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

March 16, 2015 5:30 PM
Assembly Chambers
AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. Special Human Resources Committee Meeting Minutes February 19, 2015

B. Regular Human Resources Committee Meeting Minutes February 23, 2015

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. Follow-up from City Manager to HRC questions re:Empowered Aquatic Facility Board
2. Animal Hearing Board - Annual Report
3. Personnel Board - Annual Report & Appointments
4. Board of Equalization - Annual Report & Appointments
5. Juneau Public Library Endowment Board Annual Report
6. Ordinance 2015-18 An Ordinance Establishing the Treadwell Arena Advisory Board.
7. Resolution 2718 A Resolution Re-establishing the Juneau Commission on Sustainability, and Repealing Resolution 2528.

B. Liquor Licenses

1. Liquor License Renewals - Protest Recommendations

Beverage Dispensary License #447 Suite 907, Inc. d/b/a Suite 907, Location: 9121 Glacier Hwy.

Beverage Dispensary License #2533 Jack D. & Arlene D. Tripp d/b/a Viking Restaurant & Lounge, Location: 216 Front Street

C. Other Business

1. Resolution 2724 A Resolution Urging the Alaska Legislature to Expand Medicaid Coverage to Improve the Health of Alaskans and Alaska's Economy.

IV. STAFF REPORTS

A. Scheduling Full Assembly as HRC Meetings in June

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VI. 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 AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Special Human Resources Committee Meeting Minutes February 19, 2015

ATTACHMENTS:

	Description	Upload Date	Type
☐	Special Assembly Human Resources Committee Worksession re: SSAB	3/9/2015	Minutes

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

February 19, 2015 12:00 PM
Assembly Chambers
Worksession regarding Social Services Advisory Board

I. ROLL CALL

HRC meeting was called to order at Noon by Acting Chair Karen Crane.

HRC members present: Karen Crane, Loren Jones (telephonically), Debbie White (joined late at 12:15pm due to a meeting conflict)

HRC members absent: Maria Gladziszewski

Others present: Deputy Clerk Beth McEwen, Finance Director Bob Bartholomew, City Manager Kim Kiefer, Deputy City Manager Rob Steedle

Agency Representatives Present: Conor O'Dea, Catholic Community Services (CCS) Adult Bridge Program; Jorden Niro, SAIL; Kate Prussing, SERRC; Saralynn Tabachnick, AWARE; Mariya Lovishchuk, The Glory Hole; Marianne Mills, Southeast Senior Services; Jennifer Carson, Catholic Community Services; LaTroy Burras, Catholic Community Services YPHTC; Roger Rettig, Red Cross of Alaska - SE District; Wayne Stevens, United Way of Southeast Alaska; Sharon Lowe, Douglas Community United Methodist Church

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Social Services Block Grant Review Process

Ms. Crane explained that the Human Resources Committee is looking at the Social Services Advisory Board's (SSAB) governing legislation to see if any changes should be made to their charge. She explained that having just completed the two year grant cycle awards, this is a good time to review the grant and the way the grants are operated such as the grant cycle, the amounts given, how it is done, the reporting, and what can the city do make the process better for the agencies.

She asked agencies to comment on the grant structure and if the grant awards should be kept to the $25,000 and $50,000 levels or have the agencies identify their programs and the amounts needed to fund them such that the grants would be funded based on need amounts rather than set amounts/levels. She asked the agencies to comment on the frequency of the grant reporting and to share their experiences with the funding/grant reporting process. She also asked agencies to share their vision of what they feel the SSAB's charge should be and how best to carry it out.

The following representative from the below agencies shared their comments and suggestions:

- Conor O'Dea - Catholic Community Services (CCS) Adult Bridge Program
- Jorden Nigro - SAIL (Southeast Alaska Independent Living)
- Kate Prussing - SERRC (Southeast Regional Resource Center)
- Saralynn Tabachnick - AWARE, Inc. (Aiding Women in Abuse and Rape Emergencies)
- Mariya Lovishchuk - The Glory Hole
- Marianne Mills - (CCS) Southeast Senior Services
- Jennifer Carson and LaTroy Burras - CCS YPHTC (Young Parent Healthy Teen Center)
- Wayne Stevens - United Way of Southeast Alaska

During the comments, it was apparent that there are a few agencies such as Catholic Community Services, United Way, and AWARE that receive multiple grants for programs under the umbrella of their parent agency. Mr. Jones asked if those agencies felt the grants would be structured better if the parent agency applied for one grant with sub-categories for each of the different programs or if it is best to keep the grants for each program separate.

Most of agencies expressed their desire to keep them as separate grants but some also shared that they would be in favor of submitting the parent information just once as there tends to be quite a bit of redundancies that occur when filing the grants and the quarterly reports. Ms. Tabachnick said she thought AWARE would be willing to work within one grant document if the grants were restructured based on the amount needed for each program and not within the present $25,000/ $50,000 structure. For the most part, the agencies all expressed a preference for less reporting and the consensus seemed to be for semi-annual reports over quarterly or only annual reports. One factor that weighed in favor of the semi-annual report was being able to provide an opportunity during the grant cycle for an agency to be able to go to the board to say they want to change what they are doing with the grant and to get approval for that. Ms. Carson gave an example of what is done with state grants where agencies can ask to have modifications done mid-cycle if needs change.

As for the role of the SSAB and the grants vs. the social service advocacy piece, many of the agencies felt that the volunteer board members should not be the ones actually having to administer the grants but rather doing more to identify the needs and resources within the community. One agency suggested the SSAB might hold their monthly meetings at a different grantee agency each month to get a better feel for the work of each agency that receives grants. Other agencies suggested the role may be tailored such that they could be tasked to do a review of the past COMPASS Survey and any future ones and identify those needs that are not being met currently and/or being under-served within our community. Some of the agencies also expressed a desire that if the SSAB does continue to do the grant review and report review work that the SSAB provide feedback to the grantees to let them know what is working well and areas they should be working on to improve the information provided. Ms. Nigro encouraged the SSAB to also look at the way the questions are worded that they include in the grant application and reporting forms so that areas of need such as the need for ADA accommodations can be better identified within the programs and also the community as a whole.

Mr. Jones said he had a general question, the state is facing major budget reductions. the municipality is facing a deficit situation, local programs are trying to save money because they can expect less money coming. He asked if in any way there is an agency that has a good view of social services at the local level. He said the SSAB is struggling, there is a new grant program out through the Juneau Community Foundation - The Hope Grants which are more specific and limited to certain categories. He said it seems like there are three potential funding agencies that require three different kinds of approach to getting or supporting funds. He said the Public Works Department could handle the Utility Waivers. He asked if anyone has an idea on how best to have either the SSAB or the City support these three groups: the United Way, the Juneau Community Foundation, and the City, so there can be a single vision of how to approach social services in Juneau. He said it is a somewhat nebulous question but one he hopes can be explored to make it easier for the providers to provide the necessary services, provide less overhead, and still get the maximum amount of money on the street.

Ms. Lovishchuck said that is a great question and she encouraged the consolidation process and increase in the efficiency of coordinating services in light of the shrinking resources at the state and local levels. She said the Juneau Coalition on Housing and Homelessness has been working very hard to make sure that social services are coordinated. She said the Juneau Community Foundation, in light of the Hope funds, has been working on a community wide level to try to figure out how services could be coordinated better. She said she thinks it would be helpful if the SSAB would stay in touch with the Juneau Community Foundation to coordinate efforts.

Ms. Crane said that as Mr. Jones mentioned, the Juneau Community Foundation won't necessarily be funding the same range of programs as the SSAB.

Ms. Lovishchuk said while that is true, they would be funding similar programs and/or similar agencies so having the dialogue between the two groups would be helpful.She said that out of that dialogue would come a good solution to the present situation.

Mr. Wayne Stevens, representing United Way of SE AK, addressed the committee. He said that in a meeting he attended a month ago, there was a presentation and a word that was used that sums it up for him is Co-opitition. He said that we set agencies up to be competitors to compete for limited resources and all those go up to the trough. Instead of finding and encouraging ways for agencies and organizations to cooperate, we create situations where they are competitors and to get the money they need to compete. He said in listening to the conversation, he hears people talking about the need for agencies to cooperate, collaborate, convene in ways that are unique to the current structure. He said he feels there is opportunity for dialogue on ways, not unlike what United Way is doing with the food resource groups. Instead of everyone competing for the last 10lbs of potatoes on the shelf, they are working together with the organizations so that some are the hunter/gathering agencies while others are the disbursement agencies. He said when you talk about need and mission for organizations, those needs are being met, but it doesn't look at other needs that might be going unmet. He gave an example of the school system doing a pretty good job of making sure that kids who have need have a hot breakfast from September to May. He asked what happens to those kids May through September. When there are needs that are not being met, this provides an opportunity to identify what those needs are, who is doing what for whom, and to best allocate a reduced set of resources over the next five years to address the needs in communities across the region. He said there is opportunity here to have a conversation at some point between representatives from the Juneau Community Foundation, the Assembly and the United Way to talk about how we might create opportunity to move away from the competitive nature of the grant processes to more co-opitition. This would allow for the competing agencies to cooperate on identifying who is doing what for whom and how we can best serve those needs in a way that recognizes the reduced resources available.

Ms. Crane said she thinks that conversation would be a good one to have.

Ms. White asked Mr. Stevens what percentage of the SSAB grant recipients were also United Way agencies. Mr. Stevens said he did not know. Ms. Crane said that since she has seen both lists, she would guess it is approximately 50%.

Mr. Jones encouraged agencies and their representatives to also submit comments on these issues in writing so they could specifically look at the issues and comments.

Ms. Crane said they realize money is drying up and they want to get as much of it out to the agencies as possible and maximize their resources and not have them spend it on things that don't need to be spent on. She encouraged them to send comments in writing or to speak with one of the HRC members. She also encouraged the agency representatives to spread the word to other agencies that were not present at the meeting to have them send in their comments as well.

B. Other Business

III. ADJOURNMENT

There being no further members of the public wishing to speak, Ms. Crane adjourned the meeting at 12:39p.m.

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Regular Human Resources Committee Meeting Minutes February 23, 2015

ATTACHMENTS:

	Description	Upload Date	Type
☐	Draft Minutes of the February 23, 2015 HRC Meeting	3/12/2015	Minutes

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

February 23, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

HRC Chairman Loren Jones called the meeting to order at 6:00p.m.

Members present: Chair Loren Jones, Debbie White, Karen Crane (telephonically)

Members absent: Maria Gladziszewski

Staff present: Beth McEwen, Deputy Clerk; Kim Kiefer, City Manager; Kirk Duncan, Parks and Recreation Director; Merrill Jensen, Jensen-Olson Arboretum Manager

II. APPROVAL OF AGENDA

Ms. McEwen noted that there were two items in the red folder:
1) An application from Patricia Harris reapplying for the Jensen-Olson Arboretum Advisory Board; and
2) An addendum from Guy Thibodeau to go with his Parks and Recreation Advisory Board application.

Mr. Jones also made and agenda change to move item #5 Resolution 2716 for Sister Cities Committee membership to be discussed after item #3 since that resolution is on the Assembly agenda for the same evening.

III. APPROVAL OF MINUTES

A. February 2, 2015 Regular HRC Meeting Minutes

Ms. White provided minor changes to the clerk for corrections to the February 2, 2015 HRC Minutes. There being no objection, the minutes were approved with corrections.

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. Juneau Commission on Sustainability - Appointments

There were two open seats on the Juneau Commission on Sustainability: one was a seat for a term expiring June 30, 2016 and the other seat for a term expiring June 30, 2017. There were four applications received.

Ms. White said we were very fortunate for the multiple applications for the open seats.

MOTION by Ms. White to recommended the appointment of Gregory Smith to the Juneau Commission on Sustainability to a term expiring June 30, 2017. *Hearing no objection, the motion carried.*

MOTION by Ms. White to recommended the appointment of John Smith III to the Juneau Commission on Sustainability to a term expiring June 30, 2016. *Hearing no objection, the motion carried.*

2. Parks & Recreation Advisory Committee - Annual Report & Appointments

Parks & Recreation Advisory Committee (PRAC) Vice-Chair Tom Rutecki provided a brief follow-up to the PRAC annual report that was submitted in the HRC packet. Mr. Rutecki thanked the Assembly, former Assembly liaison Randy Wanamaker, and former Parks and Recreation Director Brent Fischer for their support of Parks and Recreation within the community.

The PRAC annual report provided a list of items that the committee discussed during the past year and Mr. Rutecki provided highlights on the following projects/issues:

- Cope Park Master Plan - the improvements/changes made to the park such as the new restrooms, the dog park, and others as a result of this master plan project have been very well received by the public.
- Zach Gordon - Mr. Rutecki said that Z-G Director Kristi West does amazing things at Zach Gordon with very limited funding.
- Auke Lake Parking & Access issue was a disappointment as it fell through because the State backed out of that project.

