Management and Compliance**

GOAL: To ensure the campaign stays within budget and that all campaign funds are collected and used in accordance with state law.

#### *Tasks*

- Be familiar with legal requirements, report filing, and deadlines.
- Ensure all literature, Facebook page, website etc., contains the campaign’s authorization disclaimer
- Develop basic procedures for processing and recording all financial inflows and outflows
- Authorize and train Deputy Treasurers (aka volunteers) on required record keeping
- Ensure legally required reports are filed by the deadlines
- Develop a draft budget and adjust as the campaign unfolds
- Produce budget vs actual income statements, and balance sheet, on request

### **Fundraising**

GOAL: To have sufficient money in the bank to meet campaign needs at all times

#### *Tasks*

- In conjunction with development of a budget, develop a fund-raising plan
- Execute the fundraising plan
- Ensure an adequate amount of Candidate time is allocated to fundraising and asking for money

### **Volunteer Management**

GOAL: To have enough volunteers to carry out Campaign activities

#### *Tasks*

- Build a list of volunteers: contact information, interests, and availability

- Ensure each volunteer is very clear on (a) exactly what they are being asked to do and when, and (b) who to go to if they have questions
- Ensure each volunteer is supported by the Campaign so they have fun and feel appreciated

### **Targeting**

GOAL: To collect and analyze voting data and determine where, geographically, to focus campaign resources on:

- ✓ Persuading people to support the candidate
- ✓ Ensuring ***your*** voters turnout on election day (GOTV).
- ✓ Finding volunteers (to canvas their neighbors, display yard signs, host coffees)
- ✓ Registering potential supporters who are not yet registered to vote or who need to update their registration

### ***Tasks***

- Predict turnout by precinct (% of voters who voted in last 3 similar elections multiplied by # of registered voters)
- Calculate probable *Performance Index* by precinct for last 3 similar elections (PI = Sum of percent of votes going to similar candidate divided by 3)
- Target precincts for:
  - PI = 65% or more: voter registration, volunteer recruitment, GOTV
  - PI = 35% or less: target specific neighborhoods only if local knowledge of pockets of supporters
  - PI = 35-65%: Heavy effort on persuasion, GOTV
- Produce verbal or written precinct analysis with recommendations

### **Scheduling**

GOAL: To schedule the Candidate's time and ensure a Campaign presence at priority community activities. Ensure the Candidate has time for:

- Activities of daily and family life, including rest and relaxation
- Campaign planning, oversight and supporting volunteers
- Attending meetings and events
- Canvassing neighborhoods
- Telephone time and fundraising

### ***Tasks***

- Decide who has control over the Campaign calendar and who has control over the Candidate's calendar
- Develop process to ensure there is good coordination between the two calendars
- Develop process for reaching out and accepting invitations for the Candidate and entering them on the appropriate calendar
- Develop process to ensure necessary preparation before and/or follow-up after each event.

### **Campaign Logo**

GOAL: To choose campaign colors, develop an eye-catching logo as well as head and tag lines to be used on all print and electronic media.

### *Tasks*

- Gain agreement on campaign colors
- Develop various logo and head and tag line concepts
- Develop some drafts
- Gain approval of the selected version
- Produce the electronic files of the Logo and head and tag line in formats needed by the various campaign activities

### **Literature**

GOAL: To produce printed material on time and in sufficient quantity to meet needs of campaign. This includes signs, posters, rack cards, brochures, postcards, buttons, banners, bumper stickers, etc.

### *Tasks*

- Determine the type and purpose for each potential piece of material
- Gain agreement on quantities and types of print material that will be needed, and by when they will be needed
- Secure estimates for printing these materials and get budget OK
- Draft copy for each piece of material and get it approved
- Get approval for printing each piece (quantity and quality)
- Accept delivery of, and be responsible for maintaining inventory of all print material

### **Campaign Signs**

GOAL: To organize the deployment of signs according to the campaign plan and schedule.

### *Tasks*

- Obtain proper number of stakes for yard signs
- Plan general geographical deployment of signs of each size
- Secure list of people willing to host yard signs
- Secure volunteers to distribute and erect signs
- Organize sign posting parties to get signs posted on preferred dates
- Organize volunteers to remove signs after election day
- Dispose of or recycle signs after election day

### **Facebook (and other Social Media)**

GOAL: To create a compelling and visible Facebook (etc.) presence that informs voters about the candidate and encourages viewers and their friends to vote for her.

### *Tasks*

- Create a Facebook page for the campaign
- Create lists of types of things that can and cannot be posted on the page
- Collect visuals/photos for posting
- Curate and write content for page and post as frequently as possible, especially during the campaign season.
- Extend reach of page as widely as possible
- Monitor and manage reactions/comments/messages to the page

- Select/create occasions for broadcasting Facebook live video of candidate
- Advertise and produce live video(s)
- Use Facebook tools to monitor reach of the page
- Boost posts according to the budget

### **Door-to-Door Canvassing**

GOAL: To have the candidate and volunteers make favorable contact with as many voters as possible and compile information about the contacts made.

#### *Tasks*

- Allocate volunteers' and candidate's time to precincts according to targeting analysis
- Develop canvassing packets and procedures and train canvassers
- Assign candidate and canvassers to neighborhoods and community gathering spots
- Collect and compile information collected by canvassers
- Track and summarize canvassing results by precinct and make recommendations for subsequent voter registration and persuasion activities, and for GOTV efforts

### **Data Management/IT**

GOAL: To maintain lists of volunteers and donors, ensure the candidate can be contacted by voters, media and other organizations, and all contacts are handled in a timely manner. Secure the Candidate's and the campaign's electronic activity and devices from loss or intrusion.

#### *Tasks*

- Decide on, and set up if necessary, a campaign email account and phone number.
- Develop a list of potential campaign data security vulnerabilities
- Oversee online donation collection methods and ensure they are secure
- Set up system to manage donor/donation and volunteer data so that accurate reports/lists can be produced as and when, and in the format/breakdown, needed
- Develop process for ensuring the system stays up-to-date
- Develop process for passwords and access to each of Campaign's electronic resources
- Conduct training as needed

### **Issue Research**

GOAL: To ensure the candidate is prepared to speak on important local policy issues and can respond to questions

#### *Tasks*

- Identify the issues that the Candidate will likely be asked about in debates or questionnaires
- Compile or collect background information for the Candidate to read and study
- Develop a short written statement describing the Candidate's position on each issue
- Help the Candidate prepare for debate Q&A by doing some dry runs
- Help the Candidate prepare responses to questionnaires



# CAMPAIGN TIPS

YCFDW GUIDE TO  
RUNNING A SUCCESSFUL  
POLITICAL CAMPAIGN

Note: This document is by no means complete . It is constantly being updated with contributions from elected officials, candidates, staff, volunteers and people like you.  
If you have a tip to add, please contact: [lindro@lindro.com](mailto:lindro@lindro.com)

Compiled by Linda Rogers  
[www.lindro.com](http://www.lindro.com)  
for Democrats EVERYWHERE  
and especially for  
York County Pennsylvania  
Democratic Women



# BEFORE you throw in your hat ...

## CHECKLIST



- ☐ **Don't decide to run for office impulsively.** Many successful candidates make the decision to run and lay groundwork years before an election.
- ☐ **Make sure the decision is YOUR choice.** Don't be pressured into it.
- ☐ **Do it because you want to serve the community through that office.** Don't do it because you don't like the incumbent or the other candidates or you're mad because the township allowed an industrial park to be built off your backyard.
- ☐ **Campaigns are expensive — Expect to fund at least the preliminary stage of your campaign.** If you are a good fundraiser and have capable volunteers, you can grow your war chest.
- ☐ **Campaigns are time-consuming** — It's not fair to supporters if you're going to be a "Weekend Campaigner." Races aren't won by part timers.
- ☐ **Research:** If you want to win, embrace the issues that concern voters. Don't make the mistake of assuming your issues are theirs. Read the papers — especially letters to the editor. Read opinion polls. Attend civic meetings. Attend a focus group. Check out internet forums on local news sites.
- ☐ **Know your prospective opponents and the incumbent.** More research. Read everything you can find about them and their records.
- ☐ **Take a hard look at yourself** — Make sure you and your spouse have an impeccable personal, financial and professional records.
- ☐ **Develop a thick skin** — You will be the victim of ad hominem attacks and your response can turn on or turn away voters.
- ☐ **Consult family members** — Living in the public eye will have ramifications for them as well as you.
- ☐ **Practice public speaking.** Hire a coach if necessary.
- ☐ **Constantly watch your physical image.** Carry yourself with confidence. Pay attention to your wardrobe and grooming habits. Use mouthwash and deodorant... and go light on the cologne.

### YOUR MOST IMPORTANT DECISIONS:

#### YOUR CAMPAIGN MANAGER and YOUR FUNDRAISING CHAIRMAN

**The two people who will win you elections.** Many campaigns fail from the get-go because a candidate chooses a friend or a relative rather than experience for these jobs. A political campaign neophyte should NEVER start at managerial levels. These positions are tough, time-consuming, and require specific managerial style, legal savvy and people skills.

