

How to Run for Local Office

The Job



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 similar to 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’s office is one of the nine members and the Mayor serves as the presiding officer. Assemblymembers are elected to rotating three-year terms at the regular municipal election held each first Tuesday in October. No Assemblymember may serve more than three consecutive terms without taking a minimum of a one year break from service before running again. The CBJ Charter outlines that the Mayor and Assemblymembers are elected at large and at the time of election, must reside in the district to which the seat they seek is assigned.

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” the Assemblymembers so that the perspective provided by living in various geographical areas is represented.

Three Assemblymembers must reside in District 1, three in District 2 and two other Assemblymembers may live in any area of the borough, known as the “areawide seats.” The Mayor may also live in any area of the borough. District 1 generally encompasses the area south of “McNugget Intersection” and around the airport to the banks of the Mendenhall River south, all of Douglas Island, Lemon Creek, “downtown” and Thane.

District 2 includes “the valley” and everything north of that area.

Whether elected to a district seat, an areawide seat or as the Mayor, all Assemblymembers serve all constituents within the CBJ. Most important, and different from the State of Alaska regarding House of Representative representation, CBJ voters may cast a ballot for all of the seats that are open on the ballot, regardless of where the voter lives. Only one ballot is printed for candidates in the City and Borough of Juneau, and voters may cast a vote in each and every race on the ballot.

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 issues and in a role call vote is traditionally called upon 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 when a vacancy occurs in that office, and in such a case, 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. For instance, the most common occurrence is when the Mayor is absent from a meeting or participating by telephone, 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. Resolution 2781 – the Assembly Rules of Procedure, 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 and Resources, and Public Works and Facilities.

In addition, two more “standing” committees are established, to which all nine members of the Assembly sit on: 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 and planning 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 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.

Similar to the Assembly in its appointment of a City Manager, the Board appoints a Superintendent of Schools who is responsible for enacting and enforcing the policy decisions of the Board and for the day to day 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 performs the areawide functions of planning, platting and zoning for the City and Borough.

The duties of the Planning Commission include:

- Comprehensive Plan review.
- Review of the capital improvements program.
- Review of City and Borough land acquisitions, disposals and projects.
- Review of development code amendments,
- Review of land use actions, and
- Serve as the Board of Adjustment to review and decide variance requests, rule upon map boundary questions and make "similar use" determinations.

Similar to the Planning Commission, the Aquatics Board is a hybrid Decision Making/Advisory Body. The Assembly appoints nine citizens who are residents of the City and Borough to serve three-year terms on each of these boards. 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 or "business" of CBJ. These volunteer boards, appointed by the Assembly, generally run an "enterprise" of the CBJ and hire a manager that reports to the Board directly, 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 Sister City Committee, the Juneau Human Rights Commission, the Juneau Commission on Sustainability, and the Parks and Recreation Advisory Committee.

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

Approximately 230 people serve on CBJ Advisory Boards and Committees. Service on an advisory board 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 (commonly known as the City Manager) is hired and directed by the Assembly as a whole 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 is hired and directed by the Assembly as a whole 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. No individual Assemblymember may provide instructions to the Municipal Attorney or the law department staff, however, an individual Assemblymember may seek the counsel of the Municipal Attorney in matters generally, and specifically regarding inquiries about conflict of interest.

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 Municipal Clerk functions include supervising elections, attending meetings of the Assembly and keeping the journal, 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.

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, who in turn hires the 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 and sidewalks, education, libraries, recreational facilities and many services, to name a few. 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. The current practice is to conduct a regular meeting every third Monday. Although the Monday holiday schedule can add some confusion to these dates, 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. The scope of 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 the meeting in order to legally transact business. A quorum of the Assembly, a nine-member body, is five members. In the absence of a quorum, the only action that may take place at a meeting is to set the next meeting date.

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 (most recently updated in Resolution 2781 in 2017). 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?

A prevailing vote of at least five members is required for the Assembly to take official action, unless two or more members have been excused from voting, in which case a prevailing vote of four members is sufficient. Each Assemblymember present is required

to vote on every question before the Assembly, unless excused by the affirmative vote of all remaining members able to vote on the question. Generally, an excuse from voting would be based upon establishing that a member has a conflict of interest.

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 are encouraged to meet with the City Attorney for guidance, and to 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 teleconference, the location of any teleconferencing facilities that will be used. 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. There is no requirement to publish an agenda.

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.

It is recommended that if you have any questions regarding the propriety of a meeting, whether your body is subject to the OMA, that you call the City and Borough Law Department, which routinely provides assistance on 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 to make sure the Municipal Clerk is copied, and let the clerk maintain the record.

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

Do any of these public servants get paid?

The Assembly sets the compensation rate for the Mayor and Assembly, and for years the rate has not changed. The Mayor is paid \$2,500 per month and the Assemblymembers are paid \$500 per month for their service.

School Board members receive a monthly stipend of \$270 and the Board President receives a monthly stipend of \$337.50.

The Planning Commission receives a bi-weekly stipend of \$69.24.

All other board members serve as volunteers.

What if I have further questions?

The Municipal Clerk’s office is the first stop in your quest for information about the municipality. The office is open from 8 a.m. to 4:30 p.m. Monday through Friday, and the staff can be reached at:

City Hall, Room 202
155 S. Seward St.
Juneau, AK 99801
Email: city.clerk@juneau.org
Phone: (907) 586-5278



Presented by: The Manager
Introduced: 01/09/2017
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2781

**A Resolution Reestablishing the Assembly Rules of Procedure,
and Repealing Resolution No. 2550.**

WHEREAS, it is necessary for the orderly conduct of business that rules of procedure be adopted for the Assembly.

