

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

September 12, 2016 6:00 PM  
Assembly Chambers

## **I. ROLL CALL**

## **II. APPROVAL OF AGENDA**

## **III. APPROVAL OF MINUTES**

- A. August 22, 2016 Assembly Human Resources Committee 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. Historic Resources Advisory Committee - Appointments**

There are two vacant seats on the Historic Resources Advisory Committee: one seat for a term expiring June 30, 2018 and one seat for a term expiring June 30, 2019.

#### **2. Youth Activities Board Proposed Resolution 2761 and Grant Scoring Process**

The Assembly Human Resources Committee took up the proposed Resolution 2761 at its August 22, 2016 meeting and asked for additional information regarding the YAB grant scoring process to be brought back to this meeting for additional discussion.

### **B. Liquor Licenses**

#### **1. Liquor License Transfer #851 Rodfather's, LLC**

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of the following liquor license transfer:

#### **Restaurant/Eating Place Liquor License #851**

**Transfer FROM: Rodfather's LLC d/b/a The Broiler**

**Transfer TO: Rodfather's LLC d/b/a Papa Rod's located at 356 S. Franklin, Juneau, AK.**

Finance staff is recommending the Assembly protest the transfer of this license due to outstanding balances owing. Additional details may be found in the documents contained within the HRC and Assembly packets.

CBJ Code 20.25.025 provides the licensee with the right to an informal hearing before the Assembly to address this issue.

**This matter is before the Assembly Human Resources Committee (HRC) to make a recommendation to the Assembly at the September 12 regular Assembly meeting with respect to protest or waiving its right to protest this license transfer.**

C. Other Business

1. Red Folder Items for 9/12/2016 HRC packet

**VI. STAFF REPORTS**

- A. Clerk staff verbal report re: Board Training Events

**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 audiotape 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](mailto:city.clerk@juneau.org)

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

August 22, 2016 6:00 PM  
Assembly Chambers

## **I. ROLL CALL**

Chairman Loren Jones called the Assembly Human Resources Committee meeting to order at 6:00p.m.

Assemblymembers present: Mary Becker, Jamie Bursell, Maria Gladziszewski, and Chair Loren Jones.

Other Assemblymembers present: Debbie White

Staff present: Deputy Clerk Beth McEwen, Recreation Manager Dave Pusich

## **II. APPROVAL OF AGENDA**

Approved with grammatical corrections.

## **III. APPROVAL OF MINUTES**

### **A. August 1, 2016 Regular Human Resources Committee Minutes**

The minutes of the August 1, 2016 Human Resources Committee meeting were approved by unanimous consent.

## **IV. PUBLIC PARTICIPATION**

None.

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

## **V. AGENDA TOPICS**

### **A. Board Matters**

#### **1. ADA Committee Annual Reports and Appointments**

Americans with Disabilities Act Committee Chair Marianne Mills presented the highlights of the ADA Committee's annual report. Also present in the audience was ADA Committee member Pamela Mueller-Guy.

There were two open seats on the committee for terms beginning September 1, 2016 and expiring August 31, 2019.

**MOTION** by Ms. Gladyszewski to recommend the re-appointment of Pamela Mueller-Guy and Matt McGuan to the ADA Committee for terms beginning September 1, 2016 and expiring August 31, 2019. *Hearing no objection, the motion carried.*

2. Youth Activities Board Annual Report, Appointments, and Proposed Resolution 2761

Youth Activities Board Vice-Chair Liz Lange presented highlights on the board's annual report. In addition to Ms. Lange, YAB members Joyce Vick, Tom Rutecki, Liz Brooks, Kathy Tran and staff liaison Dave Pusich were also present.

HRC members thanked the YAB members for their report and for all their work this past year. They had a number of questions relating to the strikethrough language in the draft resolution and the grant scoring process. Members requested that this topic be continued to the next HRC meeting with additional information provided regarding the scoring process and priority order in which the various scoring criteria are weighted.

**MOTION** by Ms. Becker to recommend the appointments of Miles Brookes and Bonita Nelson to the Youth Activities Board for terms beginning September 1, 2016 and expiring August 31, 2019. *Hearing no objection, the motion carried.*

3. Juneau Commission on Sustainability - Appointment

Chairman Jones noted that there was one open seat on the Juneau Commission on Sustainability and one application received.

**MOTION** by Ms. Bursell to recommend the appointment of Myrna Gardner to the Juneau Commission on Sustainability to a term beginning immediately and expiring June 30, 2017. *Hearing no objection, the motion carried.*

#### B. Other Business

1. Ordinance 2016-22 An Ordinance Amending the Business Regulations Code Relating to Marijuana and Alcohol.

Chairman Jones noted that this ordinance was before the Assembly for public hearing at the regular Assembly meeting later that same evening. He stated that this ordinance sets up the CBJ review of marijuana licenses to mirror the review process currently done for liquor licenses.

Ms. McEwen explained that the ordinance also cleans up some of the liquor license review language by combining the current code language found under sections (a) and (b) of CBJ Code 20.25.025 all into one section (a) of 20.25.025 as contained in the draft Ordinance 2016-22. The current code section 20.25.025 (c) then also becomes the new (b) under Ordinance 2016-22.

Ms. Gladziszewski asked why the strikethrough's weren't in this ordinance for the liquor license portion similar to other code change ordinances.

Ms. McEwen explained that the way the Municipal Attorney wrote the ordinance, Section 3 on page 1 of the ordinance states that the full CBJ Code 20.25.025 was being repealed and replaced with the language in the ordinance as contained in the packet. Ms. McEwen offered to obtain copies of the current code language between meetings if the members preferred or she could call Ms. Mead and ask her to come over to the HRC meeting to answer any questions. HRC members said they would have preferred to see the current code language being repealed for comparative purposes but didn't choose to have copies between meetings or ask Ms. Mead to come to the HRC meeting.

Ms. Gladziszewski asked if this had been before the Assembly or HRC for review prior to this meeting. Mr. Jones noted that it was introduced at the August 1 Assembly meeting and referred to the HRC and also set for public hearing at the Assembly meeting. This was the first chance for the HRC to discuss it. He said that if the HRC has any major objections, they can request that it be pulled from the Assembly meeting. He also said that if they do not have any concerns about it, they can make that be known during the Assembly meeting when this is up for public hearing.

**MOTION** by Ms. Becker that this ordinance be moved on to the Assembly as presented.

Ms. Gladziszewski said she is relying on the sentence that states "*With respect to the review of alcohol license applications, the suggested changes do not limit or change the scope of review the Assembly currently has under the code as provided by state law.*" but did not object to the motion.

*Hearing no objection, the motion carried.*

## 2. HRC meeting schedule for the rest of 2016

Mr. Jones directed the members to the upcoming schedule of meetings for the remainder of 2016. Ms. McEwen also noted that in addition to the dates provided, once the new Assembly is seated and committee assignments are made, dates will need to be determined for the meeting of the Full Assembly sitting as the Human Resources Committee to interview applicants for the Planning Commission and Bartlett Regional Hospital Board seats coming up for term expiration at the end of December 2016.

## VI. STAFF REPORTS

### A. Board Training Information

Mr. Jones noted the upcoming board training events for the members to be aware of.

## **VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

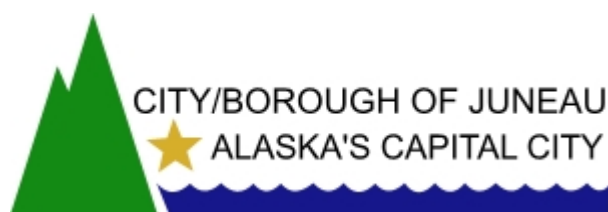
Mr. Jones stated that previously the HRC had discussed some issues relating to the Friends of the Flag Committee. He said he was able to have a discussion with Craig Dahl at the Juneau Chamber of Commerce. They have agreed to look at this and they have been in conversation with Judy Ripley about this. They have also talked with the Downtown Rotary group about the possibility of one or the other of those organizations sponsoring this group with CBJ to come up with a grant to pay for the insurance for the group. He said that Ms. Ripley had also spoke with Shattuck and Grummett and received a quote which is approximately \$500/year to purchase the insurance that the Friends of the Flag would need. He said there is no need for action at this meeting but he wanted to report back to the committee on this topic.

He said that hopefully by the next meeting, there might be a recommendation regarding this topic that could be forwarded to either the Assembly or Assembly Finance Committee for action to get CBJ out of the business of appointing the Friends of the Flag Committee.

## **VIII. EXECUTIVE SESSION**

## **IX. ADJOURNMENT**

There being no further business to come before the committee, the meeting was adjourned at 6:40 p.m.



City and Borough of Juneau  
155 S. Seward Street  
Juneau, Alaska 99801  
tel. 907-586-5240  
fax 907-586-5385  
<http://www.juneau.org>

## CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

### Historic Resources Advisory Committee Fact Sheet

**Title:** Historic Resources Advisory Committee

**Type of Board/Commission/Committee:** Advisory

**Affiliated Department:** Community Development

**Status:** Active

**Governing Legislation:**

-CBJ Code 49.10.410

-HRAC Bylaws - 2013

-Date Created: January 01, 1987

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

**Description:** 49.10.410 Historic resources advisory committee. ... (f) Duties. The duties of the committee shall include: (1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan; (2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough; (3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough; (4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum; (5) Cooperating and consulting with the parks and recreation department and the parks and recreation advisory committee on matters concerning the Juneau-Douglas City Museum; and (6) Performing other actions which are necessary and proper to carry out the above duties. (Serial No. 87-49, § 2, 1987; Serial No. 93-41, §§ 3, 4, 5, 1993; Serial No. 99-22, § 5, 1999; Serial No. 2001-01, § 2, 2-5-2001)

**Membership:** (b) Membership. The committee shall consist of nine members appointed by the assembly. Members shall be appointed for a term of three years. The assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public.

**Officers:** Chair, Vice-Chair, Recorder

**Quorum:** 5

**Term Limits:** 2 terms according to the HRAC bylaws.

**Annual Appointment Period (Annual Reports Due):** June

**Meetings:** First Wednesday of each month at 5pm - locations alternate between City Hall Conference Room #224 and the Juneau-Douglas City Museum.

**Special Facts:** Staff support is shared by the Community Development Department's (CDD) Laura Boyce and the Parks & Recreation Department's Juneau Douglas City Museum Director Jane Lindsey. Meeting locations alternate monthly between the City Hall Conference Room #224 & the City Museum.