An inexperienced fundraiser may manage to some money but an experienced fundraiser knows how to set up lucrative projects and shmooze donors into committing to you for the duration. Your Campaign Manager must be able to field questions, supervise events, direct volunteers, keep peace in the ranks and keep you on schedule and free you up.

These are the two campaign jobs worthy of a campaign paid expense. It may well be the best money you spend .



# ESTABLISH Campaign Message & Theme

## CHECKLIST

### EXAMPLES OF A CAMPAIGN THEME:

- Passage or Repeal of a law
- Reform
- Lower Taxes

- ☐ **REASONS** why the average voter should support it. Never forget that your base consists of average people who need to connect with you. You have to target and define those connection.
- ☐ **RESEARCH** the concerns of voters in your district. Don't assume YOUR issues are their issues. Find a Focus Group in your district. Read letters to the editor. If there is any internet forums based in your district, tune in. Newspapers and Local TV often offer forums on their websites.
- ☐ **THEME and MESSAGE** can bolster a campaign **ONLY** if it is powerful enough to sustain the campaign till election day.
- ☐ **AVOID one-issue messages!** Don't base your campaign on a single issue alone.

### **MONEY SAVING TIP: FOCUS ON YOUR STATIONERY.**

#### **Listing supporters on your imprinted stationery:**

**If you list them, always - always ask them to sign a release.**

"Stuff" happens. Political campaigns can fray nerves and sometimes people withdraw support. If a name is listed on your stationery, a disgruntled supporter may demand that it be deleted. S/he can even threaten a law suit if you don't. This can be expensive if you have cases of imprinted stationery destined for the trash.

#### **Omitting supporter names**

You can choose to omit supporter names on the printed piece and add them yourself down the right side of the stationery. This method gives you leeway not only to delete names, but also to add anyone as the campaign progresses.



#### **Common and high grade stationery**

Order your high grade stationery to correspond with super supporters and important officials, at the same time you order your everyday stationery. Since the printer does not have to do a separate press run, this eliminate separate set-up fees. Also, the more imprints you order, the lower the price per imprint.



# ANNOUNCING Your Campaign

## CHECKLIST

### HOW TO DO IT:

- ☐ **ANNOUNCEMENT LETTER** with logo and letterhead going out to Super Voters, Supporters and the Media.
- ☐ **An Event Announcement**— invitation printed with your logo via mail and email.
- ☐ **Successive appearances at various events set up by supporters.**  
Typically, an appetizer and soft drink affair in a rented hall. Rentals of community buildings such as firehalls, churches and American Legion/VFW rooms are cheap or free to members. Campaign or Party Headquarters may be FREE. Decorate with balloons and streamers and posters of the candidate. Supply refreshments if a caterer is out of the question. Avoid alcoholic beverages.

### BARE ESSENTIALS:

- ☐ **A Logo**— small enough for a business card, big enough for a yard sign
- ☐ **A Website**— A key communication center for voters to access candidate information, blogs, and learn about scheduled events. It is also a 24/7 tool for accepting donations and volunteers. 90 percent of the public now uses the Internet for political information.
- ☐ **Printed Matter**— Stationery, Donation Envelopes, Business cards
- ☐ **Informational Matter**— InfoCard, flyer, brochure with photos

### ADDITIONAL ITEMS:

- ☐ **Buttons** with your logo and website address.
- ☐ **Posters** — Large Display image of Candidate and logo. These sturdy, coated signs are used throughout the duration of the campaign at rallies, house parties, speeches and all other public events. When they aren't been used, they are displayed within Campaign and/or Party Headquarters. The earlier you order these, the more mileage you will get from them.
- ☐ **Balloons with your logo** —These are also good for Street Fairs, Carnivals and Picnics where children carry your message through the crowds.
- ☐ **Giveaway items** with name and logo such as : small note pads, pens or pencils, fans, etc. ☐ **Fundraiser Items** such as: T-Shirts, Caps, Mugs, etc.

### MONEY SAVING TIP:

#### STARTING OUT ON A SHOESTRING



With little money in the campaign chest, do a limited mailing first — a letter asking for donations from donors who have given in the past and super voters. You can find out this information by contacting someone who has run or worked on a campaign in the past. Supervoter information is available from your local party or County Bureau of Elections.





# 8 “Cs” of a Superior Campaign Slogan

## CHECKLIST



- ☐ A Good Slogan is **COMPATIBLE** to the campaign theme.
- ☐ A Good Slogan is **CLEAR**— simple to understand and say.
- ☐ A Good Slogan is **CONCISE** — just short, sweet soundbyte.
- ☐ A Good Slogan is **CONNECTED** to voters, their concerns, emotions and the political environment.
- ☐ A Good Slogan is **COMPELLING**.
- ☐ A Good Slogan is **CREDIBLE**.
- ☐ A Good Slogan is **CONSISTENT** and repeated in all campaign advertising.
- ☐ A Good Slogan is **CONSTANT** and must endure throughout the entire campaign. If you decide to base a slogan on a single issue, make sure that issue will be as compelling on election day as it was on announcement day.

### Memorable US Presidential Campaign Slogans

- 1844** James K. Polk — “Reannexation of Texas and reoccupation of Oregon” (defining a goal)
- 1856** John C. Fremont — “Free Soil, Free Labor, Free Speech, Free Men, and Fremont” (a play on the candidate’s name)
- 1864** Abraham Lincoln — “Don’t swap horses in the middle of the stream” (plea to consistency and leadership)
- 1884** Grover Cleveland — “Blaine, Blaine, James G. Blaine, The Continental Liar from the State of Maine” (negative to opponent)
- 1884** James Blaine— “Ma, Ma, Where’s my Pa, Gone to the White House, Ha, Ha, Ha” (negative to opponent)
- 1888** Benjamin Harrison — “Rejuvenated Republicanism” (alliterative)
- 1896** William McKinley — “Patriotism, Protection, and Prosperity” (alliterative)
- 1900** William McKinley — “A Full Dinner Pail” (campaign promise)
- 1916** Woodrow Wilson — “He kept us out of war” (reputation)
- 1924** Calvin Coolidge — “Keep cool with Coolidge” (play on name)
- 1928** Herbert Hoover — “A chicken in every pot and a car in every garage” (campaign promise)
- 1952** Dwight Eisenhower — “I Like Ike” (rhyme)
- 2008** Barack Obama — “Yes We Can!” (hope and promise)



# FUNDRAISING FUEL to keep the Campaign RUNNING

## CHECKLIST

### REASONS PEOPLE GIVE

- ☐ Number ONE Reason People GIVE: **BECAUSE THEY WERE ASKED!**
- ☐ They were **ASKED** a **SECOND, THIRD, FOURTH** or **FIFTH TIME**.
- ☐ **SPECIFIC PURPOSE**—They were told what their money was to be used for.
- ☐ **SPECIFIC DEADLINE**—They were told their money was needed by a certain date.
- ☐ **SPECIFIC AMOUNT**— They were given specific amounts for various goals. “\$20 will pay for printing and mailing of 40 postcards.”
- ☐ **Ideology and agreement with Issues**
- ☐ **Connection to the Candidate**, family, supporter or member of the committee
- ☐ **Ego**
- ☐ **Hope for reward**
- ☐ **To join the Bandwagon**

### REASONS PEOPLE DON'T GIVE

- ☐ Number ONE Reason People **DON'T** GIVE: **BECAUSE THEY WERE NOT ASKED!**
- ☐ Number TWO: They were not asked a **SECOND, THIRD, FOURTH** or **FIFTH TIME**.
- ☐ They are not asked for a **SPECIFIC AMOUNT**. The amount is not quantified in easily understood terms: “\$1000 will pay for a mailing to 5,000 people.” “\$100 will pay for the hot dogs at the campaign picnic.”
- ☐ An **URGENT DEADLINE** is not provided: “We need to get the word before filing date.”
- ☐ They feel **IGNORED** — A personal call from the Candidate saying their support is greatly appreciated.
- ☐ They were **NOT THANKED** Personal thank you notes are imperative no matter how small the donation.