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. Roll Call

III. Approval of Minutes

IV. Manager's Requests for Agenda Changes

V. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)

VI. Consent Agenda

A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction

B. Assembly Requests for Consent Agenda Changes

C. Assembly Action

VII. Ordinances for Public Hearing

A. Administrative or Committee Reports

B. Public Hearing

C. Assembly Action

VIII. Unfinished Business

A. Administrative or Committee Reports

- B. Public Hearing
- C. Assembly Action
- IX. New Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- X. Staff Reports
- XI. Assembly Reports
 - A. Mayor's Report
 - B. Committee Reports
 - C. Liaison Reports
 - D. Presiding Officer Reports
- XII. Assembly Comments and Questions
- XIII. Continuation of Public Participation on Public Participation on Non-agenda Items
- XIV. Executive Session
- XV. 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, unless the Assembly, at a preceding regular or special meeting has, by motion or otherwise, designated a different place for a particular meeting.

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.

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 or the Manager, 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 Committee
5. Public Works and Facilities Committee

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 Aquatics Board, the Docks and Harbors Board, and the Airport Board. 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. 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.
 5. Lands Committee. The Lands Committee may take up issues relevant to the lands, water or air within the City and Borough. The duties of the Lands 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.

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.

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 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 are not required to regularly attend board or commission meetings; but if they do, they 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.

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 may 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:

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 present in the chambers.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Manager's office more than three business days before a meeting and comprising ten pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Clerk at the meeting provided that the submission includes at least 15 copies.

E. The Mayor will set forth the item or subject to be discussed and will rule non germane comments out of order.

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, their place of residence.

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 may 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. The questions may not be argumentative.

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 shall not deliberate at that time on matters raised, or answer questions directed to the members.

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. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone 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 via telephone, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding telephonic participation in a particular meeting may participate via telephone 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 by telephone 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 telephone connection when the call to order is imminent.

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

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating by telephone 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 by telephone.

I. If the telephone 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 by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone 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 by telephone.

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

L. Remarks by members participating by telephone 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 by telephone shall be allowed to speak to the same extent he would if physically present at the meeting.

N. As used in these rules, "telephone" means any system for synchronous two-way voice communication. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

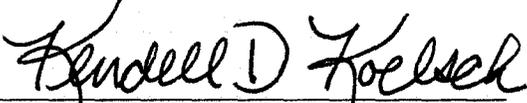
RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.

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

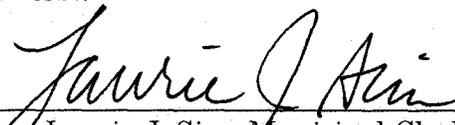
Section 2. Repeal of Resolution. Resolution No. 2550 is repealed.

Section 3. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 23rd day of January, 2017.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk



Dear School Board Candidate,

Education is more than just budgets, contracts and negotiations. It's more than books and desks, bus schedules and buildings. It's even more than reading and writing and Calculus II. Education is a promise to our children, a promise that they will be equipped to meet the challenges of tomorrow!

Serving your community as a member of the school board means making a commitment to the children and being a part of their tomorrow. The local school board is a uniquely American institution that has made the public schools flexible and responsive to the needs of local communities. The school board represents a continuing commitment to local citizen control and decision-making in education.

As a member of a local school board, you will join the more than 325 Alaskan men and women who are dedicating their time and efforts to living up to that commitment. You will become a state official charged with guiding a statewide school system that has over 15,000 employees and serves more than 120,000 children. The greatest reward you will receive for this service is the personal satisfaction, which comes from working to meet the educational needs of the students who attend the public schools in your community.

Thank you for pledging to share your wisdom and knowledge to help create a bright future for children in your school district and throughout Alaska.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Swain".

Mike Swain
Association of Alaska School Boards
President, Board of Directors



A message from the Association of Alaska School Boards

What to look for in a School Board Candidate

It's summer. It seems like it was just the other day when last year's citizens were beginning their campaigns for local school board races. The wheels are turning in the minds of hundreds of citizens who think they may want to be local school board members. What should voters look for as they assess the qualifications of school board candidates? What skills and commitments are important to school board success? These are some of the things we believe to be important:

• Time

Serving on a local school board requires lots of it. No longer is it reasonable to expect board service to take one night per month. Public education has become far too complex and community expectations far too great, for the leisurely pace of yesteryear to be the rule today. Today's board members say they can easily spend 30 or more hours per month on school issues: negotiating contracts, planning, work sessions, community meetings-not to mention personal phone calls and other contacts made.

• Commitment to teamwork

Individual school board members, by themselves, are not empowered to make district wide changes, but, by working well with board colleagues, the superintendent and with other groups who are shaping public schools, virtually anything is possible. Occasionally a board will find itself embroiled in controversy and turmoil.

Reasonable adults should be able to disagree agreeably, then move to the next level without chewing up themselves-and the district-by creating lasting divisions that assure loss of public confidence.

• Strong interpersonal skills

School board members' ideas may be wonderful, but if they lack the skills to persuade their colleagues and the public of their value, they will be less effective. If only one set of skills were available for an effective school board member, I would choose solid interpersonal skills and attributes, including communication, trustworthiness, honesty, confidentiality, consistency, and other such traits that cause interpersonal relationships to blossom.

• Concern for the entire school district not for a special interest or a narrow philosophy.

Most of us have a "favorite" concern about schools. It may be sports, fine arts, "the basics," special education, or something else. And that's okay. However, an elected school board member must keep a broad view of the district and see a wide horizon. Every program offered by the district has value, or it should not be offered. Good board members recognize that, and try to build them all to their highest level of quality.



The other dimension of this point, philosophy, is more subtle. More and more, narrowly focused organizations are helping candidates get elected so that their commonly held philosophical views will influence board action. Of course, this is all very legal. In fact, such organizations are to be applauded for their commitment. However, a voter must take the time and make the effort to learn as much about school board candidates as possible in order to know the philosophy of the person they elect.

• Willingness to learn

State law requires few qualifications for service as a school board member. Some individuals are elected with more immediate knowledge and skills than others. But no one, regardless of occupation, intelligence or personal skills, comes in knowing all he or she needed upon election. Those who approach their jobs with a desire to be more knowledgeable and skilled become more effective school board members.

Serving on a local school board can be one of the most rewarding challenges any citizen could hope for. The system works best when able and committed people step forward and serve their communities. If ever there was a time when quality leadership was needed, it is now.

Adapted from Randy Quinn,
Colorado School Boards Association.