**Staff Contact:** Laura Boyce, CDD Planner - 586-0753 - [Laura\\_Boyce@ci.juneau.ak.us](mailto:Laura_Boyce@ci.juneau.ak.us)

**Website:** <http://www.juneau.org/history/advcomm.php>

# HISTORIC RESOURCES ADVISORY COMMITTEE

Total # of Seats: 9

Governing Legislation: CBJ Code 49.10.410

| Active Member or Liaison | Board Membership                      | Title | First Name | Last Name | Type of Seat  | Office Held   | Current Term Begins | Term Expires | Appointment Date | Re-appointed 1 | Re-appointed 2 | Re-appointed 3 | Re-appointed 4 | Comments                                                                                                                                                       |
|--------------------------|---------------------------------------|-------|------------|-----------|---------------|---------------|---------------------|--------------|------------------|----------------|----------------|----------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                      | Historic Resources Advisory Committee |       | Open Seat  | Open Seat | Public        |               |                     | 6/30/2019    |                  |                |                |                |                | Seat formerly held by Michael Tripp                                                                                                                            |
| Yes                      | Historic Resources Advisory Committee | Mr.   | Gary       | Gillette  | Public        |               | 2/8/2016            | 6/30/2019    | 2/8/2016         |                |                |                |                | previous member of HRAC 7/2003-6/2015                                                                                                                          |
| Yes                      | Historic Resources Advisory Committee | Ms.   | Karenza    | Bott      | Public        |               | 7/1/2015            | 6/30/2018    | 6/8/2015         |                |                |                |                | UAS Student - Alaska Native Studies and member of UAS Student Govt.                                                                                            |
| Yes                      | Historic Resources Advisory Committee |       | Open Seat  | Open Seat | Public        |               |                     | 6/30/2018    |                  |                |                |                |                | Seat formerly held by Daryl Miller                                                                                                                             |
| Yes                      | Historic Resources Advisory Committee | Mr.   | Gerald     | Gotschall | Public        |               | 7/1/2014            | 6/30/2017    | 10/1/2003        | 6/1/2005       | 6/23/2008      | 5/23/2011      | 6/30/2014      | Architect/ Historic Architect                                                                                                                                  |
| Yes                      | Historic Resources Advisory Committee | Ms.   | Shauna     | McMahon   | Public        | Recorder      | 7/1/2014            | 6/30/2017    | 6/29/2009        | 5/23/2011      | 6/30/2014      |                |                | State Natural Resource Spec./AK State Museum Docent/Owner of Historic Home                                                                                     |
| Yes                      | Historic Resources Advisory Committee | Ms.   | Myra       | Gilliam   | Public        |               | 7/1/2014            | 6/30/2017    | 9/20/2010        | 5/23/2011      | 6/30/2014      |                |                | Originally appointed 8/1/2007, did not reapply when term expired. Serving again after reapplying                                                               |
| Yes                      | Historic Resources Advisory Committee | Mr.   | Zane       | Jones     | Public        |               | 7/1/2016            | 6/30/2019    | 11/25/2013       | 6/13/2016      |                |                |                | Also appointed 6/13/16 to serve on the Juneau Commission on Sustainability                                                                                     |
| Yes                      | Historic Resources Advisory Committee | Mr.   | Donald G.  | Harris    | Public        |               | 7/1/2015            | 6/30/2018    | 6/4/2012         | 6/8/2015       |                |                |                | Retired Psychologist. Member of Gastineau Channel Historical Society, Friends of JDCity Museum, JCVB Volunteer; Owner of Historic House (Cole House from 1899) |
| Yes                      | Historic Resources Advisory Committee | Ms.   | Jane       | Lindsey   | Staff Liaison | staff liaison | n/a                 | n/a          | n/a              |                |                |                |                |                                                                                                                                                                |
| Yes                      | Historic Resources Advisory Committee | Ms.   | Laura      | Boyce     | Staff Liaison | staff liaison | n/a                 | n/a          | n/a              |                |                |                |                |                                                                                                                                                                |
| Yes                      | Historic Resources Advisory Committee | Ms.   | Allison    | Eddins    | Staff Liaison | staff liaison | n/a                 | n/a          | n/a              |                |                |                |                |                                                                                                                                                                |

Presented by: The Manager  
Introduced:  
Drafted by: A. G. Mead

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

Serial No. 2761

### **A Resolution Reestablishing the Youth Activities Board for the Purpose of Removing the Sunset Date, and Repealing Resolution 2410.**

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

~~WHEREAS, the Assembly wishes to assure that a significant portion of these funds are directed to the support of youth activity programs historically funded by the Juneau School District; and~~

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, ~~and~~ Resolution No. 2071 extending the Board sunset date, and Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board. ; and

~~WHEREAS, Resolution No. 2071 provided that the Board would terminate on June 30, 2007; and~~

~~WHEREAS, the Youth Activities Board ably meets a continuing need and should therefore be continued indefinitely.~~

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

**Section 1. Youth Activities Board Reestablished.** There is hereby reestablished the Youth Activities Board.

**Section 2. Youth Activities Board Membership.**

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council;
- (4) One member from the Juneau Sports Association, nominated by the Association;
- (5) Five members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(5) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
  - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

- (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
  - (C) If a member submits his or her resignation to the Assembly;
  - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
  - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.
- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.
  - (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
  - (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

**Section 3. Youth Activities Board Purposes.** The purposes of the Board are as follows:

(a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.

(b) To adopt procedures for evaluating proposals received for providing youth activities.

(c) Subject to the limitations established in Section 4, ~~(b) and 4(c)~~ to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.

(d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

**Section 4. Criteria for Decisions.** The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

(a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.

~~(b) Subject to the limitations of Section 3(a), the Board shall annually reserve \$200,000 for youth activity programs historically funded by the Juneau School District, which shall be the total amount of funds available to the School District from the Board. The School District shall allocate the funds among its athletic and activity programs and ensure that these programs publicly acknowledge the CBJ source of funding through publicity such as programs, banners, PA announcements, etc. The Assembly shall review the School District's allocation of the funds to ensure that the expenditure of funds is consistent with the requirements listed in (c)(3), and that the allocation reflects a comprehensive program which demonstrates the value to youth of athletic, artistic, cultural and extra-curricular academic types of programs.~~

~~(b)~~ (e) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. amount remaining after the School District reservation required by Section 4(b). The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

~~(c)~~ (d) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

~~(d)~~ (e) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for

coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.

- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."

- (5) All programs are subject to City and Borough financial audits.

~~(e) (f)~~ The Board shall evaluate proposals through a scoring method applying the following factors ~~in order of importance~~:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.
- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program;
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

**Section 5. Rules for Procedure.** The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2662 2246, as amended from time to time, shall govern the conduct of business by the Board.

**Section 6. Administrative Support.** Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

**Section 7. Repeal of Resolution.** Resolution 2410 is repealed.

**Section 8. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Kendell D. Koelsch, Mayor

Attest:

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Laurie J. Sica, Municipal Clerk

**PROPOSAL EVALUATION SCORING SHEET:**

Organization: \_\_\_\_\_ FY17 Request \_\_\_\_\_

Program: \_\_\_\_\_

Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**I. Required Information Possible Pts./Score**

- |    |                            |        |
|----|----------------------------|--------|
| A) | Proof of non-profit status | Yes/No |
| B) | Proof of legal status      | Yes/No |

**II. Plan of Operation**

- |    |                                          |          |
|----|------------------------------------------|----------|
| A) | Extent of Youth Participation            |          |
|    | 1. (a) Direct hours per youth            |          |
|    | (b) Total number of direct participation | 30 _____ |
|    | 2. Number of youth                       | 25 _____ |
|    | 3. Adult to youth ratio                  | 10 _____ |
|    | 4. Assistance to youth                   | 10 _____ |
| B) | Goals/Objectives/Timelines               | 25 _____ |
| C) | Program Evaluation Requirements          | 25 _____ |
| D) | Community Coordination                   | 15 _____ |

**Section II Total Points    140    \_\_\_\_\_**

**III. Management Capacity**

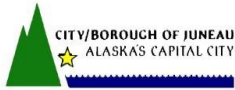
- |    |                                      |          |
|----|--------------------------------------|----------|
| A) | Past History                         | 10 _____ |
| B) | Instructor/Coach Relevant Experience | 10 _____ |
| C) | Volunteer Support                    | 10 _____ |
| D) | Cooperative Efforts                  | 10 _____ |
| E) | Participant Safety/Security          | 10 _____ |

**Section III Total Points    50    \_\_\_\_\_**

**Sub-total Points (Page B-1)    190    \_\_\_\_\_**

|                                    |                                                   | Possible Pts./Score |         |
|------------------------------------|---------------------------------------------------|---------------------|---------|
| IV.                                | <b><u>Program Budget/Organization Support</u></b> |                     |         |
| A)                                 | Program Expenditures                              |                     |         |
|                                    | 1. Program Budget Attachment                      |                     |         |
|                                    | 2. Program Budget Narrative                       | 15                  | _____   |
|                                    | 3. Fees to participants                           |                     |         |
|                                    | 4. a) Total program cost per participant hour     |                     |         |
|                                    | b) Proposal request cost per participant hour     | 25                  | _____   |
| B)                                 | Organization Support and Program Revenues         | 10                  | _____   |
|                                    | 1. Amount of direct CBJ Support                   |                     |         |
|                                    | 2. Indirect CBJ support                           |                     |         |
|                                    | 3. List of program revenues                       |                     |         |
| <b>Section IV Total Points</b>     |                                                   | <b>50</b>           | _____   |
| V.                                 | <b><u>Proposal Presentation</u></b>               | Section V Points    | 5 _____ |
| VI.                                | <b><u>Optional Information</u></b>                |                     |         |
| A)                                 | Listing of agreements                             | Yes/No              |         |
| B)                                 | Letters of support                                | Yes/ No             |         |
| <b>Sub-total Points (Page B-2)</b> |                                                   | <b>55</b>           | _____   |

|                                  |  |                   |       |
|----------------------------------|--|-------------------|-------|
| <b>Sub-total Points Page B-1</b> |  | <b><u>190</u></b> | _____ |
| <b>Sub-total Points Page B-2</b> |  | <b><u>55</u></b>  | _____ |
| <b><u>Local Proposer 5%</u></b>  |  | <b><u>12</u></b>  | _____ |
| <b>TOTAL POSSIBLE POINTS</b>     |  | <b><u>257</u></b> | _____ |



## REQUEST FOR YOUTH ACTIVITIES GRANTS Youth Activities Program Fund RFYAG #017-001

The City and Borough of Juneau, Youth Activities Board is presenting its Request for Youth Activities Grants (RFYAG) packet for various youth activity programs. This packet defines the program requirements and describes the procedures for Youth Activities Grant preparation and submission.

Forms will be available for pick-up at the Parks and Recreation Office at City Hall. You can request the RFYAG document be e-mailed to you from [Dave.Pusich@juneau.org](mailto:Dave.Pusich@juneau.org). Forms will also be available on the CBJ web page at <http://www.juneau.lib.ak.us/parksrec/grants>. You can print these forms if you have Adobe Acrobat Reader, but cannot fill out the RFYAG document on line. All forms available beginning Monday, January 4, 2016.

**Please be aware that all programs/activities receiving any funding from the Juneau School District are ineligible. The School District receives funds through the Youth Activities Program to support school programs and activities. Those activities are not eligible to apply for funding through this Youth Activity Grant.**

Requests for interpretation shall be in writing, delivered or faxed to CBJ at least ten days before Youth Activity Grant proposals are due.

Proposals will be received at:

Juneau Parks and Recreation  
Room 218, City Hall  
155 South Seward Street  
Juneau, Alaska 99801  
(907) 586-5226  
(907) 586-4589 FAX

Proposals, in 7 copies, **one with original signature in blue pen**, will be received until **4:30 pm local time, Tuesday, March 1, 2016**. Proposals will not be accepted after 4:30 p.m. for any reason.

For document identification, your submittal envelope should identify the Request for Youth Activities Grant number and the name of the submitter.

For information, contact Dave Pusich, Recreation Manager, at (907) 586-5226.

Your participation in this Request for Youth Activities Grants process is appreciated.

Sincerely,

Dave Pusich  
Recreation Manager

## **REQUESTING PROPOSALS FOR THE DELIVERY OF VARIOUS YOUTH ACTIVITY PROGRAMS**

NOTICE IS HEREBY GIVEN that the City & Borough of Juneau (CBJ), Alaska is requesting proposals from interested public or private non-profit organizations to provide youth programs in accordance with priorities established by the City and Borough Assembly and the Youth Advisory Board (YAB).

Interested agencies should contact the CBJ Parks and Recreation Department at (907) 586-5226, or by mail at 155 South Seward Street, Juneau, Alaska 99801, to obtain the request for proposal package for the grant award process. Proposers are advised that specific requirements contained in the request for proposal package must be met by the proposer for a proposal to be responsive.

Attention is called to the fact that the CBJ is an affirmative action employer. Proposers are advised that compliance with equal employment opportunity regulations is required.

Proposals must be received at the office of the CBJ Parks and Recreation Department, Room 218, 155 South Seward Street, Juneau, Alaska 99801, by 4:30 pm, Tuesday, March 1, 2016. Proposals submitted after this deadline will not be considered for any reason.