### CHECKLIST FOR SOLICITATIONS

- ☐ **Donor Information:** Verification of name, address, work and home phone, occupation and donating history . **KEEP AN UP-DATED LIST.**
- ☐ **Amount to be requested.**
- ☐ **Identify issues of concern and connection to the Candidate.**
- ☐ **Compose a brief statement** regarding the mission of the Candidate.
- ☐ **Talking points** which identify current events and Candidate's favorable stand/solution.
- ☐ **Follow up** with unanswered questions by the donor and/or a Thank You note or call from the Candidate for the donation.
- ☐ **In-Kind Donations**— Can you use donors' product or services in addition to — or in lieu of — a cash donation? **Ask for it.**



# Writing the FUNDRAISING LETTER

## CHECKLIST



- ☐ **GREETING** — if possible, address letters to individual names. If you don't have the software to do this, address to "Friends of \_\_\_\_\_" or "Supporters of \_\_\_\_\_" and use the Candidates first and last name. Not everyone will know who the "Joe" in "friends of Joe" is and there may be several "Joes" running in the election. Doing this helps imprint your candidate branding.
- ☐ **Opening paragraph** — Uplifting! Good news or a series of good news bullets.
- ☐ **Describe what's coming up next—**
  - What it is.
  - Why and How you're going to do it.
  - Results you expect.
  - If it's an event: location.
  - If it's a broadcast, include dates/times and stations/channels.
- ☐ **Ask for money—**
- ☐ Ask for a **SPECIFIC AMOUNT.**
- ☐ **QUANTIFY** what that amount will buy in easily understood terms: "\$1000 will pay for a mailing to 5,000 people." "\$100 will pay for the hot dogs at the campaign picnic."
- ☐ Provide an **URGENT DEADLINE**
- ☐ **Tone — ASK** with the emphasis on donors and others in the district benefitting by this support. Remember that you are the hope for the district's future. Don't sound desperate or apologetic. Don't beg. Donors — and voters — will pick up on the tone and people don't respond well to desperate candidates. It rings of "loser."
- ☐ **Remind supporters that your past success is due to their contributions.** If you don't accept PAC contributions, let them know that their donations make up your entire budget.
- ☐ **Thank them in advance at the end of the letter.** —don't forget to send follow-up thank you notes to donors— your best tool for follow-up donations.
- ☐ **P.S. add-on—**
  - Create an enticing, short message to encourage reading the entire message.
  - Reinforce the main message.
  - Re-emphasize the urgency.
- ☐ **Make the reader turn the page** if it's more than one page long— Don't finish your thought on page one. Break it off and continue on page 2.
- ☐ **Teasers for mailing envelopes or e-mail subject lines—** "Wouldn't you like a cleaner community?" or a call to action, "Help us bring accountability to (local, county, state) government!" If you aren't printing out a new batch of envelopes with the teaser printed on it, you can have stickers printed up.



# FUNDRAISING TOOLS

## CHECKLIST

### ALWAYS REMEMBER:

- ☐ **All Politics are LOCAL:** Raise Money on Main Street and **SPEND money on Main Street.** Don't go across the state or the country to find a cheaper printer.
- ☐ Regarding costs: **FREE is better than cheap.**
- ☐ What you **NET** is significantly more important than what you **RAISE.**
- ☐ **Target your donors**

- ☐ **The CANDIDATE is ALWAYS the PRIME FUND RAISER** and should devote significant time (party manuals suggest up to 20 hours per week) to personal solicitation of campaign funds from donors. **NO ONE ELSE** can raise money as effectively as the Candidate, especially those donors with big pockets. The candidate should always be the main solicitor from important donors, enlisting support people at face-to-face meetings.
- ☐ **The Donor Envelope is your second best fundraising tool.** This self addressed envelope should go into every single mailing and be included in every door-to-door packet and present at every single event.
- ☐ **Fundraising Letters via:**
  - US Mail Marketing Campaigns— Include brochures or Candidate Info cards, donor envelopes and other campaign literature and give-aways.
  - You can fit more weight into a bulk mail envelope for a minimum cost — as much as 3.3 oz for less than half the price of first class stamp. Bulk mail can be disguised as first class mail by using special stamps or franking.
  - We do suggest that you separate key donors who give over a certain amount, use your good stationery and mail first class.
- ☐ **Email Marketing Campaigns** — These are those “professional” emails that look like web pages. They come into your email box as newsletters, announcements, coupons and ads. Extremely cost effective, they can be sent to your database for as low as 50 for a penny. They contain click-on links to web pages and on-line donation links.
- ☐ **PHONE BANK** Volunteers to call donors, answer questions and ask for support.
- ☐ **Your WEB SITE**— Your web site should have the capability of taking credit cards and checks. Political contribution handlers such as ACT BLUE and money exchange sites like PayPal are low cost methods of taking contributions. Be sure your donors fill out contribution disclaimer forms.
- ☐ **PLEDGES**— Try to sign donors up for monthly, weekly or bi-monthly contributions. A weekly contribution of \$10 over an election period 6 months is better than a single \$100 donation.
- ☐ **EVENTS**— **Bake Sales and picnics to House Parties and \$1000 a plate dinners.** ALL prime collecting ground for contributions and opportune occasions to speak, answer questions and collect donations.





# 8

## BRANDING It's not just for cattle

*Branding creates a response from targeted voters based on impressions and positive reinforcement. It uses identifying symbols and words to distinguish a candidate from the opposition.*

- 1. BRAND EARLY and DEEP:** Some candidates, in an effort to save money during unopposed Primary Elections, do not start building their image till after the Primary. While these wannabes are saving money, they are losing critical votes. If the opposition has several candidates vying for one slot, they have been branding themselves months before the pennypincher steps in.
- 2. THE CANDIDATE WHO STEPS IN LATE FINDS NO ONE KNOWS HIS/HER NAME** while November opponent is well on the way to a win through the branding done during the primary competition.
- 3. ART OF THE SIMPLE MESSAGE:** Create and communicate one branding message as an umbrella for all issues. Candidates sometimes make the mistake of trying to be all things in different ways. This complicates your image and at least one of your messages is guaranteed to alienate votes. Simple messages that can encompass an entire campaign.
- 4. KNOW YOUR CONSTITUENCY:** You take your best shot but ultimately voters determine what your branding means. Your branding can go negative naturally or the opposition will take your brand and twists it in an unfavorable way. Barry Goldwater's '64 bid for the presidency was a prime example of this.
- 5. POSITIVENESS:** Establish your branding on an uplifting message such as the good of your constituency, state or country— a vision for something better, a positive overall message.
- 6. JARGON:** If your positioning statements and campaign speeches use acronyms or slang, many won't understand. A good test of effectiveness is to run things by people over 60 and people under 25.
- 7. CONSISTENCY:** in everything that comes out of Campaign Headquarters, every speech, every debate, every appearance, every piece of campaign literature. Make sure every single member of your campaign understands your branding. from campaign directors and to phone bank to and door-to-door volunteers. They are the ones who go face-to-face with voters.
- 8. CONNECTEDNESS:** Great campaigning achieves a high level of human connectivity. This is when voters can speak of you as an individual, not as part of a party or an election. "He thinks like me." "She holds ideals similar to my own." "His are the kind of ethics I have."



### **MONEY SAVING TIP: FOCUS on PR.**

#### **PR is free. Advertising is not.**

Brands are built on what people say about you— NOT what you're saying about yourself. People say good things about you when you have a great message that connects. Then they spread the word about you.



# ALLIANCES

## \$\$\$ave Money

### CHECKLIST



- ☐ **Two candidates in the same party** running for the same office in adjoining districts can pool their money into one brochure or one postcard. Same is true for elections with more than one open seat to fill. Other “marriages” are two candidates running for different offices in the same municipal election like: Mayor and City Councilperson
- ☐ **DOUBLE THE POWER:** Not only do alliances save money, a joint message can pack a **Double Wallop!** Two or more voices championing the same issue are more powerful than one.
- ☐ **Buddy-Up on a Single Piece... or an entire package.**
- ☐ When you “buddy-up” with another candidate — especially when you share a similar message — **you cut your ad costs in half.**
- ☐ When you buddy-up, **you cut your printing costs**, too. 20,000 copies of one brochure are much cheaper than 10,000 copies each of two different brochures.
- ☐ **You don’t have to be “married” to the other candidate for life.** You may choose to do a single piece together... or most of your campaign.
- ☐ **Buddy-Up with More Than One Other Candidate**
- ☐ Another option, especially for a **Powerful End-of-Campaign PUSH** is to enlist several party candidates in a **“Go To Vote” Postcard or brochure.** After it’s mailed out to voters, the remaining pieces can be distributed at the polls by a combined team of poll workers from all the candidates involved, thus covering more ground than one lone candidate.
- ☐ **Alliances Save Time, Manpower and Lend Support**
- ☐ **Stage rallies together** — splitting costs of hall rentals, catering costs decorations, signage and many other expenses. Whether it’s sharing a booth at the Country Fair or the cost of \$1,000 a plate dinner, you’re doubling your savings and your contacts.
- ☐ Candidates also use **alliances to support each other in public forums.**
- ☐ **POOL YOUR VOLUNTEERS:** Some smart candidates pool volunteers to help each other, especially in a crunch such as getting a mailing out the door.
- ☐ **KNOCK ON MORE DOORS—** Candidates running for State Office can **cover more ground** when they team up with local candidate volunteers going door-to-door. And that door opens both ways.



# YARD SIGNS

## The Art of Simple Design



1. **LOGO AS SIGNAGE.** If you started with a simply designed, very clean logo, you've done well. You can keep your branding using your logo as basis for your signage.
2. **DRIVE-BY TIME IS 3-6 SECONDS!**
3. **MOST VIEWING IS DONE FROM A CAR.** Campaign signs are usually placed in a yard or a window. Most viewing is done from vehicles traveling **five to 45 MPH**.
4. **In that 3-8 seconds, you must accomplish two things:**
  - **Grab the viewers' attention**
  - **Communicate your message**
5. **Viewers only need to remember your name and political office** for which you're running.
6. **The fewer the letters a sign contains, the more visible the words will be and the quicker the sign will be read.**
7. **Choose smooth, readable type fonts.**
8. **There is limited space on a lawn sign. Crowding with unnecessary text and graphics blurs the visibility of the name.**
9. **If you have a logo that was designed to be visible, use it. It is part of your branding.**
10. **If you have a logo with distracting graphic elements, a long slogan, consider using just the candidate name and office.**
11. **Use last name only—BUT ONLY** if no one with the same last name is running in the same election. That does not mean same office. It means anyplace on the ballot.



