

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

August 31, 2015 6:00 PM
Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. August 17, 2015 Regular Human Resources Committee Meeting Minutes
- B. August 17, 2015 Full Assembly as Human Resources Committee Meeting 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. Americans with Disabilities Act Committee - Annual Report & Appointments
 - 2. Local Emergency Planning Committee - Nomination
 - 3. Sister Cities Committee - Appointment
 - 4. Utility Advisory Board - Appointment
 - 5. Youth Activities Board - Annual Report & Appointments
- B. Liquor Licenses
 - 1. New Restaurant-Eating Place Public Convenience Liquor License #5415 - Canton Asian Bistro, LLC d/b/a Canton Asian Bistro
- C. Other Business

VI. STAFF REPORTS

- A. Jensen-Olson Arboretum Advisory Board - School District Representative
- B. Empowered Boards + Planning Commission - CBJ Email Implementation

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

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

August 17, 2015 5:15 PM
Chambers

I. ROLL CALL

Chair Jones called the meeting to order at 5:15 p.m.

Committee members present: Loren Jones, Karen Crane, Maria Gladziszewski, and Debbie White (arrived at 5:21)

Absent: None

Other Assemblymembers present: Jerry Nankervis, Mary Becker

Staff present: Beth McEwen, Deputy Clerk; Lauren Anderson, Treadwell Arena Manager

II. APPROVAL OF AGENDA

Ms. McEwen noted that each member was sent copies of the following red folder items via email on Friday, August 14. Hardcopies were distributed at the meeting.

~ Treadwell Arena Advisory Board Application from Bret Connell

~ Juneau Commission on Sustainability Application for reappointment from Steve Behnke

~ Juneau Commission on Aging Annual Report

Ms. McEwen also noted that the attachments referenced in the Juneau Commission on Aging were just distributed via hardcopy to the HRC members.

III. APPROVAL OF MINUTES

A. June 8, 2015 Assembly Human Resources Committee Minutes

MOTION by Ms. Gladziszewski to approve the minutes of the June 8, 2015 Assembly Human Resources Committee. *Hearing no objections, the minutes were approved.*

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. Building Code Board of Appeals - Appointments

Mr. Jones noted that there are seven seats to be filled and there were five applications from incumbents.

MOTION by Ms. Crane for the following appointments to the Building Code Board of Appeals:

Bradley Austin to a seat expiring August 31, 2018

Randall Walling to a seat expiring August 31, 2018

Jeffrey Wilson to a seat expiring August 31, 2018

Michael Story to a seat expiring August 31, 2017

Darrell Wetherall to a seat expiring August 31, 2017

Hearing no objection, the motion carried.

2. Juneau Affordable Housing Commission - Appointments

Mr. Jones noted that there was one seat for a term to begin immediately and expiring January 31, 2017 and there were three applicants.

MOTION by Ms. Crane to recommend the Assembly appoint Erin Walker-Tolles to the Juneau Affordable Housing Commission to a seat expiring January 31, 2017.

Hearing no objection, the motion carried.

3. Juneau Commission on Sustainability - Appointments & Annual Report

Juneau Commission on Sustainability (JCOS) Chair Steve Behnke was present to answer questions the HRC had regarding their annual report. He pointed out highlights in the report which included the CBJ Energy Plan which has an RFP developed and is ongoing and there will be additional information made available in the next few months. Some of the other projects they have been working on came about as a result of the Juneau Climate Action Plan adopted by CBJ in 2011. Those include numerous ways in which CBJ can save money, reduce green house gases, increase energy efficiencies. He said it is a list of items that is bigger than any one group can accomplish but it is something they commission is plugging away at helping to encourage implementation of some of those issues.

He also highlighted the work of the CBJ Green Team which is a staff group created by the City Manager and includes representatives from all the departments with the idea of finding ways to make CBJ more sustainable. He said they meet monthly and the JCOS has a member on the Green Team. He said over the past year there has been a push to get word out to all the employees within the departments about opportunities for saving money and increasing efficiencies and reducing green house gases. He said he wished to

commend the City Manager for following through and making it a priority this past year.

The HRC said they did not have any additional questions for Mr. Behnke and extended their thanks to the commission for its work and the annual report.

Mr. Jones noted that in addition to the annual report for HRC consideration, there are three seats on the commission to begin immediately and expiring June 30, 2018 and there were five applications.

Ms. Crane noted that there was a note that Mr. Deering indicated his preference to continue to work with the commission until the Energy Plan is finalized. Ms. Crane said Mr. Deering could still continue to attend the meetings and provide input, without vote, even if he is not reappointed to the commission. She said he has been a very valuable member to the committee and she wanted to encourage him to continue to participate as a member of the public.

MOTION by Ms. Crane to recommend the Assembly appoint Darrell Wetherall, Steve Behnke, and Sara Truitt to terms beginning immediately and expiring June 30, 2018.

Hearing no objection, the motion carried.

4. Treadwell Arena Advisory Board Appointments

Mr. Jones noted that there were two open seats on the Treadwell Arena Advisory Board. The first five seats had been filled at the last meeting but they were not able to make the appointments to the remaining two seats at that time. There were applications from three individuals: Bret Connell, Taylor Horne, and Paul Nowlin.

MOTION by Ms. Crane to recommend the Assembly make the following appointments to the Treadwell Arena Advisory Board: Bret Connell to a term expiring May 31, 2017 and Taylor Horne to a term expiring May 31, 2018.

Hearing no objection, the motion carried.

5. Sister Cities Committee - Appointments

Mr. Jones noted that the two open seats on the Sister Cities Committee were due to an expansion of the membership of the committee earlier in the year. There are two applicants, Barbara Burnett and Sara Truitt. Ms. Gladziszewski noted that Sara Truitt's name was just recommended for appointment to the Juneau Commission on Sustainability which was her first choice of board preference. Ms. Crane said that she knows Ms. Truitt and that she is working a full time job as well as going to school. Ms. McEwen directed the members to Ms. Truitt's email which accompanied her application in which she specified her preferences in priority for service but that she wished to serve on "a" commission.

MOTION by Ms. White to recommend the appointment of Barbara Burnett to the Sisters Cities Committee to a term expiring January 1, 2018.

Hearing no objection, the motion carried.

6. Juneau Commission on Aging - Annual Report, Appointments & Discussion of the Commission's Mission

Mr. Jones noted that the packet contained the Juneau Commission on Aging's (JCOA) annual report and that the Clerk's office distributed copies of the attachments which were referenced in the annual report.

JCOA Chair MaryAnn Vandecastle explained that the annual report was due in June but they were only able to approve it at the JCOA meeting on August 13 since they didn't have a quorum for their July meeting. Ms. Vandecastle highlighted the attachments to the JCOA annual report. She explained that they commission looks at their goals every year and she said they aren't necessarily things that the commission thinks they can accomplish within a one-year period but they are things they think are important for Juneau seniors.

The HRC members thanked the commission for the annual report and that it was well done and good to see the additional materials.

Chairman Jones said there are five seats to be filled on the Juneau Commission on Aging - three seats for terms expiring June 30, 2018, one seat for a term expiring June 30, 2017, and one seat for a term expiring June 30, 2016. There were seven applications for consideration from Dixie Hood, Mary Lou Spartz, Christine Blackgoat, S. Brynn Keith, Ric (Richard) Iannolino, Eileen Hosey, and Carol Trebian.

MOTION by Ms. Crane to recommend the Assembly make the following appointments to the Juneau Commission on Aging: Ric Iannolino, Eileen Hosey, and Carol Trebian to seats expiring June 30, 2018; Mary Lou Spartz to a term expiring June 30, 2017, and S. Brynn Keith to a term expiring June 30, 2016.

Ms. Gladziszewski asked if there was a reason for nominating Ms. Keith over Ms. Blackgoat. Ms. Crane noted that all the applicants were very well qualified and the reason she made the recommendations she did was in looking at all the applicants, this would provide a variety of skills and backgrounds to add to the commission.

Ms. White noted that her notes when reviewing the applications were similar to Ms. Crane's motion. Ms. Gladziszewski noted that Ms. Blackgoat had quite a bit of social services experience so that was the reason she was leaning for that nomination but that she was willing to agree with the nominations as presented by Ms. Crane.

Hearing no objection, the motion carried.

B. Other Business

None.

VI. STAFF REPORTS

A. Review of Draft CBJ Board Application

Ms. McEwen noted that once the updated CBJ Board application is finalized, the HRC will also receive the updated CBJ Board informational pamphlet at an upcoming meeting which is to include a revision to the Open Meetings Act memo appendix in the pamphlet.

Ms. Crane suggested that on the new CBJ Board application, an additional question be added to inquire as to how many total boards someone wishes to serve in the section which asks them to indicate first, second, and third preferences if they are applying for more than one board.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Ms. White apologized for arriving late to the meeting as she just arrived into town on a harrowing small plane flight.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Mr. Jones adjourned the meeting at 5:34p.m. and said they would reconvene as the Full Assembly sitting as the Human Resources Committee in City Hall Conference Room #224 in order to interview applicants for the Docks and Harbors Board.

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

August 17, 2015 6:00 PM
City Hall Conference Room #224

Full Assembly Sitting as the Human Resources Committee, Immediately followed
by Special Assembly Meeting for Board Appointments

I. ROLL CALL

HRC Chair Loren Jones called the meeting to order at 5:58 p.m.

Members present were: Chair Loren Jones, Mayor Merrill Sanford, Mary Becker, Kate Troll, Debbie White, Jerry Nankervis, Jesse Kiehl, Maria Gladziszewski, and Karen Crane.

Members absent: None.

Others present: Deputy Clerk Beth McEwen, Port Director Carl Uchytel, and applicants.

II. APPROVAL OF AGENDA

Ms. McEwen noted that each member was sent copies of the following red folder items via email on Friday, August 14. Hardcopies were distributed at the meeting.