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## **SECTION A**

### **FY17 YOUTH ACTIVITIES GRANT**

#### **GENERAL INFORMATION**

## PURPOSE AND PRIORITIES

This grant program is designed to encourage local organizations providing or desiring to provide athletic, cultural, artistic or extra-curricular academic activity programs to the youth of Juneau. The Youth Activities Program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case, the program may serve youth no older than 20 years of age.

**Funding will not be awarded for** administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program is an allowable expense under the grant. Funds for equipment and travel will also be considered. Highest priority for travel funding is given for youth travel essential to the program, second highest is for special instructors traveling for training.

## ELIGIBILITY REQUIREMENTS

1. Program must be offered by a public or private non-profit organization.
2. School Programs will not be considered eligible if they are a usual and customary Juneau School District activity. The School District receives funds under the Youth Activities Program to support school activities. Those activities are not eligible to apply for funding under this Request for Proposal.

Special consideration will be given to:

- Agencies that receive no other funding from the CBJ.
- Organizations that provide scholarship funds for youth activity programs out of their own budget **(this does not include scholarships provided with CBJ funds).**

## GRANT REQUIREMENTS

1. The program will only serve Juneau's youth ages 1 to 19 years of age, unless the program is intended for disabled youth in which case the program may serve youth no older than 20 years of age.
2. Program starting date must occur between July 1, 2016 and June 30, 2017.
3. **Programs will not be funded retroactively.**

4. Grants will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a special artist, educator or coach offering a program in Juneau. **Special instructors must meet all of the following criteria: not currently on payroll of the agency, the grant funded appointment must be time limited; the instructor must work directly with youth and must have special qualifications for the program. Final determination of qualification will be at the discretion of the YAB.** Facility rental for a special program is allowed.
5. All promotional and/or printed material for any program funded through this grant must include the following statement: "This program is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues." Examples of where this statement will be required includes but is not limited to: performance programs, enrollment and registration materials and forms, posters, advertising, brochures, newsletters, websites, flyers, newspaper articles, radio interviews, etc. Copies of printed and promotional materials will be required as part of the final program evaluation.
6. Grantees shall provide a written evaluation of the project and a final budget within 60 days from the end of the project, or by the end of August 2016. Failure to submit both of these items in a timely manner will render the Grantee ineligible for grant funds from this program during the next applicable funding cycle.
7. Approved funding must be spent as outlined in your Program Budget, or Revised Program Budget, if one is required. Any funding not spent as outlined in the grant proposal, or any remaining funds must be paid back to the CBJ when the final evaluation and budget are submitted. Please consult Dave Pusich, Recreation Manager, if you have any questions about approved expenditures or if circumstances change. The YAB encourages organizations to seek donations for their projects. Money returned will be used to fund other youth activities.
8. All programs are subject to City and Borough of Juneau financial audits.

## FUNDING

The amount available for Youth Activities Grants for Fiscal Year 2017 will be up to **\$315,875**. If an organization is planning to apply for funds to conduct more than one program, separate proposal forms must be submitted.

The award period for this grant is one year and begins July 1, 2016. Selected Youth Activities Programs will be funded on an annual basis. Successful applicants are in no way guaranteed of funding in subsequent years.

**Grantees will be notified of the funding amount by June 1, 2016.** Grantees become eligible for funding once a contract is signed. The grant amount will be paid by the date grantees specify as necessary to begin the program, **no earlier than July 15, 2016.**

## **APPLICATION REQUIREMENTS**

### **Submittal of Proposals**

Proposals will be received in the office of the CBJ Parks and Recreation Department, Room 218, City Hall, 155 South Seward Street, Juneau, Alaska 99801, until **4:30 pm, Tuesday, March 1, 2016**. The proposals will be reviewed and awarded by the Youth Activities Board, which consists of one member from the Parks & Recreation Advisory Committee, one youth member, one member from the Juneau Arts and Humanities Council, one member from the Juneau Sports Association and five members from the general public.

Clarification or changes to the documents by the CBJ will be in the form of an addendum to the RFYAG and, when issued, will be sent as promptly as is practical to all parties to whom the RFYAG has been issued. All such addenda shall become part of the RFYAG.

### **Directions for Application Completion**

It is the intent of the Youth Activities Board to encourage clarity of proposal, neatness and brevity. You must use the format provided and complete your application within the space allowed in the application packet.

Submit seven (7) copies of the proposal, including one with an original signature **in blue pen**. The overall proposal must be typed double-space on one side only of 8 ½ x 11 white paper. Individual sections of the application may specify otherwise. Do not bind the proposals with other than staples or other easily removed devices.

### **Proposal Evaluation Process**

The Youth Activities Board evaluates the proposals. The intent of the CBJ is to make this award based on written proposals. After selection of successful proposals, the Youth Activities Board will determine the funding level for each program and forward their recommendations to the Assembly.

### **Right-to-Reject Proposals**

The CBJ reserves the right to reject any and all proposals and to determine which proposals meet the criteria of the RFYAG. The CBJ further reserves the right to waive any informality or irregularity in the grant requests or grant request process. Grant requests received after the deadline for submittal will not be considered for any reason. If any required portion of the grant proposal is missing, the application will be found non-responsive and will not be considered.

Neither this invitation to submit an application nor any subsequent procedures for selecting a successful applicant to receive funds should be regarded as a municipal procurement. The City and Borough of Juneau retains the right to proceed without further notice or reject any or all applications, to rescind this offer, to modify the criteria set out above, to negotiate with one or more applicants and to in any manner, exercise its authority to determine the best use or combination of uses for the funds being made available.

No compensation will be given for the costs of preparing the application nor shall any application be regarded as confidential or proprietary after all proposals have been reviewed and grants awarded.

**Juneau Business Sales and Personal Property Tax**

Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Vendors/merchants must be in good standing for all amounts owed to the City prior to award, but in any event no later than five business days following notification by the City of intent to award.

**Local Professional Service Provide Points**

All professional services shall be purchased giving Juneau proposers the following consideration, that 5% of the total points possible for each proposal shall be awarded if and only if the proposal is submitted by a Juneau proposer.

**Program Evaluation Requirements**

Successful applicants will be required to complete a written evaluation of their program within 60 days of the completion of the program, or by the end of August 2017. Applicants will not be considered during the next applicable funding cycle if the evaluation is not received within the time limit. An evaluation form will be provided with the approved contract. Applicants must use the format provided when submitting the final evaluation.

**Definitions:**

|                    |                                                                                                                                                                                                                                                                                                                                    |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CBJ                | City and Borough of Juneau                                                                                                                                                                                                                                                                                                         |
| FTE                | Full time equivalent employment, 37.5 hours per week.                                                                                                                                                                                                                                                                              |
| Special Instructor | Must meet all of the following criteria: not currently on staff of the agency, time limited, must work directly with youth, and must have special qualifications for the program. Final determination will be made by the YAB.                                                                                                     |
| YAB                | Youth Activity Board                                                                                                                                                                                                                                                                                                               |
| FY                 | Fiscal Year. For the purposes of this grant the CBJ fiscal year is July 1, 2016 through June 30, 2017.                                                                                                                                                                                                                             |
| In-Kind            | <p>The value of budget items for the project which are provided to applicant by outside parties at no cash cost to applicant.</p> <p>Examples of this might be tangible costs such as the donation of transportation, printing costs, free use of a facility, etc. Please do not include "volunteer time" as in-kind services.</p> |

## **SECTION B**

### **FY17 YOUTH ACTIVITIES GRANT**

### **PROPOSAL INSTRUCTIONS AND CRITERIA**

**PROPOSAL EVALUATION SCORING SHEET:**

Organization: \_\_\_\_\_ FY17 Request \_\_\_\_\_

Program: \_\_\_\_\_

Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**I. Required Information Possible Pts/Score**

- A) Proof of non-profit status Yes/No  
B) Proof of legal status Yes/No

**II. Plan of Operation**

- A) Extent of Youth Participation  
1. (a) Direct hours per youth  
(b) Total number of direct participation 30 \_\_\_\_\_  
2. Number of youth 25 \_\_\_\_\_  
3. Adult to youth ratio 10 \_\_\_\_\_  
4. Assistance to youth 10 \_\_\_\_\_  
B) Goals/Objectives/Timelines 25 \_\_\_\_\_  
C) Program Evaluation Requirements 25 \_\_\_\_\_  
D) Community Coordination 15 \_\_\_\_\_

**Section II Total Points 140 \_\_\_\_\_**

**III. Management Capacity**

- A) Past History 10 \_\_\_\_\_  
B) Instructor/Coach Relevant Experience 10 \_\_\_\_\_  
C) Volunteer Support 10 \_\_\_\_\_  
D) Cooperative Efforts 10 \_\_\_\_\_  
E) Participant Safety/Security 10 \_\_\_\_\_

**Section III Total Points 50 \_\_\_\_\_**

**Sub-total Points (Page B-1) 190 \_\_\_\_\_**

Possible Pts/Score

IV. **Program Budget/Organization Support**

- A) Program Expenditures
1. Program Budget Attachment
  2. Program Budget Narrative 15 \_\_\_\_\_
  3. Fees to participants
  4. a) Total program cost per participant hour
  - b) Proposal request cost per participant hour 25 \_\_\_\_\_
- B) Organization Support and Program Evaluation 10 \_\_\_\_\_
1. Amount of direct CBJ support
  2. Indirect CBJ support
  3. List of program expenses

**Section IV Total Points 50** \_\_\_\_\_

V. **Proposal Presentation** Section V Points 5 \_\_\_\_\_

VI. **Optional Information**

- A) Listing of agreements Yes/No
- B) Letters of support Yes/ No

**Sub-total Points (Page B-2) 55** \_\_\_\_\_

|                                 |                                  |                   |       |
|---------------------------------|----------------------------------|-------------------|-------|
|                                 | <b>Sub-total Points Page B-1</b> | <b><u>190</u></b> | _____ |
|                                 | <b>Sub-total Points Page B-2</b> | <b><u>55</u></b>  | _____ |
| <b><u>Local Proposer 5%</u></b> |                                  | <b><u>12</u></b>  | _____ |
| <b>TOTAL POSSIBLE POINTS</b>    |                                  | <b><u>257</u></b> | _____ |

Each request is rated on a point system. The maximum number of points attainable is 245. The maximum number of points available in each category is shown below. Points will be deducted for a failure to answer all the questions or not providing all requested information.

**This information must be included in the application.**

- A.** Please include proof of non-profit status. \*
- B.** Please include proof of legal status (articles of incorporation, etc.) \*

\*If your organization has applied for and received a Youth Activity Grant previously, and there has been no change in your contact information, you may check the applicable box in the notification. You will not be required to re-submit this information. Any difference requires that you re-submit proof.

**(140 maximum points possible)**

**(75 points possible)**

- |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30 pts | <p>1. (a) Identification and description of the total number of direct hours of participation per youth. Please be as specific as possible and break numbers into age groups, skill levels, gender and/or activity groups if hours of participation will vary. (ie: Mighty Mites-30 hrs; Jrs (Middle School)-303 hrs; Jrs (High School)-480 hrs). Please specifically break out whether the participant will be actively participating in an activity or participating primarily by listening and/or observing others.</p> <p>(b) Identification and description of the total number of hours of direct participation by all program participants. Please document how you determine the total number. (ie: 56 Mighty Mites x 30 hrs = 1680 hrs; 20 Jrs (Middle School) x 303 hrs = 6060 hrs, etc.) Please include a total number for active participation hours and a total for activities that require primarily listening and/or observing others.</p> |
| 25 pts | 2. Identification of the number of youth expected to directly participate in the program. Please break down the number of youth into those actively participating in an activity and those who will be primarily listening and/or observing others.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10 pts | 3. Identification of the specific adult to youth ratio to support the program. If the ratio differs among age groups or by activity, please break it down into specific numbers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10 pts | 4. A description of the scholarships, transportation, equipment, and other practical assistance provided to youth in need, and the existence of scholarship funding available for qualified youth from other than CBJ funds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**B. Goals/Objectives/Timelines (25 points possible)**

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the Youth Activity Program goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be **measurable**, feasible, have time limits and relate to the more general goal. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of Youth Activities Program.