# How to build a BETTER WEBSITE



1. **Create a graphic design that revolves around the candidate.** Most candidate websites are cookie cutter in terms of design. Stand out by a graphic identity that actually speaks to who the candidate is.
2. **Give visitors stuff to do besides just give you money.** Ask them to knock on doors for you. Ask them to plan a campaign event. Ask them to write letters to the editors at local papers. Ask them to hold their own voter registration drives. Use your site to invite people to participate and give them tools they can use to do it.
3. **Make fundraising pitches specific and tie them to events in the news.** Ask volunteers to give money to run an ad in a local newspaper in response to specific opponent attack. People are more likely to give online if the pitch is specific and timely.
4. **Cut down on the number of emails, particularly the ones begging for money.** The more emails you send out the less of an impact they will have. Don't turn off your volunteers by sending them too many emails. I'd aim for two a week at most - one providing an update on what's new with the campaign and another fundraising pitch.
5. **Don't blog unless you are going to embrace the spirit of blogging.** Write like you are sending an email to five close friends and not like a lawyer. Read other blogs. Link to other bloggers. Allow comments.
6. **Blog once and have it automatically go out to your social forums,** especially those that offer "fans": like Facebook, MySpace and others.
7. **Publish as much content as possible via RSS feeds.** News. Video. Audio. Help spread your content by making it easy for people to subscribe to, download and publish to their own site.
8. **If you go negative, try to be clever about it.** Funny spreads a lot better online than heavy-handed and mean. Use humor to make distinctions between you and your opponent.
9. **Provide users with a behind the scenes look at your campaign.** Produce videos that show the candidate in private moments. Have campaign staffers blog about the day-to-day campaign grind. Share some tidbits about your strategy and invite feedback. Pictures, pictures, pictures.
10. **Create a community around your site.** Ultimately, by creating engaging content and giving users ways to participate in your campaign online you will end up creating an online community in support of the candidate. That is what you should strive for.



**How to Use Facebook Live on a Page**  
**Follow this guide to start a Facebook Live stream from your Facebook page**  
**Adapted from Article By [Brandy Shaul](#)<sup>1</sup>**

If you've yet to try Facebook Live for yourself, here's how to start a livestream on your Facebook page from your mobile device.

For your Personal FB page

**Step 1:** In the Facebook mobile application, go to your personal Facebook page.

**Step 2:** Tap the "Live" button at the top of your News Feed

Alternatively, for a page you manage

**Step 1:** Tap the "Publish" button located under the page's profile picture.

**Step 2:** Tap "Live Video" in the new window that appears.

**Step 3** (*may not be necessary*): If you have yet to give the Facebook app access to your device's camera and microphone, tap "OK" on the two prompts that appear. You may also be presented with a Facebook Live tutorial video, which can be watched or skipped.

**Step 4** (*optional*): Tap "Describe your live video ..." to add a text description to your stream.

**Step 5:** When you're done streaming, tap "Finish" in the bottom-right corner of the screen to end the video.

When you're finished streaming, you will have the option to post a replay of the stream to your Facebook page, or to delete the video. You will also be able to download the video to your own device.

**Plan Ahead and Be Prepared.**

1. Have a clear goal for the video
2. Write an intriguing description before going live.
3. Tell people on Facebook ahead of time when you're going to broadcast.
4. Make sure you have a strong connection when you go live.
5. Ask your viewers to follow you and receive notifications when you go live.
6. Respond to viewers comments.
7. Try doing a live video ahead of time and practice until you are comfortable with it.

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<sup>1</sup> <http://www.adweek.com/digital/heres-how-to-use-facebook-live-on-a-page/>



## What Every Campaign Staffer Should Know About Cybersecurity

**Congratulations, you're a cyber target.**

Whether you're an intern or the campaign manager, cyber criminals are trying to break into your accounts and steal the campaign's information. Everyone has a responsibility to protect themselves and the campaign. That includes you.

There are simple things you **must** do to avoid making yourself and the campaign a victim.



### 1. **Activate Two-Factor Authentication**

Adding two-factor authentication to your email, file storage, and social media accounts is the most important step you can take to secure your information and it's really simple to set up. Your campaign will tell you which two-factor method to use. Two-factor authentication makes it a lot harder for the bad guys to get into your account, even if they steal your password.



### 2. **Create Strong Passwords**

Make your password as long as possible. Think of it more as a "pass-sentence" than a password. Less than 8 characters is too short. 12 or longer is much better. Contrary to popular belief, it should not include requirements for numbers, special characters, or capitalization. [SOMETHINGLIKETHISPASSWORDHERE](#) is actually harder to hack than [s0m3TH!n6L1k\\$](#). String a set of words together that are easy for you to remember. Don't write your password down where someone can find it. If you have even a faint suspicion that someone might know your password, change it immediately.



### 3. **Keep work on your work accounts**

*Never* use your personal email or storage services for campaign work. Foreign agents have hacked people's personal email accounts in the past to steal information. To keep your personal life secure, use strong passwords and two-factor authentication.

*(Continued on back)*



#### 4. **Secure your personal accounts**

Make sure you have two-factor and strong passwords on your personal accounts, just in case someone tries to hack your personal life. If you are on Gmail, there's a service for personal accounts called Advanced Protection that uses physical keys to give you extra protection from someone else logging onto your accounts. There is also a Chrome extension you can download that helps protect Gmail accounts against phishing.



#### 5. **Watch out...**

- a. **Clicking links.** Avoid clicking links in emails; go directly to a site through your browser instead. Just clicking a malicious link can install malware on your computer. Be especially careful of links that ask for your password or personal information. If you see something suspicious, contact us immediately!
- b. **Trust your gut.** If an email looks funny or has strange grammar, don't click anything or open any attachments. If a co-worker seems to be sending a strange request, or asking you to share something sensitive over email, pick up the phone and call them to make sure it's legit. Never click links, open attachments, or send sensitive information in response to emails from people you don't know or addresses you don't recognize. If you see something suspicious or aren't sure what to do, just say so!
- c. **Downloading apps.** Only download apps from the official Apple or Android store on your device. Avoid downloading apps you don't need, since adversaries will sometimes spy on your computer or phone by creating apps disguised as games or helpful tools.
- d. **Social media.** Your social media accounts contain a wealth of information about you and your whereabouts that hackers can use to send you sophisticated phishing emails. Limit the information you share by default and select security settings that allow only accepted friends to see personal information. Don't accept friend requests from people you don't know.

## CYBER SECURITY PLAYBOOK SUMMARY<sup>1</sup>

### TOP FIVE CHECKLIST

1. **Set the Tone:** Take cybersecurity seriously. Take responsibility for reducing risk, train your staff, and set the example. Human error is the number one cause of breaches.
2. **Use the Cloud:** A big, commercial cloud service will be much more secure than anything you can set up. Use a cloud-based office suite like GSuite or Microsoft365 that will provide all your basic office functions and a safe place to store information.
3. **Use 2FA:** Require two-factor authentication for all important accounts, including your office suite, any other email or storage services, and your social media accounts. Use a mobile app or physical key for your second factor, not text messaging.
4. **Use Long Strong Passwords:** For your passwords, create a really long string, not something short like Th1\$. A long string of random words without symbols is more difficult to break than something short, with L0t\$ 0f \$ymb01\$. A password manager can help, too.
5. **Plan and Prepare:** Have a plan in case your security is compromised. Know whom to call for technical help, understand your legal obligations, and be ready to communicate internally and externally as rapidly as possible.

### VULNERABILITIES, THREATS AND RISKS

- **Vulnerabilities:** weaknesses in your campaign that make information susceptible to theft, alteration, or destruction. Vulnerabilities can originate in hardware, software, processes, and in the vigilance of you and your staff.
- **Threats:** the people, hackers, state and nonstate groups with the capability to exploit your vulnerabilities.
- **Risk:** Where opponents have capacity and are motivated to attack your vulnerabilities

### SECURING THE CAMPAIGN

1. **Prepare:** The success of nearly every one of the Playbook's recommendations depends on the campaign manager creating a culture of security vigilance that minimizes weak links. That means establishing clear ground rules that are enforced from the top down and are embraced from the bottom up.
2. **Protect:** Protection is critical. When you discover you have a security problem, it is already too late. Building the strongest defenses that time and money allow is key to reducing risk. Internet and data security works best in layers: there is no single, bulletproof technology or product. A few basic measures used in combination can make a campaign's digital architecture more difficult to breach and more resilient if compromised.

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<sup>1</sup> Summarized and Quoted from the online Campaign Cybersecurity Playbook:  
<https://www.belfercenter.org/cyberplaybook>



3. **Persist:** Campaigns now face adversaries with ever-increasing levels of resources and expertise; even the most vigilant culture and the toughest infrastructure may not prevent a security breach. Campaigns need to develop a plan ahead of time to deal with a breach if one occurs.

