

ASSEMBLY CHAIR BRAWLEY

ASSEMBLY TRAVEL & SPENDING POLICIES

Part 1: Learn, discuss,
consider possible changes

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LET'S START WITH COMMON UNDERSTANDING

This conversation is about:

- Assembly members expenditures, using Individual Spending Accounts (ISAs)
- Understanding current policies, what's allowed and not allowed
- Learning and discussing the results of Internal Audit travel review
- Discussing possible changes to policies and processes

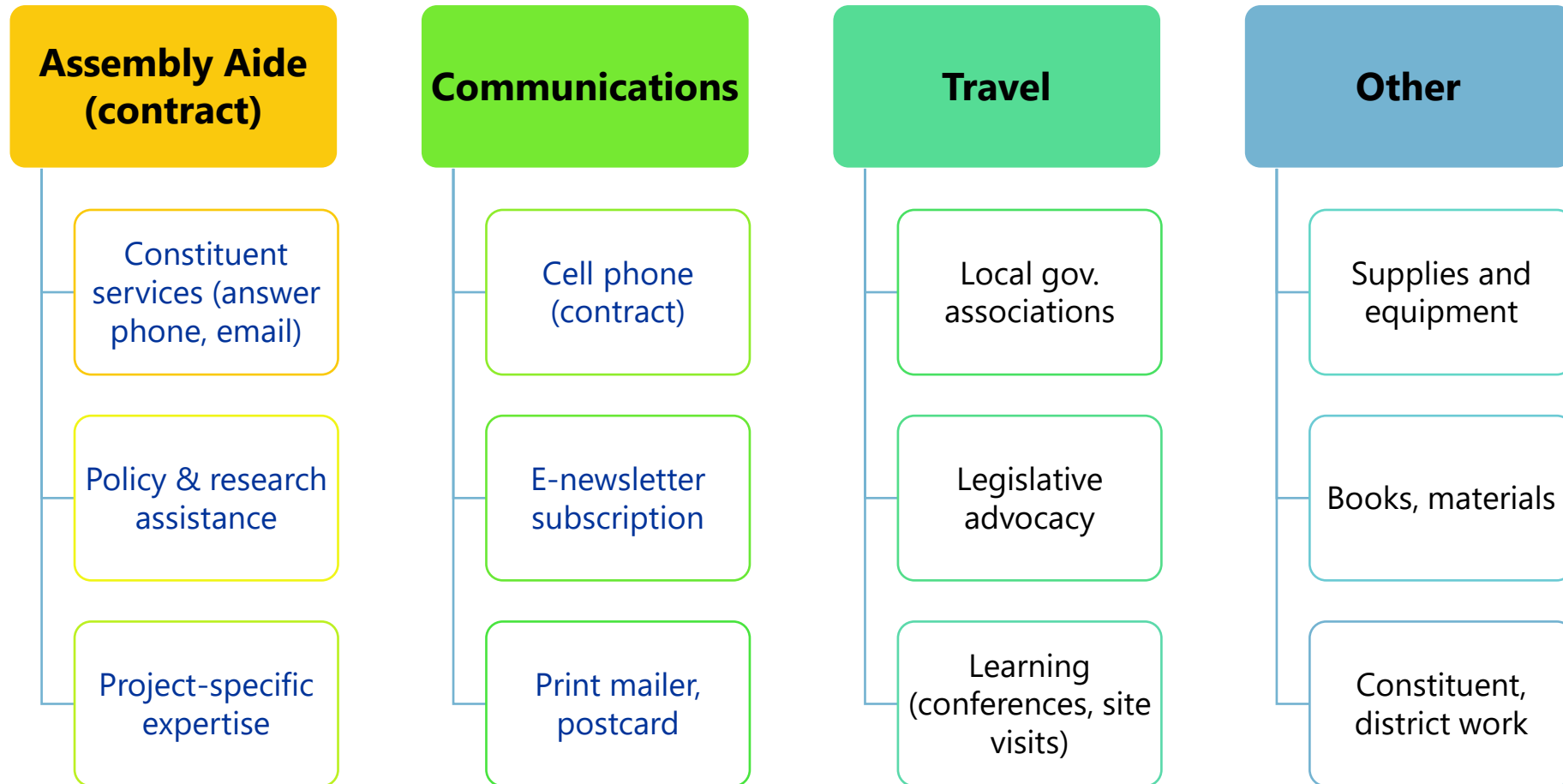
This conversation is not about:

- Policies for staff expenditures or travel: our policies cover members
- Detailed review of, or proposing corrective action on, past individual expenditures
- Group wordsmithing of draft policy: our focus today is broad policy intent & guardrails