- ~ Revised Agenda (to include approval of minutes)
- ~ June 10, 2015 Full Assembly as HRC Draft Minutes
- ~ June 15, 2015 Full Assembly as HRC Draft Minutes
- ~ Robert Mosher advance interview question responses

Hearing no objections, the agenda was approved as amended.

III. APPROVAL OF MINUTES

A. June 10, 2015 DRAFT Minutes - Full Assembly as HRC

Mayor Sanford moved approval of the minutes of the June 10, 2015 meeting of the Full Assembly sitting as the Human Resources Committee.

Hearing no objections, the minutes were approved.

B. June 15, 2015 DRAFT Minutes - Full Assembly as HRC

Mayor Sanford moved approval of the minutes of the June 15, 2015 meeting of the Full Assembly sitting as the Human Resources Committee.

Hearing no objections, the minutes were approved.

IV. AGENDA TOPICS

A. Board Matters

1. Docks & Harbors Board Applicant Interviews

The following applicants for the Docks and Harbors Board were interviewed: Charles Donart, James T. Craig, Weston Eiler, Don Habeger, and Loren Domke. Applicant Robert Mosher was unavailable to interview as he was out commercial fishing during the interview period.

After the committee deliberated in executive session the following motion for appointment was made:

MOTION by Ms. White to recommend the Assembly appoint Robert Mosher to the Docks and Harbors Board for a term beginning immediately and expiring June 30, 2018.

Hearing no objection, the motion carried.

B. Other Business

None.

III. EXECUTIVE SESSION

A. Executive session for committee deliberation of board applicants.

MOTION by Mr. Kiehl to recess into Executive Session to discuss matters which may tend to prejudice the reputation and character of any persons, specifically to deliberate on applicants for the Docks and Harbors Board.

There being no objection or public comment, the committee entered executive session at 7:05p.m.

The committee returned from executive session at 7:22p.m.

IV. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 7:23p.m.

DATE: August 13, 2015

TO: Human Resources Committee of the Assembly

FROM: Marianne Mills, Chair
Americans with Disabilities Act (ADA) Advisory Committee

SUBJECT: ADA Committee 2015 Annual Report

On behalf of our complete committee of seven dedicated members, I am pleased to present the following accomplishments since the last Annual Report:

New ADA Logo: Members explored the idea of CBJ using a new ADA logo, one which includes images in addition to the wheelchair.

Safety Issues in Lemon Creek Area: One of our members (Pam Mueller-Guy) brought to our attention the need for a light pole near Eagle's Edge. Staff representative Charlie Ford explained that the AEL&P and Alaska DOT&PF are responsible for the lighting issue but offered to give them a call. He discovered that Lloyd Coogan owns the property and said Mr. Coogan will take the suggestion under advisement. Also, there is also no cross walk and no light pole near a bus stop intersection in Lemon Creek. Director Hal Hart informed us the intersection is under design.

Need for ADA parking near Twisted Fish: Staff representative Charlie Ford brought to the Committee's attention a complaint from a citizen with a disability regarding the lack of 2 hour accessible parking spaces on the street between Taku Smokeries and Ferry Way. At the direction of the Committee, the Chair wrote a letter to CBJ ADA Coordinator Rob Steedle to inquire about the possibility of an accessible parking space in this location. Mr. Steedle replied with a letter in which he regretfully reported that at this time the CBJ does not have the ability to provide more accessible parking in this area. Staff representative Charlie Ford offered to contact the anonymous complainant and relay Mr. Steedle's response and the Board's acceptance of it.

Request for Pocket Talkers at all CBJ Committee Meetings: One of our members (Lesley Thompson) expressed concern about people's ability to hear at different committee meetings. The Chair contacted the City Clerk's office about this. The City Clerk explained the many ways Pocket Talkers are advertised for use. The Committee also discussed the possibility of meeting rooms being equipped with "meeting to go" cases containing a variety of items (magnifiers, Pocket Talkers, etc.) to assist citizens with disabilities.

Challenges with Centennial Hall Accessibility: The Committee discussed challenges with people in wheelchairs being able to get into Centennial Hall. The doors are very heavy and being able to get in and turnaround are two very different issues. The Committee directed the Chair to send a letter to the CBJ Mayor and Assembly requesting a power door. Member Matthew McGuan researched the issue and offered to draft the letter. The Committee approved the letter indicating its support of a planned \$100,000 appropriation for ADA exterior door replacements included in the FY17 CIP and the Chair sent it on to the Mayor and Assembly.

Ivan Nance's Video on Accessibility: A local citizen who uses a wheelchair made a video which shows some major accessibility challenges in and around public buildings in Juneau: <https://www.youtube.com/watch?v=seVXIY5X68E>. The Committee sent a letter to Mr. Nance thanking him for his efforts after receiving approval from the CBJ ADA Coordinator to send the letter. The Committee decided the letter to Mr. Nance should be included in the Committee's year-end report. Matt offered to contact the GSA about the Federal Building.

ADA Paratransit Eligibility Process to be revised: The Chair reported that the CBJ Capital Transit and the Care-A-Van operator (CCS) have been working with Alaska DOT&PF and others to revise the ADA Paratransit Eligibility Process. Denise Guizio of Capital Transit attended our meeting to explain the new changes coming in September, starting with public meetings to educate on the new application form and steer people to the most appropriate public transit option for them.

Juneau Coordinated Human Services Transit Plan: Jonathan Lange from CDD gave the Committee an overview of the process for updating the Transit Plan which looks at vehicle inventory and system improvements. He let the Committee know about the dates of the public meetings toward the goal of getting input for an updated Plan.

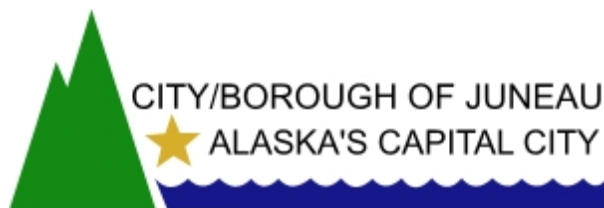
Safe Refuge Areas: During one of our meetings at the downtown library, the fire alarm went off and we were unsure of how to respond in regard to one of our members in a wheelchair (Cheryl Putnam). We were shown the stairs where the firemen are supposed to assist the person in the wheelchair in the case of a real fire but there was no sign to indicate the "safe refuge area". Cheryl contacted Library Director Barr for follow up. The Committee members encouraged the CBJ to make sure staff at public facilities is familiar with emergency procedures for helping patrons with disabilities.

Front Street Reconstruction Project: Michelle Elfers from CBJ Engineering made an extension presentation regarding the Front Street Reconstruction Project. She encouraged input on such things as parking, sidewalks and other issues which affect people with disabilities.

Alaska DOT&PF ADA Coordinator: Jacquie Braden introduced herself and addressed the Committee. She informed the Committee that she and her staff had viewed the Ivan Nance video and that bathroom accessibility in the State Office Building is on the capital projects list. She also answered questions from the Committee regarding ADA Title III privately owned public accommodations.

As requested by the Human Resources Committee, following is the **Committee Attendance Record for the past 12 months:**

Meetings	Allen Hulett	Matthew McGuan	Marianne Mills	Pamela Mueller-Guy	Cheryl Putnam	Lesley Thompson	Melanie Zahasky
September 2014	absent	X	X	X	absent	absent	X
October 2014	absent	absent	X	X	absent	X	absent
November 2014	X	absent	X	X	absent	X	X
December 2014	Meeting Cancelled.						
January 2015	X	X	X	X	X	X	X
February 2015	X	absent	X	X	X	X	X
March 2015	X	X	X	X	X	X	absent
April 2015	absent	X	X	X	X	X	X
May 2015	X	X	X	X	X	absent	absent
June 2015	X	X	X	absent	X	absent	X
July 2015	absent	X	X	X	X	absent	absent
August 2015	X	X	absent	X	X	X	X



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<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Americans with Disabilities Act Committee Fact Sheet

Title: Americans with Disabilities Act Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

-Resolution 2429

-Date Created: July 20, 1992

-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: In 1990, President Bush signed into law the Americans with Disabilities Act (ADA). This law prohibits discrimination towards members of our society regarding access to employment, facilities, programs and services, communication sources, and transportation. In 1992, the City and Borough of Juneau established an ADA committee through Resolution 1585 for the purpose of advising and aiding the city manager and assembly to carry out the goals and provisions of the Americans with Disabilities Act as they directly relate to the City and Borough.

Membership: Seven public members serving staggered terms.

Officers: Chair

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): August

Meetings: Second Thursday of Each Month at 12:30p.m. at the Downtown Juneau Library unless otherwise noticed.

Special Facts: All seats are open to any member of the public who wishes to apply. Persons with Disabilities or family members of persons with disabilities are encouraged to apply for any vacant seats on the committee.

Staff Contact: Charlie Ford or Brenwynne Jenkins - Charlie 586-0767, Brenwynne 586-0766 - Charlie_Ford@ci.juneau.ak.us

Website: <http://www.juneau.org/clerk/boards/ADA.php>

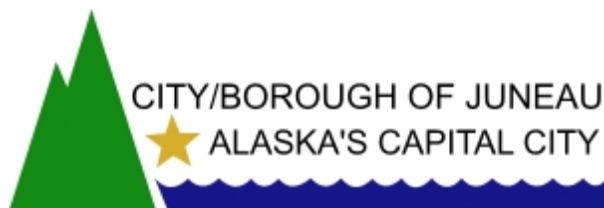
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AMERICANS WITH DISABILITY ACT COMMITTEE

Governing Legislation: Resolution 2429

Total Seats: 7 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Reappointed 5
Yes	Ms.	Melanie	Zahasky	Public	Alt. Secretary	11/4/2013	8/31/2017	11/4/2013	9/29/2014				
Yes	Ms.	Cheryl	Putnam	Public		9/1/2012	8/31/2015	8/13/2012					
Yes	Mr.	Allen	Hulett	Public		9/19/2011	8/31/2017	9/29/2008	9/19/2011	9/29/2014			
Yes	Ms.	Pamela	Mueller-Guy	Public	Vice Chair	11/4/2013	8/31/2016	11/1/1998	3/1/2001	3/1/2004	9/1/2007	10/25/2010	11/4/2013
Yes	Ms.	Lesley	Thompson	Public	Secretary	3/4/2013	8/31/2015	3/4/2013					
Yes	Mr.	Matthew	McGuan	Public		11/4/2013	8/31/2016	11/4/2013					
Yes	Ms.	Marianne	Mills	Public	Chair	9/19/2011	8/31/2017	9/19/2011	9/29/2014				
Yes	Mr.	Charlie	Ford	Staff Liaison	staff liaison	n/a	n/a						
Yes	Ms.	Brenwynne	Grigg	Staff Liaison	staff liaison	n/a	n/a	n/a					



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Local Emergency Planning Committee (LEPC) Fact Sheet

Title: Juneau Local Emergency Planning Committee (LEPC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:

-Resolution 2689

-Alaska Statutes 26.23.071 & 26.23.073

-Resolution 2135 (Repealed by Res. 2689)

-Date Created: May 21, 1990

-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: Local Emergency Planning Committee. (Assembly nominations applicants and final appointments are done by the State Emergency Response Commission). Advises the fire chief on emergency management issues. Reviews the emergency response plan for the city and borough and keeps the plan up to date. Functions, when necessary, as the local emergency planning committee under SARA Title III.