### ***STEPS TO SECURING YOUR CAMPAIGN***

- Understand the human element
- Onboard and train everyone
- Set an example
- Vet staff, volunteers and helpers
- Define what's sensitive information
- Control access
- Educating about phishing

### ***PLANNING AND PREPARING***

1. Know what to report to law enforcement
2. Know who you will call for technical assistance
3. Identify a lawyer to help if needed
4. Brainstorm potential damage scenarios
5. Develop some boilerplate PR language to use in case
  - What happened?
  - How did it happen?
  - Who did it?
  - What was stolen or damaged?
  - Was anyone's personal information stolen? What are you doing to protect them?
  - How did the hackers do it?
  - Are the hackers out of your system?
  - How long were they in your system?
  - What security measures did you have in place? Why weren't they effective?
  - Shouldn't you have known this would happen? Why weren't your systems better secured?
  - Are you working with law enforcement? Has law enforcement contacted you?
  - In a ransomware breach, you'll be asked: Did you pay the ransom and why or why not?

# Speak your Peace

The Civility Project

As you consider running for public elected office, know that efforts are underway to create an atmosphere in our community that stresses civil discourse. By elevating our level of communication and avoiding personal attacks and general stubbornness, we can avoid unhealthy debate. This will lead to a more effective democracy, and help maintain our sense of community by increasing civic participation.

*Speak Your Peace*, citizen-led campaign urges residents of the south Wood County area to communicate in a respectful and effective way. It is not a campaign to end disagreements. It is a campaign to improve public discourse using nine “Tools of Civility” to foster effective communication.

## Nine Tools of Civility

### 1. Pay Attention

*Be aware and attend to the world and the people around you.*

- ☐ Be informed about what is occurring in our community
- ☐ Focus on the issue - on what the person is saying
- ☐ Consider the whole picture; issues are connected
- ☐ Open your mind to new perspectives; strive for objectivity

### 2. Listen

*Focus on others in order to better understand their points of view.*

- ☐ Seek to understand; hear what is said
- ☐ Ask effective questions
- ☐ Respect the person and his/her view through your words and body language
- ☐ Give thoughtful attention; avoid distractions such as: your emotion, multi-tasking, or formulating a response instead of listening

### 3. Be Inclusive

*Welcome all groups of citizens working for the greater good of the community.*

- ☐ Know the community system in order to be inclusive (social, economic, environmental, technical, etc.)
- ☐ Intentionally and sincerely invite diverse perspectives
- ☐ Seek participation; take responsibility; include yourself!
- ☐ Use common language; avoid jargon



#### 4. Don't Gossip

*And don't accept when others choose to do so.*

- ☐ Go to the source for the facts; validate the information
- ☐ Communicate with respect and a positive intent; own what you say; be accountable
- ☐ Model integrity and mutual respect; set a good example for others
- ☐ Honor those who are not present

#### 5. Show Respect

*Honor other people and their opinions, especially in the midst of a disagreement.*

- ☐ Value the person; appreciate his/her contributions, experiences, passion, culture, norms and values
- ☐ Use questions to clarify
- ☐ Value ideas that are brought to the table
- ☐ Demonstrate positive body language

#### 6. Seek Common Ground

*Look for opportunities to agree; don't contradict just to do so.*

- ☐ Rise above emotions; focus on the issues
- ☐ Build relationships; make a connection
- ☐ Work toward mutual trust

#### 7. Repair Damaged Relationships

*Be sincere; apologize and forgive.*

- ☐ Take responsibility for your actions and words
- ☐ Accept an apology
- ☐ Practice forgiveness; let go of the past

#### 8. Use Constructive Language

*Be mindful of the words you choose.*

- ☐ Address conflict with the intent of resolution
- ☐ When disagreeing, stick to the issues and don't make a personal attack
- ☐ Learn from others' perspectives and feedback

#### 9. Take Responsibility

*Practice accountability in language and actions.*

- ☐ Take ownership; use "I" statements
- ☐ Don't shift responsibility and blame onto others
- ☐ Be trustworthy
- ☐ Tell the truth



*To find out more, visit [www.SpeakYourPeaceSWC.org](http://www.SpeakYourPeaceSWC.org).*

*Speak Your Peace. Owned by the community.*

*Supported by Community Foundation of Greater South Wood County.*



Website Link: <https://www.elections.alaska.gov/Core/electionresources.php>

# Alaska Division of Elections

## Statistics

- Find [election results](#), [voter registration and absentee and questioned ballot](#) statistics.

## Ballot Counting System and Election Security

- Find information about [Alaska's vote counting system and election security](#).

## Election Law

- [Alaska Statutes Title 15](#).
- [Title 6 Alaska Administrative Code](#).

## Sample Ballots

- Primary Elections - Find current and past [sample ballots](#).
- General Elections - Find current and past [sample ballots](#).
- REAA Elections - Find current and past [sample ballots](#).

## Ballot Measures

- Find current [ballot measures](#) to be on the ballot.
- Find past [ballot measures](#).

## Candidates

- Primary Elections - Find current [primary election candidates](#).
- General Elections - Find current [general election candidates](#).
- REAA Elections - Find current [REAA election candidates](#).

## Election Pamphlets

- Primary Ballot Measures Pamphlets – Find current and past [primary election pamphlets](#).
- Official Election Pamphlets - Find current and past [general election pamphlets](#).
- Special Election Pamphlets – Find current and past [special election pamphlets](#).

## Media Packets, Press Releases and Public Notices

- [Media Packets](#)
- [Press Releases](#)
- [Public Notices](#)

## Petitions

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- Find current and past [initiative petitions](#).
- Find current and past [referendum petitions](#).
- Find current and past [recall petitions](#).

## Elected Officials

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- Find your [elected officials](#)

## Lists and Reports

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- Find available [lists and reports](#)

## Electoral College

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- Find information about the [electoral college](#)

## Redistricting/Reapportionment

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- Current [Redistricting District and Precinct Maps](#) (July 14, 2013 Proclamation Plan).
- Current [District Boundary Descriptions](#) (July 14, 2013 Proclamation Plan).
- Current [Precinct Boundary Descriptions](#) (July 14, 2013 Proclamation Plan).

## Alaska Community List

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- Community list sorted by [district](#).
- Community list sorted by [community](#)

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**Our mission is to ensure public confidence in the electoral process by administering voter registration and elections with the highest level of professional standards, integrity, security, accuracy and fairness.**

**Alaska Division of Elections**  
**Contact Information**

[State of Alaska](#) [myAlaska](#) [Departments](#) [Privacy Policy](#) [State Employees](#)

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## Useful Websites (Descriptions in quotes are taken from the sources)

### **State and Local Government websites:**

*CBJ Charter and Ordinances:* <https://juneau.org/law-department>

*City Elections:* <http://www.juneau.org/clerk/elections/>

*Assembly:* <http://www.juneau.org/assembly/index.php>

*APOC:* <http://doa.alaska.gov/apoc/>

*State elections:* [www.elections.alaska.gov](http://www.elections.alaska.gov)

*Alaska election laws:* <http://codes.lp.findlaw.com/akstatutes/15>

### **Campaign Resource Websites:**

<https://candidatebootcamp.com/blog/know-strengths-political-candidate/>

This website presents candidates with 23 questions to help decide whether or not to run. It also includes a survey tool potential candidates can use to get feedback from friends on their potential candidacy.

<https://www.ndi.org/dcc-campaign101> “The National Democratic Institute is a nonprofit, nonpartisan organization working to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government.” Campaign Skills 101 is a web page on the NDI site with links to numerous tools that can be adapted to fit most running-for-local-office situations. The Political Campaign Planning Manual (<https://www.ndi.org/node/23950>) covers all the steps even though written for non US uses.

<http://aristotle.com/> “....a global leader in non-partisan political technology, consulting, data services and analytics for over 30 years.....”

[http://www.huffingtonpost.com/laura-packard/so-youre-running-for-offi\\_b\\_4652935.html?](http://www.huffingtonpost.com/laura-packard/so-youre-running-for-offi_b_4652935.html?) Huffington Post article about how to launch a political campaign online.

<http://www.dsaspeakyourpeace.org> “The purpose of the Speak Your Peace Civility Project is to urge citizens to communicate in a more respectful and effective way. This is not a campaign to end disagreements. It is a campaign to improve public discourse by simply reminding ourselves of the very basic principles of respect.”