A Guide for School Board Candidates in Alaska

Published by the Association of Alaska School Boards, this brochure is available free of charge. It gives an overview of roles and responsibilities, board functions, policy making, planning, performance and interpreting school needs. Call AASB at (907) 463-1660 for your free brochure. Visit the AASB website (<http://www.aasb.org>) for more information about school boards and Alaska Education.

Election Dates

- REAA School Board elections: **October 2, 2018.**
- Most Municipal School Board elections: **October 2, 2018.**

Municipal election dates are determined locally. Contact your local municipality to find out the school board candidate filing deadline in your community!

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

Web site: <http://www.aasb.org>

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.



2019 Toolkit Page 60 of 134 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.

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, 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.

SAMPLE LETTER TO CANDIDATES

July 1, 2018

John Doe
Address

Dear Mr. Doe,

Congratulations on your decision to run for the school board. School boards insure that the schools are truly part of the community and that we keep the schools close to the people and the people close to the schools. The local board of education has an important responsibility to provide an educational program for each school age child. People who serve on school boards give their time and talent in order to build better schools.

The Association of Alaska School Boards has made a brochure available regarding school board service and we are pleased to share it with you. The brochure should give you more insight on what the job entails. Also enclosed is "A Framework for School Board Standards." This publication is designed to help you better understand the board's role and expectations of the public.

I would be happy to provide you with information about our district. Please feel free to contact me if you would like to visit our schools, the district office or if you would like more information.

Sincerely,

Jane Smith

Superintendent



BOARD STANDARDS

A FRAMEWORK FOR ALASKA SCHOOL BOARDS



association of
ALASKA
school boards

CONTENTS

VISION	4
STRUCTURE	5
ACCOUNTABILITY	7
ADVOCACY	9
CONDUCT & ETHICS	11



*To learn more about these standards
visit our website at www.aasb.org*

Many thanks to the original team who
developed these Board Standards

ASSOCIATION OF ALASKA SCHOOL BOARDS **SCHOOL BOARD STANDARDS**

The education community is intimately familiar with standards. Standards for students have been around for many years in the form of grades, report cards and most recently many forms of assessments. Likewise, teachers, administrators and support personnel live by standards in the form of annual evaluations, classroom observations and peer monitoring. In Alaska, school districts have embraced board standards as an appropriate process for ensuring that our public school students achieve the very best academic success possible. Board standards were created through a process that involved a broad based group of people within and without the education community. This group brought together experience from the business world, the political arena, and families as well as from education. Together they determined the standards that should guide a person to become the best governance official possible to oversee school districts in Alaska. In 1998 this group of 25 individuals over a two day period created the framework of Board Standards and later that same year the AASB Board of Directors approved them for distribution to local school boards.

Too often across the nation the media reports on inappropriate behavior and even criminal acts from elected municipal bodies. School boards across the state have embraced these standards and are utilizing them as a model of behavior. By using the standards to influence behavior every board member will become a role model, districts will function as a governance model and students will be well served.



AASB's Board Standards have served as a foundation for development programs and resources available to school board members in Alaska.

Shortly after being adopted by the AASB Board of Directors, the Board Standards Framework (Vision, Structure, Accountability, Advocacy and Conduct and Ethics) was used to develop a three-year syllabus of topics that guided the Board development programming for the Association. This syllabus ensures that members will be provided with information and skill training aligned to the Standards during their first term in office.

A school board self-assessment was created based on Board Standards and performance indicators. The assessment is available on the AASB website (aasb.org) for use by boards. AASB staff, during a custom workshop, are also available to facilitate the assessment and help a board develop their own plan for improvement.

A sample Board Bylaw identifying Board Standards as a guide for orienting new Board members to the standards, provide on-going board development opportunities to assist all Board members in meeting those standards, and assess board performance to measure the Board's effectiveness was included in the AASB Policy Reference Manual and has been adopted by almost all members.

The Alaska School Board Member Handbook was designed around the Standards Framework and serves as a reference guide for members seeking information about their roles and responsibilities.

VISION

The Board Creates A Shared Vision To Enhance Student Achievement

1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.

INDICATORS

- . Educational stakeholders are invited to participate in the development and revision of the school district’s mission and vision.
- . Stakeholders have regular opportunities to provide input throughout the development of the district’s plan.
- . The board seeks input from Elders and other leaders to incorporate traditional values and ways of knowing into the district mission and vision.

1.2 Board keeps the district and community focused on educating students

INDICATORS

- . The “IS IT GOOD FOR KIDS” question guides all board deliberations and actions.
- . The board refers to mission and vision when communicating with staff, groups, and organizations.

1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision-making.

INDICATORS

- . The board uses the mission and vision as a guide in planning, decision making, and evaluating district operations.
- . The board communicates its rationale for decisions to the community as a way to reinforce its commitment to the mission and vision.

STRUCTURE

The Board Provides A Structure That Supports The Vision

2.1 Board establishes a management system that results in effective decision making processes and enables all to help the district achieve its mission and vision while making the best use of its resources.

INDICATORS

- . The board develops policies that require and support strong leadership by the superintendent.
- . The board develops policies that enable the staff and the public to participate in board deliberations, school programs, and activities in a meaningful way.
- . The board ensures that financial and human resource decisions directly support the district's mission and vision.

2.2 Board ensures that long and short-term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.

INDICATORS

- . The board invites input from individuals, school staff, community and other organizations about improving the school program.
- . The board engages in annual planning and review.
- . The board directs use of appropriate committees for action planning.



2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.

INDICATORS

- The board establishes appropriate committees to advise on the establishment and revision of district standards.
- The board makes instructional resource decisions based on emerging instructional needs and redirects existing resources as appropriate to meet them.

2.4 Board acts to ensure vision and structure comply with legal requirements

INDICATORS

- The board establishes policy requiring internal and/or external evaluations of district operations.
- The board reviews the results of all assessments as part of their deliberations.

2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

INDICATORS

- The board invests in staff development tied to the skills students will need in the future.
- The board supports a cultural orientation program for new school staff and encourages their involvement in the community.
- The board oversees continual review of curriculum and the development of instructional techniques that enhance student achievement.
- The board communicates new developments in instruction to the community and provides a rationale for them.