Membership: Manager or Manager's designee + 11 voting members and 11 alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission.

Officers: Chair, Vice Chair, Secretary

Quorum: 6

Term Limits: None

Annual Appointment Period (Annual Reports Due): December

Meetings: 2nd Wednesday of each month at 12:00 Noon in the Bartlett Regional Hospital Administrative Board Room.

Special Facts: Applicants need to submit both a CBJ Board Application available online at http://www.juneau.org/clerk/boards/Application_Form.pdf and a State LEPC application form available online at http://www.juneau.org/clerk/boards/State_LEPC_Application_Form.pdf

Staff Contact: Tom Mattice, Emergency Program Manager - 586-0419 - Tom.Mattice@juneau.org

Website: http://www.ak-prepared.com/SERC/LEPC_Home

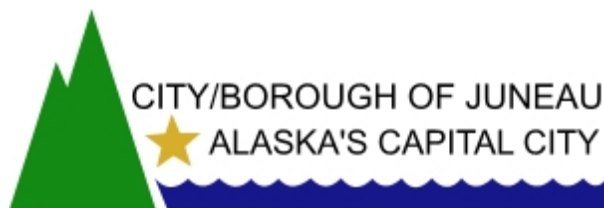
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Total # of Seats: 11 + 11 Alternate Seats + City Manager or Designee

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins/ Date Nominated by Assembly	*Current Term Expiration	If appointed - new expiration date will be:	Date of Assembly Nomination	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Comments
Local Emergency Planning Committee	Assembly member	Maria	Gladziszewski	1-Elected Official			10/31/2015							Nominated by Assembly 10/23/2014
Local Emergency Planning Committee	Assembly member	vacant	vacant	1a - Alternate Elected Official										
Local Emergency Planning Committee	Deputy Police Chief	Ed	Mercer	2-Peace Officer/Law Enforcement		1/12/2015	12/31/2017	12/31/2014	8/8/2011	1/12/2015				Juneau Police Dept.
Local Emergency Planning Committee	Lt.	David S.	Campbell	2a- Alternate Peace Officer/Law Enforcement		1/12/2015	12/31/2017	12/31/2014	3/5/2012	1/12/2015				Juneau Police Dept.
Local Emergency Planning Committee				3 - Firefighter			12/31/2016	12/31/2016						Replacing Chad Cameron
Local Emergency Planning Committee	Fire Chief	Rich	Etheridge	3a-Alternate Firefighter		1/27/2014	12/31/2016	12/31/2016	4/1/2003	12/1/2004	4/1/2008	2/7/2011	1/27/2014	Formerly held seat 3, nominated to seat 3a on 4/5/2010
Local Emergency Planning Committee	Ms.	Alison	Brehmer	4-General Public Seat		1/12/2015	12/31/2017	12/31/2017	3/5/2012	1/12/2015				Public Health Nurse
Local Emergency Planning Committee	Dr.	Destiny	Sargeant	4a-Alternate General Public Seat		1/12/2015	12/31/2017	12/31/2017	3/5/2012	1/12/2015				Psychologist, Critical Incident Stress Management, & MMRS
Local Emergency Planning Committee	Mr.	Miguel	Lopez	5-BRH Hospital Seat		1/12/2015	12/31/2017	12/31/2017	3/16/2009	1/11/2012	1/12/2015			BRH Lead Security Officer
Local Emergency Planning Committee	Ms.	Cheri	Moyer	5a-Alternate Hospital Seat		1/12/2015	12/31/2017	12/31/2017	1/12/2015					Replacing Rose Lawhorne as BRH alternate member
Local Emergency Planning Committee	Mr.	Bill	Legere	6-Media Seat		1/28/2013	12/31/2015	12/31/2015	3/5/2012	1/28/2013				KTOO General Manager, State Emergency Communications Committee member
Local Emergency Planning Committee	Mr.	Mikko	Wilson	6a-Alternate Media Seat		1/28/2013	12/31/2015	12/31/2015	1/28/2013					KATH-TV, KTOO-TV, JSD (Engineer)

Total # of Seats: 11 + 11 Alternate Seats + City Manager or Designee

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins/ Date Nominated by Assembly	*Current Term Expiration	If appointed - new expiration date will be:	Date of Assembly Nomination	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Comments
Local Emergency Planning Committee	Mr.	Roger	Rettig	7- American Red Cross Seat		1/27/2014	12/31/2016	12/31/2016	11/5/2012	1/27/2014				Nominated 11/5/2012 for a term expiring 12/31/2013
Local Emergency Planning Committee	Mr.	Scott	Novak	7a-Alternate American Red Cross Seat		1/27/2014	12/31/2016	12/31/2016	1/28/2013	1/27/2014				Nominated 1/28/2013 for an unexpired term ending 12/31/2013.
Local Emergency Planning Committee	Mr.	Daniel	Garcia	8-Owner/ Operator of Facility subject to Right to Know Act 1986	Chair	1/28/2013	12/31/2015	12/31/2015	2/1/2007 to seat #4 for term expiring 12/1/2007	2/2/2009	1/28/2013			Dan previously served in Seat#4 (Public), and is currently on the Juneau Haz/Mat Team and works for UAS and eligible to serve in Seat #8.
Local Emergency Planning Committee	Ms.	Allison	Natcher	8a-Alternate Seat to #8		1/27/2014	12/31/2016	12/31/2016	1/27/2014					
Local Emergency Planning Committee	Mr.	Matthew	Musslewhite	9-Community Group		1/28/2013	12/31/2015	12/31/2015	1/28/2013					Nominated 3/16/2009 for term expiring 12/1/2012
Local Emergency Planning Committee	Mr.	Ed	Williams	9a-Alternate Community Group Seat	Vice-Chair	1/28/2013	12/31/2015	12/31/2015	3/16/2009	1/28/2013				Nominated 3/16/2009 for term expiring 12/1/2012
Local Emergency Planning Committee	Mr.	Paul	Nowlin	10-Haz/Mat Transporter Seat		1/12/2015	12/31/2017	12/31/2017	11/5/2012	1/12/2015				8yrs Haz Mat Training, also SEAPRO Responder
Local Emergency Planning Committee	Mr.	Joel C.	Curtis	10a-Alternate Haz/Mat Transporter Seat		1/12/2015	12/31/2017	12/31/2017	1/28/2013	1/12/2015				Originally served in seat 6a 3/16/2009, reappointed 12/1/2009 to term ending 12/31/2012. Nominated 1/28/2013 to seat 10a to term expiring 12/31/2014
Local Emergency Planning Committee	Ms.	Pam	Watts	11 - Vulnerable Population Seat		1/12/2015	12/31/2016	12/31/2016	1/12/2015					New Seat created via Resolution 2689 [Executive Dir. JAMHI]
Local Emergency Planning Committee	Mr.	Jason C.	Burke	11a- Alternate Vulnerable Population Seat		1/12/2015	12/31/2016	12/31/2016	1/12/2015					New Seat created via Resolution 2689 [State of AK Social Services Program Coordinator]
	Mr.	Tom	Mattice	City Manager's Designee	City Manager's Designee		upon leaving current job at CBJ.							
	Ms.	Michelle	Brown	City Manager's Alt. Designee	City Manager's Alt. Designee		upon leaving current job at CBJ.							



City and Borough of Juneau
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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Sister Cities Committee Fact Sheet

Title: Sister Cities Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2508

-Resolution 2716

-Date Created: September 08, 2008

-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: The Sister Cities Committee Advises and assists the Assembly with respect to the CBJ's ongoing sister cities relationship, hosting foreign guests, and promotion of international relations. This is a five-member committee which encourages participation from the general public in its meetings and activities.

Membership: Section 1. Sisters Cities Committee. (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.

Officers: Chair, Vice-Chair, Secretary, Treasurer

Quorum: 3

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

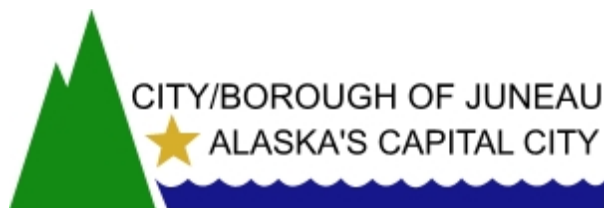
Meetings: The committee meets approximately once a month - dates for the next meeting are determined at each meeting held. Please click on the "Calendar" link in the gold menu bar at the top of this page to find out more.