Mr. Rutecki said that one issue that they have spent a lot of time on but have yet to find a solution for is the Off Highway Vehicle (OHV) Park. He said that all the PRAC members support that group and it seems like anytime they try to identify a location for it, something gets in the way. He said they have had numerous meetings during which the Assembly Chambers have been packed with people providing public comment on whatever the OHV proposals have been.

Mr. Rutecki said that the Jim Hall report had a lot to say about the Parks and Recreation department and also quite a bit to say about the PRAC. Mr. Rutecki said he'd be happy to answer any questions from HRC members about the report or the work of the PRAC.

There being no questions from HRC members, Chairman Jones thanked Mr. Rutecki for his presentation and extended the thanks of the Assembly to the PRAC members.

Chair Jones noted that there was one vacant seat on the PRAC for a term ending February 28, 2016 and three seats for terms ending February 28, 2018. There were six applicants for the four open seats. Ms. White remarked on the diversity represented and how great it was to have active community members who are willing to step up and get involved. Both Ms. Crane and Ms. White expressed the difficulty in trying to choose the members for appointment since all the applicants were so well qualified.

MOTION by Ms. White to recommend the Assembly appoint Frances Dowd to the open seat on the Parks and Recreation Advisory Committee to a term beginning immediately and expiring February 28, 2016. *Hearing no objection, the motion carried.*

MOTION by Ms. Crane to recommend the Assembly appoint Lindsey Hallvik to the Parks and Recreation Advisory Committee for a term expiring February 28, 2018. *Hearing no objection, the motion carried.*

MOTION by Ms. Crane to recommend the Assembly appoint Eric Ouderkirk to the Parks and Recreation Advisory Committee for a term expiring February 28, 2018. *Hearing no objection, the motion carried.*

MOTION by Ms. White to recommend the Assembly reappoint Tom Rutecki to the Parks and Recreation Advisory Committee for a term expiring February 28, 2018. *Hearing no objection, the motion carried.*

3. Jensen-Olson Arboretum Advisory Board - Annual Report & Appointments

Jensen-Olson Arboretum Advisory Board (JOAAB) Chair Ed Buyarski and the Arboretum Manager Merrill Jensen provided an overview of the board's annual report that was in the HRC packet.

Chair Buyarski said the board is fortunate to have the Friends of the JOAAB to assist with fundraising. Their main goal for the fundraising efforts is to construct a joint use educational facility which will hopefully replace the existing garage with meeting/teaching space and hopefully some library space. He said they do have some ongoing concerns with the CBJ budget but it doesn't appear that the Parks and Recreation department has hit the arboretum's budget too hard, but that is always subject to change.

Mr. Buyarski said that last year's summer required very little watering and they are hoping to have to water more this summer.

Merrill Jensen reported that this past fall, Ron King from CBJ Engineering met with State Dept. of Transportation (DOT) and showed the DOT staff the issues related to parking at the arboretum. DOT has now changed their tune to allow CBJ to do parking on the right of way out there. There is the old Glacier Hwy. roadbed that can be used for parking out there and that project has now moved into the planning stage.

Mr. Jensen said they have an architect working pro-bono on coming up with design plans for the multipurpose building/room. They hope to have a conceptual plan and drawing in place within the next month.

Other than that, they are looking forward to spring and Mr. Jensen said he has 69 new species of primula to add to the national collection out there. He is excited to see those starting to germinate. He said he did notice the first primrose in bloom today so they are a month and half ahead of schedule. There were no additional questions from HRC members but they did express their thanks and that they are looking forward to coming out and seeing everything in bloom.

There were three open seats on the Jensen-Olson Arboretum Advisory Board for terms expiring January 31, 2018. There were three applications for the three open seats.

MOTION by Ms. Crane to recommend the Assembly appoint Pat Harris, Ed Buyarski, and Steve Moseley to the Jensen-Olson Arboretum Advisory Board to terms ending January 31, 2018. *Hearing no objections, the motion carried.*

4. Discussion about formation of an empowered Aquatics Board

Mr. Jones distributed to the HRC members a document outlining a recommendation he would like to make with regard to the work on an empowered Aquatic Empowered Board.

He said he had a slight change to the recommendations in the document. He suggested the HRC ask the City Manger to pull together a group of CBJ staff, Law Department, and a current member of the Aquatics Advisory Board and ask Max Mertz to sit in since he was the spokesman at the last meeting. He would like that group to meet as often as they need to in order to answer the questions in his proposal document and any other questions that might come up during their discussions. He would like to receive the information in a report back to the HRC at its next meeting on March 16. He hopes that report will have enough information for the HRC to decide if additional meetings would be necessary or if the HRC could forward something to the Assembly with recommendations.

The questions he hopes that group would deal with would be to look at the make up of an empowered board, the skill sets, and conflict of interest questions. Other questions include the transition process, how staffing would be structured now and with a new board, what the budget and capital expenses will be and who will be tasked with maintenance, risk management and other costs. He said it was his hope that at the next HRC meeting when they receive answers to those questions, the HRC would then be able to come up with a list of recommendations for moving forward on this issue.

Some of the issues he would like the HRC to consider after receiving the report would be:

- What the Assembly's expectations would be for a board;
- How to evaluate the work of the board;
- Should it have a sunset date; and
- Will they be providing an annual report or other more frequent reports to the Assembly?

Ms. Crane said that whether the Assembly decides to create an empowered board or if the management of the pools stays within the Parks and Recreation department, she would have the same expectations for Parks and Recreation staff on reporting and answering those questions that she would want for an empowered board.

Mr. Jones said his list of questions are not all-inclusive and he hopes the working group would also answer any questions that come up during their discussion of the issues. He said that both he and Ms. Crane would be traveling between this meeting and the March 16 meeting so he'd hope to hear back more from the City Manager at the March 16 meeting.

Ms. White said she was glad to see this list and the questions being asked. Mr. Jones said unless there were any objections from HRC members, he would pass his list along to the City Manager and she can move on from there.

There were no objections to Mr. Jones' proposal and he will provide it to the City Manager for the work to begin.

5. Resolution 2716 A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2508.

   Mr. Jones had moved this item up on the agenda following the Jensen-Olson Arboretum Advisory Board.

   Last spring during the Sister Cities Committee (SCC) annual report the SCC requested two additional seats be added to the committee putting the membership of the committee at seven members. At that time the Assembly Human Resources Committee had not taken up that request from the SCC. Mr. Jones said that at one of the last Assembly meetings, he mentioned that he would be bringing this resolution forward to the HRC.He explained that the only difference to the previous resolution and the proposed resolution 2716 was to increase the membership from five to seven members.

   Ms. McEwen gave a brief staff report explaining that the current SCC members were all sent a copy of the draft resolution and they responded to Clerk's staff that they were all satisfied with the resolution as drafted.

   MOTION by Ms. Crane to recommend the HRC forward ***Resolution 2716: A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2508*** to the Assembly for adoption. *Hearing no objection, the motion carried.*

B. Other Business

III. STAFF REPORTS

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

V. EXECUTIVE SESSION

VI. ADJOURNMENT

There being no further business, Chairman Jones adjourned the meeting at 6:30p.m.

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Follow-up from City Manager to HRC questions re:Empowered Aquatic Facility Board

ATTACHMENTS:

	Description	Upload Date	Type
☐	Aquatic Board Working Group Memo Responding to Questions from HRC	3/11/2015	Cover Memo
☐	City Attorney Amy Mead Memo - Aquatic Facilities Ordinance	3/11/2015	Cover Memo
☐	DRAFT Ordinance 2015-XX Aquatic Facilities Empowered Board	3/11/2015	Ordinance

Memorandum

To: Loren Jones, Chair,
CBJ Human Resources Committee

From: Aquatics Board Working Group -- Jeff Bush, Kirk Duncan, Rosemary Hagevig, Matt Lillard, Max Mertz, Greg Smith

Through: Kim Kiefer, CBJ Manager

Date: March 3, 2015

RE: Responses to Questions Pertaining to an Empowered Aquatics Board for the Juneau Pools

At the meeting of Human Resources Committee (HRC) on February 23rd, you requested that the CBJ Manager appoint a working group to respond to several questions pertaining to the formation of an Aquatics Board to manage the Juneau Pools. The above working group members were selected to perform this task. We met on February 27th and March 2nd for approximately 3 hours each, and on March 3rd with you and in follow up for about two more hours. We met with Rorie Watt and interacted with Bob Bartholomew, and we separately reviewed and discussed various financial and other information as part of our work.

CBJ staff has prepared a draft ordinance related to the creation and management of the Aquatics Board that we read and is incorporated into our responses. That ordinance is similar to the ordinance for Eaglecrest and, we believe, would serve as a strong foundation for the formation of an Aquatics Board. The original draft ordinance and a memo from the CBJ attorney are attached.

1) HRC Question - Ordinance:
   a) Make up of Board? Skill sets?
   b) Now says no more than two members may be on a swimming related board. What about family members, or members of the swimming groups? How far does the prohibition go?
   c) Relationship to CBJ agencies (P&R, Law, HRC, Finance, Building Maintenance)?

   Working Group Response: The Aquatics Board should have the structure set out in the draft ordinance in Section 67.10.010. We recommend, however, that the ordinance be amended to include the Parks and Recreation Director and a representative of the JSD Superintendent as appointed liaisons to the Board, as we believe that these liaisons will foster collaboration and communication with the Parks and Recreation Department and the Juneau School District.

   We believe the ordinance would be strengthened if the limitation on Glacier Swim Club Board members in 67.10.010(b) were expanded to include immediate family members or household of board members of local swim organizations, and with the addition of employees of local swim organizations.

We recommend that the ordinance not be modified to require or prefer expertise or certain demographics of board members. Appointment of an Aquatics Board is an important function of the Human Resources Committee board member applicant review process and maximum flexibility of the HRC to select applicants is preferable.

Several sections of the draft ordinance will provide for a strong relationship with other CBJ Departments, including 67.10.020(b), 67.10.070 and 67.10.110. However, we recommend changing the language of 67.10.020(b) to read "…and the City and Borough ~~Manager's policies~~ **Administrative Policies and Procedures**."

2) HRC Question - Transition:
   a) How might the transition process move forward with separation from Parks and Rec? Timing?

Working Group Response: We recommend that the Ordinance call for a six month transition period after the effective date of the Ordinance. The Aquatics Board should be seated within 60 days of the effective date. During the transition period, while the Board is working to hire an Aquatics Director, the Board should work with the Parks and Recreation Director who will provide pool management, marketing and other necessary and customary support services.

The Aquatics Board should work with the Human Resources Director to write the position description for the new Aquatics Director, work with the CBJ Finance Director to develop appropriate accounting and financial reporting structures and processes, and work with other CBJ departments as appropriate in other areas.

We recommend that the Assembly make its decision whether to proceed or not expeditiously (within approximately two to three months) in order to alleviate staff morale issues due to the uncertainty of not knowing how the pools will be managed. Please don't wait a year; make the decision now. This group recognizes the need to bring in outside management in the short run to provide technical expertise in pool management due to recent staffing turnover.

3) HRC Question – Staff:
   a) Aquatics Board hires manager?
      i) Who writes position description?
      ii) Pay level?
   b) Existing staff?
      i) What rights transfer?
      ii) Layoff – reductions?
      iii) Pay Plan Amendments?

Working Group Response: As contemplated by 67.10.070 the Aquatics Director will be appointed by the Aquatics Board. Any personnel actions regarding the Aquatics Director will be made after consultation with the City Manager. The Aquatics Board will draft position descriptions for the

Aquatics Director and all other positions in cooperation with the CBJ Human Resources Director. The Aquatics Board will develop the staffing and organizational structure for pool operations.

We recommend that the CBJ Pay Plan be adopted, without amendment, for the pool staff, with Human Resources performing position classification in conjunction with the Aquatics Director.

There will be no change in employee rights. Staff restructuring and reductions that may be necessary in future periods as conditions warrant will be considered by the Aquatics Board and Aquatics Director. Section 67.10.100 calls for the Aquatics Board to submit its budget to the City Manager for transmittal to the Assembly. Through this very important oversight control, the Assembly will have review and approval authority over staffing proposals at the Aquatics Facilities.

4) HRC Question - Capital – Existing Facilities:
   a) Short and Long Term Capital needs? Who defines and prioritizes?
   b) Who handles routine daily maintenance? Who pays?

   Working Group Response: Capital needs will be defined and prioritized by the Aquatics Director and Board in consultation with the CBJ Engineering Director. The cost of pool operations should include regular routine and minor maintenance.

   Daily and routine maintenance will be performed as it is now by aquatics staff and Building Maintenance staff, with greater reliance on and utilization of aquatics staff as appropriate.

   We recommend that Building Maintenance "direct bill" its services to the Pool Fund (see discussion on Pool Fund below). We further recommend that the Aquatics Director and Board evaluate, with input from the CBJ Manager, whether to have a full-time maintenance person at the pools with back-up of building maintenance as a cost savings measure.