**Examples: See Appendices, Pages B-7 and B-8**

**C. Program Evaluation Components (15 points possible)**

An outline and description of plans to evaluate the program's objectives and expected outcomes throughout the year. Describe how they will be measurable and how the evaluations will be used.

**D. Community Coordination (15 points possible)**

1. List the agencies with whom you will coordinate.
2. An explanation of how you will coordinate with other agencies in the community to meet the goals and objectives of this program.
3. Describe any collaborative efforts made with other groups to increase numbers and/or diversity of participants.

**III. Management Capacity (50 maximum points possible)**

A discussion of how your group plans to assure accountability and the group's management capabilities to administer the grant.

- Include a current organizational chart with names of staff positions filled in on it.
- Include current resumes of top administrative personnel and specialized instructors.

**It is important to include both of these items and that they include current information on both those who will administer the program, and those that will lead the program. This will help reviewers to have a complete understanding of your organization's management structure and capabilities.**

- A. Past History (10 points possible)**  
A description of the organization's past history of providing successful youth programs, evaluations and reporting to the Youth Activity Board.
- B. Instructor/Coach Relevant Experience (10 points possible)**  
A description of the instructor or coach's relevant experience in providing the youth program.
- C. Volunteer Support (10 points possible)**  
A description of the type and amount of volunteer support there will be for the program.
- D. Cooperative Efforts (10 points possible)**  
A description of cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.
- E. Safety/Security (10 points possible)**  
Describe how you assure the safety/security of your participants.

**IV. Program Budget/Organization Support (50 maximum points possible)**

Cost effectiveness and cost efficiency will be considered in evaluating this section.

- Please include your organization's prior fiscal year financial statement and a listing of current and anticipated funding sources for your organization, if available. If not available, please explain why.

- A. Program Expenditures (40 points possible)**
- 15 pts 1. Please submit a program budget attachment using format found on page C-12 and C-13.  
2. Please provide a budget narrative that gives a description of each item listed in the budget by cost category. Also, a description of its function in the proposed program.
- 25 pts 3. An explanation of any cost or fees charged to participants.  
(Include purchase of equipment, travel, etc.)  
4. a) An explanation of the total program cost per participant hour. Please use the following formula to calculate the program cost per participant. **Total program cost divided by total participant hours equals program cost per participant hour.**  
(b) An explanation of the proposal request cost per participant hour.  
Please use the following formula to calculate the proposal request cost per participant hour. **Proposal request amount divided by total participant hours equals proposal request cost per participant hour.**

**B. Organization Support & Program Revenues (10 points possible)**

10 pts

1. Please provide an explanation of the amount of direct support provided to the organization from other CBJ funding sources.  
Explanations should include:
  - (a) Total amount of direct CBJ funding received by your organization
  - (b) Total organization budget
  - (c) Percentage of CBJ income of total budget:  
("a" divided by "b" equals "c")
  - (d) A description of where the direct support is coming from.
2. Description of CBJ indirect support provided to your organization.
3. List all estimated sources of revenue for the proposed program.

**V. Proposal Presentation (5 maximum points possible)**

**A. Quality of Document**

1. Please include all requested information in grant application.
2. Include all information requested in the correct location.
3. Please use the format requested; Typed, double-spaced on one side of 8 1/2" x 11" white paper, unless specifically directed otherwise. Do not exceed the space allotted.
4. Please provide the most current information regarding participation numbers, financial information, resumes, organizational charts, etc.

**VI. Optional Information**

- A.** A listing of Interagency or Qualified Service Agreements
- B.** Submittal of letters of support (maximum of 3)

## Appendices

The following are abbreviated **examples** of Goals and Objectives that have been submitted in the past that meet the requirements of Section II. B. Goals/Objectives/Timelines. Other examples are available upon request.

**Overall Goal of Program:** Provide opportunities for youth to explore the arts through educational hands-on activities. Activities are designed to stimulate individual creativity, contribute to positive self-esteem, provide a setting for learning and practicing a variety of communication skills, and develop a lifelong appreciation of museums.

| Objectives                                                                                                                                                                                                                                                                                                                                                            | Plan: Activities used to achieve objectives.<br>Person(s) responsible, timeline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Recognize artistic traditions and rituals of the Alutiig culture.</p> <p>Learn and apply effective elements of speaking.</p> <p>Refine artistic skills through practice and revision.</p> <p>Learn speaking techniques that inform, persuade, entertain and describe.</p> <p>Explore similarities and differences in the oral traditions of specific cultures.</p> | <p>Alutiig Oral Traditions: A unique, temporary exhibit, "Looking Both Ways" provides an unusual opportunity for students to listen to the voices of Alutiig Elders, study their oral traditions and practice the art of storytelling. Students will demonstrate what they learn in a public performance at the museum. Their creations will be recorded on videotape for each to take home. Three 2-hour sessions will be held during two parent-teacher conference days, along with one Saturday afternoon performance. (30 students, grades 3-8) Guest storytellers: Florence Pesterkoff or Sven Haakanson and Brett Dillingham. Video taping and production by Tony Criss. Completion by December.</p> |

**Overall Goal of Program:** Outdoor Explorer kids gain a deeper and richer appreciation of the natural environment around Juneau, and they develop a positive image of themselves as participants in our natural and social community.

| Objectives                                                                                                                                                                            | Plan: Activities used to achieve objectives.<br>Person(s) responsible, timeline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Participants will explore the variety of natural habitats found in Southeast Alaska.</p> <p>Youth can describe several different natural communities found in the Juneau area.</p> | <p>Instructor/naturalists will lead, with agency assistance, ½-day to full-day learning activities during each week.</p> <ol style="list-style-type: none"> <li>The natural history activities may include: <ul style="list-style-type: none"> <li>Concept Days: ecological concepts and mysteries each day;</li> <li>Sensory Stations: (sound maps, blindfold walks, human camera, territory scents);</li> <li>Natural Communities Exploration: glacial, old growth forest, muskeg, alpine, stream/riparian, intertidal; Ecosystem scavenger hunts; Wild Edibles Feast</li> </ul> </li> </ol> |

## Appendices

### Examples of Goals and Objectives (cont)

**Overall Goal of Program: To provide Juneau high school-age boys a program of volleyball skills training and competitive team experiences.** The JBVC's goals/objectives are as follows: (1) to learn the individual athletic skills needed to play at a high level in competitive volleyball; (2) to teach individual players goal-setting and goal-attainment skills for their own play and for the team's play; (3) to learn the team skills needed to play competitive volleyball through exposure to adult league play and same-age tournament competition; (4) to learn personal skills in adult interaction; (5) to instill other life skills having to do with respect to others, cooperative "team" play, emotional control and self-discipline that the boys can use on the volleyball court and in their daily lives; and (6) to provide a program for exercise and improved health and stamina.

| Objectives                                                                                                              | Plan: Activities used to achieve objectives. Person(s) responsible, timelines                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To teach individual players <u>personal goal-setting and goal attainment skills</u> for their own play and for the team | Activities: Individual conferences with each player and the coaches during practice sessions throughout the season are where individual goals are set and evaluated. Besides setting goals for learning volleyball skills boys will also be involved in fund-raising activities for the team. <u>Persons Responsible</u> : All coaches.<br><u>Timeline</u> : Throughout the August-November season. |

Program Title: **Museum Youth Program: Exploring the Arts FY 2017**

2. Program Budget Narrative:

**A. Personnel Services**

1. **#1 Rie Munoz honorarium:** 2 artists X \$100.00 honorarium hr. X 4 hours = \$800.00
2. **#2 Whales honorarium:** 1 artists X \$100.00 honorarium/hr. X 4 hours = \$400.00
3. **#3 Clay honorarium:** 1 artist X \$100.00 honorarium/hr. X 4 hours = \$400.00
4. **#4 Ivory honorarium:** 1 artist X \$100.00 honorarium/hr. X 4 hours = \$400.00
5. **#5 Color honorarium:** 1 artist X \$100.00 honorarium/hr. X 2 hours = \$200.00
6. **#6 Arctic Winter Games honorarium:** 3 instructors (1 coach + 2 youth athletes) X \$100.00 honorarium/hr X 4 hours = \$1200.00
7. **#7 Murder Mystery:** 2 story tellers X \$100.00 honorarium/hr X 3 hours= \$600.00
8. **Museum Visitor Services Coordinator**, Lisa Golisek: ASM Support to assist with grant writing and evaluation, planning programs, setup, takedown, assist youth during the events, lay out flyers+ \$39.10/hr with benefits X 50 hours = \$1,995.00
9. **Museum Visitor Services Assistant**, Mary Irvine: ASM support to assist with setup, takedown, registering youth, assisting youth during events \$33.44/hr with benefits X 25 hours = \$836.00
10. **Museum Exhibits Curator**, Mark Daughhetee: ASM Assist the designer-juror with youth workshop exhibit installation, adjust the lighting of work areas = \$50.00/hr with benefits X 4 hours = \$200.00
11. **Museum Volunteers:** A ratio of 1 volunteer assistant for every 10 student participants working as program helpers to assist youth and keep work center tidy, clean up after programs, in-kind services 28 volunteers X 3 hours for activities #1, - #6, and 10 volunteers X 4 hours for activity #7 = 124 hours.
12. **FASM Youth Program Coordinator**, Cristine Crooks: grant writing and evaluating, selecting and coordinating with guest artists, purchasing supplies and bookkeeping. Cristine service is voluntary = 10 hrs per program X 7 programs = 70 hours
13. **FASM Treasurer:** accounting, FASM pays for this service = \$100 X 1 hour per hour = \$100.00
14. **Interpreter for the hearing impaired**, SAIL employee: FASM will pay for this service if participants need an interpreter. \$75.00/hr X 25 session hours = \$1,875.00

**B. Travel**

15. **Airfare:** Alaska Airlines ticket, discounted, advance fare, round-trip. Sitka – Juneau for Arctic Native Games coach and 2 Native Youth Olympic athletes from Mt. Edgecombe high School = estimate= \$592.50

**C. Facilities**

16. **Alaska State Museum gallery use:** facility use fee and janitorial services, \$200.00 per day X 7 event days, fees waived for this free, public event = \$1,400.00

**D. Supplies**

17. **Art and craft supplies** – Grant request total art and craft supplies = \$888.00  
#1 Painting-watercolor paper, sketch book, brushes: 50 participants X \$3.50/participant = \$175.00  
#2 Whales-pencils, paper, photography paper, erasers, sketchbooks: 40 participants x \$3.50/participant = \$140.00  
#3 Clay – Crayola clay, paints, aluminum foil, craft items: 50 participants X \$3.50/participant = \$140.00  
#4 Ivory objects: Crayola clay, paints, aluminum foil, craft items: 50 participants X \$1.50/participant = \$75.00  
#5 Color: pastels, paper, pencils. 20 participants x \$3.50/participant = \$70.00  
#6 Arctic Winter Games – awards, game paraphernalia, printed directions, participation card = 60 participants X \$3/participant = \$180.00  
#7 Murder Mystery - awards and food for the 3 hour activity immediately following school = 72 participants X \$1.50 = \$108.00  
Donations: matt board, staplers, notions, scissors, newsprint = \$200.00  
18. **Hardware/Cleanup Supplies:** duct tape, baby wipes, tarps, gaffer's tape, masking tape = \$25.00  
19. **Office Supplies:** Name badges used by the participants - \$20  
Donations: copy toner and ink, staples, pencils, pens, markers, copy paper = \$75.00

**E. Equipment**

20. **ASM equipment and tool use** – ladders, extension cords, hand carts, hammers, tape measures, folding tables, benches, digital camera, stock frames, display cases, table skirting. In-kind donation = \$300.00

**F. Other Operating**

21. **Printing** clue booklets for the Murder Mystery 72 booklets x \$1.00 = \$72.00  
22. **City bus passes** for youth in need of transportation: estimate 10 students X \$2.50 roundtrip fare, FASM purchase \$25.00  
23. **Princess bus transportation** youth to travel from museum to marine environment to participate in the Whale activity – 1 bus X \$97.00 round trip fare + youth to travel from middle schools to the museum and back for the Murder Mystery activity, 2 buses X 97.00 round trip fare = \$291.00 (total for 3 buses)

## **SECTION C**

### **FY17 YOUTH ACTIVITIES GRANT**

### **GRANT APPLICATION**

**PROPOSAL CHECK SHEET AND TABLE OF CONTENTS:**

**Program Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**CBJ Program Request:**     \$ \_\_\_\_\_

Arrange your proposal according to the table of contents below. Number your pages in the order indicated. **Attach this sheet to the front of your proposal.**

Page

Title page and authorized signature.....