ACCOUNTABILITY

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.

INDICATORS

- The board ensures assessments are locally appropriate, accurate, relevant, and use a feasible process.
- Reports on student progress are linked directly to district vision for student achievement.

3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.

INDICATORS

- The board establishes policies and procedures for the routine evaluation of the superintendent.
- Written performance expectations for the superintendent and the board are developed and communicated to the community.
- The board solicits public input regarding its performance toward achieving performance expectations.
- The board routinely carries out these evaluations and set goals for improvement.



3.3 Board ensures long and short-term plans are evaluated and revised with the needs of students in mind.

INDICATORS

- The board seeks input on the evaluation of the plans' progress and effectiveness.
- The board ensures a variety of indicators are used for evaluations.
- The board establishes a framework that supports reasoned decision-making.
- The board schedules time annually for appropriate review.

3.4 Board uses an understandable format to periodically report district performance to the public.

INDICATORS

- The board insists that all reports are written and presented in a way that is understandable and useful to the public.
- The board hosts informal opportunities for the public to discuss all district performance issues.



ADVOCACY

The Board Champions The Vision

4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.

INDICATORS

- . The board establishes policy to ensure individuals and groups are recognized for accomplishments.
- . The board recognizes students and others for accomplishments as part of their regularly scheduled meeting activities.
- . Board members attend and/or participate in recognition ceremonies when appropriate.

4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.

INDICATORS

- . The board adopts policies encouraging parental involvement.
- . The board promotes the “asset” framework with school staff, community, and students.

4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.

INDICATORS

- . The board initiates opportunities to involve educational stakeholders in meaningful activities that meet student needs.
- . The board identifies community resources that can help provide basic academic and enrichment activities that will extend learning opportunities for students.

4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.

INDICATORS

- The board provides information to school staff and public about school board service to promote understanding and interest.
- The board actively informs the community regarding the role and purpose of school boards.
- The board invites interested community members to participate in committees.

4.5 The board is proactive in identifying and addressing issues that affect the education of students.

INDICATORS

- Board members influence all recommendations brought before them against the “IS IT GOOD FOR KIDS” criteria.
- Board members influence actions of individuals and groups that have the potential to impact the school system, and act in the best interest of the students.
- The board takes a leadership role in representing student educational interests to other organizations, agencies, local and state government.





CONDUCT & ETHICS

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner

5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.

INDICATORS

- . Board members understand the significance of their role as models for students and representatives of the community and act accordingly.
- . Board members support decisions of the majority after honoring each member's individual right to express opposing views and state their convictions.
- . The board makes decisions as a group, only at properly called meetings, and recognizes that individual members have no authority to take individual action.

5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision-making skills through a conscious program of board development.

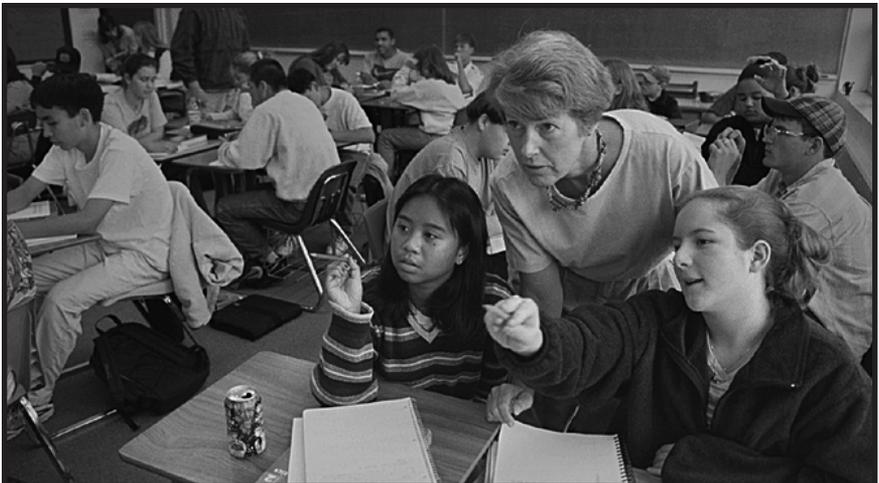
INDICATORS

- . The board participates in board development activities to enhance their governance skills.
- . Individual board members report the results of those activities to other board members and the community during board meetings.
- . Board members attend and fully participate in all board development functions paid for by district funds.
- . The board takes responsibility for the orientation of new members.

5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

INDICATORS

- . The budget for all board expenditures is easily identifiable.
- . All board expenditures are compared against “IS IT GOOD FOR KIDS” criteria.
- . The board invites the public to review and comment on expenditures for all board activities and functions.





association of
ALASKA
school boards

LOCAL GOVERNMENT PRIMER

ALASKA · STATE · CAPITOL

Alaska Municipal League
Alaskan Local Government Primer

Alaska Municipal League

The Alaska Municipal League (AML) is a voluntary, nonprofit, nonpartisan, statewide organization of 164 cities, boroughs, and unified municipalities, representing over 97 percent of Alaska's residents. Originally organized in 1950, the League of Alaska Cities became the Alaska Municipal League in 1962 when boroughs joined the League.

The mission of the Alaska Municipal League is to:

1. Represent the unified voice of Alaska's local governments to successfully influence state and federal decision making.
2. Build consensus and partnerships to address Alaska's Challenges, and
3. Provide training and joint services to strengthen Alaska's local governments.

Alaska Conference of Mayors

ACoM is the parent organization of the Alaska Municipal League. The ACoM and AML work together to form a municipal consensus on statewide and federal issues facing Alaskan local governments.

The purpose of the Alaska Conference of Mayors (ACoM) is to offer an opportunity for the mayors to discuss issues of common concern, to work together for the betterment of their municipalities, and to improve the understanding of information about municipalities in Alaska.