   We recommend that the Aquatics Director work with CBJ Engineering to create replacement schedules for the Pool building components and equipment in order to develop and guide reserves for replacement. There are funds in current and future CIPs and the Aquatics Board would work with CBJ Engineering to ensure those funds are available in future years.

   Significant building condition issues exist for both DPAC and ABP. The items at DPAC relate to unresolved construction issues; issues at ABP are due to unattended to deferred maintenance. The Aquatics board will need access to capital to deal with these issues through the normal CBJ CIP process with Assembly oversight.

5) HRC Question – Budget:
   a) Expectation of cost recovery percentage?
   b) How long before that expectation is to be reached?
   c) Will Board pay full cost allocation? That pays for what?

d) Risk management costs?

Working Group Response: Eaglecrest is charged with building maintenance and full costing. It reports its results in the CBJ financial statements including all costs of operations. Because the pools' direct expenses are co-mingled with other CBJ activities in the accounting records, and do not including building maintenance or full costing and allocation of parks and recreation oversight of the pools, operating results have not clearly and consistently been reported to the CBJ Assembly and public. We recommend the pools report results using the Eaglecrest method. The following is an approximate calculation of cost recovery for the pools using the Eaglecrest model:

	Fiscal Year 2014 Actual		
	DPAC	**ABP**	**Total**
Actual Revenues	**370,200**	**180,920**	**551,120**
Direct Costs of operating pools	(1,142,401)	(801,391)	(1,943,792)
Expenses in Excess of Revenues (CBJ Subsidy)	(772,201)	(620,471)	(1,392,672)
Cost Recovery - Direct	32%	23%	28%
Unbilled Building Maintenance Expenses	(151,076)	(117,399)	(268,475)
Costs including Building Maintenance	(1,293,477)	(918,790)	(2,212,267)
CBJ Subsidy including Building Maintenance	(923,277)	(737,870)	(1,661,147)
Cost Recovery including Building Maintenance	29%	20%	25%
Approximate CBJ Overhead "Full costing" (only provided in total, not by pool)			(173,000)
Total costs to operate Juneau's pools			**(2,385,267)**
Total CBJ Pool Subsidy, FY 2014			**(1,834,147)**
Net Cost Recovery			**23%**

The above amounts do not also include an allocation of cost for the Parks and Recreation Director's and Recreations Superintendent's management time as well as other Parks and Recreation costs under the current management structure, as these amounts have not been determined.

The CBJ Assembly's policy has been to subsidize the Juneau School District use of the pools. CBJ management has valued this use at approximately $320,000 (this amount is CBJ management's calculation and has not been independently audited or reviewed). When evaluating the pool's cost recovery, the Assembly should determine whether the subsidy should be considered in the pools' cost recovery targets.

There should be no difference in the cost recovery targets, that is the Assembly's expectations, with operation of the pools by an Aquatics Board as opposed to Parks and Recreation.

The Aquatics Board will bring a singular, passionate focus to achieve the pool's goals and provide a flatter organizational structure. Accessibility by the public to management and the Aquatics Board will be more apparent, giving the public a readily identifiable point of contact for specific concerns related to the pools.

We recommend that the Aquatics Board work to increase revenue through increased public participation and use of the pools. Its overall goal should be to reduce general fund support and have the best the cost recovery possible as contemplated by 67.10.100.

We recommend that the Aquatics board be tasked with setting clear and realistic goals within a year of operations. No set target for cost recovery should be currently made (through the ordinance); the Board should instead be tasked with making improvement from current cost recovery levels. Metrics for performance such as public use at each pool, revenues and total costs of operations should be established, and consistently tracked and reported.

With full costing a new cost recovery baseline will be identified and will become the new starting point for improvement of the pools.

We recommend a separate accounting fund for the pools be established similar to Eaglecrest. The Eaglecrest presentation is subject to annual audit, is transparent and includes all costs to operate the ski area. The Aquatics Fund should include direct revenues and expenses, costs incurred by Building Maintenance and costs of CBJ overhead.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Law Department
City & Borough of Juneau

MEMORANDUM

TO: Borough Assembly
Kim Kiefer, Manager
Rob Steedle, Deputy Manager

FROM: Amy Mead, Municipal Attorney

DATE: January 15, 2015

SUBJECT: Aquatics Facilities

If you decide to do so, an ordinance like the "2015-xx Aquatics Facilities" draft attached would be the vehicle used to create a new aquatics facilities chapter, establishing an Aquatics Board and outlining the board's, and its C.E.O.'s, duties. This draft is intended to be used like a template should you decide to proceed. It is based off of the Eaglecrest Board's enabling ordinances.

Below is a list of the general duties and responsibilities assigned the other enterprise boards. (Note this list is not exhaustive. It's intended to provide you with a list of the general duties assigned across the boards.) At the end of this memorandum are a few additional comments for your consideration.

Comparison of CBJ Enterprise Board Ordinances

A. Liaisons

The Airport code provides for the appointment of an assembly and staff liaison to the board. (CBJ 05.01.050). Title 85 specifies that the assembly will appoint a liaison to the Docks & Harbors Board, but there is no mention of a staff liaison. (CBJ 85.02.045).

B. Board Duties

1. Submit to the assembly a report on operations and pending issues
   Airport (CBJ 05.01.050)
   - Quarterly

   D&H (CBJ 85.02.045)
   - Written review for assembly to be provided annually
   - Report to the committee of the whole semi-annually

2. Operate, maintain, develop and market facilities assigned to board
   Airport (CBJ 05.01.070)
   D&H (CBJ 85.02.060)

3. Operate in the "best interests of the public"
   Hospital (CBJ 40.05.020)

Eaglecrest (CBJ 67.05.020)
D&H (CBJ 85.02.060)

- And in a "sound business manner"

Airport (CBJ 05.01.070)

- And in "sound business manner"

4. Administer design and construction of CIPS located at its facilities

Airport (CBJ 05.01.070)

- May apply for funding from state/feds

D&H (CBJ 85.02.060)

- Unless otherwise provided by resolution
- Must advise the assembly of its CIP recommendations

5. Issue regulations/standards of operation and enforce

Airport (CBJ 05.01.070; CBJ 05.01.080)
D&H (CBJ 85.02.060)
Eaglecrest (CBJ 67.05.020; CBJ 67.05.030)
Hospital (CBJ 40.05.020)

- Additionally, adopt bylaws (CBJ 40.05.030)

6. Prescribe terms of use of its facilities

Airport (CBJ 05.01.070)
D&H (CBJ 85.02.060)
Eaglecrest (CBJ 67.05.020)
Hospital (CBJ 40.05.020)

7. Adopt safety policies consistent with CBJ risk management policies

Airport (CBJ 05.01.050)
D&H (CBJ 85.02.045)

8. Enter into memoranda of understanding and similar agreements with outside entities

Airport (CBJ 05.01.070)
D&H (CBJ 85.02.060)

9. Negotiate and enter into contracts for goods and services (while complying with Purchasing Code)

Airport (CBJ 05.01.070)
D&H (CBJ 85.02.060)

10. Administer grants

Airport (CBJ 05.01.070)

11. Approve a plan of organization and job classification plan for personnel

Airport (CBJ 05.05.010)
D&H (CBJ 85.02.090)

Hospital (CBJ 40.10.020)

12. Administer and dispose (lease) of land put under the board's authority per resolution
    Airport (CBJ 05.20.020)
    D&H (CBJ 85.02.060)

13. Establish and amend pay plan for employees
    Hospital (CBJ 40.05.020)

14. Approval of budget
    Airport (CBJ 05.05.020)
    - Self-sustaining operation without general fund subsidy, revenue to board

    D&H (CBJ 85.02.110)
    - Self-sustaining operation without general fund subsidy, revenue to board

    Hospital (CBJ 40.25.020)
    Eaglecrest (CBJ 67.05.110)

15. CIP plan to assembly
    Airport (CBJ 05.05.020)
    D&H (CBJ 85.02.060)

16. Approve fees and charges
    Eaglecrest (CBJ 67.05.100)
    - Subject to revision by assembly by motion or resolution

    D&H (CBJ 85.02.100)
    Airport (CBJ 05.05.050; CBJ 05.01.080)
    Hospital (CBJ 40.25.010)
    - Subject to "appeal" by assembly

17. Limitations on Board Authority
    D&H may not commit CBJ to long-range CIP without assembly approval (CBJ 85.02.065)

C. Director/Manager Duties

1. Carry out "all applicable laws, ordinances and regulations"
    Airport (CBJ 05.05.010)
    Eaglecrest (CBJ 67.05.090)
    D&H (CBJ 85.02.090)
    Hospital (CBJ 40.10.020)

2. Carry out board policies
    Airport (CBJ 05.05.010)
    Eaglecrest (CBJ 67.05.090)

D&H (CBJ 85.02.090)
Hospital (CBJ 40.10.020)

3. Prepare a plan of organization and job classification plan for personnel
   Airport (CBJ 05.05.010)
   D&H (CBJ 85.02.090)
   Hospital (CBJ 40.10.020)

4. Prepare annual budget
   Airport (CBJ 05.05.010; CBJ 05.05.020)
   Eaglecrest (CBJ 67.05.090, CBJ 67.05.110)
   D&H (CBJ 85.02.090; CBJ 85.02.110)
   Hospital (CBJ 40.10.020, 40.25.020)

5. Prepare reports "as may be required on any phase of [facility] activity"
   Airport (CBJ 05.05.010)
   Eaglecrest (CBJ 67.05.090)
   D&H (CBJ 85.02.090)
   Hospital (CBJ 40.10.020)

6. Attend board meetings
   Airport (CBJ 05.05.010)
   Eaglecrest (CBJ 67.05.090)
   D&H (CBJ 85.02.090)
   Hospital (CBJ 40.10.020)

7. Select, employ, control, discipline and discharge facility employees
   Airport (CBJ 05.05.010)
   D&H (CBJ 85.02.090)
   Hospital (CBJ 40.10.020)

8. Represent board at hearings
   Airport (CBJ 05.05.010)

9. Designate enforcement agents at facility
   Airport (CBJ 05.05.010)

10. Assist in negotiating collective bargaining agreements
    Airport (CBJ 05.05.040)

11. Other duties as directed or in best interest of facility
    Airport (CBJ 05.05.010)
    Eaglecrest (CBJ 67.05.090)
    D&H (CBJ 85.02.090)
    Hospital (CBJ 40.10.020)

Comments on the Draft

The starting point for the draft ordinance was an assumption that the Aquatics Board would be most like the Eaglecrest Board, as opposed to D&H or the Airport. The original draft was provided to me by Max Mertz and is also included in this packet.

Section 67.10.020(b) which begins "The aquatics facilities shall conform to the City and Borough Personnel Management Code…." is identical to similar provisions found in the other enterprise board's enabling ordinances except:

1. Instead of requiring compliance with the "City Manager's policies relating to personnel," it requires compliance with the Manager's "policies." The purpose of the language change was to make clear that compliance with all of the manager's policies is required, not just those policies related to personnel. If acceptable, this change should also be made as to all the other enterprise boards whose ordinances contain similar language.

2. As to this same paragraph found in other chapters relating to other facilities (for example, Eaglecrest CBJ 67.05.020 or the Airport CBJ 05.01.070), there is a requirement that the Personnel Director "annually certify that the [facilities'] classification plan conforms to that utilized for employees of the City and Borough Manager." That language was not included in this ordinance as it suggests that employees of the aquatics facilities are organizationally different than the rest of the CBJ employees. (This language should be removed as to other board's elsewhere in the code where that is not the intent.)

For the most part, the substance of the following sections are almost identical to those found in Title 67.05 (Eaglecrest), Title 05 (Airport), Title 85 (Docks & Harbors), and in large part, Title 40 (Hospital). There are stylistic and housekeeping changes that could be made to the following general sections but those changes should be made to apply to all:

1. Board of directors (67.10.010). (Though the number of required board members differs: 7 for the Airport and Eaglecrest, 9 for the Hospital and D&H.)

2. Organization (67.10.030). (With minor differences: Docks & Harbors requires a chair and vice-chair; the Airport a chair and secretary; and the Hospital and Eaglecrest, a president and secretary.)

3. Vacancies (67.10.040).

4. Meetings (67.10.050).

5. Membership in associations. (67.10.060).

6. Other fiscal matters. (67.10.110).

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

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-____

An Ordinance Amending the Recreation, Parks and Community Centers Title to Add a New Chapter on Aquatics Facilities.

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

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Adoption of New Chapter. Title 67 Recreation, Parks and Community Centers, is amended by adding a new chapter to read as follows:

Chapter 67.10

Aquatics Facilities

67.10.010 Board of directors.

(a) The Aquatics Board shall consist of seven members appointed by the assembly to serve without compensation for staggered three-year terms. Members of the board of shall serve at the pleasure of the assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly.

(b) No board member, or member of a board member's immediate family or household, may be employed by an aquatics facility owned by the City and Borough. To the extent possible, appointments to the Aquatics Board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than two members of the Aquatics Board may be a member of the board of directors of a local swim organization.