Special Facts: Juneau's Sister Cities are: ~ Whitehorse, Yukon Territory, Canada ~ Chai Yi City, Taiwan, China ~ Vladivostock, Russia ~ Mishan City, Heilongjiang Province, People's Republic of China

Staff Contact: City Clerk's Office - 586-5278 - City.Clerk@juneau.org

Website: http://www.juneau.org/clerk/Sister_Cities/CBJs_Sister_Cities.php

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<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Utility Advisory Board Fact Sheet

Title: Utility Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Public Works

Status: Active

Governing Legislation:

-[Resolution 2299](#)

-Date Created: February 28, 2005

-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: The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows: (a.) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment; (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations; (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems; (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities; (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and (f) Perform such other duties and functions related to the utilities as the Assembly or Manager may request.

Membership: Section 2. Membership, Qualifications. To the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public.

Officers: Chair, Vice Chair

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings held on the 3rd Thursday of each month at 5:30pm in the Lemon Creek Utility Building Conference Room.

Special Facts: In 2004 Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically Water Utility and Wastewater Utility. As a result the ad hoc board presented a report to the Assembly which included a recommendation to creating a full time utility advisory board and hence the Utility Advisory Board was established by Resolution 2299.

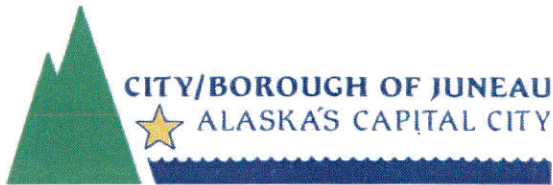
Staff Contact: Rorie Watt - 586-0877 - Rorie.Watt@juneau.org

Website: <http://www.juneau.org/pubworks/>

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UTILITY ADVISORY BOARD
Governing Legislation: Res. 2299
Total # of seats - 7: 1 Engineer, 1 Accountant, 1 Contractor, 2 Commercial Customers, 1 Residential Customer, 1 Public

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	Reappointed 4	Comments
Yes	Utility Advisory Board	Mr.	Scott	Willis	AEL&P/Engineer	Acting Chair	5/13/2013	5/31/2016	4/1/2005	6/23/2008	5/19/2010	5/13/2013		AEL&P
Yes	Utility Advisory Board	Mr.	Leon	Vance	Attorney		5/13/2013	5/31/2016	4/1/2005	6/23/2008	5/19/2010	5/13/2013		Attorney at Faulkner Banfield
Yes	Utility Advisory Board	Mr.	Geoffrey	Larson	Large Commercial User	Vice-Chair	6/1/2015	5/31/2018	4/1/2005	6/1/2006	6/11/2009	6/4/2012	6/8/2015	Owner - Alaskan Brewery
Yes	Utility Advisory Board	Mr.	Irvin George	Porter	Civil Engineer (Retired)		6/1/2012	5/31/2015	4/1/2005	6/1/2006	6/11/2009	6/4/2012		Expressed a willingness to continue to serve until a replacement is appointed.
Yes	Utility Advisory Board	Mr.	David	Hanna			8/25/2014	5/31/2017						Self-employed manufacturer
Yes	Utility Advisory Board	Ms.	Janet	Hall-Schempf	Retired State Habitat Biologist		8/25/2014	5/31/2017	4/1/2005	6/23/2008	7/11/2011	8/25/2014		
Yes	Utility Advisory Board	Mr.	Grant	Ritter	General Public		1/27/2014	5/31/2017	1/27/2014					
Yes	Utility Advisory Board	Mr.	Rorie	Watt	Public Works/Engineering Director	staff liaison	n/a	n/a	n/a					Public Works/Engineering Director
Yes	Utility Advisory Board	Ms.	Samantha	Stougterger	staff	staff liaison	n/a	n/a	n/a					Wastewater Superintendent
Yes	Utility Advisory Board	Ms.	Lori	Savage	staff	staff liaison	n/a	n/a	n/a					PW/E Admin. Assist.



To: Loren Jones, Chair
Human Resources Committee
From: John White, Chair
Youth Activity Board
Subject: FY15 (July '14-June'15) Youth Activity Board Annual Report
Date: August 31, 2015

The Youth Activity Board (YAB) had a busy year reviewing and distributing grant money through the Youth Activity Grant and Contingency Grant programs. As budgets get tighter for the non-profit youth programs, these pools of money are becoming more strained.

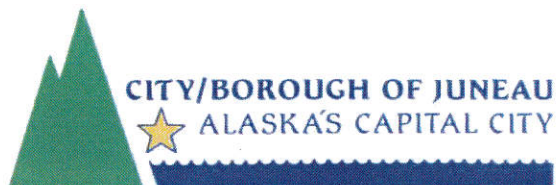
The YAB is required by ordinance to place a sum equal to five percent of the amount allocated by the City Assembly into a contingency account to fund unanticipated events. \$332,500 minus the five-percent contingency (\$16,625) leaves the general youth activities fund with **\$315,875 to distribute for overall grant funding.**

CBJ share of Youth Activity funding	\$332,500
Contingency Fund Reduction (5%)	<u>(\$ 16,625)</u>
Total grant funding	\$315,875

Grant proposals are divided into three categories: Sports, Arts, and Academic/Other for evaluation and ranking. The nine Youth Activity Board members* are each assigned to one of those categories so that three members review all grants in each category. In addition to the many hours spent individually evaluating and scoring each proposal, Board members spend two evenings publicly reviewing the proposals. The second and final meeting consists of the Board reaching agreement on the groups to be funded and their recommended funding level. Attached are the FY15 and FY16 spreadsheets showing the organizations, amounts requested and recommended funding.

Fiscal year 2015 had 27 proposals totaling \$465,812.50; all 27 programs were partially funded. In FY16 there were 29 proposals totaling \$563,547.25 (up 21% from FY15) in requests; the board recommended partially funding 27 of the proposals.

During FY15, the board was active, a total of 7 meetings were conducted to review contingency grant applications. In Fiscal Year 2014, the board reviewed 13 contingency grant applications, representing swimming, softball, hockey, jump roping, wrestling, and science fair, totaling \$25,060.90 submitted by 7 different youth individuals and 5 different programs. During FY15, the board reviewed 14 contingency grant applications, representing swimming, baseball,



hockey, skiing, music and jump roping, totaling \$42,488.39 (up 41% from FY14) submitted by 10 different youth individuals and 3 different programs.

*** Youth Activity Board Members (attendance record for the year attached)**

Chair: John White

General Public representatives: Joyce Vick, Kelly Pajinag, Jeff Sloss, Elizabeth Lange

Parks and Recreation Advisory Committee representative: Tom Rutecki

Juneau Sports Association representative: Peter Christensen

Juneau Arts and Humanities representative: Sean Boily

Youth representative: Colton Womack

**FY15 Youth Activity Annual Report
Appendices**

FY15 Youth Activity Grant Totals	Appendix A
FY16 Youth Activity Grant Totals	Appendix B
FY14 Youth Contingency Grant Totals	Appendix C
FY15 Youth Contingency Grant Totals	Appendix D
FY15 Youth Activity Board Annual Attendance Report	Appendix E

APPENDIX A
FY15 YOUTH ACTIVITY GRANT TOTALS

REQUESTING ORGANIZATION	NAME OF PROGRAM	AMOUNT REQUESTED	Final Recommendation	Final Award (w/ 5% reduction)
ACADEMIC				
Girl Scouts of Alaska	Girl Scouts Take the Lead	\$18,200.00	\$ 15,333.39	\$ 14,566.37
SAIL	ORCA Youth Program	\$15,100.00	\$ 14,133.34	\$ 13,425.98
SEA Regional Science Fair	Science Fair	\$9,500.00	\$ 7,833.34	\$ 7,441.32
AEYC-SEA	Dimond Park Preschool Health Club	\$10,000.00	\$ 9,833.34	\$ 9,341.32
SAGA	Eagle Valley Challenge	\$3,429.00	\$ 3,429.00	\$ 3,257.20
NCAAD	High Risk Youth Activities	\$25,000.00	\$ 15,483.34	\$ 14,708.82
AWARE, Inc	Girls on the Run	\$14,436.00	\$ 8,433.34	\$ 8,011.32
Discovery Southeast	Outdoors Explorers & Discovery Day Ed-ventures	\$13,350.00	\$ 11,033.34	\$ 10,481.32
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$9,537.50	\$ 5,613.34	\$ 5,332.32
	Total Program Amount Requested	\$118,552.50	\$ 91,125.77	\$ 86,565.97
ART				
Juneau Jazz & Classics	JJ&C Education & Outreach	\$18,000.00	\$ 10,833.40	\$ 10,291.38
The Canvas Art Studio	Canvas Youth Outreach	\$11,530.00	\$ 9,333.34	\$ 8,866.32
Juneau Dance Theatre	Juneau Fine Arts Camp	\$20,000.00	\$ 17,833.34	\$ 16,941.32
Perseverance Theatre	STAR 2014	\$20,000.00	\$ 8,333.34	\$ 7,916.32
Perseverance Theatre	Theatre in the Wild	\$9,000.00	\$ 6,833.34	\$ 6,491.32
Juneau Symphony, Inc.	Juneau Student Symphony	\$11,500.00	\$ 9,833.34	\$ 9,341.16
Alaska Youth Choir	AYC Performance and Tour	\$20,000.00	\$ 5,333.34	\$ 5,066.32
	Total Program Amount Requested	\$110,030.00	\$ 68,333.44	\$ 64,914.14
SPORTS				
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$31,340.00	\$ 22,358.39	\$ 21,240.12
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$42,000.00	\$ 32,802.34	\$ 31,161.87
Midnight Suns Softball	Girls Fast pitch Softball	\$18,000.00	\$ 11,719.34	\$ 11,133.03
Midnight Suns Baseball	Youth Baseball	\$17,000.00	\$ 12,281.34	\$ 11,666.92
Glacier Swim Club	Youth Competitive Swimming	\$28,750.00	\$ 22,559.34	\$ 21,431.04
Juneau Youth Football League	Increased Safety & Participation	\$35,000.00	\$ 27,390.34	\$ 26,020.49
Juneau Douglas Ice Association	Youth Hockey Program	\$29,700.00	\$ 21,208.34	\$ 20,147.57
Juneau Youth Wrestling	JYWC 2015	\$10,520.00	\$ 6,247.34	\$ 5,934.62
Hooptime Basketball	Program	\$8,223.00	\$ 5,535.34	\$ 5,268.22
Juneau Skating Club	Youth Ice Skating	\$12,000.00	\$ 7,923.34	\$ 7,526.79
Sealaska Heritage Institue	Latseen Hoop Camp	\$4,697.00	\$ 3,015.34	\$ 2,864.22
	Total Program Amount Requested	\$237,230.00	\$ 173,040.79	\$ 164,394.89
	Total FY15 Amount Requested	\$465,812.50	\$ 332,500.00	\$ 315,875.00