Table of Contents

Purpose of Primer..... Page 3

Cities.....Pages 4-5

Boroughs.....Pages 6-9

Senior Tax Exemption.....Page 10

Revenue Sharing.....Page 11

Important Local Government Facts:

- ◆ Mill rates are calculated by directing the governing body to determine the budget requirements and identifying all revenue sources. After the budget amount is reduced by subtracting revenue sources, the residual is the amount required to be raised by the property tax. That amount is divided by the total assessed value and the result is identified as a “mill rate”. A “mill” is 1/1000 of a dollar, so the mill rate simply states the amount of tax to be charged per \$1,000 of assessed value. For example, a mill rate of 18.5 mills equates to \$18.50 of tax per \$1,000 of assessed value. Under this scenario, a property assessed at \$100,000 would have a tax liability of \$1,850 annually.
- ◆ A home rule municipality adopts a charter, subject to voter approval, and has all powers not prohibited by the law or charter. A general law municipality is unchartered and its powers are granted by state law. There are two classes of general law cities and two classes of general law boroughs – first and second class. The differences between the two classes of cities include taxing authority, responsibility for schools, and the powers and duties of the Mayor. The differences between the two classes of borough are the manner in which they adopt additional powers.

ALASKA MUNICIPAL LEAGUE

ALASKAN LOCAL GOVERNMENT PRIMER

This primer has been published especially for those Alaskans who wish to know more about how Alaska's local governments work. As political subdivisions of the State, Alaska's municipalities appreciate all the time and effort provided by Legislators and the Administration in helping us operate our governments in a more effective and efficient manner.

Many of the decisions made by Legislators require a certain amount of knowledge about the workings of local government. It is important to understand the structure of municipal government in Alaska in order to be aware of what contributions they can and cannot make to our state. The delegates to the State of Alaska's Constitutional Convention of 1955-56 wanted to avoid overlapping local government jurisdictions. A guiding principle of the constitutional convention was that they did not want to force a particular form of government on any community or region of the state.

A system of local government was created that would be flexible enough to meet the desire for **local control**, as well as the need to realize economies of scale through regional organization. A major factor they considered was the diversity of economies and infrastructure. When Alaskans were considering statehood, many communities relied almost exclusively on a subsistence lifestyle. Entire regions of the state were without basic services or substantial cash economies while other parts of the state were developing resource industries that promised a robust economy.

Considering these differences, the constitution did not mandate the creation of incorporated local governments throughout the state, but did provide that the entire state be divided into boroughs based on, in part, natural geographic boundaries, economic viability, and common interests. The Alaska Statute that provides a framework for local government is Alaska State Statute, Title 29.

General Law local government derives its powers from laws enacted by the State legislature.

Alaska has two types of municipal government: organized cities and organized boroughs.

A city generally exercises its powers within an established boundary that normally encompasses a single community, while a borough (intermediate-sized governments – larger than cities) provides services and exercises power on a regional basis. Under the state's constitution, a city is also part of the borough in which it is located.

All local governments have certain fundamental duties such as conducting elections and holding regular meetings of the governing body. Beyond that, the duties of municipalities in Alaska vary greatly based on their classification and whether cities are inside or outside organized boroughs.

CITIES

A city can be within an organized borough or within the unorganized borough. All cities are municipal corporations and political subdivisions of the State. Typically, cities do not include large geographical regions or unpopulated areas. Classifications of cities include:

- Home Rule cities – 400 or > permanent residents; legislative powers not prohibited by law or charter
- First Class cities – 400 or > permanent residents; state law defines powers, duties, functions
- Second Class cities – 25 or > permanent residents; state law defines powers, duties, functions

The powers and duties a city have are dependent on its classification (See Table A)

Table A
Powers and Duties of Cities

Power	Home Rule City	First Class City	Second Class City	References
Public Education	City in unorganized borough must provide service in accordance with AS 14. City not permitted to do so within organized boroughs	Same as Home Rule City	City not allowed to provide service under any circumstances	AS 29.35.260(b) AS 14.12.101 AS 14.12.025
Planning, Platting, Land Use Regulation	Cities in unorganized boroughs must exercise the powers. If in an unorganized borough, it may be permitted by borough to exercise the powers.	Same as for a Home Rule City, except power must be exercised in accordance with AS 29.40 (governance by assembly)	The City is not required to exercise powers, but may be permitted in the manner described for First Class Cities.	AS 29.35.260(c) AS 29.35.260(c)
Property Tax	City may tax up to 30 mills, except where a higher levy is necessary to avoid default on debt. Some home rule municipal charters require voter approval to authorize the levy of property taxes.	The City may tax up to 30 mills except where a higher levy is necessary to avoid default on debt. Voter approval is not required by statute, however, some general law municipal governments have more restrictive limitations imposed at the local level.	The City may tax up to 20 mills, except where a higher levy is required to avoid default. Voter approval is required.	AS 29.45.550 - AS 29.45.590

Source: DCCED

Table A
Powers and Duties of Cities

Power	Home Rule City	First Class City	Second Class City	References
Sales Tax	The rate of levy may be limited by charter. Requirements for voter approval may also be set by charter.	There is no limit on the rate of levy sales taxes; however, voter approval is required.	Same as for a First Class City.	AS 29.45.700
Other Powers	Possess all legislative powers not prohibited by law or charter	May exercise other powers not prohibited by law	May exercise other powers not prohibited by law	Art. X, S 11, AK Const., AS 29.35.250
City Council Composition	Determined by charter or ordinance	Six members selected at large, except the council may provide for election other than at-large	Seven members elected at large, except the council may provide for election other than at-large	AS 29.20.130
Election and Term of Mayor	Determined by charter or ordinance	Elected at large for a 3-year term, unless a different term not to exceed four years is provided by ordinance.	Elected from the City Council for a 1-year term, unless a longer term is provided by ordinance. Mayor is selected by council (or by voters upon adoption of ordinance)	AS 29.20.230 AS 29.20.240
Vote by Mayor	Determined by charter or ordinance	May vote to break a tie vote on the City Council	Votes on all matters	AS 29.20.250
Veto Power of Mayor	Determined by charter or ordinance, except veto is not permitted on ordinance prohibiting possession of alcohol	Has veto power with the same exception noted for Home Rule Cities	Has no veto power	AS 29.20.270
Power of Eminent Domain	Permitted by statute	Permitted by statute	Permitted, but requires voter approval	AS 29.35.030
Ability to Attain Home Rule Status	Already has home rule status	Voters may adopt Home Rule Charter	May not adopt Home Rule Charter without first reclassifying to a First Class City	AS 29.10.010