67.10.020 General powers.

(a) Subject to state laws and City and Borough ordinances, the Aquatics Board shall generally exercise all powers necessary and incidental to the operation and maintenance of the municipally-owned aquatics facilities according to the best interests of the public and in a sound business manner. The Aquatics Board:

(1) Shall be responsible for the operation, maintenance, development and marketing of the municipally owned and operated aquatics facilities, except as otherwise provided by the assembly by resolution.

(2) Shall prescribe the terms under which persons and groups may use the aquatic facilities under the board's management and establish and enforce standards of operation.

(3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of the aquatics facilities under the board's management.

(b) The aquatics facilities shall conform to the City and Borough Personnel Management Code, the City and Borough Personnel Rules, Personnel Classification Plan, and the City and Borough Manager's policies. The aquatics facilities shall utilize the services of the Human Resources and Risk Management Department when hiring or terminating any employee, when responding to grievances, in labor agreement negotiation, and in substantial disciplinary matters.

(c) All legal services for the Aquatics Board and aquatics facilities shall be provided by or under the supervision of the Municipal Attorney.

67.10.030 Organization.

The Aquatics Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The board may establish an executive committee with authority to act on behalf of the board and may appoint such other committees as it deems necessary.

67.10.040 Vacancies.

(a) A vacancy in the Aquatics Board shall exist under the following conditions:

(1) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(2) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(3) If a member submits his or her resignation to the board or assembly;

(4) If a member is unable to attend regular board meetings for a period of more than 90 days;

(5) If a member misses more than 40 percent of the regular board meetings in a 12-month period; or

(6) If a member is removed by the assembly, in its sole discretion, for the convenience of the City and Borough.

(b) For the purposes of counting attendance, a member participating telephonically in accordance with the Assembly Rules of Procedure shall be counted as present.

(c) The chair of the Aquatics Board shall notify the clerk's office of any vacancy on the board. Upon notification, the assembly shall appoint a new member for the unexpired term.

67.10.050 Meetings.

The Aquatics Board shall meet at least once each month at an accessible location and time to be designated by the board.

67.10.060 Membership in associations.

The Aquatics Board may maintain membership in any local, state or national group or association organized and operated for the promotion of swimming or for the safety of pools or the advancement of the efficiency of pool system administration.

67.10.070 Manager designated; appointment.

The chief executive officer of the aquatics facilities shall be the Aquatic Facilities Director, appointed by the Aquatics Board only upon the affirmative vote of a majority of the entire board. For purposes of Chapter 44.05, the Aquatic Facilities Director shall have the status of a department head. Personnel actions regarding the Aquatic Facilities Director, including hiring, evaluation, discipline, and termination, shall be after consultation with the City and Borough Manager.

67.10.080 Aquatic Facilities Director; duties and responsibilities.

The Aquatic Facilities Director is responsible for the overall supervision of the municipally-owned aquatics facilities under the Aquatics Board's management. The Aquatic Facilities Director's authority and duties shall include the following:

(1) To be responsible for carrying out all applicable laws, ordinances and regulations.

(2) To be responsible for carrying out policies established by the Aquatics Board.

(3) To prepare an annual budget as required by City and Borough ordinance.

(4) To attend all meetings of the Aquatics Board and its standing committees except as otherwise directed by the board.

(5) To perform other duties as assigned by the board or as otherwise may be in the best interest of the aquatic facilities.

(6) To perform any other duty that may be necessary in the best interest of the aquatics facilities.

67.10.090 Schedule of fees and charges.

(a) A schedule of fees and charges for use of the aquatic facilities shall be approved by the Aquatics Board annually or more often as the need may arise. All such board approvals shall be forwarded immediately to the City and Borough municipal clerk who shall transmit them to the assembly.

(b) All charges approved by the Aquatics Board shall become effective upon board approval unless the board of directors sets a later effective date. The assembly, by motion or resolution, may change any fee or charge approved by the Aquatics Board.

67.10.100 Preparation and submission of budget.

The Aquatic Facilities Director shall prepare the budget in accordance with approved City and Borough procedure and shall submit it to the Aquatics Board for approval. The operating portion of the budget submitted by the Aquatics Board shall, to the extent practical given safety concerns and maximizing operating hours of the pools, minimize its general fund subsidy. The Aquatics Board shall make its recommendations and submit the budget to the City and Borough Manager for transmittal to the assembly in the same manner as general government departments.

67.10.110 Other fiscal matters.

All other fiscal matters including custody of and expenditure of funds, accounting and collection shall be governed by general City and Borough ordinance.

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Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this ________ day of ________________________, 2015.

____
Merrill Sanford, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Animal Hearing Board - Annual Report

ATTACHMENTS:

	Description	Upload Date	Type
☐	Animal Hearing Board Annual Report 2014	3/12/2015	Report
☐	Animal Hearing Board Membership List	3/12/2015	Staff Report
☐	Animal Hearing Board Factsheet	3/12/2015	Staff Report

2014 ANNUAL REPORT
ANIMAL HEARING BOARD
THE CITY AND BOROUGH OF JUNEAU, ALASKA

The Animal Hearing Board (AHB) is a quasi-judicial body, appointed by the City Manager, to hear appeals regarding the classification of dogs as potentially dangerous or dangerous, as determined by written administrative orders issued by the director of animal control. The AHB also makes decisions on applications for reclassification of dogs under CBJ Code Section 08.30.120.

In 2014, the AHB members included:

Jamie Rountree, Chair
Rachel Berngartt
Daniel Palicka
Brian Weed
Diana Wright
Lesley DeKrey, Alternate

The AHB heard one appeal in 2014, Vick v. Animal Control re "Sushi." On January 17, 2014, after holding a hearing, considering evidence and witness testimony, and deliberation, the AHB upheld the "dangerous dog designation" in accordance with CBJ Code Section 08.30.

On January 30, 2014, Mr. and Mrs. Vick filed an appeal to the Assembly of the AHB decision. On August 25, 2014, the Assembly upheld the decision of the AHB, and stated in its Notice of Decision, "Because we find the Vicks failed to meet their burden to establish either that the Animal Control Board lacked sufficient evidence to support its decision or that they were denied procedural due process, the Vicks' appeal is denied."

On November 14, 2014, the AHB met to consider a request from Eugene Vick for reclassification of "Sushi." After hearing testimony and reviewing written materials provided to the board; the board deliberated found evidence to support the upholding of the classification of "Dangerous Dog" for "Sushi," thereby denying the request for reclassification.

Laurie Sica, Municipal Clerk, Staff to the Animal Hearing Board

ANIMAL HEARING BOARD

Governing Legislation: CBJ Code Section 08
[Board Appointments Made by City Manager]

Total # of Seats: 5

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	Comments
Yes	Ms.	Jaimie	Rountree	Animal Interest Group Member/Animal Owner/Trainer	Acting Chair	12/16/2013	10/31/2015	12/1/1996	10/1/1999	10/1/2002	11/1/2005	4/6/2009	12/16/2013	Juneau Raptor Center, American Association of Zoo Keepers (A.S. Exotic Animal Training & Mgmt.)
Yes	Mr.	Daniel	Palicka	Public		12/16/2013	10/31/2017	4/23/2010	12/16/2013	3/4/2015				Name Change Received 4/25/2012 (Last name changed from Bussard to Palicka)
Yes	Dr.	Rachel K.	Berngartt	Veterinarian		12/16/2013	10/31/2015	7/1/2004	4/6/2009	12/16/2013				Bridge Veterinary Services; D.V.M.
Yes	Ms.	Diana Jeane	Wright	Public		12/16/2013	10/31/2016	12/16/2013						
Yes	Mr.	Brian	Weed	Public		12/16/2013	10/31/2016	12/16/2013						
Yes	Dr.	Lesley	DeKrey	Alternate Seat		12/16/2013	10/31/2017	4/6/2009	12/16/2013	3/4/2015				
Yes	Ms.	Laurie	Sica	Staff Liaison	staff liaison	n/a	n/a	n/a						

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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

Animal Hearing Board Fact Sheet

Title: Animal Hearing Board

Type of Board/Commission/Committee: Appeal

Affiliated Department: City Clerk

Status: Active

Governing Legislation:
-CBJ Code 08.30.030
-Date Created: October 02, 1975
-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: 08.30.030 Animal hearing board. ... (b) The animal hearing board shall hear appeals regarding the classification of dogs as potentially dangerous or dangerous, related written administrative orders issued by the director of animal control, and decisions on applications for reclassification of dogs under section 08.30.120.

Membership: 08.30.030 Animal hearing board. (a) The animal hearing board shall be composed of five members and one alternate member appointed by the manager for staggered three-year terms. There shall be one member selected from each of the following groups: licensed veterinarians; organized animal interest groups; animal trainers, preferably experienced in handling problem animals; animal owners from the general public; and nonanimal owners from the general public. The alternate shall also be selected from one of these groups.

Officers: Chair

Quorum: 3

Term Limits: No member of the animal hearing board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply: (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

Annual Appointment Period (Annual Reports Due): October

Meetings: At the call of the chair, upon receipt of an appeal by the Clerk's Office.

Special Facts: Members are appointed to this board by the City Manager (not the Assembly or Mayor).

Staff Contact: Laurie Sica, Municipal Clerk - 586-5278 - City_Clerk@ci.juneau.ak.us

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ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Personnel Board - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Personnel Board Annual Report 2014	3/12/2015	Report
☐	Personnel Board Membership List	3/12/2015	Staff Report
☐	Personnel Board Factsheet	3/12/2015	Staff Report
☐	Personnel Board Applications	3/12/2015	Miscellaneous

2014 ANNUAL REPORT
PERSONNEL BOARD

The Personnel Board is established in CBJ Code 44.05.060 "Personnel Board," and is an appeal board consisting of volunteer members from the community with an interest in human resource issues and labor law. The board does not have a regular meeting schedule, but is called upon when matters arise which require board assistance and review.

The Board met once in 2014 for its organizational meeting, and no other matters were brought before the board.

Members serving on the Board in 2014:	Joan Cahill, Management seat Rodney Hesson, Labor seat Cindy Spanyers, Labor seat Nancy Sutch, Management seat Judith Porter, Public seat

Respectfully submitted,

Judith Porter, Chair
CBJ Personnel Board
March 5, 2015

PERSONNEL BOARD

Total # of Seats: 5
(1 public, 2 labor, 2 management)

Governing Legislation: CBJ Code Section 44.05

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Comments
Yes	Ms.	Joan	Cahill	Management		1/29/2013	1/31/2016	1/28/2013	*Changed from "Public" to "Management" Seat 1/28/2013*
Yes	Ms.	Nancy	Sutch	Management		7/1/2014	1/31/2016	6/30/2014	*appointed 6/2014 to unexpired term vacated by Nicki Neal.*
Yes	Ms.	Cindy	Spanyers	Labor Rep.		3/17/2014	1/31/2017	3/17/2014	previous member 1996-2008
Yes	Mr.	Rodney	Hesson	Labor Rep.		3/17/2014	1/31/2017	3/17/2014	IBEW Local 1547 Asst.Business Manager
Yes	Ms.	Judith	Porter	Public		2/1/2012	1/31/2015	1/30/2012	Previous member served 4/2008 - 1/2011; Would like to be considered for reappointment.
Yes	Ms.	Laurie	Sica	Staff Liaison	staff liaison	n/a	n/a	n/a	
Yes	Ms.	Mila	Cosgrove	Staff Liaison	staff liaison	n/a	n/a	n/a	

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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

Personnel Board Fact Sheet

Title: Personnel Board

Type of Board/Commission/Committee: Appeal

Affiliated Department: Personnel

Status: Active

Governing Legislation:
-CBJ Charter Section 3.14
-CBJ Code 44.05.060
-Personnel Board Rules of Procedure
-Date Created: July 01, 1970
-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: 44.05.060 Personnel board. ... (d) Responsibilities. The personnel board shall hold meetings, conduct hearings, and issue findings and conclusions in employee appeals as provided in the personnel rules. The personnel board may order reinstatement, or the payment of back pay for an employee, or take other action as appropriate. The personnel board may not order the payment of attorneys' fees or costs for either party to an appeal, or the payment of damages, either compensatory, punitive, medical, therapeutic, or otherwise, to an employee. The personnel board may from time to time review and make recommendations to the manager on the personnel rules and amendments to the rules. ... g) Duties of the personnel board . In addition to other duties imposed on the board, it shall administer the policy established by chapter 44.10, entitled "Labor Relations," and shall have duties which shall include: (1) Determining the units appropriate for collective bargaining; (2) Certifying or decertifying of employee organizations as exclusive representatives; (3) Conducting representation elections; (4) Resolving disputes, including mediation and fact finding; (5) Determining the extent of and remedy for unfair labor practices.