Abstract.....

**I.     Required Information**.....

A. Proof of Non-Profit Status.....

B. Proof of Legal Status.....

**II.    Plan of Operation**.....

A. Extent of Youth Participation.....

B. Goals and Objectives.....

C. Program Evaluation Components.....

D. Community Coordination.....

**III.   Management Capacity**.....

A. Past History.....

B. Instructor/Coach Relevant Experience.....

C. Volunteer Support.....

D. Cooperative Efforts.....

E. Participant Safety/Security.....

**IV.    Program Budget**.....

A. Program Expenditures.....

B. Program Revenues.....

**V.     Proposal Presentation**.....

**VI.    Optional Information**.....

A. Listing of Inter-agency or Qualified Service Agreements.....

B. Letters of Support (Maximum of 3).....

**TITLE PAGE:**

Program title: \_\_\_\_\_

Program beginning date: \_\_\_\_\_

Program ending date: \_\_\_\_\_

Date that funding needs to be received: \_\_\_\_\_

Legal name, address, phone, FAX number, & e-mail of organization submitting proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Organization: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership  
\_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Other: (Please describe)  
\_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Does this person have authority to authorize changes to a contract if your group receives one?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Authorized Signature **(person who will sign the contract)**

\_\_\_\_\_  
Printed Name of Authorized Signature

\_\_\_\_\_  
Title/Position in Organization

YOUTH ACTIVITIES PROGRAM FUNDS

Program Title: \_\_\_\_\_

**ABSTRACT:**

Complete an abstract of your proposal. (Single spacing allowed on the abstract - maximum of 2 pages)

Program Title: \_\_\_\_\_

**I. REQUIRED INFORMATION**

Attach this information:

- A.** Proof of non-profit status
  - 1. Attach a copy of your Federal IRS exemption letter or other information proving your tax-exempt status.\*
- B.** Proof of legal status
  - 1. Attach a copy of your articles of incorporation, or other document that attests to your organization's legal status.\*

\* If you have received a Youth Activity Grant previously you may choose to mark the following box in lieu of providing proof.

- ☐ We have received a Youth Activity Grant before and verify that the organization's tax-exempt status has not changed since that time.
- ☐ We have received a Youth Activity Grant before and verify that the organization's legal status has not changed since that time.

Program Title: \_\_\_\_\_

**II. PLAN OF OPERATION**

**A. EXTENT OF DIRECT YOUTH PARTICIPATION (Refer to Page B-3 Section II, A):  
(75 points)**

1. (a) Identify and describe how many hours each individual youth will participate. (Break down by age group, skill levels, gender and/or activity groups if hours of participation will vary. Also, specifically break out whether the participant will be actively participating in an activity or participating primarily by listening to and/or observing others.)

(b) Identify and describe the total number of hours of participation by all youth. (Break down by age group, skill levels, or activity groups if hours of participation will vary. Also, specifically break out whether the participant will be actively participating in an activity or participating primarily by listening to and/or observing others.)

2. How many youth will participate? (Please break down the number of youth into those actively participating in an activity and those who will be primarily listening to and/or observing others.)

Program Title: \_\_\_\_\_

3. List the adult to youth ratio to support the program.
  
  
  
  
  
  
  
  
  
  
4. (a) How will you assist youth in need? (Transportation, equipment, other) Describe how you communicate to parents/guardians what kind of assistance is available. Attach a brochure or flyer if applicable.
  
  
  
  
  
  
  
  
  
  
- (b) Describe the existence and extent of scholarship funding provided for qualified youth within the program. Please describe your process in detail and include a copy of the scholarship request form and/or copy of your scholarship policy. How are participants made aware that scholarship funding is available (on application/website, etc...)? Also include statistics on how many scholarships and the dollar amount awarded during your last season of operation. **(Do not include scholarships provided with CBJ funding).**

Program Title: \_\_\_\_\_

**B. GOALS/OBJECTIVES/TIMELINES (Refer to Page B-4, Section II, B): (25 points)**

This section should include a clear outline of goals and objectives for the program and a brief description of the activities designed to reach each objective (with staff assigned and completion dates.) Goals and objectives should demonstrate how the activity promotes the YAB goal of providing athletic, cultural, artistic or extra-curricular academic experiences for youth. Objectives should be **measurable**, feasible, have time limits and **relate to the more general goal**. Objectives and activities should describe specific accomplishments. Goals and objectives should be clear and concise. There should be at least one goal for each program component that furthers the overall goal of the Youth Activities Program.

|                                 |
|---------------------------------|
| <b>Overall Goal of Program:</b> |
|---------------------------------|

| Objectives ( <b>measurable</b> )<br>Prioritize in order of importance | Plan: Activities used to achieve objectives.<br>Person(s) responsible and Timeline. |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                       |                                                                                     |

Attach additional pages as needed.

Program Title: \_\_\_\_\_

**C. PROGRAM EVALUATION COMPONENTS (Refer to Page B-4, Section II, C): (25 points)**

| Evaluation: How will achievement of this goal be measured? | Timeframe: Schedule for Implementation |
|------------------------------------------------------------|----------------------------------------|
|                                                            |                                        |

Attach additional pages as needed

**D. COMMUNITY COORDINATION (Refer to Page B-4, Section II, D): (15 points possible)**

- C-9

Program Title: \_\_\_\_\_

**III. MANAGEMENT CAPACITY (Refer to Page B-4, Section III): (50 points)**

- Attach current organizational chart with name of staff positions
- Attach current resumes of top personnel within the organization and any special instructors if possible.

**Note: It is important to include both of these items to insure that reviewers have a complete understanding of your organization's management structure and capabilities.**

**A. PAST HISTORY**

1. Describe the organization's past history of providing successful youth programs. Please include your history of YAG management accountability regarding program funding, reporting, and submission of a timely program evaluation.

**B. INSTRUCTOR/COACH RELEVANT EXPERIENCE**

1. Describe the instructors or coach's relevant experience in providing your youth program.

Program Title: \_\_\_\_\_

**C. VOLUNTEER SUPPORT**

1. Explain the amount of volunteer support there will be for the program.

(a) How many volunteers will be helping you?

(b) How many total hours of volunteer support do you anticipate?

(c) What will the volunteers be doing?

(d) If applicable, please identify your volunteer fundraising goals, objectives, and desired results.

**D. COOPERATIVE EFFORTS**

1. Describe cooperative efforts with other local youth organizations and the extent of their involvement in planning for the proposed program.

**E. Safety/Security**

1. Describe how you assure the safety/security of your participants.

Program Title: \_\_\_\_\_

**IV. PROGRAM BUDGET/ORGANIZATION SUPPORT:**

- Include a prior fiscal year financial statement and listing of current and anticipated funding sources for your organization. If not available, please explain why.

**A. PROGRAM EXPENDITURES (Refer to Page B-5, Section IV, A1) (40 points possible)**

1. Arrange in the following format:

| <u>PROJECT<br/>REQUEST</u> | + | <u>OTHER<br/>INCOME</u> | + | <u>IN-KIND</u> | = | <u>PROJECT<br/>TOTAL</u> |
|----------------------------|---|-------------------------|---|----------------|---|--------------------------|
|----------------------------|---|-------------------------|---|----------------|---|--------------------------|

A. Personnel Services: FTE

(List persons involved  
In project)

Subtotal  
Fringe Benefits  
Subtotal Personnel Services

B. Travel

(Who, where, number of trips, cost)

Subtotal Travel

|                                                                             | <u>PROJECT<br/>REQUEST</u> | + | <u>OTHER<br/>INCOME</u> | + | <u>IN-KIND</u> = | <u>PROJECT<br/>TOTAL</u> |
|-----------------------------------------------------------------------------|----------------------------|---|-------------------------|---|------------------|--------------------------|
| C. <u>Facility</u><br>(Itemize)                                             |                            |   |                         |   |                  |                          |
| Subtotal Facility                                                           |                            |   |                         |   |                  |                          |
| D. <u>Supplies/Materials</u><br>(Itemize in general categories)             |                            |   |                         |   |                  |                          |
| Subtotal Supplies                                                           |                            |   |                         |   |                  |                          |
| E. <u>Equipment</u><br>(Itemize rentals, lease purchase<br>Agreements, etc) |                            |   |                         |   |                  |                          |
| Subtotal Equipment                                                          |                            |   |                         |   |                  |                          |
| F. <u>Other Operating</u><br>(Itemize)                                      |                            |   |                         |   |                  |                          |
| Subtotal Other Operating                                                    |                            |   |                         |   |                  |                          |
| G. <u>Total</u><br>(Total the subtotal of A through F)                      |                            |   |                         |   |                  |                          |

Program Title: \_\_\_\_\_

2. Program Budget Narrative (Refer to Page B-5, Section IV, A2)  
(Must not exceed two pages)

3. Explain any cost or fees charged to participants. (Including purchase of equipment, travel, etc.)

- (b) Explain the proposal request cost per participant hour. **(The proposal request amount divided by total participant hours equals the proposal request cost.)**

Program Title: \_\_\_\_\_

**B. ORGANIZATION SUPPORT & PROGRAM REVENUES (Refer to Page B-6, Section IV, B): (10 points possible)**

1. Explain the amount of direct support provided or anticipated to the organization from other CBJ funding sources. **(Do not include previous or anticipated YAB grant funds)**

(a) Total amount of direct CBJ funding received by your organization: \_\_\_\_\_

(b) Total organization budget: \_\_\_\_\_

(c) Percentage of CBJ income of total budget

**(“a” divided by “b” equals “c”):** \_\_\_\_\_

(d) Where is the CBJ funding coming from?

2. Description of CBJ indirect support provided to your organization.

Program Title: \_\_\_\_\_

3. List all estimated sources of revenue **for this program**

**Admissions**

\$ \_\_\_\_\_

Number of participants X amount

Memberships

Ticket Sales

Corporate Support

\$ \_\_\_\_\_

(Itemize source and amount)

Foundation Support

\$ \_\_\_\_\_

(Itemize source and amount)

Other Private Support

\$ \_\_\_\_\_

(Itemize source and amount)

Governmental Support

\$ \_\_\_\_\_

(Indicate specific agency or source)

**(Do not include YAB funding)**

Federal Support

\$ \_\_\_\_\_

(Indicate specific agency or source)

Local Support

\$ \_\_\_\_\_

(Itemize source and amount)

Other Revenue

\$ \_\_\_\_\_

(Itemize source and amount)

Total Projected Revenue for this project:

\$ \_\_\_\_\_

Program Title: \_\_\_\_\_

**V. PROPOSAL PRESENTATION**

**(5 points possible)**

- A.** Submit all information requested, in the correct order, and in the format specified.
- B.** Submit only current information regarding your participation numbers, financial information, resumes of personnel, organizational charts, etc.

