

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

November 4, 2019 6:00 PM
Assembly Chambers

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Douglas Advisory Board - Appointment

The Douglas Advisory Board is a seven member board with each member serving a staggered three-year term. There are currently two seats with terms due. Per Resolution 2331, members of the board must be a qualified voter of the City and Borough of Juneau residing on Douglas Island.

Incumbent, John Delgado is applying for reappointment to the Douglas Advisory Board, no other applications have been received for the currently vacant seat.

2. Juneau Commission on Sustainability - Appointment

The Juneau Commission on Sustainability is made up of nine public members, one Assembly Liaison and one Planning Commission liaison. The Assembly and Planning Commission liaisons are non-voting ex-officio members.

There is currently one vacancy due to JCOS member Iura Leahu moving out of town. The seat has a term beginning immediately and ending June 30, 2021.

The Clerk's Office received two applications for the vacant seat.

B. Other Business

C. Liquor Licenses

1. Staff Recommends Protest of Taku Lanes LLC Liquor License Renewal

Renewal of Liquor License

License Type: Recreational Site, license #5095

Licensee: Taku Lanes, LLC d/b/a Taku Lanes

Premises Address: 608 W Willoughby Ave

The Finance Department/Sales Tax Division recommends the Assembly protest this license renewal based on Taku Lanes LLC having a total balance due of \$6,343.34 in sales tax, liquor tax, late fees, penalties and interest. This balance due is from the monthly filing periods January 2019 – May 2019.

A certified letter to the licensee was returned as non-deliverable, emails have bounced-back from the email address on file with CBJ and AMCO, phone messages to the licensee are unable to be left due to licensee's voice mail being full and not accepting messages.

Your packet contains copies of the notice sent to the licensee as well as the CBJ Code sections and Alaska Statutes pertaining to this matter. The Assembly Human Resources Committee shall review the requested protest and provide its recommended action to the Assembly at the Regular Assembly Meeting scheduled for 7:00 pm this evening.

VI. STAFF REPORTS

- A. Memo From Parks & Recreation Department re: Hank Harmon Rifle Range

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotope containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

John DelGado
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Self-Employed Retail Store Owner
Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Douglas

Residence State

AK

Residence Postal Code

99824

Comments

Downtown Douglas Resident; Original term expired 9/30/2009, Has continued to serve since.

Secondary Email Address (if any)

Which Boards would you like to apply for?

Douglas Advisory Board: Appointed

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Please select the type of board seat for which you are applying *

None Selected

Please list any organizations for which you currently serve as a board member, officer, or employee.

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☐ I Agree

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Profile

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[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Anjuli Grantham

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Alaska State Museum

Employer

Curator of Statewide Services

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I want to meaningfully contribute to positive systems change and help position Juneau as a leader when it comes to renewable energy, waste reduction, and environmental conservation. I am concerned by climate change and want to assure that Juneau is making measurable progress towards eliminating carbon emissions, preparing our community for the environmental, social, and economic impacts of climate change, and helping to align the community's environmental values with CBJ policies and practices. I am a historian of Alaska and museum consultant. I work to build the capacity of cultural organizations across Alaska and collaborate on multi-disciplinary projects that elevate voices from coastal Alaska. As an Alaska Salmon Fellow, I worked with artists, writers, and others across Alaska to create a traveling exhibit used to inspire critical conversations about equity and sustainability within Alaska's salmon system. I'm now working to enhance the adaptive leadership skills of Alaska's museum community so that cultural organizations are resilient in the face of economic and environmental uncertainty. I am also a Sustainability Fellow through the National Informal STEM Education Network. I am eager to apply my experience working in informal education, non-profit governance, and working with statewide constituencies in service of the community where I live.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Alaska State Museum employee

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Advocacy Chair, Friends of the Alaska State Library, Archives, and Museum Capital Campaign
Committee Chair, Kodiak Historical Society President, Vice President, Secretary of Alaska Historical Society Member, Kodiak Regional Parks Citizens Advisory Council

Education/Training: Please list both formal and informal education & training experiences:

Alaska Salmon Fellow, Alaska Humanities Forum Sustainability Fellow, National Informal STEM Education Network Foraker Group Training in Board Development MA in Public History, University of South Carolina

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

[Grantham_CV_2019_b.pdf](#)

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Paul _____ Nowlin _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

State of Alaska _____
Employer

Accounting Technician III _____
Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Previous member of LEPC & Bidding Review Board

Secondary Email Address (if any)

Which Boards would you like to apply for?