Membership: Per CBJ Code 45.05.060(a) Board established. There shall be a personnel board composed of five members who shall be appointed by the assembly. All appointments shall be for staggered three-year terms. No member of the personnel board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shallnot apply if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee. (b) Qualifications. Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. A member of the personnel board shall not be an employee of the City and Borough or a member of employee's immediate family or household or anemployee of any collective bargaining organization which represents any City and Borough employees,other than those employed by the school district. When openings appear for designated labor seats, the Juneau Central Labor Council, AFL-CIO, will be asked to provide an endorsement for three applicants it believes meet the qualification to be designated as having "a background in labor" and meet all other requirements of this section 44.05.060(b).

Officers: Chair, Vice Chair, Clerk

Quorum: 3

Term Limits: No member of the personnel board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply: (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

Annual Appointment Period (Annual Reports Due): January

Meetings: At the call of the chair upon receipt of an appeal by the Clerks Office.

Special Facts: Changes to the membership designated seats of the Personnel Board were last made via Ordinance 2011-03(c) effective March 31, 2011.

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

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ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Board of Equalization - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Board of Equalization Annual Report 2014	3/12/2015	Report
☐	Board of Equalization Membership List	3/12/2015	Staff Report
☐	Board of Equalization Factsheet	3/12/2015	Staff Report
☐	Board of Equalization Applications	3/12/2015	Miscellaneous

2014 ANNUAL REPORT
BOARD OF EQUALIZATION
THE CITY AND BOROUGH OF JUNEAU, ALASKA

The Board of Equalization (BOE), acting in panels, hears appeals for relief from an alleged error in valuation on properties brought before the board by an appellant. A panel hearing a case must first make a determination that an error in valuation has occurred. Following the determination of an error in valuation, the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record the case shall be remanded to the assessor for reconsideration. A hearing by the board may be conducted only pursuant to an appeal filed by the owner of the property as to the particular property.

In 2014, the BOE members included:
Mike Boyer
David Epstein
John Gaguine
Ed Kalwara
Paul Nowlin
Barbara Sheinberg
Pat Watt
Bruce Weyhrauch

Three meetings were held, the first of which was a training session for all members, chaired by senior member Ed Kalwara and assisted by CBJ Assistant Attorney Jane Sebens. Topics reviewed by Ms. Sebens included due process, conflicts of interest questions, the role of a quasi-judicial body, ex parte contact prohibition, and the importance of creating a clear, complete and accurate record of decisions that includes findings of fact and conclusions of law. Ms. Sebens also covered what an appellant must prove and the grounds upon which the board may grant an appeal.

During the following two meetings, panels of three board members were selected by availability. On May 12, Mike Boyer, Paul Nowlin, and Pat Watt served. On June 25, Mike Boyer, David Epstein, and Pat Watt served.

In the 11 cases regarding appeals of valuation brought before the BOE, four were withdrawn. The BOE upheld the Assessors decision in the remainder of the cases.

In the 11 cases to review grounds upon which to accept a late filed appeal brought before the BOE, the BOE accepted the late filed appeal in one case. The remaining cases failed to provide the BOE with sufficient evidence to allow a late filed appeal application to be accepted.

Laurie Sica, Municipal Clerk, Staff to the Board of Equalization

BOARD OF EQUALIZATION **Governing Legislation: CBJ 15.05.010-.260 AS 29.10.200(41); AS 29.45.800**

Total # of Seats: 9 making up 3 panels of 3 members each

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	**Board of Equalization**	**Mr.**	**Michael**	**Boyer**	**Public**		**3/5/2012**	**12/31/2014**	**3/5/2012**			**Previous member of BOE 4/2007-12/2009**
Yes	**Board of Equalization**		**Open Seat**	**Open Seat**	**Public**			**12/31/2016**				
Yes	Board of Equalization	Ms.	Patricia "Pat"	Watt	Public		5/13/2013	12/31/2015	5/13/2013			Also serving on Sales Tax Board of Appeals & Juneau Commission on Aging
Yes	Board of Equalization	Mr.	John	Gaguine	Public		3/4/2013	12/31/2015	4/2/2007	3/15/2010	3/4/2013	Retired Attorney (also serving on Sales Tax Board of Appeals)
Yes	Board of Equalization	Mr.	Ed	Kalwara	Public	Chair	3/4/2013	12/31/2015	4/2/2007	3/15/2010	3/4/2013	
Yes	Board of Equalization	Ms.	Barbara	Sheinberg	Public		4/8/2014	12/31/2016	4/7/2014			Planner with Sheinberg Associates
Yes	**Board of Equalization**	**Mr.**	**David**	**Epstein**	**Public**		**4/2/2012**	**12/31/2014**	**4/2/2012**			**Also serving on the Airport Board**
Yes	**Board of Equalization**		**Open Seat**	**Open Seat**	**Public**			**12/31/2017**				
Yes	Board of Equalization	Mr.	Paul	Nowlin	Public		3/17/2014	12/31/2016	5/13/2013	3/17/2014		Also serving on Local Emergency Planning Committee
Yes	Board of Equalization	Ms.	Laurie	Sica	Staff Liaison	Staff liaison	n/a	n/a	n/a			Clerk's Office provides Staff Support to all appeal boards
Yes	Board of Equalization	Ms.	Beth	McEwen	Staff Liaison	Staff liaison	n/a	n/a	n/a			Clerk's Office provides Staff Support to all appeal boards

List Last Updated: March 12, 2015 bjm

City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
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http://www.juneau.org

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Board of Equalization Fact Sheet

Title: Board of Equalization

Type of Board/Commission/Committee: Appeal

Affiliated Department: Finance

Status: Active

Governing Legislation:
-CBJ Code Section 15.05
-Date Created: January 30, 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 Board of Equalization (BOE), acting in panels, shall only hear appeals for relief from an alleged error in valuation on properties brought before the board by an appellant. A panel hearing a case must first make a determination that an error in valuation has occurred. Following the determination of an error in valuation the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record the case shall be remanded to the assessor for reconsideration. A hearing by the board may be conducted only pursuant to an appeal filed by the owner of the property as to the particular property.

Membership: 15.05.185 Board of equalization. (a) Membership; duties; term of office; term limits. (1) Membership. The board of equalization shall comprise a pool of no less than six, and up to nine, members, not assembly members, appointed by the assembly. There shall be up to three panels established each year. Each panel hearing appeals shall consist of three members. The board chair shall assign members to a specific panel and schedule the panels for a calendar of hearing dates. The assignment of members to panels and the establishment of a hearing calendar shall be done in consultation with the individual members. Additionally, members may be asked to take the place of regular assigned panel members in the event an assigned panel member is unable to attend a scheduled meeting. (2) Qualifications of members. Members shall be appointed on the basis of their general business expertise and their knowledge or experience with quasi-judicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal, the real estate market, the personal property market, and other similar fields.

Officers: Board Chair + Presiding Officers (1 per panel)

Quorum: 3

Term Limits: None.

Annual Appointment Period (Annual Reports Due): December

Meetings: In accordance with CBJ Code Section 15.05

Special Facts: 15.05.185 Board of equalization... (d) Report to the assembly. The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage of cases where an error of valuation was determined to exist, the number of cases remanded to the assessor for reconsideration, the number of cases resulting in the board altering a property assessment, and the net change to taxable property caused by board action. The report shall also include any comments and recommendations the board wishes to offer concerning changes to property assessment and appeals processes. (Serial No. 2005-51(c)(am), § 4, 1-30-2006)

Staff Contact: Municipal Clerk Laurie Sica - 586-0216 - Laurie_Sica@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/BOE/2006-BOE.php

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ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Juneau Public Library Endowment Board Annual Report

ATTACHMENTS:

	Description	Upload Date	Type
☐	Juneau Public Libraries Annual Report	2/19/2015	Report
☐	Annual Report Attachments - Endowment Summary FY14	2/19/2015	Report
☐	Annual Report Attachments - Minutes August 20, 2014	2/19/2015	Report
☐	Annual Report Attachments - Minutes February 5, 2015	2/19/2015	Report
☐	Annual Report Attachments - Endowment Board Resolution 2014-02	2/19/2015	Report
☐	Juneau Public Libraries Endowment Board Membership List	3/12/2015	Staff Report
☐	Juneau Public Libraries Endowment Board Factsheet	3/12/2015	Staff Report

TO: Board of Directors, Juneau Public Libraries Endowment Board

FROM: Robert Barr, Library Director

SUBJECT: Annual Report

DATE: February 5th, 2015

I would be remiss if I did not start this report with a recap of the Mendenhall Valley Public Library project, which has made incredible strides this year. 2014 marked the year of the Endowment's $300,000 contribution to the Library Construction project. As I write, the bones – steel columns – of the new library are being installed, the wells for the ground source heat pumps are being dug, and piping, conduit, wiring, and tubing for the radiant slab system is being run. Evidence of the new facility, what will soon be the community center for the Valley, is clear to anyone driving down Riverside Drive. I continue to have a great deal of respect and pride for our architects and design professionals who have created what is soon going to be an outstanding and well used public facility.

As far as construction timeline goes, we're on track for opening to the public in the fall of next year. We're expecting a dried in shell this winter and construction wrap up in the spring and summer. We were fortunate to receive a $495,000 grant from the Rasmuson Foundation for the procurement of furniture, fixtures, and equipment, which we'll begin doing within the next two months. We plan to move the current library collection ourselves (with as much help as we can drum up) next summer.

In non-construction updates, we've been busy in a number of other arenas this year. The Juneau-Douglas City Museum was transferred from the Parks & Recreation Department to the Library Department at the end of the last fiscal year (June 30), and we've been working on integrating the Museum into our Department, which is turning into a good fit. Museums and Libraries share very common missions, and quite a bit of our programming and outreach activities overlap with the Museum's display and exhibiting practices, allowing for a richer sharing of Juneau's history and archives alongside the Library's mission of early childhood literacy, lifelong learning, and shared access to resources.

We sustained both a budget reduction this year which impacted staffing and hours as well as a budget increment due to the expansion of one of our major grants. The reduction came from decreased CBJ revenues – sales & property taxes. The Library's and Museum's share of this reduction ended up being the equivalent of a full-time staff member, which reduced our Friday hours at the downtown library and weekend hours at the City Museum. The increment came as part of the Alaska Mail Services grant, which we have been receiving from the State for many years. Prior to this year, we provided mail services to Southeast Alaskans who lack a local public library. This year, the program expanded to cover the rest of the State when Fairbanks elected to not continue their program.

On the programming front, we reached over 16,000 people in 594 library programs this year. That represents a significant increase over last year (12,000) primarily due to efforts to expand the reach of our summer reading program and outreach activities. Nearly all of those almost 600 programs were directly supported by the Friends. Sponsoring library programs has always been and continues to be one of the primary roles that the Friends have chosen to take, and it in large part is what enables us to fulfill our mission. The significant majority of our programming is focused on early childhood literacy and the role that the Friends take, through library programming, to support reading readiness in our community's children cannot be understated.

The library also helped found Juneau Votes this year, a non-partisan collaborative community project dedicated to increasing voter turnout, voter education, and voter registration in Juneau. The organization started as a partnership between the library and the League of Women Voters and quickly expanded to include our local media organizations, the CBJ assembly, JEDC, TMHS Student Gov't, Sealaska, Huna Totem, the Juneau Bar Association, the Chamber of Commerce, UAS, and others. Besides helping to develop and promote the Juneau Votes brand, we brought a number of forums, programs, displays, and voter registration opportunities to our community during this election cycle. We were happy to see a 10% increase in turnout at the municipal election over last year, and hope to see this trend continue in the year to come. The library, with its philosophical commitment to the principals of intellectual freedom and objectivity around political issues is well placed to help guide this non-partisan effort.

Outreach has been another focus at the library this past year, specifically outreach to sections of our community that we have not served adequately in the past, or that are unable to reach us for various reasons. We started a new book club at the Johnson Youth Center detention facility for the students in the long-term section there, we've started another weekly club for residents of the Glory Hole, and we've begun storytimes in Spanish at the Valley Library for our resident Spanish speakers as well as parents who are raising bi-lingual children. All three of these programs have been successful and, so long as capacity permits, we plan to continue them into 2015.

Lastly, in FY2014, the libraries saw over 290,000 visits at all 3 of our facilities combined. This represents 9 visits per year for every single person who lives in Juneau. Thank you for your support of our libraries and your ongoing commitment and belief in reading, literacy, and lifelong learning.

City & Borough of Juneau
Summary of Library Fund Endowments
Agency Fund 790
As of June 30, 2014

	TOTAL ENDOWMENT FUND		
Date	**Principal**	**Interest**	**Balance**
Balance 6/30/13	842,525.43	226,701.98	**1,069,227.41**
FY14 Donations			
FY14 Interest income from investments	0.00	14,990.43	
FY14 Expenditures		(300,000.00)	
2013 Inflation Proofing		0.00	
Balance 6/30/14	842,525.43	(58,307.59)	**784,217.84**

NOTES:

The FY14 rate of return was 1.4%. In FY14, all funds were invested in the CBJ general investment pools.

If the board chooses, the principle can be inflation proofed (this is done by transferring a calculated CPI amount from the interest earnings balance to the principle). The factor used in prior years has been Alaska Permanent Fund inflation factor, which is 1.46% for FY14. The board elected to forego inflation proofing in FY13. No inflation adjustment has been done for FY14.