APPENDIX B
FY16 YOUTH ACTIVITY GRANT TOTALS

REQUESTING ORGANIZATION	NAME OF PROGRAM	AMOUNT REQUESTED	Final Award
ACADEMIC			
Discovery Southeast	Physical and Mental Fitness	\$22,567.00	\$15,852.00
SAIL	ORCA Youth Program	\$17,815.00	\$14,700.00
SEA Regional Science Fair	Science Fair	\$9,000.00	\$6,713.00
Girl Scouts of Alaska	Girl Scouts Take the Lead	\$20,000.00	\$14,014.00
AEYC-SEA	Dimond Park Preschool Health Club	\$10,000.00	\$9,335.00
AWARE, Inc	Girls on the Run	\$10,224.00	\$8,105.00
NCAAD	High Risk Youth Activities	\$22,000.00	\$14,160.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$8,267.25	\$5,725.00
Taylor White Foundation	Teen Drivers Training	\$20,000.00	\$0.00
	Total Program Amount Requested	\$139,873.25	\$88,604.00
ARTS			
Juneau Symphony, Inc.	Juneau Student Symphony	\$11,500.00	\$11,270.00
Juneau Jass & Classics	JJ&C Education & Outreach	\$20,000.00	\$13,916.00
Juneau Dance Theatre	Juneau Fine Arts Camp	\$20,000.00	\$9,800.00
The Canvas Art Studio	Canvas Youth Outreach	\$11,530.00	\$4,027.00
Perseverance Theatre	STAR 2015	\$20,000.00	\$9,800.00
Perseverance Theatre	Theatre in the Wild	\$9,000.00	\$4,900.00
Alaska Youth Choir	AYC Performance and Tour	\$10,600.00	\$0.00
	Total Program Amount Requested	\$102,630.00	\$53,713.00
SPORTS			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$46,800.00	\$31,360.00
Juneau Youth Football League	Increased Safety & Participation	\$36,000.00	\$24,500.00
Juneau Douglas Ice Association	Youth Hockey Program	\$21,100.00	\$18,620.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$39,980.00	\$21,560.00
Midnight Suns Softball	Girls Fast Pitch Softball	\$18,000.00	\$11,760.00
Juneau Ski Club	JSC Alpine Ski Safety	\$21,685.00	\$11,368.00
Midnight Suns Baseball	Youth Baseball	\$17,000.00	\$11,270.00
Glacier Swim Club	Youth Competitive Swimming	\$27,000.00	\$18,620.00
Hooptime Basketball	Elementary & Middle School Basketball	\$13,539.00	\$5,880.00
Juneau Skating Club	Youth Ice Skating	\$12,000.00	\$5,880.00
Juneau Youth Sailing	Youth on the Water	\$15,000.00	\$5,880.00
Juneau Jumpers	Juneau Jumpers	\$50,500.00	\$4,900.00
Sealaska Heritage Institue	Latseen Hoop Camp	\$2,440.00	\$1,960.00
	Total Program Amount Requested	\$321,044.00	\$173,558.00
	Total FY16 Amount Requested	\$563,547.25	\$315,875.00

APPENDIX C
FY14 CONTINGENCY GRANT TOTALS

Youth Activities Contingency Fund Balance FY14

July 1, 2013 to June 30, 2014

		Amount Requested	(+)	Amount Awarded(-)	Total Available Funding
Beginning Balance (5% of \$350,000)			\$ 17,500.00		\$ 17,500.00
August	GCLL Majors (SanBernardino, Ca) (Softball)	\$2,500.00		\$2,012.17	
	GCLL Juniors (Tucson, Az) (Softball)	\$4,808.30		\$3,000.00	
January	Youth #1 (Swim)	\$980.00		\$ 980.00	
February	Youth #2 (Swim)	\$300.00		\$300.00	
	Youth #3 (Hockey)	\$1,067.40	Returned award, injury cannot participate		
	Youth #1 (Swim)	\$1,400.00		\$571.40	
March	Juneau Jumpers-World Championships (Jump Rope)	\$6,000.00		\$5,136.18	
	Youth #4 (Science Fair)	\$1,386.00		\$856.03	
	Youth #5 (Science Fair)	\$1,386.00		\$856.03	
	Youth #6 (Science fair)	\$1,386.00		\$856.03	
April	Youth #7 (Swim)	\$364.00		\$364.00	
May	Juneau Youth Wrestling Club (Regionals/Nationals) Wrestling	\$3,483.20		\$2,568.16	
	Totals	\$25,060.90		\$17,500.00	\$ -

Denied:

Floyd Dryden Drama Club-Production

\$3,210.42

APPENDIX D
FY15 CONTINGENCY GRANT TOTALS

Youth Activities Contingency Fund Balance FY15

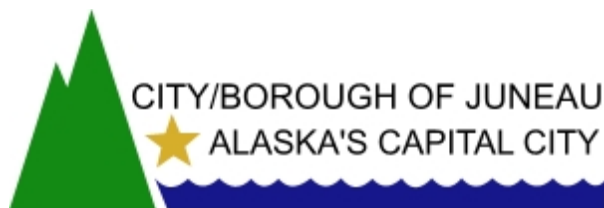
July 1, 2014 to June 30, 2015

		Amount Requested	(+)	Amount Awarded(-)	Total Available Funding
	Beginning Balance (5% of \$332,500)		\$ 16,625.00		\$ 16,625.00
September	Midnight Suns Baseball Club (Northwest Regionals) (Anch)	\$10,401.50		\$3,625.50	
January	Youth #1 (Music Honors Performance Series)	\$1,030.00		\$ 1,030.00	
February					
March	Youth #2 (Swim)	\$1,477.65		\$700.00	
	Youth #3 (Swim)	\$1,285.00		\$700.00	
	Youth #4 - (Hockey)	\$450.00		\$450.00	
	Juneau Ski Club (Divisional/Regional Championships) (Skiing)	\$5,600.00		\$5,600.00	
April	Youth #5 (Swim)	\$300.00		\$300.00	
	Youth #6 (Swim)	\$300.00		\$300.00	
	Youth #7 (Swim)	\$748.00		\$500.00	
	Youth #8 (Swim)	\$439.42	Decided to not attend so funds put back into contingency.		
	Youth #9 (Swim)	\$978.37		\$500.00	
	Youth #3 (Swim)	\$1,160.45		\$500.00	
May	Youth #10 (swim)	\$318.00		\$127.34	
	Juneau Jumpers (National Championships) (Jump Rope)	\$18,000.00		\$ 2,292.16	
	Totals	\$42,488.39		\$16,625.00	\$ -

FY 15 Youth Activity Board Attendance

Member		9/9/2014	11/18/2014	1/13/2015	3/10/2015	4/8/2015	4/22/2015	5/12/2015							
John White		A	P	P	P	P	P	P							
Tom Rutecki		P	P	P	P	P	P	P							
Sean Boily		P	P	P	P	A	P	A							
Bob Kuhn*		A	P	P											
Peter Christensen*					A	P	P	A							
Kelly Pajinag		P	A	P	P	P	P	P							
Jeff Sloss		P	P	P	P	P	P	P							
Joyce Vick		A	A	P	P	P	P	P							
Colton Womack		P	P	A	P	P	P	P							
Elizabeth Lange		P	A	P	P	P	P	P							

Pete Christensen appointed by HRC February 2, 2015, as Bob Kuhn resigned Jan. 2015



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Youth Activities Board Fact Sheet

Title: Youth Activities Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:

-Resolution 2410

-Date Created: February 05, 1996

-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: The Youth Activities Board (YAB) Prepares requests for proposals annually for youth activities of an athletic, cultural, artistic or academic nature; adopts procedures for evaluating proposals for providing youth activities, subject to certain limitations and makes recommendations to the Assembly in April of each year for allocation of funds among the proposals selected by the board, and with assistance from the municipal manager, evaluates the use of the funds by each organization and reports annually to the Assembly on the expenditure of those funds. The criteria to be followed by the board when considering the allocation of funds is included in Resolution No. 2410.

Membership: The board consists of nine members as follows: a Parks and Recreation Advisory Committee member, nominated by the committee; a Juneau Arts & Humanities Council member, nominated by the council, a Juneau Sports Association member, nominated by the association; six public members, one of which must be 18 years or younger at time of appointment. The recreation superintendent or alternate designee of the municipal manager provides staff to this board.

Officers: Chair

Quorum: 5

Term Limits: 3 year terms.

Annual Appointment Period (Annual Reports Due): August

Meetings: The Youth Activities Board meeting schedule is based on the grant review cycle, for upcoming meetings check the CBJ Meeting calendar at <http://www.juneau.org/calendar/index.php> or the Parks & Recreation homepage <http://www.juneau.org/parkrec/> under "Meeting Notices".