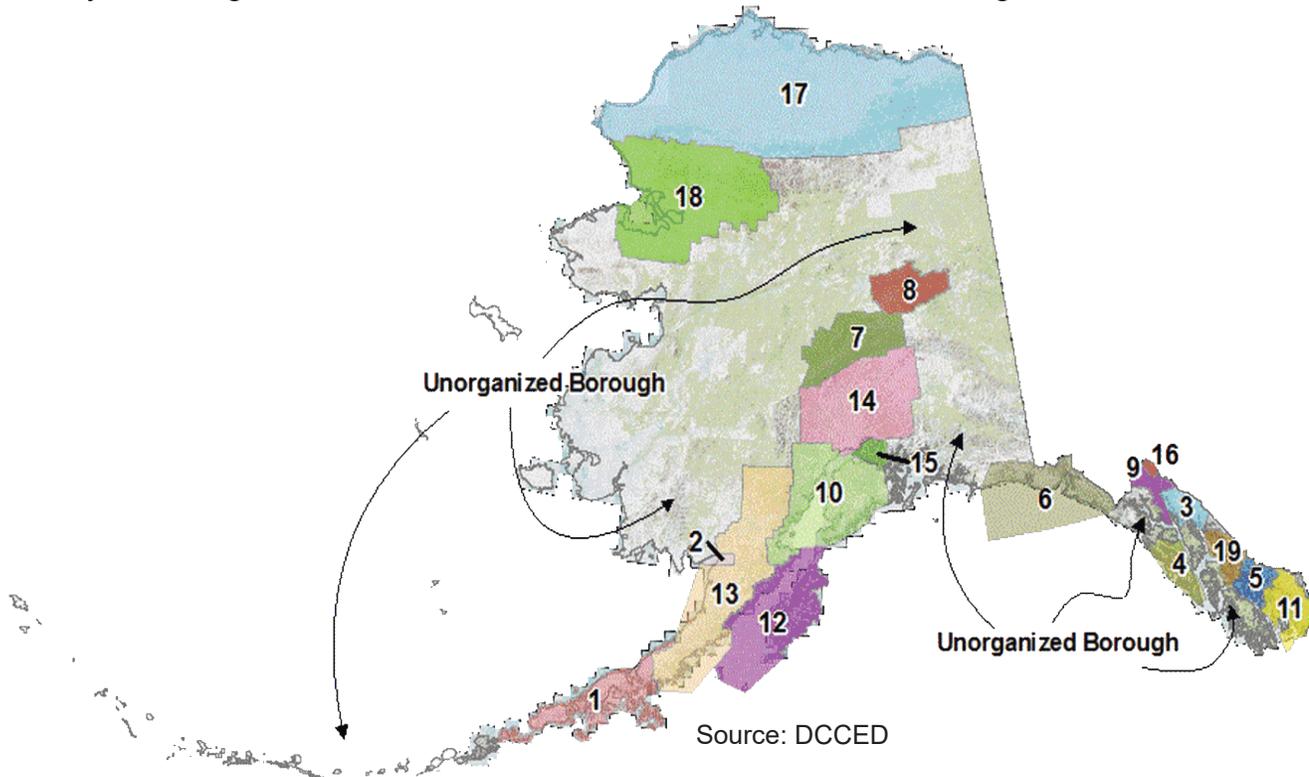
Source: DCCED

BOROUGHES

Organized boroughs, like cities, are municipal corporations and political subdivisions of the State of Alaska. The constitution requires the state be divided into boroughs, either organized or unorganized. A borough is supposed to consist of an area and population that has common interests.

Alaska has 18 organized boroughs and a single unorganized borough. The organized boroughs are:

- | | |
|-------------------------------|---------------------------------|
| 1. Aleutians East Borough | 7. Denali Borough |
| 2. Bristol Bay Borough | 8. Fairbanks North Star Borough |
| 3. City & Borough of Juneau | 9. Haines Borough |
| 4. City & Borough of Sitka | 10. Kenai Peninsula Borough |
| 5. City & Borough of Wrangell | 11. Ketchikan Gateway Borough |
| 6. City & Borough of Yakutat | 12. Kodiak Island Borough |



- | | |
|-------------------------------|------------------------------|
| 13. Lake & Peninsula Borough | 17. North Slope Borough |
| 14. Matanuska-Susitna Borough | 18. Northwest Arctic Borough |
| 15. Municipality of Anchorage | 19. Petersburg Borough |
| 16. Municipality of Skagway | |

There are four different classifications of organized boroughs:

- Unified Home Rule – may exercise all legislative powers not prohibited by law or charter
- Non-unified Home Rule
- First Class – may exercise any power not prohibited by law on non-area wide basis by adopting ordinances
- Second Class – must gain voter approval for authority to exercise many non-area wide powers

The Alaska Constitution established a framework for government that provided “**maximum local self-government and minimum local government units**”.

(See Table B for specific powers and duties of the organized boroughs.)

The unorganized borough is **not** a municipal corporation or political subdivision of the State of Alaska. This classification of borough was intended to serve as a means to decentralize state services and to foster local participation in administration within regions not ready or suited for organized borough status. It is important to note that for the Unorganized Borough, the Alaska Constitution **assigns the legislature all powers an assembly would have in an organized borough.**

An organized borough may provide services on three levels. These are: areawide (throughout the borough), non-areawide (that part of the borough outside of cities), and service areas (size and make-up vary).

The nineteen boroughs cover more than half of the state. Some of the populated areas of the unorganized borough may have a form of local government or service organization other than an incorporated municipality, such as a tribal council or non-profit community association.

All organized boroughs have three mandatory powers: education; planning and land use regulation; and property assessment and taxation.

In the unorganized borough, the State Legislature has oversight of services that would otherwise be provided by the organized borough assembly (e.g. education, planning and zoning). Education is delivered by the state through Regional Educational Attendance Areas (REAs).

