REPORT OF RELATED PARTIES

CBJ departments and entities spend millions of dollars annually providing necessary services to the residents and visitors of the City and Borough of Juneau. It is our goal to ensure that these expenditures achieve maximum value for money by ensuring efficient practices, transparent processes, and fair and open competition. We work with agencies and suppliers to improve collaboration and sustainability while promoting innovation and value.

As stewards of public trust, we observe the highest standards of integrity, honesty and fairness and discharge our duties and responsibilities regardless of personal considerations, avoiding circumstances that create an appearance of impropriety. We protect CBJ's assets and its reputation through professional and personal conduct that is above reproach. We expect the same from our partners.

CBJ Conflict of Interest, Code 01.45.005 – Declaration of policy.

"It is declared that high moral and ethical standards among municipal officers are essential to the conduct of free government; and that the assembly believes that a code of ethics for the guidance of municipal officers will encourage those officers to avoid acting upon substantial personal interests or substantial financial interests in the performance of their public responsibilities, will improve standards of public service, and will promote and strengthen the faith and confidence of the people of this municipality in their municipal officers. It is further declared that holding public office or employment is a public trust and that as one safeguard of that trust, the people require municipal officers to adhere to a code of ethics."

Individuals that serve the community in positions of CBJ authority (elected offices, empowered boards, advisory boards and executive management) must disclose the businesses, non-profit organizations, and community groups in which they have a direct or indirect interest. A direct interest relates to the individual's own interest (ownership, stakeholder, employee) in a business, non-profit organization or community group. An indirect interest means an immediate family member to the individual in a position of CBJ authority has an interest. Close to or related to can include: immediate family members, spouses, and partners.

The purpose of this disclosure is to ensure that benefits received by these related party organizations are in accordance with charter, code and meet the principles of the conflict-of-interest code. Annually, CBJ Auditors will sample transactions with the related party organizations to ensure compliance.

NAME:	
Position Held	
	_____ CBJ Assembly _____ Board of Education _____ Empowered Board _____ Advisory Board _____ Executive Management
	Name of Empowered Board, Advisory Board or Organization
Related Party Organizations – List businesses, non-profit organizations and community organizations. Name/Relation of individual at the organization is not required.	
Direct Relationship:	
Indirect Relationship:	

I attest that, to the best of my knowledge and belief, all the information above is accurate and complete.

_____

Signature and Date