## **Bibliography**

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**The Campaign Manager: Running and Winning Local Elections** by Catherine Shaw. **Publisher:** Westview Press (January, 2014). **ISBN-13:** 978-0813342221

**Get Out the Vote: How to Increase Voter Turnout** by Donald Green and Alan Gerber. **Publisher:** Brookings Institution Press (January 2008). **ISBN-13:** 978-0815732679

**Campaign Craft: The Strategies, Tactics, and Art of Political Campaign Management (Praeger Studies in Political Communication)** by Michael Burton and Daniel Shea. **Publisher:** Praeger (June, 2010). **ISBN-13:** 978-0313383434

**Winning Elections: Political Campaign Management, Strategy, and Tactics** by Ronald Faucheux. **Publisher:** M Evans & Company (October, 2003). **ISBN-13:** 978-1590770269

**Winning Your Election the Wellstone Way: A Comprehensive Guide for Candidates and Campaign Workers** by Jeff Blodgett et al. **Publisher:** University of Minnesota Press (July 2008). **ISBN-13:** 978-0816653331

**The Victory Lab: The Secret Science of Winning Campaigns** by Sasha Issenberg. **Publisher:** Broadway Books (September, 2013). **ISBN-13:** 978-0307954800

**How to Win a Local Election** by Lawrence Grey. **Publisher:** M Evans & Company (September, 2007). **ISBN-13:** 978-1590771310

**Political Tool Kit: Secrets of Winning Campaigns** by Ron Parsons. **Publisher:** iUniverse (April, 2013). **ISBN-13:** 978-1475976533

**The Complete Guide to Running for a Political Position: Everything You Need to Know to Get Elected As a Local Official (Back-To-Basics)** by Melanie Wilson. **Publisher:** Atlantic Publishing Group (September, 2011). **ISBN-13:** 978-1601384089

**Run to Win!: How You Can Run A Successful Campaign For Local or State Public Office** by Earl Baker. **Publisher:** AuthorHouse (July, 2012). **ISBN-13:** 978-1477212141

**Socially Elected: How To Win Elections Using Social Media** by Craig Agraanoff and Herbert Tabin. **Publisher:** Pendant Publishing (October, 2011). **ISBN-13:** 978-0578092164

**Newly Elected Officials Handbook** by Alaska Municipal League. **Publisher:** Alaska Municipal League, 217 Second St., Juneau. 586-1325.





# *How to Run for Local Office*

## **PREPARING TO RUN**



Flaticon.com



## Recruiting New Board Members

By Timi Tullis, AASB Director of Membership Services

*(originally posted in AASB Commentary, August 2014)*

This summer while helping a board develop a **board self improvement plan** one of the members asked me if we had anything in writing to encourage citizens to become interested and ultimately run for their board. Our website, [www.aasb.org](http://www.aasb.org), has some information for potential candidates, but I thought I could reach more members by writing about the process here.

The first step is to **let individuals know early** that there will be seats open in the fall election. It doesn't hurt to start sharing this information as early as May or June, if you know that soon. Looking for individuals that already are somewhat active in the work you do, individuals that support events at the schools, and people you know care about kids is a great place to start. It's a bonus if they are or have been active on other boards and know a bit about working on a team or board with others.

Make sure you remain open-minded and **don't discard anyone from consideration**. Younger candidates, who potentially graduated from the school recently, could bring a lot of first hand knowledge to the board. More mature candidates who may be active on other boards and have knowledge of how a board governs could also benefit your team. Parents or grandparents of students are not the only individuals who care about kids in your community; there are many 'non-parents' that make great board members.

To ensure that your board remains diverse, be sure to **encourage individuals from a variety of backgrounds**, experiences and occupations. We love that in Alaska we have grandmas, aunties, fishermen, whaling captains, doctors, lawyers, uncles and mushers serving as board members/ Regardless of the label, our school board members have one thing in common -- they care about ALL kids in their district and they are representative of our state.

Be sure to remember that **your excitement and enjoyment for your position on the board will be noticed by others**. As often as possible publically share your passion for that work as a board member. Speak

positively about being on the board rather than whine about how much “work” it is. No one will want the job if you are unable to highlight the positive aspects of being on the board and making a positive difference for the students in your district.

As current members it is great if you can **individually encourage others** to run for the board. However, you want to be careful not to publicly support or, on the flip side, bad mouth any particular candidate because depending on the outcome you may or may not be working with said individuals.

While encouraging individuals to run for open seats be sure that candidates understand what the work of the board involves and help them see that the most important aspects of good board members are to:

- Focus on improvement of ALL students,
- Care deeply about the work of the board and share it with different aspects of the community, other civic groups or simply in their circle of supporters,
- Work with the team including the administration to ensure the best educational programs for your district,
- Become an informed and professional board member, be willing to attend all meetings, trainings and board work retreats.

When encouraging community members to consider running for a seat **invite them to a board meeting** (if they have not been to one) and take time after the meeting to debrief with them about the work that the board accomplished. Honestly explain the time commitments as well as the rewards from being on the board.

So in the end, current board can play a role in encouraging potential candidates to run for open seats. Board members and superintendent might consider the following Ideas to help get the word out about open seats:

- Face to face discussions encouraging involvement
- Newspaper or newsletter ad or an informative article
- Radio interviews encouraging community members to consider running

- Give potential candidates information on the actual work of the board, possibly the yearly calendar and,
- Hold a work session to describe the work of the board.

## About AASB

The Association of Alaska School Boards is an organization representing local school boards in Alaska. Its membership consists of more than 330 individual board members, responsible for the students who attend Alaska's public schools.

Formed in 1954 by four districts, AASB has expanded over the years to include more than 50 school boards as members in cities, boroughs, and REAAs. Today the Association is a source of assistance, information, and liaison for these boards and the districts they represent. Services and Initiatives include:

- State and Federal Representation
- Information through Publications and websites
- Board Member Education Programs, Conferences, and In-district workshops
- Policy Development
- Superintendent Searches
- Strategic Planning
- Child Advocacy
- Community Engagement
- 1 to 1 Laptop Initiative for Schools

AASB is governed by a 15 member Board of Directors, consisting of 11 directors and four officers. Representation comes from all regions of the state. The Board is elected by the membership at the Annual Conference. The membership as a whole pass the resolutions which establish the positions taken by the Association before the legislature and other agencies throughout the year.

Member boards pay dues to the Association based on the size of the district to help support the functions of the organization.

## AASB & Child Advocacy

Alaska's education policy makers and educators struggle with the complex challenge of providing a quality education to all students across our vast state, particularly when there are so many other factors that impact children's lives and, therefore, their education. Because increasing numbers of children come to school with problems caused by poverty, drug use, teenage pregnancies, and child abuse, schools can no longer limit themselves to only academics. We also recognize that schools cannot act in isolation to overcome such obstacles to learning. Schools, families, and communities must share responsibility for children's development and learning. Since education is a continual process occurring both in and out of school, school is just one institution that can educate children. We ALL must shoulder the responsibility for public education.

The advocacy role of school board members is to promote parental, public, and social service commitment to the shared responsibility of educating all public school children.

AASB's Board of Directors has adopted a Child Advocacy Agenda which recognizes that "PARENTS are the child's first teachers - loving and nurturing; that SCHOOL opens the mind to the excitement of learning and sharing; that SOCIETY helps a child to appreciate the world and his/her place in it; and that FAITH gives a child a set of beliefs to live by."

Our advocacy agenda is supported by a detailed action plan, which addresses legislation, education, public relations and collaboration with other agencies.

## Association of Alaska School Boards

1111 West 9th Street, Juneau,  
Alaska 99801

Tel: (907) 463-1660 Fax: (907) 586-2995

Email: [aasb@aasb.org](mailto:aasb@aasb.org)

Web site: <http://www.aasb.org>  
2023 How to Run for Local Office Toolkit  
Page 146

# A guide for School Board Candidates in Alaska

*As a candidate for your local school board, you have taken a step towards becoming involved in strengthening the quality of life through good schools in your community. You have indicated an interest in serving and devoting the time necessary to meet the challenge of boardsmanship by seeking election to your local school board. This guide will provide you with some basic information about school boards.*



ASSOCIATION OF  
**ALASKA**  
SCHOOL BOARDS





## Roles and Responsibilities of Board Members

As you consider the prospect of running for your local school board, there are a few things you should know about the responsibilities that role involves.

If you are elected, you and your fellow board members' actions will have far-reaching results. The policies you set will shape the education of tomorrow's leaders. The guidelines you create will direct the superintendent in navigating the problems your school district faces daily. Your decisions will affect the families of hundreds of students and employees, now and in the future.

School board authority rests with the board as a whole, not each member individually. School board decisions can only be made by a majority of the members at a public meeting.

From the moment school board members begin service, they are accountable to the public, to the state government, and to the courts.

## Broad Functions of a School Board

**School Boards** *create a shared vision for the district, develop a structure to support that vision, establish accountability, **and** advocate for students and schools.*

**Vision** School board, on behalf of and with extensive participation by the community, creates a shared vision to enhance student achievement.

**Structure** To achieve its mission the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

**Accountability** Because the board is accountable to the local community, it causes the continuous assessment and reporting of all conditions affecting education.

**Advocacy** The board serves as education's advocate on behalf of students and their schools in order to advance the community's vision for its schools, pursue its goals, encourage progress, energize systemic change, and deal with children as whole persons in a diversified society.

## What Does a School Board Do?

*A board performs its functions through:*

**Policy Making** A school board sets school district policies. The board hires a superintendent and district staff to put that policy into practice. The superintendent is accountable to the school board for managing the district according to board policies.

The local school board must develop and adopt policy that governs the operation of the schools. This includes acting on the superintendent's recommendations in such areas as employment of personnel, administration of student services, adoption of educational programs, selection of instructional materials and allocation of funds.

**Planning** School boards must provide vital leadership in establishing current and long-range educational plans and programs for school districts. The school board is responsible for providing a financial plan to carry out the educational programs by adopting an annual budget. Working closely with the community and the school administration, the board sets goals and adopts policies on which instructional programs are based.

**Professional Performance** One of the critical responsibilities of a school board is to select a superintendent. The school board exercises authority primarily through its superintendent. The board must be kept informed by the superintendent of the needs, conditions, achievements and progress of the school system.