Board of Equalization: Submitted
Juneau Commission on Sustainability: Submitted
Juneau Economic Development Council: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 3

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

BOE - Been a volunteer for 7 years, and I am willing to do another term. JCoS - I want to see the quality of life increase for our friends and neighbors. I feel that we are digging a hole to build a taller hill; and many folks are falling into that hole. JEDC - I love our City, and want to see more opportunities for locals to start and grow small businesses.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

BOE (volunteer) NAMI (volunteer) State of Alaska (employer) Business Analytics & Intelligence Analyst (position)

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

Bachelor's in Business Administration (graduated); MBA (currently enrolled)

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ American Indian/Alaskan native Aleutian

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



OFFICE OF THE MUNICIPAL CLERK

Ph: (907)586-5278 Fax: (907)586-4552

e-mail: city.clerk@juneau.org

October 17, 2019

Via certified, regular mail & email

Taku Lanes, LLC d/b/a Taku Lanes

Attn: Cindy Price

608 W Willoughby Ave

Juneau AK 99801

cindy@takulanes.com

Re: Recreational Site-2019-2020 Liquor License Renewal Protest

Taku Lanes, LLC d/b/a Taku Lanes License #5095

Dear Ms. Price,

City and Borough of Juneau is in receipt of your liquor license renewal from the Alcohol Beverage Control Board, which is being forwarded to the Assembly for local governing body action.

As is our practice in these matters, staff from the Fire, Finance, Police, and Community Development Departments has reviewed your establishment to insure compliance with city code. **The Finance Department/Sales Tax Division is recommending the Assembly protest this license renewal based on Taku Lanes LLC having a total balance due of \$6,343.34 in sales tax, liquor tax, late fees, penalties and interest. This balance due is from the monthly filing periods January 2019 – May 2019.**

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. This matter will be considered at the Monday, November 4, 2019 Assembly Human Resources Committee (HRC) meeting at 6:00p.m. in the Assembly Chambers and the HRC will then forward a recommendation to the Assembly for action at its regular meeting that same evening at 7:00p.m. in the Assembly Chambers. You will be given the opportunity to participate in an informal hearing before the Assembly during these meetings if you wish to do so.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference. Please work with our Sales Tax Division to ensure all outstanding balances are resolved prior to this appearing before the Assembly on November 4. If balance due is paid by the close of business, Monday, November 4, 2019 the protest will be removed and noted as such on the agendas and at the meetings. We recommend working with Sales Tax staff to get this matter resolved as quickly as possible, they can be reached at 586-0361.

Sincerely,

Diane Cathcart

Diane Cathcart

Deputy Clerk

Enclosures

cc via email: Assembly & Liquor License Staff Reviewers

ALASKA STATUTES AND CBJ CODE SECTIONS
RE: ASSEMBLY LIQUOR LICENSE PROTEST PROCESS

Alaska Statutes 04.11.480

Sec. 04.11.480. Protest.

(a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under AS 04.11.510(b)(2) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510](#) (b)(2) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of [AS 04.11.510](#) (b)(3) requesting a public hearing within 30 days of the posting of notice required under [AS 04.11.310](#) , or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under [AS 04.11.510](#) (b)(3) when it considers the application, and the record of a hearing conducted under [AS 04.11.510](#) (b)(3) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions and testimony received at a hearing conducted under [AS 04.11.510](#) (b)(2) or (4) when it considers the application or continued operation, and the recommended conditions and the record of the hearing conducted under [AS 04.11.510](#) (b)(2) or (4) shall be kept as part of the board's permanent record of its review. If the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under [AS 44.62.360](#) and conduct proceedings to resolve the matter as described under [AS 04.11.510](#) (c).