Important Local Government Facts:

- ◆ The framework for local government in the State of Alaska is established in Article X of the Alaska Constitution and Title 29 of the Alaska Statutes.
- ◆ Alaska has 164 municipalities; 144 cities, 19 boroughs, and one reservation organized under federal law.
- ◆ In all, 97% of Alaskans live in an organized municipality.
- ◆ A city is governed by a City Council. A borough is governed by a Borough Assembly.
- ◆ Fifteen of the nineteen organized boroughs levy a property tax. Within organized boroughs, there are 12 cities that also levy an additional city property tax. Within the unorganized borough, only 9 cities levy a property tax.

Table B
Powers and Duties of Boroughs

Power	Unified Municipality & Home Rule Borough	First Class Borough	Second Class Borough
Public Education	The borough or unified municipality must provide the service areawide in accordance with AS 14.	Same as for a home rule borough	Same as for a home rule borough
Planning, Platting & Land Use Regulation	The borough or unified municipality must exercise the powers areawide, but not necessarily in accordance with AS 29.40	The borough must exercise the powers areawide; in accordance with AS 29.40; the borough may allow cities to assume such powers within their boundaries	Same as for a first class borough
Provide Transportation systems, water & air pollution control, animal regulation	Determined by charter or ordinance	May be exercised on an areawide, nonareawide or service area based by ordinance	May be exercised on an areawide or nonareawide basis by ordinance; approval from voters or property owners required for service area powers
License Day Care Facilities	Determined by charter or ordinance	May be exercised on an areawide, nonareawide or service area basis by ordinance	May be exercised on an areawide basis by ordinance; voter approval required for exercise on a nonareawide or service area basis
Regulate Fireworks, provide solid & septic waste disposal, housing rehabilitation, economic development, roads & trails, EMS communications, regulate motor vehicles and development projects	Determined by charter or ordinance	May be exercised areawide upon approval of areawide voters or by transfer of powers from all cities; may be exercised by ordinance on a nonareawide or service area basis	May be exercised areawide upon approval of areawide voters; or by transfer of powers from all cities; may be exercised by ordinance on a nonareawide basis; may be exercised on a service area basis with voter approval
Hazardous Substance Control	Determined by charter or ordinance	Same as above	Same as above

Source: DCCED

Table B
Powers and Duties of Boroughs

Power	Unified Municipality & Home Rule Borough	First Class Borough	Second Class Borough
Other Powers Not Prohibited	Determined by charter or ordinance	Same as above	May be exercised areawide upon approval of areawide voters; or by transfer of powers from all cities and approval of nonareawide voters; may be exercised nonareawide upon approval of non-areawide voters; may be exercised on a service area basis with voter approval
Property Tax	Limited to 30 mills except where a higher levy is necessary to avoid default on debt; voter approval to levy property taxes is required by some charters	Same as home rule except there is no charter. Still, some general law boroughs have more limited taxing authority established by local action	Same as for a first class borough
Sales Tax	The rate of levy may be limited by charter and voter approval to levy sales taxes may be required by charter	No limit exists on the rate of levy; however, voter approval is required to levy sales taxes	Same as for a first class borough
Assembly composition and apportionment	Flexible; determined according to AS 29.20.060	Same as for a home rule borough	Same as for a First class borough
Election and term of Mayor	Established by charter or ordinance AS 29.20.120	Elected at large for a 3-year term, unless a different term not to exceed 4 years is provided by ordinance	Same as for a First Class borough
Veto Power of the Mayor	Established by charter or ordinance	May vote to break a tie vote only if the borough has a manager form of government	Same as for a First Class borough
Ability to attain Home Rule status	Already has home rule status	Voters may adopt home rule charter	Same as for a First Class borough

Source: DCCED

Issues with Sizable Impacts on Alaska's Municipalities

The Federal government has created many laws and regulations under which Alaska's municipalities must operate. Though many of these laws are created with good purpose and may have good reasons behind their implementation, many of these laws are difficult, due to Alaska's more severe climate, the remoteness of many municipalities and the costs associated with implementation. Blanket nationwide laws, for instance, which require testing for water-borne bacteria, which cannot even exist in our cold climate, create additional expenses and work for municipalities.

After federal logging restrictions, municipalities that had historically relied on the timber industry for their economies, were provided with funds that helped them keep their schools open and their roads maintained (Secure Funding for Rural Schools Act). That money, as of last year, is no longer available. This cut has made a sizable impact on all municipalities within the Tongass and Chugach National Forests. Also, all municipalities lose a certain amount of revenues due to the loss of taxable land that is owned by the federal government. That revenue loss has been reimbursed to municipalities through PILT (Payment in Lieu of Taxes) money. That fund currently does not have a funding source. If one is not found, that will be an additional \$33 million lost to Alaskan municipalities. On top of State cuts, municipalities are losing a good part of their revenue base very quickly.

Unfunded mandates (imposed by both the Federal government and the State government) have always been something which AML opposes. In light of the severe cuts we have realized, those mandates have become a bigger problem than ever. The only means local government has to cover those mandates, if State and Federal revenues streams are cut, is through an increase in local taxes. To that end, local governments will continue to oppose any unfunded mandates.

Important Local Government Facts:

- ◆ No property tax exemptions imposed by the State (such as the Senior Citizens and Disabled Veteran's Property Tax exemption) are reimbursed by the state, even though the state is directed to do so under statute (Title 29.45.030 (g)). Every time the Legislature imposes another tax exemption, it is put on the back of all other taxpayers.
- ◆ Municipal property tax rates must be the same throughout the municipality, excluding service areas, which have rates unique to their area. In other words, according to AS 29.45.090, more remote areas with fewer services cannot be taxed at a lower rate.
- ◆ Property owners cannot appeal the tax rate, but they may appeal the assessed value of their property.
- ◆ Municipalities employ approximately 20,000 Alaskans.
- ◆ Municipalities generate over \$2.6 billion in local revenues.
- ◆ Municipalities contribute over 25% of direct education expenditures.
- ◆ Both real and personal property is taxable in Alaska according to AS 29.45.090. Some municipalities have chosen to exempt some or all categories of personal property.