As public employers, the board establishes the policies that govern the recruiting, hiring, employment, supervision, evaluation and dismissal of employees. This is an especially vital role, for the school district is frequently one of the community's largest employers.

**Interpreting Needs** School board members serve as the citizens' link to the school district and must interpret the school district's needs, programs and accomplishments for the community and interpret the community's needs and aspirations to the superintendent and staff.

School boards serve a dual role of representing both the schools and the community. As a public trust, the local school board must look into the community, find out what citizens want and provide clear channels of communication between the community and its schools. Boards need to sense and influence public opinion about the direction and function of their schools.

Needed improvements cannot be made until people are aware of those needs. Problems will not be solved until people become aware of the problems. It is important to discuss openly the strengths and weaknesses of the schools. Since decisions made about the schools can have an impact on the whole community, it is important to involve local citizens.

## Board Service is Time and Commitment

School board service can be both rewarding and frustrating. At times board members feel the long hours they spend struggling with complex problems are all in vain. No matter what their decision, there will always be someone who complains.

These frustrations are offset, however, by reports of students going on to achieve further academic or other kinds of success. There is satisfaction in helping provide students with the education they need to live happy and productive lives.

Being a board member you are required to set aside 'single issues' and work with the other members of your board to set policies for your schools that are in the best interest of all students, all employees and the entire community.

22) Have you considered what an opponent could easily find out about you by

a) completing a background check on yourself?

Yes/No

b) conducting internet searches on your name?

Yes/No

c) reviewing your social media sites for questionable content about yourself?

Yes/No

d) ensuring your financial affairs are above scrutiny?

Yes/No

23) Do you have one or more confidants you trust unquestionably with whom you can share your feelings and concerns (that are not privileged)?

Yes/No

## PERSONALITY COMPATIBILITY

24) Have you ever had an idea that took your sheer will and determination to build collaboration and support to implement?

Yes/No

25) Can you work collaboratively with individuals with whom you don't agree?

Yes/No

26) Are you at ease delegating tasks to others, allowing them to complete tasks within the parameters you've established?

Yes/No

27) Do you generally listen to all sides of an issue or situation before making a decision?

Yes/No

28) Would others describe you as making decisions within an appropriate time frame?

Yes/No

29) Are you fairly self-confident?

Yes/No

30) Are you comfortable

a) walking into a room and introducing yourself to strangers?

Yes/No

b) speaking in public?

Yes/No

c) answering both confrontational and supportive questions in public?

Yes/No

d) communicating with media (radio, TV, newspaper, etc.)?

Yes/No

e) using a wide variety of social media (Twitter, LinkedIn, Instagram, Facebook, Periscope, Hootsuite, etc.) ?

31) Would you describe yourself as resilient? In other words,

a) do you bounce back quickly from disappointment?

Yes/No

b) can you let unfair comments by others to "roll off your back"?

Yes/No

32) Are you able to keep calm in stressful circumstances?

Yes/No



## RUNNING FOR PUBLIC OFFICE

*Step One:*

**Are You Ready?**

**Find out by taking this quick self-assessment quiz.**

Nine in 15 is a nonpartisan grassroots initiative that aims to improve the quality of life in Northeast Florida by encouraging qualified candidates, particularly women, to run for public office and providing information to help them campaign successfully. The initiative also promotes the appointment of more women to public policy boards and commissions. In general, Nine in 15 works to raise public awareness of the unique contributions women make to political discourse and action and to address women's underrepresentation in elected and appointed positions.

Nine in 15 is not a formal organization and does not endorse or fund candidates. For more information or to be added to our mailing list, write [info@Ninein15.com](mailto:info@Ninein15.com)



Nine in 15 offers this self-assessment tool to help you determine your readiness to run for public office. These questions will help you think deeply about your choice and, should you decide to run, the challenges you may face and your ability to fast-track to success.

Research shows that women typically wait to be “invited” to consider running for political office. Even when they are, studies reveal, they tend to assume--often wrongly--that they are not qualified or have not had the right training to launch a campaign. Other research demonstrates that most candidates, male or female, lack deep knowledge about how to run a campaign and raise money successfully or even what type of experience a candidate should possess before launching.

This self-assessment tool can help you decide if you are ready to run for political office. Although it is designed with women in mind, men, too, may find it useful. It's meant to reveal strengths and weaknesses that can lead to campaign pitfalls and peaks: important information to have before you announce your candidacy.

Reflect on each question, answering yes or no. You may want to tally your affirmative and negative responses as you consider your options.

RELATIONSHIPS

- 1) Can you identify at least 50-100 people in your circles of influence in the following categories?

a) close friends/family Yes/No

b) business colleagues Yes/No

c) casual acquaintances Yes/No
- 2) Can you list 50-100 people who may/will support your political race, financially or with volunteer time?

a) financially Yes/No

b) with volunteer time Yes/No
- 3) Have you identified someone who would be willing to chair your fundraising committee? Yes/No
- 4) Have you secured a campaign manager? Yes/No

POLITICAL AWARENESS

- 5) Have you thought through why you want to run for this particular office? Yes/No
- 6) Do you have a general strategy for how you might win your race? Yes/No
- 7) Have you conducted research

a) about the specific political position you are seeking? Yes/No

b) by pulling the public records of the current public official whose office you may fill to study the donations and voting record? Yes/No

c) by learning about the demographics as they align to party affiliation of the district in which you would run? Yes/No
- 8) Have you had any training in how to run a political campaign? Yes/No
- 9) Have you been visible in your community by

a) serving on a non-profit board or in a similar position? Yes/No

b) having been appointed by a governmental official to an agency or commission? Yes/No

c) having been elected to a position in your community by friends and colleagues? Yes/No
- 10) Have you been involved in a controversial issue in your neighborhood or area of interest

a) that generated widespread public interest? Yes/No

b) were you able to influence the public with your judgment and effective communication on an issue? Yes/No
- 11) Have you ever participated in a zoning or other controversy where you appeared before an elected or appointed body? Yes/No
- 12) Are you deeply interested in changing broad issues in Jacksonville in addition to being committed to specific issues you want to see changed? Yes/No

- 13) Do you keep informed about political and controversial issues through various media daily? Yes/No
- 14) Have you observed a City Council (or other political entity) meeting in person or do you regularly watch meetings on TV (or follow through media outlets) if you cannot attend? Yes/No
- 15) Have you

a) volunteered on any political campaign(s)? Yes/No

b) enjoyed the campaign experience? Yes/No
- 16) Are you a regular voter? Yes/No

PRIVATE CONSIDERATIONS

- 17) Is your company, boss and/or supervisor supportive of your desire to run for public office? Yes/No
- 18) Are your husband, children and other family members supportive of your desire to run for public office? Yes/No
- 19) Are you able to invest financially in your own candidacy? Yes/No
- 20) Have you thought about the impact running for and serving in public office will have

a) on your personal obligations? Yes/No

b) on your ability to maintain a balanced life while in office? Yes/No
- 21) ) Are you able

a) to be active and prepared for meetings covering a variety of complex materials without much difficulty? Yes/No

b) to integrate into your schedule the amount of reading and research necessary to be effective in office? Yes/No

## SELF ASSESSMENT<sup>1</sup>

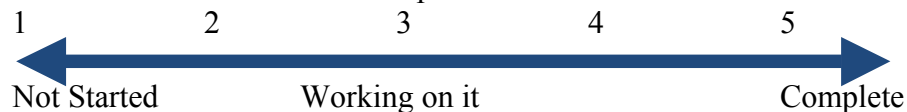
Conduct the self-assessment below to evaluate where you are now and to think through some of the work you will have to do to get the support you need to organize an electoral campaign. Below is a list of tasks you will have to complete in order to run for office. Rate your level of preparedness for each task on a scale of 1 (have not yet started task) to 5 (task is complete).

### Step 1: Quantitative Assessment

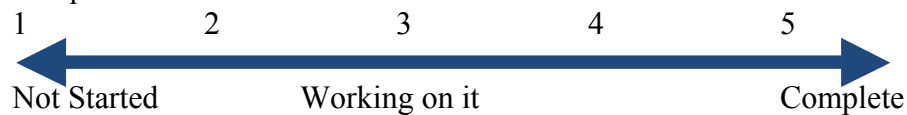
1. I know why I want to run for office.



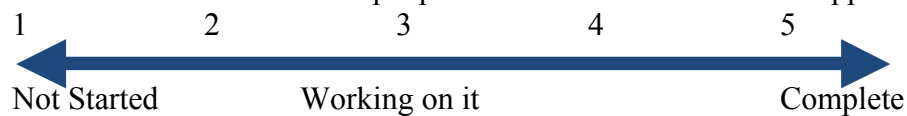
2. I know what I want to accomplish while in elected office.



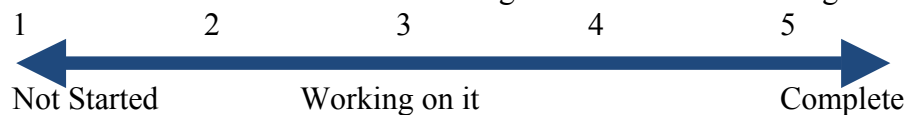
3. I can accurately describe the social, economic and demographic breakdown of the area I hope to represent.