**VI. OPTIONAL INFORMATION**

- A.** Include a listing of all Interagency and Qualified Service Agreements
- B.** Submit a maximum of three letters of support.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

550 W 7<sup>th</sup> Avenue, Ste. 1600  
Anchorage, Alaska 99501  
Main: 907.269.0350  
TDD: 907.465.5437  
Fax: 907.334.2285

July 19, 2016

City & Borough of Juneau  
Attn: Beth McEwen, City Clerk  
VIA Email: [Beth.McEwen@juneau.org](mailto:Beth.McEwen@juneau.org)  
Cc: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**Rodfather's LLC.; Restaurant or Eating Place License #851 DBA: Papa Rod's**

☐ New Application    ☐ Transfer of Ownership    ☒ **Transfer of Location**  
☒ **Restaurant Designation Permit**    ☒ **DBA Name Change**

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

Shilo Senquiz  
Business Registration Examiner  
907-334-0892  
[shilo.senquiz@alaska.gov](mailto:shilo.senquiz@alaska.gov)

State of Alaska  
Alcoholic Beverage Control Board

Date of Notice: July 19, 2016

Application Type: **NEW**\_\_\_\_\_

☒ **TRANSFER**  
☐ Ownership  
☒ **Location**  
☒ **Name Change**

Governing Body: **City & Borough of Juneau**

Community Councils: None

License #: 851  
License Type: Restaurant/Eating Place  
D.B.A.: Papa Rod's  
Licensee/Applicant: Rodfather's LLC.  
Physical Location: 356 S Franklin Street, Juneau, AK 99801  
Mailing Address: PO Box 32974, Juneau, AK 99801  
Telephone #: 907-321-3366  
EIN: 20-1193681

| Corp/LLC Agent: | Address                          | Phone        | Date and State of Incorporation | Good standing? |
|-----------------|----------------------------------|--------------|---------------------------------|----------------|
| Rod Morrison    | PO Box 32974<br>Juneau, AK 99803 | 907-321-3366 | 05/20/2004<br>Alaska            | yes            |

*Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.*

| Member/Officer/Director: | DOB        | Address                                   | Phone        | Title/Shares (%) |
|--------------------------|------------|-------------------------------------------|--------------|------------------|
| Rod Morrison             | 07/17/1948 | 2617 Engineers Cutoff<br>Juneau, AK 99807 | 907-789-5075 | 100%             |

If **transfer** application, current license information:

License #: 851  
Current D.B.A.: The Broiler  
Current Licensee: Rodfather's LLC.  
Current Location: 9109 Mendenhall Mall Rd.

Additional comments: **Restaurant Designation Permit attached.**

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is “arbitrary, capricious and unreasonable”. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

Shilo Senquiz  
Business Registration Examiner  
[shilo.senquiz@alaska.gov](mailto:shilo.senquiz@alaska.gov)  
907-334-0892

Alcoholic Beverage Control Board  
550 West 7<sup>th</sup> Ave. Suite 1600  
Anchorage, AK 99501

## Transfer Liquor License

(907) 269-0350  
Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnm/abc/Home.aspx>

License is: ☐ Full Year OR ☒ Seasonal List Dates of Operation: May 2016-  
Sept. 2016

| SECTION A - LICENSE INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           | FEE'S<br>14035                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| License Year:<br>2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | License Type: Beer and Wine<br>RESTAURANT / EATING PLACE                                                                                                              | Statute Reference<br>Sec. 04.11.100                                                                                                                                                                                                                                                                                                       | Filing Fee: \$100.00                                       |
| License #: 851                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           | Rest. Desig. Permit<br>Fee: (\$50.00) 1 \$ 50.00           |
| Local Governing Body: (City, Borough or Unorganized)<br>Juneau                                                                                                                                                                                                                                                                                                                                                                                                                                             | Community Council Name(s) & Mailing Address:                                                                                                                          |                                                                                                                                                                                                                                                                                                                                           | Fingerprint: \$<br>(\$49.75 per person)<br>TOTAL \$1500.00 |
| Name of Applicant (Corp/LLC/LP/LP/Individual/Partnership):<br>Rodfather's LLC                                                                                                                                                                                                                                                                                                                                                                                                                              | Doing Business As (Business Name):<br>Papa Rod's                                                                                                                      | Business Telephone Number:<br>907-321-3366                                                                                                                                                                                                                                                                                                | Fax Number:                                                |
| Mailing Address:<br>P.O. Box 32974                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Street Address or Location of Premises:<br>356 SOUTH FRANKLIN                                                                                                         | Email Address:<br>rodjm1948@yahoo.com                                                                                                                                                                                                                                                                                                     |                                                            |
| City, State, Zip:<br>Juneau, AK 99801                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Juneau, AK 99801                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                           |                                                            |
| Is any shareholder related to the current owner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If "yes" please state the relationship _____                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                            |
| SECTION B - TRANSFER INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                            |
| <input checked="" type="checkbox"/> Regular Transfer<br><input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents.<br><input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670. |                                                                                                                                                                       | Name and Mailing Address of CURRENT Licensee:<br>Rodfather's LLC<br>P O Box 32974<br>Juneau, AK, 99801<br>Business Name (dba) BEFORE transfer:<br>THE BROILER<br>Street Address or Location BEFORE transfer:<br>9109 MENDENHALL MALL RD<br>JUNEAU, AK 99801                                                                               |                                                            |
| SECTION C - PREMISES TO BE LICENSED                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                            |
| Distance to closest school grounds:<br>.8 miles                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Distance measured under:<br><input checked="" type="checkbox"/> AS 04.11.410 OR<br><input type="checkbox"/> Local ordinance No.                                       | <input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.<br><input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.<br><input checked="" type="checkbox"/> Not applicable |                                                            |
| Distance to closest church:<br>.5 miles                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Distance measured under:<br><input checked="" type="checkbox"/> AS 04.11.410 OR<br><input type="checkbox"/> Local ordinance No.                                       |                                                                                                                                                                                                                                                                                                                                           |                                                            |
| Premises to be licensed is:<br><input type="checkbox"/> Proposed building<br><input checked="" type="checkbox"/> Existing facility<br><input type="checkbox"/> New building                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings)<br><input checked="" type="checkbox"/> Diagram of premises attached |                                                                                                                                                                                                                                                                                                                                           |                                                            |

## Transfer Liquor License

### SECTION D - LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

☐ Yes ☒ No If Yes, complete the following. Attach additional sheets if necessary.

| Name | Name of Business | Type of License | Business Street Address | State |
|------|------------------|-----------------|-------------------------|-------|
|      |                  |                 |                         |       |
|      |                  |                 |                         |       |
|      |                  |                 |                         |       |
|      |                  |                 |                         |       |
|      |                  |                 |                         |       |

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

☐ Yes ☒ No If Yes, attach written explanation.

### SECTION E - OWNERSHIP INFORMATION - CORPORATION

*Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.*

|                                                                                                                                 |                                                                      |                               |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------|
| Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership):<br>Rodfather's LLC                                 | Telephone Number:<br>907-321-3366                                    | Fax Number:                   |
| Corporate Mailing Address: P O Box 32974                                                                                        | City: Juneau                                                         | State: AK                     |
| Name, Mailing Address and Telephone Number of Registered Agent: ROD MORRISON<br>P.O. Box 32974, JUNEAU, AK 99803 (907) 321-3366 | Date of Incorporation OR<br>Certification with DCED:<br>May 20, 2004 | State of Incorporation:<br>AK |

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No  
If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

### Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

| Name         | Title            | %   | Home Address & Telephone Number                         | Work Telephone Number | Date of Birth |
|--------------|------------------|-----|---------------------------------------------------------|-----------------------|---------------|
| ROD MORRISON | MANAGING PARTNER | 100 | 2617 ENGINEERS COURT (907) 321-3366<br>JUNEAU, AK 99801 | (907) 789-5075        | 7/17/48       |
|              |                  |     |                                                         |                       |               |
|              |                  |     |                                                         |                       |               |
|              |                  |     |                                                         |                       |               |
|              |                  |     |                                                         |                       |               |
|              |                  |     |                                                         |                       |               |
|              |                  |     |                                                         |                       |               |



Alcoholic Beverage Control Board  
10 West 7th Ave. Suite 1600  
Anchorage, AK 99501

## Transfer Liquor License

(907) 269-0350  
Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

NOTE: If you need additional space, please attach a separate sheet.

### SECTION F – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

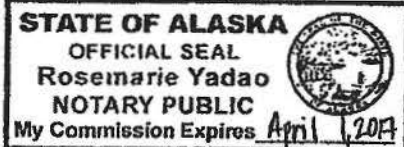
Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

|                                                         |                                                                                                       |                                                 |                                                                                            |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------|
| Name:<br>Address:<br>Home Phone: ( )<br>Work Phone: ( ) | Applicant <input checked="" type="checkbox"/><br>Affiliate <input type="checkbox"/><br>Date of Birth: | Name:<br>Address:<br>Home Phone:<br>Work Phone: | Applicant <input type="checkbox"/><br>Affiliate <input type="checkbox"/><br>Date of Birth: |
| Name:<br>Address:<br>Home Phone:<br>Work Phone:         | Applicant <input type="checkbox"/><br>Affiliate <input type="checkbox"/><br>Date of Birth:            | Name:<br>Address:<br>Home Phone:<br>Work Phone: | Applicant <input type="checkbox"/><br>Affiliate <input type="checkbox"/><br>Date of Birth: |

#### Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

|                                                                                   |                                                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|
| Signature of Current Licensee(s)<br>Signature<br><i>Rod Morrison</i><br>Signature | Signature of Transferee(s)<br>Signature<br><br>Signature |
| Name & Title (Please Print)<br><i>ROD MORRISON</i> MANAGING PARTNER<br>OWNER      | Name & Title (Please Print)<br><br>                      |
| Subscribed and sworn to before me this<br>11th day of May, 2016.                  | Subscribed and sworn to before me this<br>day of         |
| Notary Public in and for the State of Alaska<br><i>Rosemarie Yadao</i>            | Notary Public in and for the State of Alaska             |
| My commission expires: April 1, 2017                                              | My commission expires:                                   |



STATE OF ALASKA  
ALCOHOLIC BEVERAGE CONTROL BOARD  
APPLICATION FOR RESTAURANT DESIGNATION PERMIT  
AS 04.16.049 & 3 AAC 304.715 - 794

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons between the ages of 16 - 20 for employment. If for employment, please indicate in detail what the employment duties will be in question #3.

License Number: 851 Type: RESTAURANT/EATING PLACE  
BEER AND WINE

This application is for designation of premises where: (Please check the appropriate items below)

1. ☒ Bona fide restaurant pursuant to 3 AAC 304.305 & 3 AAC 304.715-794.
2. ☐ Persons 16 - 20 years of age may dine unaccompanied.
3. ☐ Persons under 16 may dine accompanied by a person 21 years of age or older.
4. ☒ Persons between 16 - 20 years of age may be employed. \*(See note below)

Licensee's Name: RODNEY J. MORRISON

Name of Business: PAPA ROD'S

Business Address: 356 So FRANKLIN ST City: JUNEAU

1. Hours of operation 11:00 AM to 9:00 PM Telephone Number: (580) 596-6286

2. Have police been called to your premises for any reason? ☐ Yes ☒ No  
(If you answered yes, please explain below).

3. \* Duties of employment: CASHIERING, ASSEMBLING ORDERS TO GO

4. Are video games available to the public on your premises? ☐ Yes ☒ No

5. Do you provide live entertainment, such as live music, pool tables, karaoke, dancing, sports or pin-ball?  
☐ Yes ☒ No

6. How is food served? ☐ Table Service ☐ Buffett Service ☒ Counter Service ☐ Other \_\_\_\_\_

7. Is an owner, manager or supervisor 21 years of age or older always present during business hours? ☒ Yes ☐ No

\*\*\* A MENU AND DETAILED PREMISES DIAGRAM MUST ACCOMPANY THIS APPLICATION \*\*\*

\*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.