Revenue Sharing/Community Assistance

Revenue Sharing is the means with which the State of Alaska shares its resource wealth with local government. Revenue Sharing helps to ensure that all areas of the state have basic public services and reasonably equitable and stable local tax rates. Currently, the State relies on resource wealth to fund the majority of its governmental functions. The permanent fund is the means with which to share resource wealth with Alaska's citizens. Revenue Sharing is the means with which to share resource wealth with local governments in order to offset municipal taxes, needed to provide basic services.

Alaska has had a formal municipal Revenue Sharing program since 1969, well before the influence of oil. The proportion of the state budget currently used for revenue sharing is less than it was in 1971, despite great growth in the development and responsibilities of municipal governments. Some years ago, Revenue Sharing was zeroed out. It was felt that municipalities should make their own way. Municipalities can only make money through taxes or fees for service. Basic services were curtailed in a majority of municipalities throughout the state, as municipalities attempted to avoid imposing tax increases on their residents.

In FY17, Revenue Sharing was replaced by Community Assistance.

In light of the State's budget deficit, Community Assistance has been severely depleted again in the last few years.

The Alaska Municipal League and its member municipalities appreciate and value the Community Assistance that the Legislature and the Governor have provided. The State of Alaska is only as healthy as its communities.

Revenue Sharing History

Fiscal Year	Amount	Fiscal Year	Amount
1985	\$141,656,800	2002	\$ 29,630,700
1986	\$140,939,000	2003	\$ 29,630,700
1987	\$113,737,600	2004	\$ 0
1988	\$ 96,857,800	2005	\$ 0(Received \$6,450,000 for Energy costs)
1989	\$ 96,857,800	2006	\$ 0(Received \$18,426,923 for PERS costs)
1990	\$ 91,094,000	2007	\$ 0(Received \$66,675,087 –PERS/Energy)
1991	\$ 87,450,200	2008	\$ 60,000,000
1992	\$ 84,995,000	2009	\$ 60,000,000
1993	\$ 78,195,400	2010	\$ 60,000,000
1994	\$ 72,721,800	2011	\$ 60,000,000 (Received extra \$20,000,000)
1995	\$ 62,613,500	2012	\$ 60,000,000 (Received extra \$25,000,000)
1996	\$ 58,230,700	2013	\$ 60,000,000
1997	\$ 53,572,300	2014	\$ 60,000,000
1998	\$ 50,358,000	2015	\$ 60,000,000
1999	\$ 47,840,100	2016	\$ 57,000,000
2000	\$ 31,893,400	2017	\$ 38,000,000
2001	\$ 28,493,400	2018	\$ 30,000,000 (Proposed)

INCORPORATED CITIES

HOME RULE

Cordova
Fairbanks
Kenai
Ketchikan
Kodiak
Nenana
North Pole
Palmer
Seward
Soldotna
Valdez

FIRST CLASS

Craig
Dillingham
Galena
Homer
Hoonah
Hydaburg
Kake
King Cove
Klawock
Nome
Pelican
Saint Mary's
Sand Point
Seldovia
Tanana
Unalaska
Utqiagvik
Wasilla

SECOND CLASS

Adak
Akiok
Akiak
Akutan
Alakanuk
Aleknagik
Allakaket
Ambler
Anaktuvuk Pass
Anderson
Angoon
Aniak
Anvik
Atka
Atkasuk
Bethel
Bettles
Brevig Mission
Buckland
Cheforak
Chevak
Chignik
Chuathbaluk
Clark's Point
Coffman Cove
Cold Bay
Deering
Delta Junction
Diomedes
Eagle
Edna Bay
Eek
Egegik
Ekwok
Elim
Emmonak
False Pass
Fort Yukon
Gambell

SECOND CLASS

Golovin
Goodnews Bay
Grayling
Gustavus
Holy Cross
Hooper Bay
Houston
Hughes
Huslia
Kachemak
Kaktovik
Kaltag
Kasaan
Kiana
Kivalina
Kobuk
Kotlik
Kotzebue
Koyuk
Koyukuk
Kupreanof
Kwethluk
Larsen Bay
Lower Kalskag
Manokotak
Marshall
McGrath
Mekoryuk
Mountain Village
Napakiak
Napaskiak
New Stuyahok
Newhalen
Nightmute
Nikolai
Nondalton
Noorvik
Nuiqsut
Nulato

SECOND CLASS

Nunam Iqua
Nunapitchuk
Old Harbor
Ouzinkie
Pilot Point
Pilot Station
Platinum
Point Hope
Port Alexander
Port Heiden
Port Lions
Quinhagak
Ruby
Russian Mission
Saint George
Saint Michael
Saint Paul
Savoonga
Saxman
Scammon Bay
Selawik
Shageluk
Shaktoolik
Shishmaref
Shungnak
Stebbins
Teller
Tenakee Springs
Thorne Bay
Togiak
Toksook Bay
Unalakleet
Upper Kalskag
Wainwright
Wales
White Mountain
Whittier

ORGANIZED UNDER FEDERAL LAW

Metlakatla Indian Community

ORGANIZED BOROUGHS - UNIFIED MUNICIPALITIES

	<u>Classification</u>
Aleutians East Borough.....	Second Class
Municipality of Anchorage.....	Unified Home Rule
Bristol Bay Borough.....	Second Class
Denali Borough.....	Home Rule
Fairbanks North Star Borough.....	Second Class
Haines Borough.....	Home Rule
City & Borough of Juneau.....	Unified Home Rule
Kenai Peninsula Borough.....	Second Class
Ketchikan Gateway Borough.....	Second Class

	<u>Classification</u>
Kodiak Island Borough.....	Second Class
Lake & Peninsula Borough.....	Home Rule
Matanuska-Susitna Borough.....	Second Class
North Slope Borough.....	Home Rule
Northwest Arctic Borough.....	Home Rule
Petersburg Borough.....	Home Rule
City & Borough of Sitka.....	Unified Home Rule
Municipality of Skagway.....	First Class
City & Borough of Wrangell.....	Home Rule
City & Borough of Yakutat.....	Home Rule