Special Facts:

Staff Contact: Dave Pusich - 586-5226 - Dave.Pusich@juneau.org

Website: <http://www.juneau.org/parkrec/YouthActivitiesBoard.php>

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YOUTH ACTIVITIES BOARD

Governing Legislation: Res. 2410

Total # of seats - 9: 1 PRAC rep., 1 JAHC rep., 1 JSA rep., 1 member 18 years or younger, 5 general public members

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	Reappointed 5	Reappointed 6	Comments
Yes	Youth Activities Board	Ms.	Joyce	Vick	Public Seat		9/1/2014	8/31/2017	8/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014			Also serving on the Douglas Advisory Board
Yes	Youth Activities Board	Mr.	John	White	Public Seat	Chair	9/1/2014	8/31/2017	6/1/1996	7/1/1999	7/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014	
Yes	Youth Activities Board	Mr.	Jeff	Sloss	Public Seat		4/23/2012	8/31/2016	4/23/2012	9/23/2013						Had been Parks & Recreation Advisory Committee Rep to Youth Activities Board. Off PRAC as of 4/2/2012 (term exp. 2/28/2012), appointed to the Public Seat 4/23/2012. Reappointed 9/2013
Yes	Youth Activities Board	Ms.	Elizabeth	Lange	Public Seat		8/25/2014	8/31/2015	8/25/2014							
Yes	Youth Activities Board		Open Seat	Open Seat	Public Seat			8/31/2016								Seat formerly held by Kelly Pajinag who moved out of state 6/2015.
Yes	Youth Activities Board	Mr.	Sean	Boily	Juneau Arts & Humanities Council Rep		3/5/2012	upon end of JAHC term	3/5/2012							replaced Patricia Hull as JAHC Representative
Yes	Youth Activities Board	Mr.	Peter	Christenson	Juneau Sport Association Rep		2/2/2015	Upon end of JSA term	2/2/2015							JSA Representative Seat (Formerly held by Robert "Bob" Kuhn)
Yes	Youth Activities Board	Mr.	Colton	Womack	Youth 18 yrs or younger when appointed		5/28/2012	8/31/2015	4/23/2012							Youth Representative Seat, taking office effective after Evan Gross 5/27/2012 resignation
Yes	Youth Activities Board	Mr.	Tom	Rutecki	PRAC Rep	Vice-Chair	4/23/2012	upon 2013 appointment of PRAC Rep or PRAC term expiration of 2/28/2015								Had served as PRAC rep to YAB, Appointed to PRAC 9/2001, reappointed 1/2004 to term ending 2/2007; Assembly extended term to end 5/1/2007 so he could finish YAB grant process; Appointed as YAB public member 8/2007. Appointed to PRAC 4/2/2012 then PRAC Rep 4/23/2012
Yes	Youth Activities Board	Mr.	Dave	Pusich	Staff Liaison		n/a	n/a	n/a							
Yes	Youth Activities Board	Mr.	Chris	Day	Staff Liaison		n/a	n/a	n/a							



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

Phone: (907)586-0203 Fax: (907)586-4552

email: Beth.McEwen@juneau.org

MEMORANDUM

DATE: August 27, 2015

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: New Restaurant-Eating Place Public Convenience Liquor License #5415 for Canton Asian Bistro, LLC d/b/a Canton Asian Bistro

Attached is the application and associated paperwork for a new Restaurant-Eating Place Public Convenience Liquor License #5145 for Canton Asian Bistro, LLC d/b/a Canton Asian Bistro located at 8585 Old Dairy Road, Suite 105, Juneau, AK 99801. Restaurant-Eating Place Public Convenience licenses are issued outside the population restrictions and are not eligible for transfer.

This license is totally separate and of a different type of license than the Restaurant-Eating Place License #2185 previously owned by Canton House, LLC d/b/a Canton House located at 8585 Old Dairy Road. The Assembly protested the renewal of license #2185 earlier this year due to delinquent taxes. That protest was upheld by the Alcohol Beverage Control (ABC) Board at its meeting on April 29, 2015 and Restaurant-Eating Place license #2185 no longer exists. CBJ population allows for a total of up to 22 Restaurant-Eating Place licenses and we currently have a total of 21 active Restaurant-Eating Place licenses plus one Restaurant-Eating Place Public Convenience license (Douglas Café) issued within the City and Borough of Juneau.

Staff has reviewed the application for the Canton Asian Bistro, LLC d/b/a Canton Asian Bistro license and has no recommendations for protest of the issuance of this license. Since the action on this license would permit an additional Restaurant-Eating Place license outside the population restrictions of AS 04.11.400 and CBJ 20.25.025(c), it is up to the Assembly to decide whether to protest or waive its right to protest the issuance of this license.

If the Assembly does choose to protest the issuance of this license, CBJ Code 20.25.025(c) requires that the basis for the protest be specified and the applicant provided an opportunity for an informal hearing before the Assembly. The basis for the protest must be sent in writing via certified mail to the applicant a minimum of 10-days prior to the Assembly meeting at which the informal hearing is held. The 60-day local governing body comment period will end on September 26, so if the Assembly does choose to protest the issuance of the license, I would recommend a motion be made, with specificity as to the basis for the protest, and schedule the informal hearing before the Assembly at its next regular meeting on Monday, September 21.

Following are the Alaska Statutes (AS) and CBJ Code (CBJ) excerpts relating to "Restaurant-Eating Place Public Convenience" liquor licenses and the population limitations. (**emphasis added**)

Alaska Statutes 04.011.400 excerpts:

(a) Except as provided in (d) - (k) of this section, a new license may not be issued and the board may prohibit relocation of an existing license

...

(2) inside an established village, incorporated city, or unified municipality if, after the issuance or relocation, there would be inside the established village, incorporated city, or unified municipality

(A) more than one restaurant or eating place license for each 1,500 population or fraction of that population; or

(B) more than one license of each other type, including licenses that have been issued under (d) or (e) of this section, for each 3,000 population or fraction of that population;

...

(g) The board may approve the issuance or transfer of ownership of a restaurant or eating place license in a municipality without regard to (a) of this section if the board finds that issuance or transfer of the license is necessary for the public convenience.

CBJ Code 20.25 excerpts:

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 reference— Assembly protest, AS 04.11.480.



THE STATE
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

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

July 28, 2015

City & Borough of Juneau
Attn: Beth McEwen, City Clerk
VIA Email: beth_mcewen@ci.juneau.ak.us
Cc: city_clerk@ci.juneau.ak.us

**Canton Asian Bistro, LLC; Restaurant or Eating Place-Public Convenience License #5415 DBA
Canton Asian Bistro**

- ☒ **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,



Jane Sawyer
Business Registration Examiner
907-269-0359
Jane.sawyer@alaska.gov

State of Alaska
Alcoholic Beverage Control Board

Date of Notice: July 28, 2015

Application Type: **NEW** x

 TRANSFER
 Ownership
 Location
 Name Change

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

Community Councils: None

License #: 5415
License Type: Restaurant or Eating Place-Public Convenience
D.B.A.: Canton Asian Bistro
Licensee/Applicant: Canton Asian Bistro, LLC
Physical Location: 8585 Old Dairy Road Ste. 105, Juneau, AK 99801
Mailing Address: 8585 Old Dairy Road Ste. 105, Juneau, AK 99801
Telephone #: 907-789-5075
EIN: 47-3596377

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
George Wright	43960 Supreme Court Drive Kenai, AK 99611	907-789-5075	4/2/2015	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 (%)
George Wright	3/30/1956	4850 Glacier Hwy. C6 Juneau, AK 99801	907-209-6781	100

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,



Jane Sawyer

Business Registration Examiner

Jane.sawyer@alaska.gov

907-269-0359

New Liquor License

License is: ☒ Full Year OR ☐ Seasonal List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: <u>2014</u>	License Type: restaurant or eating place license - <u>PC</u>	Statute Reference Sec. 04.11.400 (g).	License Fee: \$600
Office Use: License #: <u>5415</u>			Filing Fee: \$100.00
Local Governing Body: (City, Borough or Unorganized) City and Borough of Juneau	Community Council Name(s) & Mailing Address: City Assembly City and Borough of Juneau 155 S. Seward Juneau, AK 99801		Rest. Desig. Permit Fee: \$ 50
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): Canton Asian Bistro LLC	Doing Business As (Business Name): Canton Asian Bistro	Business Telephone Number: 907-789-5075	Fingerprint: \$ 49.75 (\$49.75 per person)
Mailing Address: 8585 Old Dairy Road, Suite 105	Street Address or Location of Premises: 8585 Old Dairy Road, Suite 105 Juneau, AK 99801	Email Address: George.wright@mail.com	TOTAL 799.75 ✓
City, State, Zip: Juneau, AK 99801		Fax Number:	
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: 1.3 Miles	Distance measured under: x AS 04.11.410 OR ☐ Local ordinance No. _____	☐ Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Distance to closest church: .5 Miles	Distance measured under: x AS 04.11.410 OR ☐ Local ordinance No. _____	x Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Premises to be licensed is: ☐ Proposed building x Existing facility ☐ New building	☐ Not applicable		
		☐ Plans submitted to Fire Marshall (required for new & proposed buildings) x Diagram of premises attached	

New Liquor License

SECTION C – 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 D – 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): Canton Asian Bistro LLC		Telephone Number: 907-789-5075	Fax Number:
Corporate Mailing Address: 8585 Old Dairy Road Suite 105	City: Juneau	State: AK	Zip Code: 99801
Name, Mailing Address and Telephone Number of Registered Agent: George Wright, 43960 Supreme Court Drive, Kenai, AK 99611		Date of Incorporation OR Certification with DCED: 4/2/2015	State of Incorporation: 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
George Wright	Member, President	100	43960 Supreme Court Drive, Kenai, AK 99611 907-321-0918	907-321-0918	3/30/1956

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

New Liquor License

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

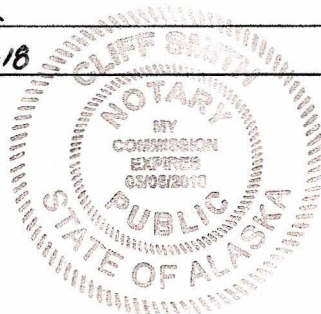
Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name: N/A Address:	Applicant ☐ Affiliate ☐	Name: Address:	Applicant ☐ Affiliate ☐
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:
Name: Address:	Applicant ☐ Affiliate ☐	Name: Address:	Applicant ☐ Affiliate ☐
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	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 Licensee(s) Signature 	Signature of Licensee(s) Signature
Signature	Signature
Name & Title (Please Print) George Wright President	Name & Title (Please Print)
Subscribed and sworn to before me this 29 day of JUNE 2015	Subscribed and sworn to before me this day of
Notary Public in and for the State of AK 	Notary Public in and for the State of
My commission expires: 05/05/2018	My commission expires:



PETITION

This is a petition in support of a Public Convenience Restaurant Eating EST. liquor license
(type of license applied for)

application. ***By signing this petition, you are stating that you are in favor of having liquor sold in your community.***

Each person who has signed this petition states that he or she is a ***permanent resident*** in the area indicated below; that he or she is 21 years of age or older; and agrees to the issuance of a

Public Convenience License to sell alcoholic beverages at
(type of license applied for)

The Canton Asian Bistro 8585 Old Dairy Road in the State of Alaska, and that the
(location of proposed premises)

physical address of his/her residence is:

within one (1) mile of proposed premises

Your petition is not valid if this page is not complete, signed, and notarized.