ASSEMBLY TRAVEL AND ISA POLICIES

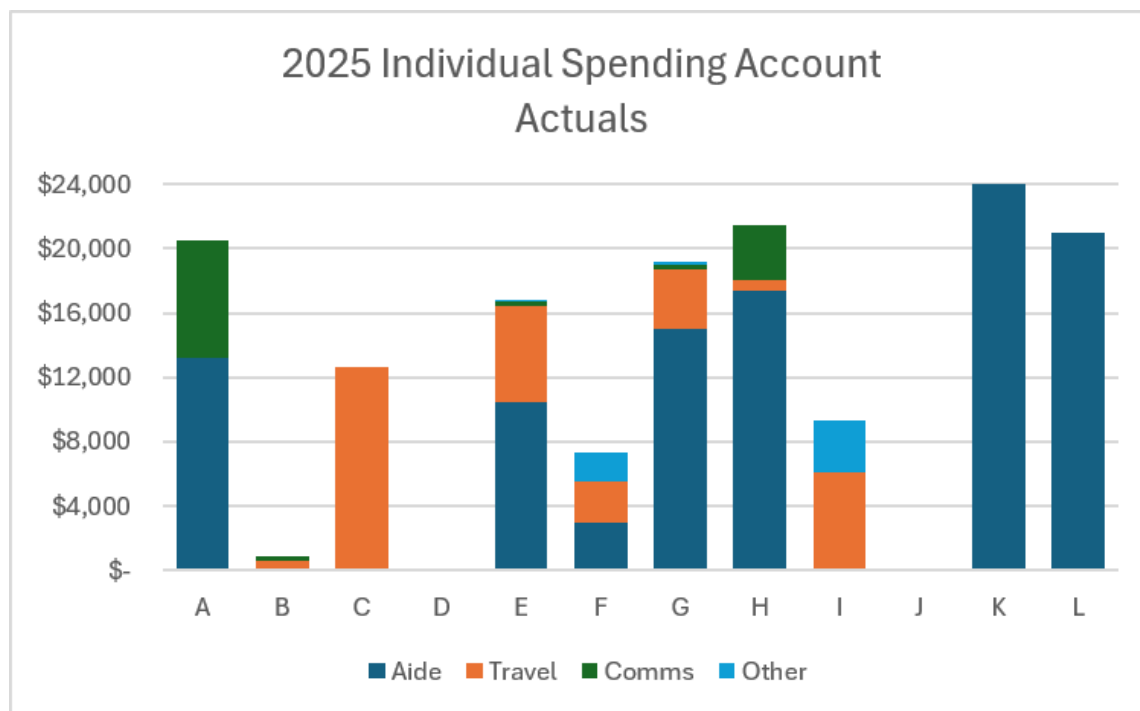
- There are 2 Assembly policies adopted by the Chair:
 - Individual Spending Accounts (includes some rules for travel)
 - Travel Approval Process (mostly about timeline, sending requests)
- Each member (seat) allotted \$24,000 per year.
 - Allowance per seat: outgoing member can use \$8,000 (Jan-Apr), incoming member can use \$16,000 in first year.
 - “Use it or lose it” – returns to general fund if not spent.
 - Members’ spend can be combined for joint projects, or shifted to other branch-wide uses (e.g. branded jackets for Branch staff in 2024)
- Members do not access funds directly. Purchases happen through staff via contracts, p-cards, purchase orders, travel authorizations.
- History: increased to \$24,000 in 2020
 - Purpose: make it more feasible to find and hire contract aides
 - Travel previously limited to \$11,40, assumption that aide is main expense

HOW DO MEMBERS USE ISAS?