CBJ Code 20.25.025

20.25.025 Assembly review of license issuance, renewal, transfer, relocation, or continued operation.

(a) The assembly may protest the issuance, renewal, transfer, relocation, or continued operation of an alcoholic beverage license as provided in state law. The protest shall cite any of the following criteria which the assembly determines to be pertinent:

- (1) The character and public interests of the surrounding neighborhood;
 - (2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;
 - (3) The concentration of other licenses of the same and other types in the area;
 - (4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;
 - (5) The adequacy of parking facilities;
 - (6) The safety of ingress to and egress from the premises;
 - (7) Compliance with state and local fire, health and safety codes;
 - (8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;
 - (9) The history of convictions of the applicants and affiliates of the applicants for:
 - (A) Any felony involving moral turpitude;
 - (B) Any violation of AS title 04; and
 - (C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;
 - (10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;
 - (11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.
- (b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:

- (1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;
- (2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;
- (3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;
- (4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;
- (5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:
 - (A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or
 - (B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.
- (6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or
- (7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

(c) If the assembly or committee or a subcommittee thereof recommends protest of the issuance, renewal, transfer, relocation, or continued operation of a license it shall state the basis of the protest and the applicant shall be afforded notice and an opportunity to be heard at an abbreviated informal hearing before the assembly to defend the application. For the purposes of this subsection, notice shall be sufficient if sent at least ten days prior to the hearing by certified first class mail to the address last provided by the applicant to the municipal sales tax examiner. At the conclusion of the hearing, the assembly decision to protest the application shall stand unless the majority of the assembly votes to withdraw the protest.
(Serial No. 84-50, § 4, 1984; Serial No. 86-35, §§ 2, 3, 1986; Serial No. 93-25, § 2, 1993; Serial No. 2002-06, § 2, 2-25-2002; Serial No. 2002-44, § 2, 12-2-2002)

State Law References: Assembly protest, AS 04.11.480.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

January 23, 2019

City & Borough of Juneau

Attn: Beth McEwen

Via Email: beth.mcewen@juneau.org

Cc: City.Clerk@juneau.org

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Recreational Site	License Number:	5095
Licensee:	Taku Lanes LLC		
Doing Business As:	Taku Lanes		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



TO: Human Resources Committee
FROM: George Schaaf, Director of Parks Recreation
DATE: November 1, 2019
RE: Hank Harmon Rifle Range Management

The Hank Harmon Rifle Range is Juneau's only public, outdoor target range for pistols and rifles. It is owned by the City & Borough of Juneau and located near the end of Montana Creek Road. The Parks and Recreation Department is responsible for overseeing the maintenance and management of the range. In 2005, the Assembly authorized a use agreement with Hank Harmon Rifle Range, Inc. (HHRRI) to manage the daily operation of the range.

Since 2013, despite repeated efforts by CBJ staff to help, HHRRI has been unable to meet its responsibilities under the use agreement. These responsibilities include providing accurate annual reports on a timely basis; disclosing financial information to CBJ; informing the CBJ of events at the range; and complying with the Alaska Open Meetings Act. It has also been difficult to maintain a valid use agreement with HHRRI, which was involuntarily dissolved by the Alaska Division of Corporations in December 2013 (there was no use agreement with HHRRI from December 2013 until October 2016 because HHRRI didn't exist). The organization re-incorporated in October 2016, with a self-appointed board of directors and no membership. The current agreement expired in 2017 and HHRRI has not signed a renewal, despite numerous requests by CBJ. The Internal Revenue Service revoked the organization's nonprofit status in 2010.

Running a nonprofit organization isn't easy, and we recognize the generous contributions of time made by HHRRI to the range over the years. The CBJ also has a responsibility to ensure that the range remains safe and available to the community. The existing management structure does not support responsible management of this important public facility.

This winter, the Department plans to create a new partnership that will allow us to work with range users to improve the facility and ensure it continues to be available to the community as a public range. As part of this process, the partner organization will be required to maintain status as a 501(c) nonprofit organization, provide a mechanism for membership and election of board members, and provide CBJ representation on the board of directors.