You may add additional pages of signatures if necessary – this page shall be the final page of your petition.

I/We Canton Asian Bistro, LLC RESTAURANT ENTERPRISE EST.
Type or print name(s) of applicant(s) – Individual - Corporation Limited Liability Company (circle one)

the applicant(s) for a Public Convenience License 04.11.400 (g) liquor license, hereby certify that the number
(type of license applied for) (Statute Reference)

of permanent residents 21 years of age or older who live within one mile(s) of my/our place of business totals 892 and this
(one) (population)

petition totals 998 signatures, which is > 50% of the permanent residents in the area as required by law.
(number) (percentage)

Under penalties of perjury, I declare 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.

[Signature]
Signature of Applicant

George C Wright OWNER
Print Name Title

[Signature]
Notary in and for Alaska

My commission expires: 9.5.2017



Subscribed and sworn to before me this 15th day of July, 2015.

4. a narrative of how signatures were obtained (door to door solicitation; premises solicitation; etc.)

Signatures were obtained by going door to door within the 1 mile radius.

We used a web based tracking application – Sales Rabbit to coordinate our efforts to our particular geography.

Canton Asian Bistro

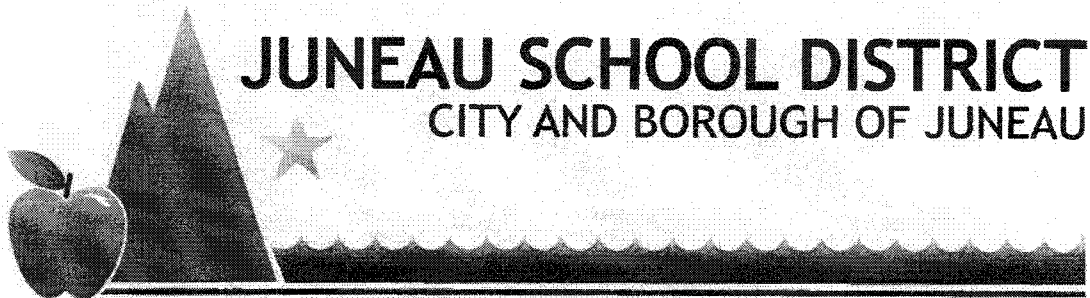
**Compliance Letter
exception license AS 04.11.400(g)**

2. List all other activities your establishment offers to encourage the tourist trade.

Our social media and marketing activities target both residents and tourists. We are exploring ways to better serve the tourist market. Currently, tourists are offered same meal and menu as residents of area.

3. Provide a menu of meals offered to the traveling public.

See menu included with this application



10014 Crazy Horse Drive • Juneau, Alaska 99801-8529 • (907) 523-1700

MEMORANDUM

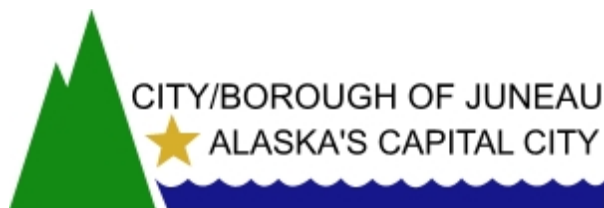
TO: City & Borough of Juneau Assembly
FROM: Mark Miller, Superintendent *MM*
DATE: August 25, 2015
RE: Jensen-Olson Arboretum Board

CITY CLERK
C B J
AUG 25 2015
RECEIVED
C B J

Kristin Bartlett, Chief of Staff, will be the designated representative to the Jensen Olson

Arboretum Advisory Board. Her contact information is as follows:

Kristin Bartlett, Chief of Staff
Juneau School District
10014 Crazy Horse Drive
Juneau, Alaska 99801
907.523.1707
kristin.bartlett@juneauschools.org



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

Jensen-Olson Arboretum Advisory Board Fact Sheet

Title: Jensen-Olson Arboretum Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:

-Resolution 2377

-Date Created: December 11, 2006

-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: The Arboretum Advisory Board will advise on the Arboretum's guiding vision as provided by Caroline Jensen: "The vision of the Arboretum is to provide the people of Juneau a place that both teaches and inspires learning in horticulture, natural sciences, and landscaping; to preserve the beauty of the landscape for pure aesthetic enjoyment; to maintain the historic and cultural context of the place and its people." The board shall advise and assist the Director of Parks and Recreation on issues including, but not limited to, capital campaigns and fund raising, and programmatic direction consistent with the guiding vision above.

Membership: Section 1. Jensen-Olson Arboretum Advisory Board Established. There is established a board of nine persons, which shall be known as the Jensen-Olson Arboretum Advisory Board. (a) The Assembly shall appoint members of the board to three-year terms. To the extent practicable, one shall be a representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.

Officers: Chair

Quorum: 5

Term Limits: None.

Annual Appointment Period (Annual Reports Due): January

Meetings: Section 5. Regular Meetings. The Arboretum Advisory Board shall meet at least quarterly. The Endowment Subcommittee shall meet at least twice per year.

Special Facts: Section 3. Endowment Subcommittee Established. A three member Endowment Subcommittee shall be established from the Arboretum Advisory Board consisting of one of the financial community members, the member from the horticultural or botanical community, and one of the public members. The presence of all members of the subcommittee shall be required for a quorum and any action of the subcommittee shall require at least two affirmative votes. Section 4. Endowment Subcommittee Purpose. (a) The Endowment Subcommittee shall advise and make recommendations to the Director of Parks and Recreation and the board regarding the Jensen-Olson Arboretum Endowment Fund, which shall comprise all gifts and donations designated for the Endowment Fund bequeathed to the City and Borough by Caroline Jensen. (b) Endowment Fund monies shall be maintained in a trust account managed by the Finance Department in accordance with CBJ 57.05.040, for the purpose of augmenting the Arboretum's budget and not supplanting normal operational funds. (c) The Endowment Fund will be managed with the intent to preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall advise the Parks and Recreation Director annually whether and how much of the income it recommends be expended each year for the benefit of the Arboretum and to accomplish the goals of the September 30, 1993, Administrative Agreement Concerning the Jensen-Olson Arboretum.

Staff Contact: Merrill Jensen - 789-0139 - Merrill.Jensen@juneau.org

Website: <http://www.juneau.org/parkrec/aac.php>

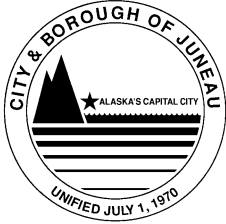
[Back to List](#)

Jensen-Olson Arboretum Advisory Board

Governing Legislation: Resolution 2377

Total # of Seats - 9 seats: 2 Financial, 1 horticultural or botanical, 1 Discovery SE, 1 artist, 1 SEAL, 1 School District, 2 Public

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Original Appointment Date	Reappointed 1	Reappointed 2	Reappointed 3	Comments
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Ed	Buyarski	Public: Horticultural	Chair	2/23/2015	1/31/2018	4/2/2007	3/16/2009	1/30/2012	2/23/2015	Horticultural Seat
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Steve	Moseley	Public		2/23/2015	1/31/2018	2/23/2015				Alaska Permanent Fund - fund manager/ Investor
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Peter	Froehlich	Public		2/1/2013	1/31/2016	1/1/2007	4/26/2010	1/28/2013		Retired District Judge
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Patricia	Harris	SEAL Trust Rep. Seat		2/23/2015	1/31/2018	4/2/2007	3/16/2009	1/30/2012	2/23/2015	SEAL Trust Representative
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Eric	Ouderkirk	Public		2/23/2015	2/28/2018	2/23/2015				USDA Forest Service - Alaska Region, Regional Landscape Architect; Liaison from PRAC
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Nell	McConahey	Public (Artist)		11/10/2014	1/31/2017	11/10/2014				Self Employed Artisan
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Shawn	Eisele	Discovery Southeast Rep.		11/10/2014	1/31/2016	11/10/2014				Executive Director of Discovery S.E.
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Deborah	Rudis	Public: Financial seat		2/1/2013	1/31/2016	10/12/2009	10/21/2009	1/28/2013		
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Kristin	Bartlett	School Superintendent's Designee		8/25/2015	1/31/2017	8/25/2015				School District Representative
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Kim	Garnero	Public: Financial		2/7/2011	1/31/2017	2/7/2011	1/27/2014			Treasurer True North FCU
Yes	Jensen-Olson Arboretum Advisory Board	Ms.	Fran	Compton	Staff Liaison	staff liaison	n/a	n/a	n/a				
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Merrill	Jensen	J-O Arboretum Manager	staff liaison	n/a	n/a	n/a				
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Brent	Fischer	Staff Liaison	staff liaison	n/a	n/a	n/a				
Yes	Jensen-Olson Arboretum Advisory Board	Mr.	Kirk	Duncan	Staff Liaison	staff liaison	n/a	n/a	n/a				



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

MEMORANDUM

DATE: August 25, 2015

TO: Empowered Boards + Planning Commission Members

FROM: Beth McEwen, Deputy Municipal Clerk

RE: New CBJ Emails for Empowered Boardmembers + Planning Commission Members

We are rolling out a new CBJ email system for use by all the CBJ Empowered Board members and the Planning Commission members ["boardmembers"] in order to comply with the public records requirements.