\*\*Please attach additional sheets of paper if more space is needed to describe food service, entertainment, etc.

Rodney J. Morrison  
Licensee Signature

Local Governing Body Approval

Subscribed and sworn to before me this 11th day of May

Date

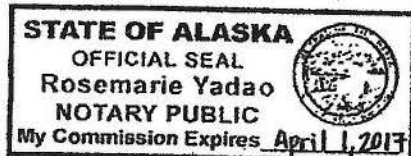
Rosemarie Yadao  
Notary Public in and for Alaska

My Commission expires: April 1, 2017

Director, ABC Board

Date

Rev. 03172014



STATE OF ALASKA  
ALCOHOL BEVERAGE CONTROL BOARD  
Licensed Premises Diagram



**INSTRUCTIONS:** Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: PAPA ROD'S

PREMISES LOCATION: 356 SO. FRANKLIN ST, JUNEAU, AK

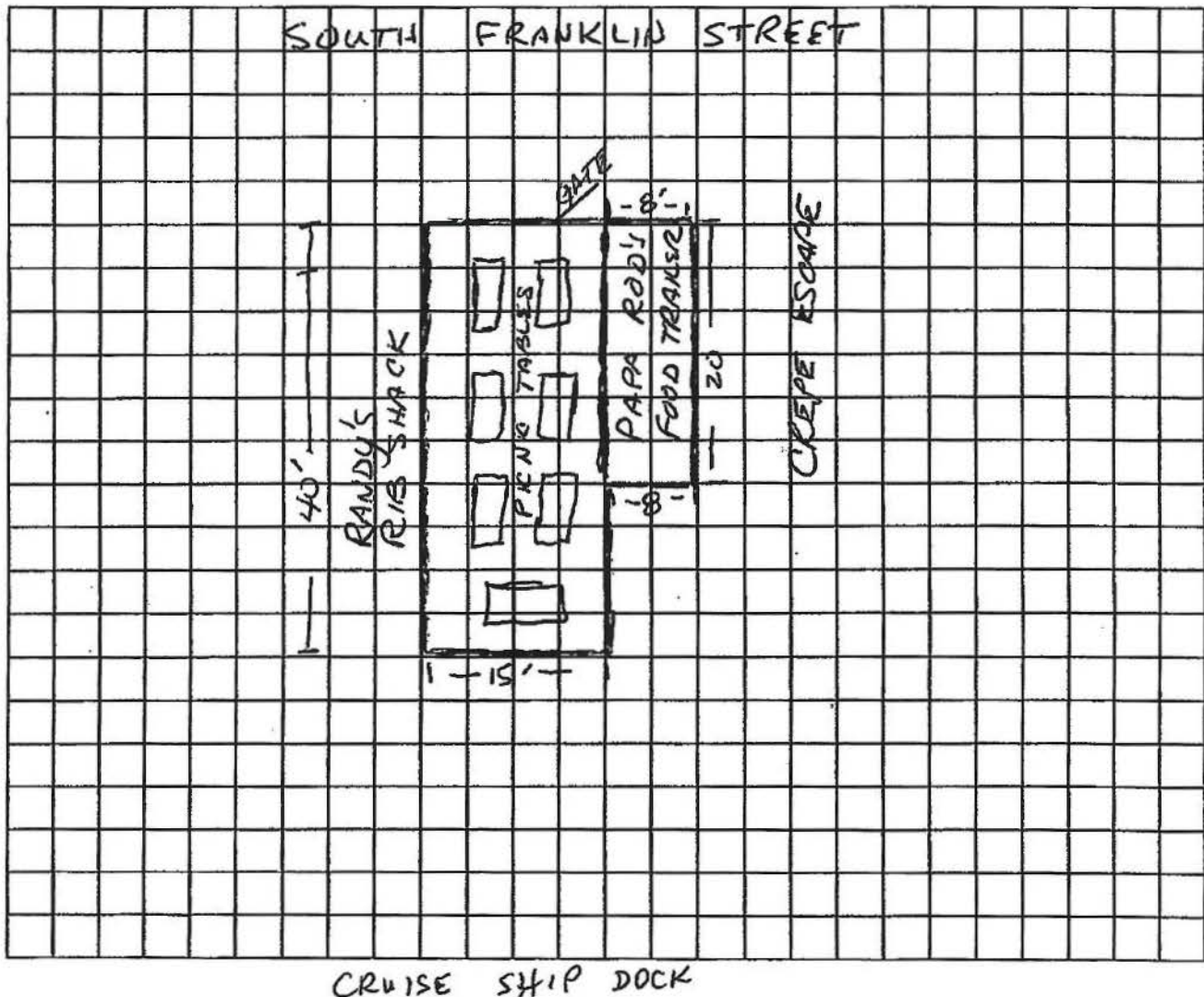
Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: X 1 SQ. = 4 FT. SCALE B: \_\_\_\_\_ 1 SQ. = 1 FT.

Length and width of premises in feet: 40' X 23' (SEATING AREA 15' X 40'  
SERVING/STORAGE 8' X 20')

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.

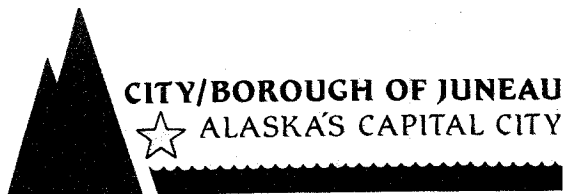
**DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.**





# **Papa Rod's**

|                                                         |                |
|---------------------------------------------------------|----------------|
| <b>2 piece fish and chips</b>                           | <b>\$16.50</b> |
| <b>4 piece fish and chips</b>                           | <b>\$27.99</b> |
| <b>4 piece shrimp and chips</b>                         | <b>\$8.50</b>  |
| <b>6 piece shrimp and chips</b>                         | <b>\$10.50</b> |
| <b>French Fries</b>                                     | <b>\$6.00</b>  |
| <b>Clam Chowder</b>                                     | <b>\$8.50</b>  |
| <b>Clam Strips</b>                                      | <b>\$10.50</b> |
| <b>Clam Strips and fries</b>                            | <b>\$16.50</b> |
| <b>Combo #1 1 piece fish/4 shrimp/chips</b>             | <b>\$16.50</b> |
| <b>Combo #2 2 piece fish/6/ shrimp/chips</b>            | <b>\$23.50</b> |
| <b>Combo #3 Clam strips/4 shrimp/fries</b>              | <b>\$15.50</b> |
| <b>Combo #4 Clam strips/2 piece fish/fries</b>          | <b>\$23.50</b> |
| <b>Combo #5 Clam strips/1 piece fish/4 shrimp fries</b> | <b>\$23.50</b> |
| <br>                                                    |                |
| <b>Pepsi products</b>                                   | <b>\$ 3.00</b> |
| <b>Hot Coffee</b>                                       | <b>\$ 1.00</b> |



**OFFICE OF THE MUNICIPAL CLERK**

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

**e-mail: Beth.McEwen@juneau.org**

September 2, 2016

*Via certified & regular mail*

Rodfather's, LLC

Attn: Rod Morrison

2617 Engineers Cutoff

Juneau, AK 99801

Re: Restaurant Eating Place Liquor License #851 Transfer Protest

Dear Mr. Morrison,

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of the transfer of your Restaurant/Eating Place Liquor License #851 and submitted it for comment before the local governing body.

As is our practice in these matters, the staff from the Fire, Finance, Police, and Community Development Departments reviewed your establishment to insure compliance with city code. Following is the recommendation from the Finance Department to the Assembly:

All Finance Divisions other than Sales Tax show the business/license owner is in good standing with their payments to CBJ.

The Sales Tax Division opposes the license transfer action. The policy for the Sales Tax Division is to recommend protest of any liquor license action if there is an outstanding balance due. This position does not change even if there is an approved payment plan. The Sales Tax Division entered into a Confession of Judgement (COJ) with the license owner in October 2015 for an outstanding sales tax liability of \$26,000 (with \$1,000 monthly payments due). A \$5,000 down payment was made at signing. The business owners have missed one monthly payment in March 2016 and 4 monthly payments were delinquent, but were made. Thus the owner is not in good standing with the payment COJ conditions. Current outstanding balance is \$14,788 in sales tax, penalties and interest. At the February 8, 2016 Assembly meeting, this same state liquor license was up for renewal and there was an outstanding balance on the COJ. The Assembly decision was to waive its right to protest the renewal as long as the collection agreement was followed. The Finance license action policy to protest accounts with outstanding balances, whether or not a COJ is in place, had been consistently applied for many years and is a very effective tool in collecting

**ALASKA STATUTES AND CBJ CODE SECTIONS**  
**RE: ASSEMBLY LIQUOR LICENSE REVIEW AND 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).

...

**Sec. 04.11.450. Prohibited financial interest.** (a) A person other than a licensee may not have a direct or indirect financial interest in the business for which a license is issued.

(b) A person who is a representative or owner of a wholesale business, brewery, winery, bottling works, or distillery may not be issued, solely or together with others, a beverage dispensary license, a restaurant or eating place license, or package store license. A holder of a beverage dispensary license may be issued a brewpub license, subject to the provisions of [AS 04.11.135](#). The prohibition against issuance of a restaurant or eating place license imposed under this subsection does not apply to a restaurant or eating place license issued on or before October 1, 1996 or a restaurant or eating place license issued under an application for a restaurant or eating place license approved on or before October 1, 1996.

(c) A license may not be leased by a licensee to another person, partnership, limited liability organization, or corporation.

(d) For the purposes of this section, a lessor under a graduated or percentage lease-rent agreement involving premises licensed under this title does not hold a financial interest in the business.

(e) A holder of either a general wholesale license or a wholesale malt beverage and wine license may not be employed by or act as the agent or employee of the holder of a beverage dispensary or package store license.

(f) In this section, "direct or indirect financial interest" means holding a legal or equitable interest in the operation of a business licensed under this title. However, credit extended by a distiller, a brewery, or a winery to a wholesaler, or credit extended by a wholesaler to persons licensed under this title, or a consulting fee received from a person licensed under this title, is not considered a financial interest in a business licensed under this title.

### **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;

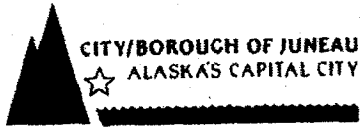
- (5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:
  - (A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or
  - (B) More than one license 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.

MR. MORRISON PROVIDED THIS COPY AT THE 2/8/2016  
ASSEMBLY HUMAN RESOURCES COMMITTEE MEETING.



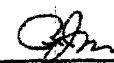
CBJ Collections Department  
586-5268  
collections@juneau.org  
155 S Seward St Juneau, AK 99801  
8:00 am to 4:30 pm  
Monday - Friday

CBJ COLLECTIONS OFFICE PAYMENT PLAN

Business Name: Rodfathers Broiler  
Owner: Rod Morrison

I agree to enter in to a payment plan for the purpose of paying a balance owed for unpaid Sales Tax

Sales Tax Acct # 362313

Balance owed: \$ 20,512.47; Interest still accrues monthly Initial: 

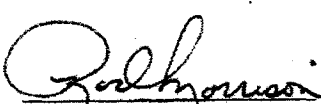
Publications will continue until balance is paid in full. Initial: 

I agree to make the following payments toward my unpaid Sales tax account.  
Minimum Payment amount: \$ 1,000.00 Initial: 

Payments to be made: MONTHLY

**Conditions (specify):** Payments are to be made on a monthly basis no later than the 15<sup>th</sup> of the month. If for unseen reasons a payment cannot be made verbal communication must be made with the CBJ collections office in order to prevent escalated collection actions being taken. You have acknowledged that you are aware that interest will continue to accrue on all outstanding balances and that your business name and balance owing will continue to be published in the paper until the balance owing is paid in full.