Beginning in FY15, the Library Endowment Board has elected to transfer funds from the general investment pool to the CBJ long-term portfolio (currently through Vanguard). $175,000 was transferred on September 1, 2014 and again on January 1, 2015. Two more $175,000 transfers are scheduled for May 1, 2015 and September 1, 2015.

There was an error made in the FY14 interest income allocated to the endowment. The interest should have been $13,072.33 ($1,918 less than the amount booked). This will be corrected in FY15.

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Minutes for Wednesday, August 20th, 2014

DRAFT

Location: Small Meeting Room, Downtown Library
Time: 5:30 PM

Board members Present: Barbara Berg, Public Member; Jeff Vogt, Friends of the Library Member; Robert Barr, Library Director
Staff Members Present: Robert Barr, Library Director; Catherine Melville, Librarian
Board Members Absent: None
Public Present: None
The meeting was called to order at 5:42 p.m. by Robert Barr in the Small Meeting Room, Juneau Public Library

AGENDA CHANGES:

· None

APPROVAL OF MINUTES:

· Minutes of the January 15th, 2014 meeting were approved without objection. *(Robert moved, Jeff seconded)*

CORRESPONDENCE/COMMUNICATIONS:

· No correspondence to report.

INFORMATION ITEMS:

· Robert gave an update on how endowment investments are currently proportioned. According to CBJ Finance Director Bob Bartholomew, making changes to investments currently managed through CBJ can take as long as one year. Also, it may not be possible to transfer management of endowment investments to Friends of the Library. Jeff will try to discuss this further with Bob.

ACTION ITEMS:

I. Action Items

· Resolutions for discussion/adoption

14-02 A resolution affirming the investment strategy of the board to invest endowment funds in the CBJ long term portfolio with the goal of maximizing investment returns and recognizing short/mid-term risk.

The board discussed the proposed resolution. Resolution was approved without objection. *(Barbara moved, Jeff seconded)*

MEMBER REPORT/COMMENTS:

· None

PUBLIC PARTICIPATION:

· None

NEXT MEETING:

· At the call of the chair

MEETING ADJOURNED at 6:02 p.m.

JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD

Meeting Minutes for Wednesday, February 5th, 2015

DRAFT

Location: Small Meeting Room, Downtown Library
Time: 12:01 PM

Board members Present: Barbara Berg, Public Member; Jeff Vogt, Friends of the Library Member; Robert Barr, Library Director
Staff Members Present: Robert Barr, Library Director; MJ Grande, Librarian
Board Members Absent: None
Public Present: None
The meeting was called to order at 12:01 p.m. by Robert Barr in the Small Meeting Room, Juneau Public Library

AGENDA CHANGES:

· None

APPROVAL OF MINUTES:

· Minutes of the August 20th, 2014 meeting were approved without objection. *(Barbara Berg moved, Jeff Vogt seconded)*

CORRESPONDENCE/COMMUNICATIONS:

· No correspondence to report.

INFORMATION ITEMS:

· Robert presented the FY 14 Financial Summary of Library Fund Endowments provided by CBJ. The document displays total combined figures; individual fund activity information can be obtained, if requested. Re-allocation of funds from the general investment pool to CBJ long-term portfolio has begun and will continue in the agreed upon increments and time frame as specified in Resolution 14-02.

Robert also presented the Library Annual Report. Additionally, the new Valley Library project is on time and on budget, with a proposed "soft" opening for late September and Grand Opening later in 2015. The Mendenhall Mall facility will change to a monthly rental agreement beginning July 1.

ACTION ITEMS:

I. Action Items

· None

MEMBER REPORT/COMMENTS:

· Jeff Vogt inquired re: funding for Valley Library Fireplace, and Brick Sales status. Ceann will be tabulating total sales and expenditure figures from the fundraiser; Robert reported approximately 800 bricks sold, but does not have the allocation of how many were sold at which contribution level. Discussion of allocation of various funds will take place at next Friends of the Library meeting.

Major contribution campaign is not yet showing a significant response.

Barbara Berg expressed her pleasure at the positive progress with the library construction, and thankfulness for the timing in receiving state funding and other elements of the project. She suggested Ray Behnert, past Friends of the Library president and Landscape Architect, be included in discussions for new Valley Library landscaping.

Jeff Vogt expressed his willingness to serve out his term on the Endowment Board, and understands he needs to remain a member of the Friends of Juneau Public Libraries.

PUBLIC PARTICIPATION:

· None

NEXT MEETING:

· At the call of the chair, most likely, January 2016.

MEETING ADJOURNED at 12:35 p.m.

Respectfully submitted by MJ Grande, February 5, 2015

RESOLUTION
OF THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD
OF THE CITY AND BOROUGH OF JUNEAU

Serial No. 14-02

A RESOLUTION AFFIRMING THE INVESTMENT STRATEGY OF THE BOARD TO INVEST ENDOWMENT FUNDS IN THE CBJ LONG TERM PORTFOLIO WITH THE GOAL OF MAXIMIZING INVESTMENT RETURNS AND RECOGNIZING SHORT/MID TERM RISK

WHEREAS the Juneau Public Libraries Endowment Board has recently contributed \$300,000 towards the local match for the new Valley Library; and,

WHEREAS the Endowment Fund has returned under 1.6% annual returns since FY11; and,

WHEREAS the Juneau Public Libraries Endowment Fund in 2011 pledged \$300,000 from the Endowment toward the local match for the new library project; and,

WHEREAS approximately 1/3rd of this contribution came from principal monies within the Verna Carrigan Estate subfund of the Endowment Fund after interest earnings have been exhausted; and,

WHEREAS the Endowment Board desires to replace this inflation proofed principal and grow the Endowment at a rate where it is possible to continue to inflation proof the original principal; and,

WHEREAS the Endowment Board recognizes the potential need for further use of the Endowment Fund due to unforeseen circumstances until the Mendenhall Valley Public Library construction project is complete; therefore,

BE IT RESOLVED BY THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD:

* Sec. 1. THE JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD REQUESTS THAT THE TOTAL AMOUNT OF THE ENDOWMENT BE INVESTED IN THE CITY AND BOROUGH OF JUNEAU LONG TERM INVESTMENT FUND, COMPOSED OF APPROXIMATELY HALF EQUITIES, HALF BONDS AND THAT THE INVESTMENTS OF THE ENDOWMENT BE MOVED AT A RATE OF 25% OF THE TOTAL FUND EVERY FOUR MONTHS, BEGINNING IN SEPTEMBER, 2014.

ADOPTED this 20th day of August, 2014

______________________________, Chair

Juneau Public Library Endowment Board **Governing Legislation: Resolution 1609**

Total # of Members: 3 - 1 Public, 1 Friends of Library Member, Library Director

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Comments
Yes	Juneau Public Libraries Endowment Board	Mr.	Robert	Barr	Library Director	Chair	2/25/2013	n/a	n/a	CBJ Library Director
Yes	Juneau Public Libraries Endowment Board	Ms.	Barbara	Berg	Public		2/1/2014	1/31/2017	1/27/2014	Former CBJ Library Director
Yes	Juneau Public Libraries Endowment Board	Mr.	Jeff	Vogt	Friends of Library Seat		2/1/2013	1/31/2016	1/28/2013	Friends of the Library Rep.

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Public Libraries Endowment Board Fact Sheet

Title: Juneau Public Libraries Endowment Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Libraries

Status: Active

Governing Legislation:
-Resolution 1609
-Date Created: November 16, 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: [Resolution 1609] Section 2. Board Powers. (a) The Board shall advise the Director of Libraries regarding the Juneau Public Libraries Endowment Fund, which shall be composed of all gifts and donations over $2,000.00 made to the Juneau Public Libraries. Fund monies shall be maintained in a trust account managed by the City and Borough Treasurer for the purposes of augmenting the Juneau Public Libraries' budget and not supplanting normal operational funds. (b) The board shall make such recommendations regarding the fund as will preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall determine annually whether and how much of the interest income is to be expended each year for the benefit of the libraries and to accomplish the goals of the donors to the fund.

Membership: [Resolution 1609] Section 1. Library Endowment Board Established. There is established a board of three persons, which shall be known as the Juneau Public Library Endowment Board. (a) The Assembly shall appoint members of the board to three-year terms. One member shall be the Director of the Juneau Public Libraries, one shall be a member of the Friends of the Library, and one shall be a member of the general public. ...

Officers: The Library Director serves as Chair of the Board.

Quorum: 3

Term Limits: No term limits - The term of the director shall be for as long as they hold that position with the library. The other members serve three year terms each.

Annual Appointment Period (Annual Reports Due): March

Meetings: The presence of all members shall be required for a quorum and any action of the board shall require two or more affirmative votes to be approved. The board shall meet annually in September of each year.

Special Facts: Resolution 1609 states that the Juneau Public Libraries received a generous bequest from Mrs. Verna Carrigan, a longtime Juneau resident, whose intent was that the bequest was to be used for certain enumerated library purposes. The resolution also states that CBJ honors Mrs. Carrigan's intentions and also established the board to carefully oversee not only the stewardship of Mrs. Carrigan's gift but the gifts of future library donors so that all donors to the Juneau Public Library may be assured that their gifts will be used for their intended purposes, and for the benefit of the library and the public.

Staff Contact: Robert Barr Library Director - 586-0443 - Robert_Barr@ci.juneau.ak.us

Website: http://www.juneau.org/library/endowment.php

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ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Ordinance 2015-18 An Ordinance Establishing the Treadwell Arena Advisory Board.

ATTACHMENTS:

	Description	Upload Date	Type
☐	Ordinance 2015-18	3/10/2015	Ordinance
☐	Letter to Assembly from Juneau Skating Club Board of Directors	3/12/2015	Miscellaneous

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

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2015-18

An Ordinance Establishing the Treadwell Arena Advisory Board.

WHEREAS, on July 21, 2014, the Assembly created the Treadwell Arena Task Force ("Task Force") to study the feasibility of an empowered board for management of the Treadwell Ice Arena; and

WHEREAS, in its report to the Assembly dated December 12, 2014, the Task Force recommended that the Treadwell Arena Advisory Board be formed.

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

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board..

Section 3. Membership Qualifications. The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, at least one member shall have professional marketing experience. No more than two members shall be employees or board members, or the immediate family member of any employee or board member, of any organization that provides activities at the Treadwell Ice Arena.

Section 4. Treadwell Arena Advisory Board Purpose.

A. The Treadwell Advisory Board shall, in consultation with the Treadwell Arena Manager, report to the Assembly Committee of the Whole on no less than a quarterly basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following:

1. Ways to market Treadwell Arena to increase the number of users now and into the future;
2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rights;
3. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues;
4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased; and
5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.

B. *Initial report.* The Board's initial report to the Assembly shall be due no later than May 1, 2016. In addition to the information outlined above, the initial report shall include findings on the following:

1. Has the number of users increased?

2. Have revenues increased?
3. Have revenue streams diversified?
4. Has the cost recovery continued at 50% or greater?
5. Have operational cost savings measures been implemented or identified?
6. Has a marketing strategy been developed?
7. Has a user group feedback system been developed?

Section 5. Procedure. The Treadwell Arena Advisory Board's procedure shall be governed by Robert's Rules of Order, except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

Section 6. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

Section 7. Liaison. The City Manager shall designate a staff liaison to the Board as available and appropriate.

//

Section 8. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this ________ day of ________________________, 2015.

____
Merrill Sanford, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk

Beth McEwen

From: Patty@jsc <patty@juneauskatingclub.org>
Sent: Tuesday, March 10, 2015 1:14 PM
To: Borough Assembly; Kim Kiefer; Rob Steedle; Kirk Duncan; Lauren.Andersom@juneau.org
Subject: Treadwell Advisory Board

Dear Juneau Assembly Members and CBJ Management,

It has come to our attention that the ordinances currently being drafted to create the new Treadwell Advisory Board contain certain restrictions for advisory board members. Specifically, there is a maximum of two advisory board members who may also be board members or employees of an established Treadwell user group or club. It is our understanding that these restrictions exist for the Juneau Pools Advisory Board. While these restrictions may work for the pools, we feel it is a mistake to use the same restrictions for the Treadwell Advisory Board. It is important to note that the Eaglecrest Empowered Board does not have these restrictions and functions effectively without them.

There is a stark difference between the users of Treadwell Arena and the users of the pools and Eaglecrest. The swimming pools and the ski area have one club each, the Glacier Swim Club and the Juneau Ski Club respectively. The members of these clubs make up a small percentage of the overall dedicated users of these recreational facilities. In contrast, 85-90% of the avid users of Treadwell Arena are members of the one or more of the Treadwell clubs. In fact, skaters' involvement in the programs provided by one or more of these clubs creates regular, avid users of the ice rink.

Members who can provide volunteer hours to the development and growth of their respective clubs and the Treadwell Arena as a whole, often serve as board members or coaches for these clubs. By limiting the number of Treadwell Advisory Board members who also hold a board seat or are employed by a Treadwell club, you greatly limit the advisory committee's access to the most knowledgeable, interested, and vested users.