All boardmembers will be issued a CBJ email account in the following format:
firstname.lastname@juneau.org in addition to receiving any emails directed to your board's group distribution list:

Airport Board: AirportBoard@juneau.org
Aquatics Board: AquaticsBoard@juneau.org
Docks and Harbors Board: HarborBoard@juneau.org
Bartlett Regional Hospital Board: HospitalBoard@juneau.org
Eaglecrest Board: EaglecrestBoard@juneau.org
Planning Commission: PlanningCommission@juneau.org

Below are the key points we want all boardmembers to know with respect to your role as a CBJ boardmember and how the new system is to be implemented.

- 1) Email to an individual or the full board is considered a public record and is subject to public disclosure. *[In other words, if you don't want to see it in the daily news, it shouldn't be in a CBJ email.]*
- 2) Boardmembers will be issued a CBJ email account after they have read the CBJ Telecommunications Policy 14-04 and signed the Boardmember acknowledgment form.
- 3) Boardmembers should ONLY use their CBJ email accounts when conducting CBJ related business. [Once you are issued your new email under #2 above, all use of your personal email account when conducting CBJ business should cease.]
- 4) Never use the "Reply All" feature when responding to emails that are sent to the full board! Multiple messages of substance that are shared with a quorum of members can be considered a violation of the Open Meetings Act.
- 5) The group distribution list will include boardmembers, Assemblymember Liaisons, and key staff members. Staff will file and retain copies of the emails sent to the full board in accordance with CBJ records retention policies. These staff members will also be tasked with managing the email accounts of former board members in accordance with the records retention policies.

- 6) IMPORTANT! CBJ emails automatically disappear after a 90-day period, so if you wish to save a particular email, move the email to a file you create in Outlook.
- 7) If you have any questions, please ask your staff liaisons, the Clerk's office, or MIS during regular business hours. We are happy to help!

CBJ Records Retention Schedule (Resolution 2356) Excerpt:

Series, Title & Description	Retention Period (years)	Remarks
General: All city departments will use this general retention schedule for correspondence unless the department has adopted a particular retention schedule for correspondence as outlined in the following pages.		
Transitory Correspondence: Those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal nature of transitory messages might be compared to the communication that might take place during a telephone conversation or verbal communications in an office hallway.	90 days	
Subject Files (Functional): Correspondence, reports, and information related to the functional departments of the municipality and which document events, projects, activities and issues.	7	Review for administrative or archival value.
Reading Files: Copies of outgoing letters and memoranda arranged by date.	7	

The following documents are attached for your use/reference:

- CBJ Telecommunications Policy 14-04
- Telecommunications Policy Board/Commission Member Acknowledgement Form
- How to access CBJ email instructions

INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

I. INTRODUCTION

Information and communication technologies (ICT), consisting of computers and telecommunications and network resources, are provided by the CBJ to aid its employees in accomplishing the CBJ's objectives. The purpose of this policy is to establish a uniform guideline for the use of ICT. All users when connected to the CBJ networks from private devices as well as CBJ devices are subject to this policy.

CBJ users, including employees, contractors, and volunteers, who violate this policy are subject to discipline up to and including termination from service.

II. ICT POLICY

- A. All information transmitted received or stored on CBJ ICT is subject to review by, or at the direction of CBJ management. Users should not have any expectation of privacy in the use of the CBJ ICT. The CBJ reserves the right to monitor and review any communications, files, or other use of CBJ ICT without any advance notice to, or the consent, of any user.
- B. All files and email messages saved on CBJ ICT may be considered a matter of public record and subject to disclosure. This includes all files, email messages, or text transmitted, received, or saved on any personal computing equipment (phones, smartphones, tablets, computers, etc.).
- C. Incidental personal use, in compliance with the other provisions of this policy, is allowed as long as it does not:
 - 1. Interfere with the business of the CBJ, or any employee's job performance.
 - 2. Consume significant resources.
 - 3. Give rise to additional costs.
 - 4. Create personal financial gain unrelated to a user's duties with the CBJ, unless the ICT being accessed and used is a bulletin board or web page made available by the CBJ MIS Division for the purpose of enabling employees to market and sell personal property.
- D. CBJ users shall take reasonable precautions to protect access codes, computer passwords or other access mechanisms to avoid unauthorized access. Passwords for systems are created by users for the purpose of excluding unauthorized personnel, not to provide privacy from official review. CBJ users must not divulge their passwords to any other person. Password criteria and other computer policies established by MIS can be found on the MIS intranet page.
- E. Only encryption tools authorized by MIS may be used. Except with the prior written consent of the MIS director, all such tools must be implement key-recovery or key-escrow techniques to permit the CBJ to access and recover all encrypted information (e.g., in the case of the absence of the employee who performed the encryption).
- F. Confidential information (whether owned by the CBJ, its vendors, or other persons) is not to be disclosed to others without prior authorization. The question of "authorization" will be a function of the type and ownership of the confidential information. (For example, different authority may be required for disclosure of CBJ-owned information than for vendor-owned information). "Authorization" for disclosure may be limited to certain specific individuals within the agency on a need-to-know basis.
- G. Users are expressly prohibited from engaging in the following acts. Doing so may subject a user to removal of use privileges and/or disciplinary action, up to and including termination of employment:
 - 1. Engaging in any willful act or omission that may cause a general loss of computer, telecommunications equipment, or network resources, or that will interfere with any CBJ functions.
 - 2. Using any CBJ ICT for illegal activity.

3. CBJ users shall access, delete, examine, copy, modify, and retrieve any stored information only to accomplish the CBJ's objectives.
4. ICT shall not be used for financial or personal gain such as running any aspect of a private business, or for the purpose of advocating voting for or against a candidate for federal, state, or municipal office, or a federal, state, or municipal ballot issue, not directly related to the user's work duties. Use of the CBJ's intranet bulletin board to advertise sale items, make global announcements, etc., is exempt from this restriction.
5. The installation or use of any software or hardware on CBJ ICT without prior approval from the user's department director or MIS is prohibited.
6. CBJ users may not download, install, duplicate, or store software or data files that violate applicable copyright or license agreements.
7. CBJ users shall not attempt to circumvent or subvert the CBJ ICT systems or processes intended to protect and secure CBJ information.
8. CBJ users may not use CBJ ICT to store, print, distribute, edit, record or display offensive, defamatory, discriminatory, harassing, disruptive or any other prohibited material, unless explicitly authorized to do so to accomplish the CBJ's objectives.
9. CBJ users may not attempt to gain unauthorized access or attempted access to any other person's computer, email, or voicemail accounts or equipment.
10. Under no circumstances may any posting, message, or document originating at the CBJ be in violation of the letter or the spirit of the CBJ's policies, such as the Equal Employment Opportunity or Harassment policies.
11. CBJ users shall not misrepresent their identity in any way while using CBJ ICT. This includes using another employee's email account, or by modifying another's messages without permission. The content of messages written by others should be forwarded with no changes, except to the extent that edits to the original message are clearly indicated (for example, by using brackets or by using other characters such as * * * to flag edited text).
12. Connecting directly to the CBJ computing or networking systems with a personal device without direct authorization from MIS is prohibited. Remote access rules and criteria for using personal devices to connect the CBJ computing and network resources are driven by MIS. Users are required to comply with any rules posted by MIS on the MIS home page under the link called Computer Policies.

H. All users shall take immediate action to address any inadvertent violation of these rules by immediately contacting MIS, providing specific information describing the violation.

III. RETENTION AND SECURITY OF E-MAIL MESSAGES

Email messages and computer-stored items are CBJ property and are public documents. Email messages are official documents until they are destroyed, and may have legal and operational effect identical to that of traditional, hardcopy documents. Accordingly, all email messages should be treated as though they may later be viewed by others.

They must be administered as required by the Alaska Archives Act, the Alaska Open Records Act, and CBJ document retention policies. In addition, messages may become evidence in a lawsuit and thus subject to the rules of court regarding discovery. *Do not attempt to evade these requirements by moving or destroying documents in response to legitimate requests under the Open Records Act or because a lawsuit has been or probably will be filed.* Any such attempt is illegal, is detectable, and will subject the CBJ and you to severe penalties.

It is the policy of the CBJ that email messages are temporary informal documents that are routinely destroyed after 90 days unless users make a deliberate decision to preserve them. Users are required to administer email messages generated and received via CBJ ICT as follows:

- A. Immediately upon sending or receiving a message, users should make a determination whether the message has any lasting administrative, legal, or historical value, or if it is evidence in a pending or probable lawsuit.
- B. If the message has no lasting value and does not constitute evidence, users may delete it or may leave it in the Inbox. The Inbox, Deleted Items, and Sent Items folders are set to automatically purge all messages older than 90 days.
- C. If the message has any lasting administrative, legal, or historical value, or if it is evidence in a pending or probable lawsuit, the message should be moved from the Inbox or Sent Items folders folder and preserved in an Outlook folder that is not automatically purged.

IV. GENERAL PROVISIONS

Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

- A. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- B. Effective Date: This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this 9th day of December, 2014.



Kimberly A. Kiefer
City and Borough Manager



The City and Borough of Juneau
Municipal Clerk's Office
155 South Seward Street, Juneau, Alaska 99801
Main Phone: 586-5278 Fax: 586-4552

Telecommunications Policy Board/Commission Member Acknowledgement Form

I have been provided with a copy of CBJ Administrative Policy 14-04: Information and Communication Technology Policy. I certify that I have read the policy and have had the opportunity to ask questions about the content, requirements, and expectations contained therein.

I agree to abide by the policy guidelines as a condition of my continuing service as a board or commissioner with the City and Borough of Juneau.

I understand that if I have questions, at any time, regarding the Telecommunications Policy, I will consult with the City Manager and/or Clerk's offices, the City Attorney, or their designees for clarification. In the alternative, I understand I can also contact the Human Resources office for assistance.

Please read the Telecommunications Policy carefully to ensure that you understand the policy before signing this document.

Printed Name

Signature

Date