4. I have a list of at least 10 people I can contact for financial support.



5. I have estimated the costs of running for office in a draft budget.



6. I have developed contacts with the relevant print, broadcast and social media.



<sup>1</sup> Adapted from NDI's Regional Campaign School Middle East and North Africa Module #11: Getting on a List

Not Started                      Working on it                      Complete

7. I have conducted an assessment of my likely opponent(s) in terms of their positions on key issues, how many votes they will get and their financial resources.



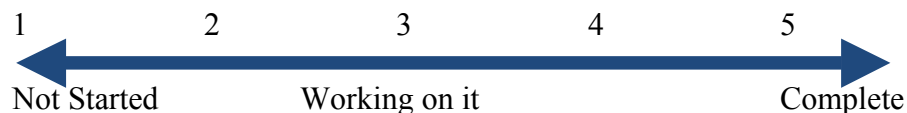
8. I have conducted a voter analysis of the area and have identified the priority issues and the positions that the majority of voters take on them.



9. I have conducted a vote count for the area and determined that there will be sufficient votes for me to be elected.



10. I have addressed all financial, personal or legal issues (problems) which would make it difficult for me to be a candidate.



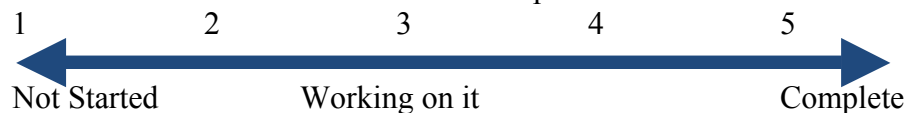
11. I have written down my biography (description of personal and professional experience, and qualifications) and it is accurate.



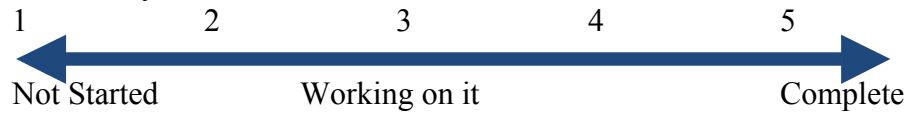
12. I have considered the potential impact of running for office on my personal and professional life and have a plan for how I will make the time to run a rigorous campaign.



13. I know the rules and regulations affecting this election and have determined that I am eligible to stand for office and understand the steps I need to take to become a candidate.



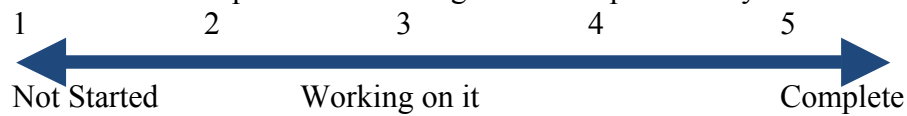
14. I have strong support in the area, and am well-known in and well-connected to the local community.



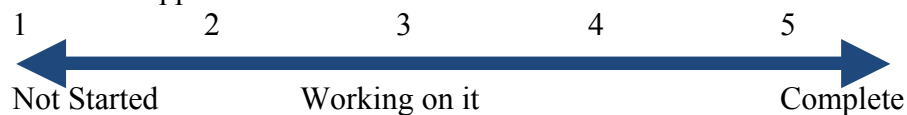
15. I have a message and positions on issues which are relevant and appealing to voters.



16. I have developed close working relationships with key decision-makers in my political party.



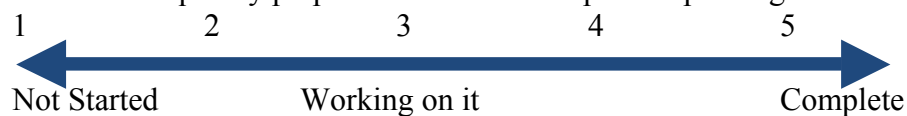
17. I have a constituency of grassroots party activists and leaders in my party who will support me by serving on my campaign team, providing resources, or using their influence to persuade others to support me.



18. I have had discussions with my family so that they understand the time commitment and incursions on privacy and family life that my running for office will require, and they are supportive of my running.



19. I am adequately prepared and trained on public speaking and voter contact.



20. I have a group of trusted advisors.



## Step 2: Qualitative Assessment

Answer the following questions, in your own words:

1. Why do you want to run for office?

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2. What ideas or experience would you bring to elected office that is new, different or better?

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3. Can you name three things that you want to work on or accomplish while in elected office?

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## Step 3: Qualitative Analysis

Review your answers to the questions above. Is the language you have chosen more about you, or more about the people you hope to serve while in office and/or the benefits you hope to bring to them?

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***If you had only 30 seconds or less:***

Could you use these words to make a case to a party leader why you should be selected as a candidate in a winnable position? If not, what changes would you make?

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Could you use these words to explain to a potential donor why they should contribute to your campaign? If not, what changes would you make?

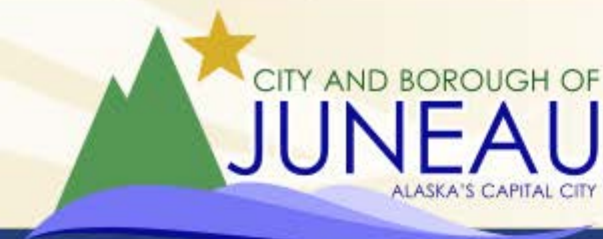
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Could you use these words to explain to a voter why they should support you? If not, what changes would you make?

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OFFICE OF THE CITY CLERK

General Information

Boards & Committees

MUNICIPAL ELECTIONS

Contact Us

## Boards, Committees, Commissions & Task Forces

- [Advisory Board Training PowerPoint](#)
- [CBJ Board/Committee Informational Pamphlet](#)
- [Rules of Procedure for Advisory Boards – Resolution 2686](#)
- [Assembly Rules of Procedure – Resolution 2976 \(NEW! Adopted 2/28/2022\)](#)
- [Board Archive Page](#) (for boards no longer in effect)
- [Planning Commission – Hearing procedures related to appeals](#) (Adopted 9/10/2013)
- [At-a-Glance Board Vacancy List](#) (updated April 2023)

### *TO APPLY FOR ANY BOARD/COMMITTEE/COMMISSION CLICK ON THE 'APPLY' BUTTON BELOW.*

Interested in serving on a board or committee or know someone that would be a great addition to a board or committee? Point that person to this webpage to fill out an application or submit an application for yourself by hitting the 'Apply' button and fill out the online application and hit submit – this will keep your application on file for one year. **You are welcome to apply for a seat on a board/committee that you are interested in even if no vacancy on that board/committee is listed.**

Appointments to CBJ Boards are considered by the Assembly Human Resources Committee (HRC) at its monthly meeting held the same Monday as the Assembly meetings at 6:00p.m. (unless otherwise noted). The HRC does not meet in October due to Assembly reorganization following the annual election. Empowered Board appointments are made at separate meetings with the full Assembly sitting as the Human Resources Committee.

Upcoming and recent agendas/packets are available online at: <https://juneau-ak.municodemeetings.com/>

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Filter boards

**CBJ Advisory****Boards/Committees****/Commissions**

Airport Board

Americans with Disabilities Act Committee

Animal Hearing Board

Bidding Review Board

Board of Equalization

Building Code Advisory Committee

Building Code Board of Appeals

Docks &amp; Harbors Board

Douglas Advisory Board

Eaglecrest Ski Area Board

Eaglecrest Summer Operations Task Force

Historic Resources Advisory Committee

Hospital Board

Juneau Commission on Aging

Juneau Commission on Sustainability

Juneau Economic Development Council

Juneau Human Rights Commission

Juneau Public Libraries Endowment Board

Local Emergency Planning Committee

Parks &amp; Recreation Advisory Committee

Personnel Board

## CBJ Advisory Boards/Committees /Commissions

Start typing to filter boards

### [Airport Board](#)

The Juneau International Airport (JNU) is a municipal airport. The airport is a department of the City and Borough of Juneau (CBJ). A seven-person board that is answerable to the CBJ Assembly governs the airport. They oversee the maintenance and operations of the airport while fiscal responsibility lies with the CBJ Assembly.

### [Americans with Disabilities Act Committee](#)

In 1992, the CBJ established an ADA committee through Resolution 1585 to advise and aid the city manager and assembly to carry out the goals and provisions of the Americans with Disabilities Act as they directly relate to the City and Borough.

In 2007 the Committee was reestablished through Resolution 2429, removing the sunset dates from previous resolutions and reducing the committee from 9 members to 7 members.

The purpose of the committee shall be to advise and assist the Assembly and the Manager in implementing and carrying out the goals and provisions of the Americans with Disabilities Act. The committee may review the interim plan setting forth the City and Borough's efforts for compliance with the ADA; review of the policies, for compliance with ADA and promote public awareness of the ADA requirements; and undertake other tasks and assignments relating to the ADA as requested by the Assembly or the Manager.

### [Animal Hearing Board](#)

The [board] shall hear appeals regarding the classification of dogs as potentially dangerous or dangerous, ...and decisions on applications for reclassification of dogs under section 08.30.120.

### [Bidding Review Board](#)

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