The Juneau Skating Club would like to see the new Treadwell Advisory Committee consist of the most capable, knowledgeable, and committed rink users in Juneau. We believe that board restrictions that mimic the Pools Advisory Board will be a large handicap for the Treadwell Advisory Board. We recommend removing these restrictions and using personnel restrictions that are similar to those placed on the Eaglecrest Empowered Board, which states that, "No board member, or member of a board member's immediate family or household, may be employed by the Eaglecrest Ski Area." Similarly, we would ask that the Treadwell Advisory Committee membership be limited only to the degree that no committee member, or member of a committee member's immediate family may be employed by the Treadwell Arena. At the very least, the board member and club employee restriction should be increased to a number far greater than the restrictions placed on the pools. A facilities advisory committee should be based on a that facility's individual function, makeup and needs, not on a generic blueprint.

Respectfully, Juneau Skating Club Board of Directors

Sigrid Dahlberg
Brendon Sullivan
Andy Jesson
Patty Collins
Melissa Fritsch
Kim Hort
Tami Bowman

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Resolution 2718 A Resolution Re-establishing the Juneau Commission on Sustainability, and Repealing Resolution 2528.

ATTACHMENTS:

	Description	Upload Date	Type
☐	Resolution 2718	3/11/2015	Resolution

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2718

A Resolution Re-establishing the Juneau Commission on Sustainability, and Repealing Resolution 2528.

WHEREAS, the City and Borough of Juneau is committed to a sustainable future that meets today's needs without compromising the ability of future generations to do the same, and that:

- Supports a stable, diverse, and equitable economy;
- Protects the quality of the air, water, land and other natural resources;
- Conserves native vegetation, fish, wildlife habitat, and ecosystems;
- Minimizes human impacts on local and worldwide ecosystems; and
- Minimizes energy usage and the release of greenhouse gases; and

WHEREAS, the CBJ Comprehensive Plan provides that it is the policy of the CBJ to build a sustainable community that endures over generations and that is sufficiently far-seeing and flexible to maintain the vital and robust nature of its economic, social, and environmental support systems; and

WHEREAS, communities throughout the nation, both large and small, have promoted sustainability through focusing on such issues as reducing dependence on fossil fuels; promoting fuel-efficient technologies; investing in the local economy for the long-term; adopting and enforcing land-use policies that reduce sprawl, promote infill, preserve open space, and create compact, walkable urban communities; promoting transportation options such as bicycle trails, incentives for car pooling and public transit; making energy efficiency a priority through building code improvements, retrofitting municipal facilities with energy efficient technologies, and urging employees to conserve energy and save money; practicing and promoting sustainable building practices; increasing the fuel efficiency of municipal fleet vehicles and reducing the number of vehicles; increasing recycling rates in municipal operations and in the community; and educating the public, business, and government about sustainability; and

WHEREAS, by Resolution 2397(b), the CBJ joined the International Council for Local Environmental Initiatives (ICLEI) and committed itself to complete the five milestones of the Cities for Climate Protection Campaign to reduce greenhouse gas and air pollution emissions; and

WHEREAS, the Assembly finds that it is in the public interest to create a panel to research and advise the Assembly on community sustainability, including but not limited to the items listed above; and

WHEREAS, the Juneau Commission on Sustainability has requested that the Assembly revise the Commission's governing legislation to specify that the Planning Commission and Assembly members be non-voting members and not be counted in determining whether a quorum of the Commission is present.

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

Section 1. Establishment. There is established a Juneau Commission on Sustainability.

Section 2. Composition. The Commission shall be comprised of ~~nine~~ seven members appointed by the Assembly, plus one liaison ~~member of~~ from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Commission membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability. Commission members serving three year staggered terms at the time of adoption of this resolution shall serve out their terms.

Section 3. Duration. The Commission shall have an indefinite duration.

Section 4. Public policy and purpose. A sustainable community seeks to advance the economic social, environmental and governmental well-being of the community without compromising the quality of life of future generations. The mission of the CBJ Commission on Sustainability is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

Section 5. Powers and Duties.

1. To coordinate, propose, and promote sustainability initiatives among residents, businesses, government, and non-governmental agencies and educational organizations through education and outreach programs.

2. To make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability.

3. To research and apply for grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this resolution.

4. To serve as an advisory group to the CBJ in reducing greenhouse gas emissions to target levels as adopted by the CBJ Assembly.

5. To act as liaison between the public and the CBJ Assembly on sustainability related issues.

Section 6. Staff Liaison. The City Manager shall designate a staff liaison to the Commission.

Section 7. Procedure. The Commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure as they may be amended from time to time.

Section 8. Repeal. Resolution 2528 is repealed.

Section 9. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this _______ day of _______________________, 2015.

____
Merrill Sanford, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Liquor License Renewals - Protest Recommendations

MANAGER'S REPORT:

Beverage Dispensary License #447 Suite 907, Inc. d/b/a Suite 907, Location: 9121 Glacier Hwy.

Beverage Dispensary License #2533 Jack D. & Arlene D. Tripp d/b/a Viking Restaurant & Lounge, Location: 216 Front Street

ATTACHMENTS:

	Description	Upload Date	Type
☐	Certified letter to Suite 907, LLC with attachments	3/5/2015	Liquor License
☐	Certified letter to Jack & Arlene Tripp d/b/a Viking Restaurant and Lounge with attachments	3/5/2015	Liquor License

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

OFFICE OF THE MUNICIPAL CLERK
Ph: (907)586-5278 Fax: (907)586-4552
e-mail: Beth.McEwen@juneau.org

March 5, 2015

Via certified & regular mail
Attn: Cynthia Isaak
Suite 907, LLC d/b/a Suite 907
9121 Glacier Hwy., Box 10
Juneau AK 99801

Re: Beverage Dispensary Liquor License #447 Renewal Protest

Dear Ms. Isaak,

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of your liquor license renewal for 2015-2016 and submitted the renewal for comment before the local governing body.

As is our practice in these matters, staff from the Fire, Finance, Police, and Community Development Departments have reviewed your establishment to insure compliance with city code. The Finance Department is recommending the Assembly protest this license renewal due to outstanding balances owing for quarters ending September 30, 2014 and December 31, 2014 for a total balance of $6,491.66 which includes penalties and interest assessed through March 2015.

Please note that while payment plans are available and encouraged if you are unable to pay the full amount due, entering into a payment plan will not put the business in good standing with the CBJ Finance department for purposes of liquor license protest. Only when full payment of the outstanding balance, interest, and penalties are received, will the Finance Department withdraw its recommendation to protest the license.

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. This matter will initially be considered at the Monday, March 16, 2015 Assembly Human Resources Committee (HRC) meeting at 6:00p.m. in the Assembly Chambers and the HRC will then forward a recommendation to the Assembly for action at its regular meeting that same evening at 7:00p.m. in the Assembly Chambers. At that meeting will be your opportunity to participate in an informal hearing before the Assembly if you wish to do so.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference.

In the meantime, I would urge you to work with CBJ Sales Tax staff to try to resolve the outstanding balances owing on your account. Sales Tax Administrator Clinton Singletary can be reached at 586-5265.

Sincerely,

Beth McEwen

Beth McEwen
Deputy Clerk

Enclosures
cc via email:
Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers

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Sent To: Attn: Cynthia Isaak
Suite 907, LLC d/b/a Suite 907
Street, Apt. No.; or PO Box No.: 9121 Glacier Hwy., Box 10
City, State, ZIP+4: Juneau AK 99801

PS Form 3800, August 2006 — See Reverse for Instructions

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

Alaska Statutes 04.11.480

Sec. 04.11.480. Protest.

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

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

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

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

CBJ Code 20.25.025

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

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

(1) The character and public interests of the surrounding neighborhood;

(2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;

(3) The concentration of other licenses of the same and other types in the area;

(4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;

(5) The adequacy of parking facilities;

(6) The safety of ingress to and egress from the premises;

(7) Compliance with state and local fire, health and safety codes;

(8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;

(9) The history of convictions of the applicants and affiliates of the applicants for:

(A) Any felony involving moral turpitude;

(B) Any violation of AS title 04; and

(C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;

(10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;

(11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.

(b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:

(1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;

(2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;

(3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;

(4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;

(5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:

(A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or

(B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.

(6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or

(7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

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

State Law References: Assembly protest, AS 04.11.480.

THE STATE of ALASKA

GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates
2400 Viking Drive
Anchorage, AK 99501
Direct: 907.269.0356
Fax: 907.334.2285

February 9, 2015

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

Re: Notice of Liquor License Renewal Applications

Dear Ms. McEwen,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
300	DeHarts Grocery	Package Store	DeHart's, LLC	11735 Glacier Highway
313	Prospector Hotel / TK Maguires	Beverage Dispensary – Tourism	Juneau Hospitality, LLC	375 Whittier Street
447	Suite 907	Beverage Dispensary	Suite 907, LLC	9121 Glacier Highway
644	Salt Alaska	Beverage Dispensary	Wolfpack Ventures, LLC	200 Seward Street
2533	Viking Restaurant & Lounge	Beverage Dispensary	Jack D. and Arlene D. Tripp	216 Front Street
2641	Saffron	Restaurant / Eating Place	Saffron, LLC	112 N Franklin Street
2728	McGivney's Sports Bar & Grill	Beverage Dispensary	Molly Ventures, Inc.	9101 Mendenhall Mall Road
2844	The Sandbar	Beverage Dispensary	Sandbar, Inc.	2525 Industrial Blvd
3409	Gold Creek Salmon Bake	Recreational Site	Alaska Travel Adventures, Inc.	1061 Salmon Creek Lane
4034	Loyal Order of Moose #700	Club	Juneau Moose Lodge #700	8335 Airport Blvd
4081	K & L Distributors	Wholesale – Malt Beverage & Wine	K & L Distributors, Inc.	8420 Airport Blvd
4584	Zephyr	Restaurant / Eating Place	Zephyr, LLC	No Premises

4700	Alaska Zipline Adventures	Recreational Site	Alaska Zipline Adventures, LLC	3000 Fish Creek Road
4881	Alaska Travel Adventures	Recreational Site	Alaska Travel Adventures, Inc.	9999 Glacier Highway

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing 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 our office 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 when 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(s) 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 regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact me directly.

Sincerely,

Sarah Daulton Oates
Records & Licensing Supervisor
sarah.oates@alaska.gov
(907)269-0356

Alcoholic Beverage Control Board 2400 Viking Drive Anchorage, AK 99501	**Renewal Liquor License** **2015/2016**	(907) 269-0350 Fax: (907) 334-2285 http://commerce.alaska.gov/dnn/abc/Home.aspx

License is: ☒ Full Year OR ☐ Seasonal If seasonal, list dates of operation: ______________

SECTION A - LICENSE INFORMATION

License Number: 447	**License Type:** Beverage Dispensary	**Statute Reference:** Sec. 04.11.090
Local Governing Body: Juneau, City & Bor Other(Anch,Sit,Jno,Com.Car,WA)	**Community Council (if applicable):** N/A	
Name of Licensee: Suite 907, LLC	**Doing Business As (DBA):** Suite 907	
Mailing Address: 9121 Glacier Highway, Box 10, Juneau, AK 99801	**Street Address or Location of Premises:** 9121 Glacier Highway	
Phone: 907 790-2582	**Fax:** 907 364-3475	**Email:** suite907@gmail.com

SECTION B – 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):

Suite 907, LLC

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	%	Mailing Address	Telephone Number
Cynthia Isaak	Owner	100	4355 Brothers Ave Juneau	907 321-3496

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

SECTION C – 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: Cynthia Isaak Address: 4355 Bothers Ave Juneau AK 99801 Phone: 907 321-3496	Applicant ☒ Affiliate ☐ Date of Birth: 2/1/72	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2013?	☒ Yes	☒ No previous owner
Was your business open at least 30 days for 8 hours each day in 2014?	☒ Yes	☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes	☒ No
Has the licensed premises changed from the last diagram submitted? If no, attach a new diagram with designated premises areas outlined in red.	☐ Yes	☒ No

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.
- 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.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	**$ 2500.00**
Filing Fee	**$ 200.00**
TOTAL	**$ 2700.00**
Late Fee of $500.00 – if received or postmarked after 12/31/2014	**$**
Fingerprint Fee – $51.50 per person (only for new owners/members)	**$** —
GRAND TOTAL	**$** 2700.00

12373

Licensee Signature Cynthia Isaak	**Printed Name & Title:** Cynthia Isaak Owner
Notary Signature Anna Marie Eldemar	**Subscribed and sworn to before me this** 31 **day of** December, 2014
Notary Public in and for the State of: Alaska	**My commission expires:** 11/07/2017

STATE OF ALASKA
NOTARY PUBLIC
Anna Marie Eldemar
My Commission Expires: November 7, 2017

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

OFFICE OF THE MUNICIPAL CLERK
Ph: (907)586-5278 Fax: (907)586-4552
e-mail: Beth.McEwen@juneau.org

March 5, 2015

Via certified & regular mail
Jack and Arlene Tripp
d/b/a Viking Restaurant & Lounge
218 Front Street
Juneau AK 99801

Re: Beverage Dispensary Liquor License #2533 Renewal Protest

Dear Mr. Tripp,

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

As is our practice in these matters, staff from the Fire, Finance, Police, and Community Development Departments have reviewed your establishment to insure compliance with city code. As we discussed on the phone last week, the Finance Department is recommending the Assembly protest this license renewal due to unfiled sales tax returns and the associated unpaid sales tax, penalties, and interest for the December 2014 and January 2015 monthly filings.