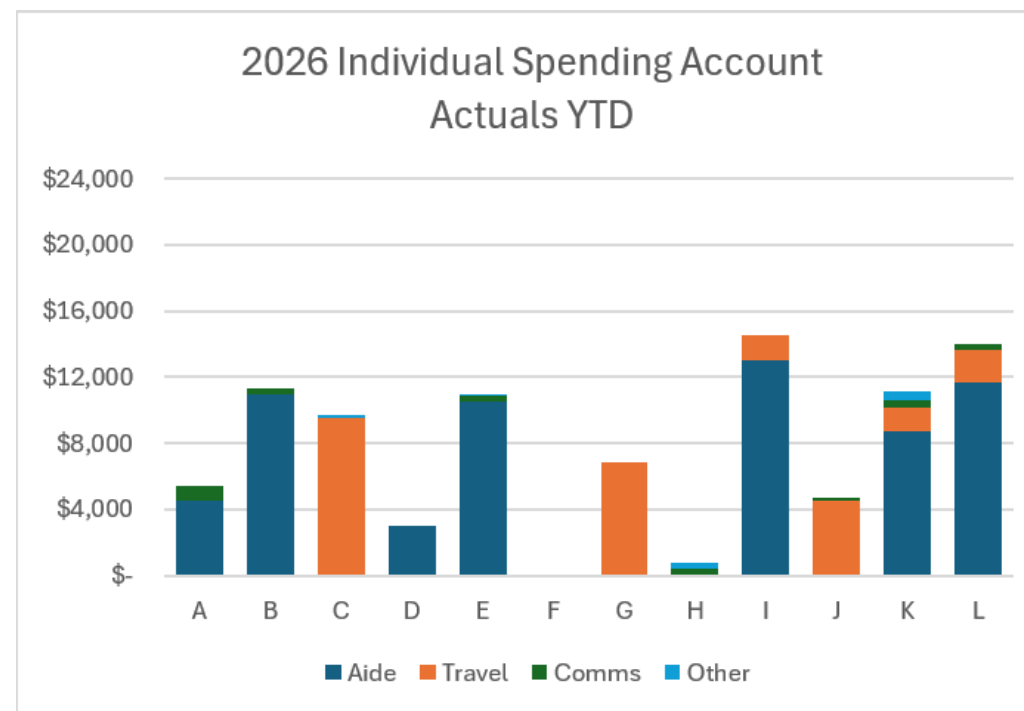


LET'S LOOK AT THE DATA

2025 Members' ISA Spend, by Seat



2026 ISA Spend (partial year)



Charts prepared by Assembly Budget Analyst on 8/12/26.

NOTES: Charts show actual 2025 & 2026 de-identified data by seat. Seat letters are randomized, and do not correspond to individual seat labels. 2025 "A" is different than 2026 "A." Seat filled by multiple members in same year (partial terms) grouped together as 1 line.

TWO CATEGORIES OF MEMBER TRAVEL

Traveling on Branch Business: Uses Assembly Travel Account

- National League of Cities (NLC)
Two member liaisons designated
 - Annual Summit (November)
 - Congress DC Fly-in (March)
- National Assn. of Counties (NACo)
One member liaison designated
 - Annual Conference (July)
 - Congress DC Fly-in (February)
- Alaska Municipal League (AML)
One member liaison designated
 - Board meetings (Muni has board seat)
 - Annual Juneau Fly-in (February)
- Other historical uses:
 - Anc. Legislators Dinner, Juneau (session)
 - Chitose Sister City (Japan, every ~10 years)

Traveling on Member Business: Uses ISA Account

- Joining NLC, NACo or AML committee, or participating in activities like constituency groups & regional meetings
 - NLC Summer Leadership Meeting
 - NACo Regional Meetings
 - AML Summer Legislative Conference
- Attending other local government convenings, trainings, fellowships, etc.
- Attending a conference relevant to municipal business (NACTO, American Planning Association, etc.)
- Conducting a site visit, meeting, or learning opportunity in another community
- Engaging in legislative advocacy for Muniwide or district priorities (Juneau, DC)

THREE KEY QUESTIONS FOR MEMBERS

1. **POLICY:** What rules & limits do we want to place on ourselves for members using ISA (and some branch) funds for legislative business?



2. **PROCESS:** How should member expenditures be reviewed and approved? What (if any) discretion should the Chair* have over others' decisions?



3. **REPORTING:** Before and/or after an expenditure is approved then spent, what reporting or follow-up should be required of the member?

** Expenditures by the Chair, or when the Chair is conflicted out, are reviewed and approved by the Vice Chair.*

INTERNAL AUDIT REVIEW & FINDINGS

The Internal Auditor will present on the summary memo and their findings from the June 2026 special study requested by the Chair.

SPECIFIC QUESTIONS TO CONTEMPLATE

The “What” (expenditure types)

- What kinds of activities, projects, other uses do members imagine, now and in the future?
- Are there things that should not be allowed (*in addition to* prohibited spend, like partisan activity)?
- What limits (% of budget, dollar amount, etc.) should there be on categories of expenditures?

The “How” (approval, documenting)

- How much latitude should members have over their accounts?
- How much discretion should the Chair have over other members' spending decisions?
- What reporting or follow-up should be required of members?
- *Already working with Clerk on:*
 - Addressing findings in IA report
 - Standardized request forms for travel, other expenditures
 - Clarifying steps in approval process

Next Steps

- Members, think about these questions & share input and feedback with the Clerk.
- Leadership & Clerk working on policy and process changes:
 - Policy updates, based on feedback and IA findings
 - Standardized request forms
- Discuss draft policies at September 10 Rules Committee
- Chair will finalize and enact new policies this fall.