Failure to make the above payments will result in Collection actions that can include filing Small Claims against you, involving the CBJ Law department, or assigning your debt to a collection agency.

Rod Morrison  
Printed Name        
Signature

10-9-15  
Date

Nicole A. Tragis  
Nicole A. Tragis, CBJ Revenue Collector

10-9-15  
Date

**COPY**

**Nicole A. Tragis-Noreen**  
Revenue Collector  
Finance - Revenue Collections  
**CITY/BOROUGH OF JUNEAU**  
 **ALASKA'S CAPITAL CITY**  
www.juneau.org  
155 South Seward St. • Juneau, AK 99801      Phone: 907-586-5268  
collections@ci.juneau.ak.us      Fax: 907-586-4570

155 South Seward  
Juneau, AK 99801  
(907) 586-5218

079105

DATE 10/9/15

RECEIPT NUMBER

REC'D FROM: NAME Rad Morrison

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DESCRIPTION

ARS ☐ BUS TAX ☐ REA TAX ☐ POLICE CIT ☐ SALES TAX ☐ HBR ☐ UTL ☐ G/L ☐

OTHER \_\_\_\_\_

| CODE   | AMOUNT  |
|--------|---------|
| 302313 | 5,000.- |
|        |         |
|        |         |
|        |         |
|        |         |
|        |         |

RECEIVED

CREDIT CARD ☐

AMOUNT \$ 5,000.00

CASH ☐ CHECK ☒

REC'D BY: N. Treagus

#183

TREA CASH 10/88



46.0° A Few Clouds 7 day forecast

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## ARCHIVES

Home > Business News > City, Juneau School District form community task force to address school sports, activities

PUBLISHED: 5:05 PM on Wednesday, November 21, 2007

# City, Juneau School District form community task force to address school sports, activities

Juneau Mayor Bruce Botelho and Juneau School District Board of Education President Andi Story announced today the formation of a diverse, community-wide task force to address accessibility and affordability of school sports and activities in Juneau.

"The Task Force Exploring Activities Money is charged with making recommendations to the Juneau School Board and the Juneau Assembly for stable and adequate funding to improve equitable and affordable access and expansion of extra curricular activities and athletics in Juneau's schools," Story said.

"Activities and athletics keep students in school and engaged in classroom learning," she said. "The Juneau community is very generous with funding of activities/athletics but the opening of a new high school in Juneau has brought to light inequities and problems in how all school sports and activities are funded. The School Board, with the support of Juneau Mayor Botelho, is leading a community effort to find real solutions that work for students, parents, coaches, booster clubs, and the community."

"I appreciate the willingness of community members to serve on this important task force," Botelho said. "I have found that engaging people in developing solutions to city-wide issues enhances the Assembly's ability to make good decisions."

"This is a unique opportunity to determine what is in the best interest of all of children," said Juneau attorney Vance Sanders, who will chair the task force.

"It really provides a good forum to facilitate the views of many segments of the community and to come up with a community recommendation."

Task force members, who will meet over the next few months, have all been involved in sports and activities program in Juneau for many years and/or have backgrounds in finance. Along with Sanders, task force members include: Archie Cavanaugh, Director of the Vocational Training & Resource Center; Ed Carrillo, - State of Alaska Department of Commerce and Economic Development; Leslie Dahl, Alaska Pacific Bank; Reed Stoops, Tish Griffin-Satre, University of Alaska Southeast; Alberta Jones, Grants Administrator for the Juneau School District; Bob Rehfeld, of Elgee Rehfeld Mertz CPAs; and Amy Skilbred, a self-employed Juneau consultant; Reed Stoops & Associates. Assembly Member Jeff Bush will serve as the Assembly liaison member and Andi Story will serve as the School Board liaison to the Committee.

This first meeting was held Nov. 15. Meetings are open to the public.

ARE YOU  
AWARE OF  
THIS?

OBAMA URGES  
HOMEOWNERS  
TO SWITCH  
TO A 15  
YEAR FIXED

If you owe less than \$625,000 on your home, use this once in a lifetime mortgage relief program. The bad news is that it expires in 2016. You'll be shocked when you see how much you can save.

TAP YOUR AGE:

|       |         |
|-------|---------|
| 18-25 | 46-55   |
| 26-35 | 56-65   |
| 36-45 | OVER 65 |

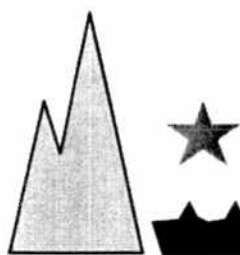
Calculate  
New Payment

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NMLS ID 157281; 3306

Start Download - View PDF

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# JUNEAU SCHOOL DISTRICT

## CITY & BOROUGH OF JUNEAU

10014 Crazy Horse Drive

• Juneau, Alaska 99801

• (907) 523-1700

June 4, 2008

Members of the Activities Advisory Committee:

Thank you for the dedication, time, talent, and financial support each of you has provided to youth Juneau. We have a healthier community because of you.

Several of you participated in the intensive TEAM (Task Force Exploring Activities Money) process which occurred from November, 2007 through early March, 2008. This in-depth review of high school-level athletics and activities was triggered by the opening of Thunder Mountain High School in September 2008 and the recommendation from the Next Generation secondary education plan to offer comprehensive athletics and activities at all high schools.

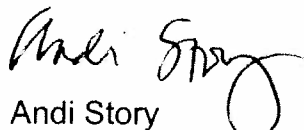
The TEAM meetings resulted in a recommendation that the school district support one-half the expected total cost (projected to be at least \$2.2 million) of a baseline, comprehensive high school activities program, while the borough should support one-quarter of the cost, matched by private fundraising. TEAM unanimously agreed "that equity and access required equal access to all athletic and extra-curricular activities in all high schools and middle schools."

You have a significant task ahead of you: to recommend to decision-makers the most effective, equitable, and feasible way to finance comprehensive youth athletic and activities at the secondary level and to ensure that all students may participate regardless of socioeconomic status.

We appreciate your willingness to move us toward this important goal.

Sincerely,

  
Peggy Cowan  
Superintendent  
Juneau School District

  
Andi Story  
President  
Juneau Board of Education



## OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202  
Phone: (907)586-0203 Fax: (907)586-4552  
email: [Beth.McEwen@juneau.org](mailto:Beth.McEwen@juneau.org)

### MEMORANDUM

DATE: September 12, 2016

TO: Assembly Human Resources Committee (HRC)

cc: City Manager Rorie Watt  
Deputy City Manager Mila Cosgrove  
Municipal Attorney Amy Mead  
Municipal Clerk Laurie Sica

FROM: Beth McEwen, Deputy Municipal Clerk

RE: Board Training Recap

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In August, we held three board training events for members and staff liaisons to our CBJ Boards, Commissions, Committees, etc.... Below is a recap of the attendance and evaluation responses we received.

#### **Wednesday, August 24, 2016 – 2pm (Advisory Board Focus)**

Presenters: HRC Chair Loren Jones, City Attorney Amy Mead, Deputy City Manager Mila Cosgrove, and Deputy Clerk Beth McEwen

Board members attending: 14

Staff Liaisons attending: 3

Staff liaisons who are also serving as a board member on one or more boards: 2

#### **Thursday, August 24, 2016 – 5pm (Advisory Board Focus)**

Presenters: HRC Chair Loren Jones, City Attorney Amy Mead, Deputy City Manager Mila Cosgrove, and Deputy Clerk Beth McEwen

Board members attending: 17

Staff Liaisons attending: 0

#### **Tuesday, August 30, 2016 – 5pm (Empowered Board/Planning Commission Focus)**

Presenters: HRC Chair Loren Jones, City Attorney Amy Mead, City Manager Rorie Watt, and Deputy Clerk Beth McEwen

Board members attending: 12

Staff Liaisons attending: 10

Of the total 58 participants, 30 turned in evaluation forms and the evaluation scores and comments are listed below. The evaluation scores were based on the following scale: (0) No opinion/not applicable, (1) Poor, (2) Fair, (3) Good, (4) Very Good, and (5) Excellent. These scores were totaled up and averaged to produce the following results:

***Role of CBJ Boards and Tools to Use – 4.56 average score******Rules of Procedure & Other Important Guidelines – 4.46 average score******Board Structure and Member Roles/Responsibilities – 4.4 average score******Public Notice/Public Records and Housekeeping Matters – 4.6 average score******Q&A – 4.27 average score***

Each participant was asked for additional comments and those are compiled below.

***This training was useful to me because...***

- It was a good refresher.
- Covered rules of boards
- Can ask questions
- Informative
- It covers information that affects my staff that I was unfamiliar with
- I'm new to CBJ Boards & the process. It's helpful to receive the info for the 1st time & to hear seasoned members' questions. Thank you for being flexible for who could attend which training.
- I found out about the resources available & important rules to follow.
- Refreshers & responsibilities
- Provided reminders
- I am staff to an Advisory Board, soon to be the primary staff person
- Reinforces what I knew and offered clarification on public notice and OMA.
- My memory isn't that good :0)
- Good review
- It provided: a renewed mental review of transparency, a refresher, names & faces, connecting the dots, a drive to re-read the materials
- It served as a refresher & update on Assembly and Advisory Board functioning as my last interactions were 16 years ago
- It provided a great foundation of what is expected in a clear and concise manner.
- Informative reminder of role & meeting procedures along with fundraising info
- I learned that I'm a municipal official. Tour through the website; emphasis on public transparency. It was nice to see the members of other boards.
- I'm a fairly new board member and I really wanted to learn more about my role.
- I hadn't taken the time to go carefully through the manual
- Reminders about notice to public/public participation; underpinning of open meetings/anti-lobbying rules
- Loren's comments; Role of Boards, encourage public input

***Something new I learned in today's training was...***

- Motions don't need a second.
- More about the website
- Objection to consideration
- What qualifies as a "meeting"
- How to find things on the CBJ website
- How many committee members it takes to constitute a meeting & requires public notice
- From reading booklet, intent to be out of CBJ >90 days vacates your seat
- Tracking - subscribing to CBJ email

- Public records issues re: email
- The difference between advisory and appeal and empowered boards; no retreats in private homes, no lobbying outside a meeting
- That the conflict of interest section of the municipal code contains a lot of good information that probably should be reviewed annually by board members, committees, and commissions.
- Fundraising & CBJ funds, email response rules if an advisory board member to member of public
- Telecommunications policy, personal email, OMA etc...
- Who is Amy Mead
- The legal aspects of being a board member and how to abide by it.
- Exceptions to Roberts Rules; variety of board types; calendar; functions on websites
- Fundraising info
- Website calendar

***This training could be improved by the following...***

- Snacks
- More Q & A
- Allowing more time for Q & A
- No ideas
- Maybe separating planning commission members since their role is so different.
- Keeping empowered board participants as a group as our responsibilities are different than advisory
- Do board structure etc... at individual board meetings
- Offer a separate calendar building session
- I would suggest providing some of the documents for review prior to training and/or links for review.
- More time for Q & A
- Concrete examples (show examples of minutes, mock motion) or taking time to read/go through the FAQs
- More time for Q & A

***I have more questions about...***

- Procedures that the orange info pamphlet is not clear on to me.
- Staff liaison speaking to chair. Decisions made by sub-committees.
- Direct questions from individual Assemblymembers on board issues
- None now - thanks!
- Not at present
- Communication with the public - I will organize my thoughts and send email with questions
- A few things but I'll contact staff after meeting
- Things that will come up over time - I'll be emailing when they come up!
- Annual reports, parliamentary procedures on writing/amending annual reports
- Communications with CBJ staff