CBJ Code 20.25.025 provides you with the right to an informal hearing before the Assembly to address this issue. This matter will initially be considered at the Monday, March 16, 2015 Assembly Human Resources Committee (HRC) meeting at 6:00p.m. in the Assembly Chambers and the HRC will then forward a recommendation to the Assembly for action at its regular meeting that same evening at 7:00p.m. in the Assembly Chambers. At that meeting will be your opportunity to participate in an informal hearing before the Assembly if you wish to do so.

Copies of the CBJ Code and Alaska Statutes pertaining to the protest process are enclosed for your reference. In the meantime, I would urge you to work with CBJ Sales Tax staff to ensure all filings and outstanding balances are resolved prior to this appearing before the Assembly on March 16. Sales Tax Administrator Clinton Singletary can be reached at 586-5265.

Sincerely,
Beth McEwen

Beth McEwen
Deputy Clerk

Enclosures
cc via email: Assembly & Staff Reviewers

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Jack and Arlene Tripp
d/b/a Viking Restaurant & Lounge
218 Front Street
Juneau AK 99801

PS Form 3800, August 2006 See Reverse for Instructions

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

Alaska Statutes 04.11.480

Sec. 04.11.480. Protest.

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

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

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

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

CBJ Code 20.25.025

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

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

(1) The character and public interests of the surrounding neighborhood;

(2) Actual and potential law enforcement problems, including the proximity of the premises to law enforcement stations and patrols;

(3) The concentration of other licenses of the same and other types in the area;

(4) Whether the surrounding area experiences an unacceptable rate of alcohol abuse or of crime or accidents in which the abuse of alcohol is involved;

(5) The adequacy of parking facilities;

(6) The safety of ingress to and egress from the premises;

(7) Compliance with state and local fire, health and safety codes;

(8) The degree of control the licensee has or proposes to have over the conduct of the licensed business;

(9) The history of convictions of the applicants and affiliates of the applicants for:

(A) Any felony involving moral turpitude;

(B) Any violation of AS title 04; and

(C) Any violation of the alcoholic beverage control laws of another state as a licensee of that state;

(10) Whether the applicant or the applicant's affiliates are untrustworthy, unfit to conduct a licensed business or constitute a potential source of harm to the public;

(11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.

(b) The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines any of the following conditions exist:

(1) The business operated under the license is, on the date the assembly considers the license, delinquent in the payment of any sales tax or penalty or interest on sales tax arising out of the operation of the licensed premises;

(2) There are delinquent property taxes or local improvement district assessments or penalty or interest thereon arising out of real or personal property owned in whole or in part by any person named in the application as an applicant or on the permit which is to be continued where such property is used, or is to be used, in whole or in part in the business conducted or to be conducted under the license;

(3) There is a delinquent charge or assessment owing the City and Borough by the licensee for a municipal service provided for the benefit of the business conducted under the license or for a service or an activity provided or conducted by the municipality at the request of or arising out of an activity of the business conducted under the license;

(4) If the license requested is for a beverage dispensary and is requested under AS 04.11.400(d)(1), unless the tourist facility will contain 30 or more rooms;

(5) If the application is for the issuance or relocation of a license and, after the issuance or relocation, there would be:

(A) More than one restaurant or eating place license for each 1,500 population, or fraction thereof, residing within the City and Borough; or

(B) More than one license of each other type for each 3,000 population or fraction thereof residing within the City and Borough.

(6) The business operated or to be operated under the license is violating or would violate the zoning code of the City and Borough; or

(7) The business operated under the license is, on the date the assembly considers the application, in violation of state or local fire, health, or safety codes. A criminal conviction of this violation is not a prerequisite for a protest under this section.

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

State Law References: Assembly protest, AS 04.11.480.

THE STATE of ALASKA

GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates
2400 Viking Drive
Anchorage, AK 99501
Direct: 907.269.0356
Fax: 907.334.2285

February 9, 2015

CITY CLERK
CBJ FEB 12 2015 CBJ
RECEIVED

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

Re: Notice of Liquor License Renewal Applications

Dear Ms. McEwen,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
300	DeHarts Grocery	Package Store	DeHart's, LLC	11735 Glacier Highway
313	Prospector Hotel / TK Maguires	Beverage Dispensary – Tourism	Juneau Hospitality, LLC	375 Whittier Street
447	Suite 907	Beverage Dispensary	Suite 907, LLC	9121 Glacier Highway
644	Salt Alaska	Beverage Dispensary	Wolfpack Ventures, LLC	200 Seward Street
2533	Viking Restaurant & Lounge	Beverage Dispensary	Jack D. and Arlene D. Tripp	216 Front Street
2641	Saffron	Restaurant / Eating Place	Saffron, LLC	112 N Franklin Street
2728	McGivney's Sports Bar & Grill	Beverage Dispensary	Molly Ventures, Inc.	9101 Mendenhall Mall Road
2844	The Sandbar	Beverage Dispensary	Sandbar, Inc.	2525 Industrial Blvd
3409	Gold Creek Salmon Bake	Recreational Site	Alaska Travel Adventures, Inc.	1061 Salmon Creek Lane
4034	Loyal Order of Moose #700	Club	Juneau Moose Lodge #700	8335 Airport Blvd
4081	K & L Distributors	Wholesale – Malt Beverage & Wine	K & L Distributors, Inc.	8420 Airport Blvd
4584	Zephyr	Restaurant / Eating Place	Zephyr, LLC	No Premises

4700	Alaska Zipline Adventures	Recreational Site	Alaska Zipline Adventures, LLC	3000 Fish Creek Road
4881	Alaska Travel Adventures	Recreational Site	Alaska Travel Adventures, Inc.	9999 Glacier Highway

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing 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 our office 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 when 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(s) 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 regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact me directly.

Sincerely,

Sarah Daulton Oates

Records & Licensing Supervisor
sarah.oates@alaska.gov
(907)269-0356

Alcoholic Beverage Control Board 2400 Viking Drive Anchorage, AK 99501	**Renewal Liquor License** **2015/2016**	(907) 269-0350 Fax: (907) 334-2285 http://commerce.alaska.gov/dnn/abc/Home.aspx

License is: ☒ Full Year OR ☐ Seasonal If seasonal, list dates of operation: ________________

SECTION A - LICENSE INFORMATION		
License Number: 2533	**License Type:** Beverage Dispensary	**Statute Reference:** Sec. 04.11.090
Local Governing Body: Juneau, City & Bor Other(Anch,Sit,Jno,Com.Car,WA)	**Community Council (if applicable):**	
Name of Licensee: Jack D and Arlene D Tripp	**Doing Business As (DBA):** Viking Restaurant & Lounge	
Mailing Address: ~~216~~ Front St, Juneau, AK 99801 218	**Street Address or Location of Premises:** ~~216~~ Front Street 216	
Phone: (907)2093812 **Fax:**	**Email:** ivory@alaska.com OR	

ivory@alaskan.com

SECTION B – 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):

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	%	Mailing Address	Telephone Number

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

Per Jack change mailing address to 218 Premises stay 216. 12/23/14 r.

SECTION C – 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: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2013?	☐ Yes ☐ No
Was your business open at least 30 days for 8 hours each day in 2014?	☐ Yes ☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes ☐ No
Has the licensed premises changed from the last diagram submitted? If no, attach a new diagram with designated premises areas outlined in red.	☐ Yes ☐ No

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.
- 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.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

License Fee	**$ 2500.00**
Filing Fee	**$ 200.00**
TOTAL	**$ 2700.00**
Late Fee of $500.00 – if received or postmarked after 12/31/2014	**$**
Fingerprint Fee – $51.50 per person (only for new owners/members)	**$**
GRAND TOTAL	**$** 2,700.00

Licensee Signature	**Printed Name & Title:** JACK D. TRIPP
Notary Signature Anita M Bishop	**Subscribed and sworn to before me this** 23 **day of** December, 2014
Notary Public in and for the State of: alaska	**My commission expires:** July 28, 2015

ANITA M. BISHOP
My Commission Expires July 28, 2015
NOTARY PUBLIC
STATE OF ALASKA

SECTION C – 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: JACK D. TRIPP Address: 4039 N. DOUGLAS JUN. AK. 99801 Phone: 1·907·209·3812	Applicant ☑ Affiliate ☐ Date of Birth: 11·28·61	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:
Name: ARLENE D. TRIPP Address: SAME Phone: 1·907·723·8842	Applicant ☑ Affiliate ☐ Date of Birth: 5·25·71	Name: Address: Phone:	Applicant ☐ Affiliate ☐ Date of Birth:

SECTION D – SUPPLEMENTAL QUESTIONS

Was your business open at least 30 days for 8 hours each day in 2013?	☑ Yes	☐ No
Was your business open at least 30 days for 8 hours each day in 2014?	☑ Yes	☐ No
Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation.	☐ Yes	☑ No
Has the licensed premises changed from the last diagram submitted? If no, attach a new diagram with designated premises areas outlined in red.	☐ Yes	☑ No

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.
- 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.
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- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
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TOTAL	**$ 2700.00**
Late Fee of $500.00 – if received or postmarked after 12/31/2014	**$**
Fingerprint Fee – $51.50 per person (only for new owners/members)	**$**
GRAND TOTAL	**$** 2,700.00

12116

Licensee Signature	**Printed Name & Title:** JACK D. TRIPP
Notary Signature	**Subscribed and sworn to before me this** 18 day of DECEMBER, 2014.
Notary Public in and for the State of:	**My commission expires:**

ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA

Resolution 2724 A Resolution Urging the Alaska Legislature to Expand Medicaid Coverage to Improve the Health of Alaskans and Alaska's Economy.

ATTACHMENTS:

	Description	Upload Date	Type
☐	Resolution 2724	3/10/2015	Appeal

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2724

A Resolution Urging the Alaska Legislature to Expand Medicaid Coverage to Improve the Health of Alaskans and Alaska's Economy.

WHEREAS, nearly 42,000 of our family members, friends and neighbors statewide have the opportunity to gain health care coverage under expansion; and

WHEREAS, approximately 2400 Juneau residents are eligible for coverage under expansion, and 1140 of those are expected to enroll; and

WHEREAS, Medicaid expansion will improve health outcomes by reducing the number of uninsured Alaskans by half, improving preventive and primary care access, providing substance abuse treatment and mental health counseling, and reducing the mortality rate; and

WHEREAS, Medicaid expansion brings over $1 billion in new federal revenue into Alaska over the first five years; and

WHEREAS, Juneau enrollees alone bring in $8.3 million in just the first year; and

WHEREAS, studies project expansion will likely yield 4,000 new jobs, $1.2 billion more in wages and salaries paid to Alaskans, and $2.49 billion in increased economic activity throughout the state; and

WHEREAS, Medicaid currently accounts for 23% of Bartlett Regional Hospital's payor mix; and

WHEREAS, with expansion the State would save $6.1 million in FY2016 by using federal funds to pay for health services currently paid for with state general funds, reducing the need to cut public services; and

WHEREAS, federal funds will pay for 100% of services provided to the expansion population through 2016 and will transition to 90% in 2020 and beyond; and

WHEREAS, the State's continued participation is contingent upon maintaining the 90% match; and

WHEREAS, Medicaid expansion will significantly reduce the burden of uncompensated care, which was over $90 million at non-tribal Alaska hospitals in 2013; and

WHEREAS, Bartlett Regional Hospital suffers charity care and bad debt expenses of $10 - $13 million per year; and

WHEREAS, Medicaid expansion will serve as a catalyst for meaningful Medicaid reform; and

WHEREAS, leveraging the federal resources that come with expansion is the State's biggest opportunity to finance reform efforts; and

WHEREAS, the State has the option of various Medicaid expansion demonstration projects it may also consider as part of reform.

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

Section 1. The City & Borough of Juneau endorses Medicaid expansion, recognizing we all have an interest in ensuring that Alaskans are as productive as possible so they can contribute to our communities and economy.

Section 2. The City & Borough of Juneau strongly urges the Alaska Legislature to expand Medicaid for the benefit of Alaskans and the Alaska economy to take effect in July 2015 and, while reform efforts are of tremendous importance, this work should not delay health care coverage for those Alaskans who would be eligible for Medicaid under expansion.

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

Adopted this _______ day of _______________________, 2015.

____
Merrill Sanford, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk