

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

January 12, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. November 10, 2014 Human Resources Committee Meeting Minutes
- B. December 10, 2014 Full Assembly as HRC Meeting Minutes

IV. PUBLIC PARTICIPATION

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

V. AGENDA TOPICS

A. Board Matters

- 1. Local Emergency Planning Committee - Annual Report & Appointments
- 2. Juneau Affordable Housing Commission - Annual Report & Appointments
- 3. PRAC Replacement on the 1% for Art Selection Panel Cruise Berth (16B)/Seawalk Project

B. Liquor Licenses

- 1. Liquor License Mid-Cycle Protests of Continued Operations

Liquor licenses are issued by the State of Alaska on a two-year cycle. Alaska Statute 04.11.480 provides for a mid-cycle protest by the local governing body for the continued operation of liquor license as follows: (**emphasis added**)

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.

CBJ Finance Department is recommending the Assembly protest the continued operations of the following liquor licenses based on unfiled sales tax returns, the associated taxes owing for those returns, and all associated penalties and interest.

Seong S. Kim d/b/a Seong's Sushi Bar & Chinese Takeout, Restaurant/Eating Place License #4192. Protest based on a total balance owing of \$25,285.72 as of January 2, 2015 for the monthly periods February - September 2014 and unfiled sales tax returns for October - November 2014 and all associated taxes, penalties and interest.

Joan Deering d/b/a Paradise Cafe & Bakery, Restaurant/Eating Place License #5278. Protest based on a total balance owing of \$224.42 as of January 2, 2015 for June - July 2014 and unfiled sales tax returns for September - November 2014 and all associated taxes, penalties and interest.

NYT, Inc. d/b/a Rendezvous, Beverage Dispensary License #772. Protest based on unfiled third quarter sales tax returns with the associated unremitted sales taxes, penalties and interest.

Jacobsen/Daniels Associates, LLC d/b/a Romeo's Tap Room Beverage Dispensary-Tourism License #5341. Protest based on balances due as of January 2, 2015 of \$501.06 for sales tax periods August-October 2014.

These protest recommendations are scheduled for the January 12, 2015 Assembly agenda under New Business and any HRC recommendations would be acted upon at that time. CBJ Code 20.25.025(c) provides licensees with the right to an abbreviated informal hearing before the Assembly. If a licensee wishes to exercise that right, the January 12 Assembly meeting would be the opportunity for them to do so.

January 5 - Update: Jacobsen/Daniels Associates, LLC d/b/a Romeo's Tap Room Beverage Dispensary-Tourism License #5341 has paid the outstanding sales tax and Finance staff is withdrawing its recommendation for protest.

C. Other Business

1. Treadwell Arena Task Force - Report to the Assembly
2. RESOLUTION 2703: A Resolution of the City and Borough of Juneau in Support of the Addition of Port and Harbor Employees to the List of Employees Covered by Alaska Statute 12.55.135.

The enclosed memo and draft resolutions were submitted to the Docks and Harbors Board and approved by unanimous consent at its December 11, 2014 meeting. City Manager Kim Kiefer asked that the resolutions be

reviewed/approved by an Assembly committee prior to being placed on the Assembly agenda. The Assembly Public Works and Facilities Committee reviewed the first resolution (*Resolution 2702: A Resolution of the City and Borough of Juneau in Support of Full Funding for the State of Alaska Harbor Facility Grant Program in the FY 2016 State Capital Budget*) at its meeting on Monday, December 29 and the second resolution (***Resolution 2703: A Resolution of the City and Borough of Juneau in Support of the Addition of Port and Harbor Employees to the List of Employees Covered by Alaska Statute 12.55.135.***) is before the HRC at this meeting for review and recommendation.

IV. STAFF REPORTS

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**

November 10, 2014 Human Resources Committee Meeting Minutes

ATTACHMENTS:

Description	Upload Date	Type
☐ November 10, 2014 HRC Draft Minutes	12/11/2014	Minutes

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

November 10, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

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

Committee members present: Loren Jones, Karen Crane, Debbie White, Maria Gladziszewski

Other Assemblymembers present: Mary Becker, Jesse Kiehl

Staff Present: Deputy Clerk Beth McEwen, Municipal Clerk Laurie Sica

Also present: Suzanne Dutson, Social Services Advisory Board Chair

II. APPROVAL OF AGENDA

There being no agenda changes, the agenda was approved as presented.

III. APPROVAL OF MINUTES

A. September 29, 2014 Regular Human Resources Committee Meeting

Ms. White provided the clerk with some grammatical changes to be made. Hearing no objection, the minutes of the September 29, 2014 Assembly Human Resources Committee 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 Economic Development Council - Appointments

The Juneau Economic Development Council (JEDC) had two public seats open and one seat for a non-profit environmental group representative. JEDC advertised for the open seats and interviewed the applicants and recommended the Assembly appoint the following individuals:

Lauren MacVey - reappointment to a public seat to a three-year term expiring 10/31/2017.

Brandon Cullum - appointment to a public seat to a three-year term expiring 10/31/2017.

Susan Murray- appointment to the non-profit environmental group

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representative seat to a three year term expiring 10/31/2017.

MOTION by Ms. Crane to recommend the Assembly make the appointments to the Juneau Economic Development Council listed above as nominated by the Juneau Economic Development Council.

Ms. Gladziszewski asked if there were any other groups that went through the same process as JEDC and why the Assembly appoints their members. Mr. Jones explained that no other non-CBJ groups go through this process but JEDC was originally created by the Assembly and they still receive annual funding from CBJ. Ms. Gladziszewski asked that when the HRC does its review/evaluation of boards and their governing legislation in the future that JEDC be one of the groups that it reviews and see if CBJ should be continuing to do the appointments or not.

2. Assembly Human Resources Committee - Review Processes & Assembly Rules of Procedure Resolution 2550

Ms. McEwen explained that in light of the recent Assembly transitions and the new members on the Assembly Human Resources Committee, this was a good time to review the Assembly Rules of Procedures Resolution 2250 and the duties assigned to the HRC.

In addition to the HRC duties, Ms. McEwen noted that Ms. Gladziszewski had asked about why the Assembly was copied on the emails sent to the Alcohol Beverage Control (ABC) Board following Assembly action and this was a good chance to review procedures and make any changes that the HRC would like to see made. Ms. McEwen explained that a former HRC Chair had requested that the Assembly receive notice of all liquor license correspondence. HRC members discussed this practice and the liquor license review process in general and asked that the Assembly only be copied on those liquor licenses that a protest recommendation or some other special consideration is acted upon. They said they did not need to be copied on those liquor license items that go directly to the Assembly on the consent agenda with a no-protest recommendation.

3. Jensen-Olson Arboretum Advisory Board - Appointment

The Jensen-Olson Arboretum Advisory Board had two open seats: one Public seat to be filled by an Artist, and one seat designated for the representative from Discovery Southeast. Two applications had been received for these seats.

MOTION by Ms. Gladziszewski to recommend the Assembly appoint Shawn Eisele to the Discovery Southeast representative seat and appoint Nell McConahey to the Public/Artist seat on the Jensen-Olson Arboretum Advisory Board to terms expiring January 31, 2017. *Hearing no objection, the motion was approved by unanimous consent.*

4. Building Code Advisory Committee - Annual Report

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Mr. Jones noted that the HRC packet contained the annual report from the Building Code Advisory Committee (BCAC). The report noted that longtime member and General Contractor Steve Burnett stepped down as of October 27, 2014 and that local contractor Russ McDougal had applied for that seat. Ms. McEwen explained that the clerk's office had not in fact received an application for the Building Code Advisory Committee from Mr. McDougal but there is an application on file from him for his service on the Affordable Housing Commission and that he had left a voicemail message earlier that day stating that he did wish to be considered for appointment to the BCAC.

Ms. White said she was acquainted with Mr. McDougal and felt he would do a good job on the committee. Ms. Gladziszewski said that as long as he did indicate via voicemail that he was willing to serve, she did not object to considering the appointment during this meeting.

MOTION by Ms. White to recommend the Assembly appoint Russ McDougal to the Building Code Advisory Committee to a term expiring November 30, 2017. *Hearing no objection, the motion carried.*

5. Discussion re: CBJ Board Evaluation/Review - Including Juneau Commission on Sustainability and Social Services Advisory Board

The HRC members had received a copy of the CBJ Board Informational Pamphlet. Ms. McEwen directed the HRC members to Resolution 2686 under Appendix B which is the Advisory Board Rules of Procedure and specifically Rule 7. Evaluation. This rule sets out the process for the Assembly to periodically evaluate each advisory board, its mandate, goals and objectives and to develop recommendations for future functions of the board.

Mr. Jones said he asked to have this on the agenda as it relates to the Social Services Advisory Board (SSAB) and the Juneau Commission on Sustainability (JCOS). Mr. Jones said he would like to hold an HRC worksession with the SSAB members sometime in January to go into this in more depth and that he would also like to invite Juneau Community Foundation (JCF) Executive Director Amy Skilbred to attend that worksession. He said JCF recently received a large donation from Bill Corbus and the JCF will be looking at how they will be distributing those funds in the community. Mr. Jones said he hoped that by including JCF in the conversation, hopefully they can determine the best way to distribute the social service funds in the community without duplicating efforts. He said he would also like to have the City Manager present for the discussion to help determine the level of staff support available for the board.

Ms. Gladziszewski asked to what degree the Assembly is involved in the awarding of the SSAB grants. Mr. Jones explained that the Assembly is mainly involved in the big picture items such as how the RFP is written, how much total funding is provided for the program but that the specific grant application review and recommendations for awards come from the SSAB directly.

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Ms. Crane said she thinks doing an evaluation would be good and she would also like to involve some of the agencies themselves at some point in the process to hear their input on the process.

Ms. Gladziszewski said she agreed with the process of discussing this with the board and the agencies. She did say that when it comes to the Juneau Community Foundation piece, she felt that is an entirely separate thing. She explained that the JCF monies are not meant to replace anything that CBJ may be doing and that she would like to see us get our own SSAB piece in order first.

Mr. Jones said he doesn't disagree with that. He did say that part of the process they will be looking at is the piece of the SSAB's governing legislation that charges them with advising the Assembly on social service issues within the community. He said that has been a difficult thing for them to do when they have been awarding and managing grants. He said the JCF will be doing a similar thing but they will have staff and he doesn't want to see CBJ putting out an RFP that puts us in a competition or a totally opposite direction from what they are trying to do, unless there is a good reason for it. He said he wants to make sure that the group the Assembly appoints has some kind of conversation with another group that is also providing almost equal funding within our community.

Ms. Gladziszewski said while she understands that, to her it's no different from a local organization asking for money from Rasmussen or the Paul Allen foundation or any other foundation. She said she doesn't think we should be deep in that discussion. Mr. Jones agreed that he did not feel they need to be deep in the discussion but that there should be some knowledge of what is going on and that there should be some line of communications open. Ms. Gladziszewski said she just does not want to design the CBJ process around that of the JCF.

Mr. Jones said he anticipates that will be part of the agenda for the meeting in January to start the process of looking at the governing legislation of the SSAB and then decide at that time if they will need a second or third meeting to work through the process.

Mr. Jones said the second item for discussion under this evaluation section relates to the Juneau Commission on Sustainability. The membership of the JCOS has the Planning Commission and the Assemblymember as voting members of that commission and as such, their attendance counts towards establishing a quorum for meetings. Ms. McEwen noted in the memo that due to the scheduling conflicts between the JCOS meetings and the Assembly Finance Committee meetings being held on the same nights, often times the Assemblymember is unable to attend the JCOS meetings. Mr. Jones asked if they would consider making changes to their governing legislation such that the Assemblymember and Planning Commissioner presence or absence is not part of the quorum equation.

Ms. Gladziszewski said she spoke with the JCOS chair and the chair

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indicated that they would like to discuss it at one of the JCOS meetings before any changes are made. Ms. Gladziszewski said the reason the language was written in that manner was to make sure the work of the commission had a stronger tie to the Assembly and Planning Commission and that the two members were more active members in the work of the commission more than a liaison might tend to be.

Mr. Jones said they will wait to hear more from the JCOS before taking any further action on this. Ms. McEwen explained that JCOS staff liaison Beth McKibben was polling members to check for a quorum for the Wednesday, November 12 JCOS worksession that was scheduled but that is also an Assembly Finance Committee meeting night so the Assemblymember would not be available to attend the JCOS meeting.

B. Other Business

III. STAFF REPORTS

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

V. EXECUTIVE SESSION

VI. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:33p.m.

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

December 10, 2014 Full Assembly as HRC Meeting Minutes

ATTACHMENTS:

	Description	Upload Date	Type
☐	December 10, 2014 Full Assembly as HRC DRAFT Minutes	12/11/2014	Minutes

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

December 10, 2014 5:30 PM
City Hall Conference Room #224

Immediately followed by a Special Assembly Meeting for purposes of making appointments to the Planning Commission and Hospital Board.

I. ROLL CALL

HRC Chairman Loren Jones called the meeting to order at 5:30p.m.

Assemblymembers Present: Loren Jones, Debbie White, Jerry Nankervis, Jesse Kiehl, Kate Troll, Karen Crane, Merrill Sanford, and Maria Gladziszewski (telephonic)

Members Absent: Mary Becker

Others Present: Deputy Clerk Beth McEwen, Planning Commissioner Dennis Watson, and applicants.

II. APPROVAL OF AGENDA

There being no changes to the agenda, it was approved as presented.

III. AGENDA TOPICS

A. Board Matters

1. Planning Commission Applicant Interviews

The following applicants for the Planning Commission were interviewed: Nicole Grewe (telephonically), Paul Voelckers, Jerry Medina, Ruth Baumgartner, and Mike LeVine(telephonically). Applicant Myrna Gardner was not available to be interviewed.

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

MOTION by Mr. Kiehl to recommend the Assembly reappoint Nicole Grewe, and Paul Voelckers, and appoint Mike LeVine to the Planning Commission for terms beginning January 1, 2015 and expiring December 31, 2017. Objection was noted and a roll call vote was taken.

Yeas: Crane, Gladziszewski, Kiehl, Troll, and Jones

Nays: Nankervis, White, and Sanford

Motion passed 5:3

2. Bartlett Regional Hospital Applicant Interviews

The following applicants for the Hospital Board were interviewed: Nancy Davis, Dr.

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Burton Vanderbilt, Robert (Bob) Storer, Danial (Dan) Spencer, Catherine Price, Dan Neumeister, William (Will) Judy, and Brenda Knapp. Applicant Myrna Gardner was not available to be interviewed.

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

MOTION by Ms. Crane to recommend the Assembly reappoint Nancy Davis and Robert (Bob) Storer, and also appoint Brenda Knapp to the Bartlett Regional Hospital Board for terms beginning January 1, 2015 and expiring December 31, 2017. Objection was noted and a roll call vote was taken.

Yeas: Crane, Gladziszewski, Kiehl, Nankervis, White, Sanford and Jones

Nays: Troll

Motion passed 7:1

B. Other Business

III. EXECUTIVE SESSION

- A. Committee deliberation on matters which may tend to prejudice the reputation or character of the applicants.

MOTION by Mr. Kiehl to recess into Executive Session to deliberate on the qualifications of the applicants which may tend to prejudice the reputation or character of those individuals. *There being no objection, the meeting recessed into Executive Session at 8:26p.m.*

MOTION by Ms. Crane to return from Executive Session and reconvene the meeting at 9:01p.m.
Motion carried.

Following Executive Session, the motions listed above under "Board Matters" were acted upon.

IV. ADJOURNMENT

There being no further business, the committee meeting was adjourned at 9:04p.m.

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

Local Emergency Planning Committee - Annual Report & Appointments

ATTACHMENTS:

Description	Upload Date	Type
☐ LEPC Annual Report	1/6/2015	Report
☐ LEPC Membership List	1/7/2015	Staff Report
☐ LEPC Factsheet	1/7/2015	Staff Report
☐ Resolution 2689 Local Emergency Planning Committee with Bylaws	1/7/2015	Resolution
☐ Powerpoint Presentation by LEPC for Jan. 12, 2015 HRC Meeting	1/12/2015	Presentation

MEMORANDUM

CITY/BOROUGH OF JUNEAU

Emergency Programs Division
155 S. Seward St., Juneau, Alaska 99801
michelle_brown@ci.juneau.ak.us



Voice (907) 586-0371
Fax (907) 586-4517

DATE: January 12, 2015

TO: HRC

FROM: Michelle Brown, Emergency Programs Grant Coordinator
THROUGH: Dan Garcia, Chair, Juneau LEPC

SUBJECT: Annual Juneau Local Emergency Planning Committee (LEPC) Report

An Introduction to LEPC PowerPoint by Tom Mattice, Emergency Programs Manager

Annual Report by Dan Garcia, LEPC Chairperson

Regular LEPC Public meetings are held on the 2nd Wednesday of each month. Public notices for upcoming events occur monthly in PSA's and through newspaper, radio, e-mail, local meetings, and bulletin boards. LEPC members have done preparedness presentations on radio, television, conferences, and public events. We have a strong participation of seated members and the general public resulting in an average group size of 20 people; including regular participation from J.A.M.H.I. and S.A.I.L. with the CBJ providing a deaf interpreter. This year the Assembly passed a resolution amending our Bylaws and adding a seat for Vulnerable Populations to help strengthen our public outreach. Minutes are provided to the CBJ Clerks Office. Upon approval from this month's HRC and Assembly Committee meetings we will have renewed year end expired seats and filled all the positions. A State of Alaska LEPC Grant with no match requirement reimburses the CBJ for wages and benefits for hours spent on LEPC goals and activities by Michelle Brown and a CCFR Training Officer. That grant also provides funding for LEPC and CERT activities, outreach materials, and advertising.

The LEPC was represented in the following activities:

- Tier II reporting identification and outreach to local businesses and public info ads
- In November Joel Curtis from Juneau's National Weather Service requested the Juneau LEPC become a NOAA Weather-Ready Nation Ambassador; the Committee voted unanimously to apply. December 9th, 2014 the Juneau LEPC was accepted and in doing so we committed to work with NOAA and other Ambassadors to strengthen national resilience against extreme weather, water, and climate events.
- USCG Stand Down-A full day of Juneau preparedness information tailored to the USCG
- Several members regularly attend the Spring and Fall Bi Annual Conference and LEPCA meetings

- CCFR, Nathan Young conducted outreach to other SE Communities to help develop Emergency Response Procedures and guidelines
- Preparing for 2015 Biennial Preparedness Fair with many local and State partners, hosted by the Juneau LEPC
- CCTHITA Wellness Caregivers Conference presentations to encourage planning for a safe and responsible response to any emergency
- Area Maritime Security Committee Table Top Exercises & Function Exercise Planning
- Airport/BRH Exercise
- New CBJ EOP/AHMP Annex review - The LEPC under the guidance of Tom Mattice continues to work to improve and update Annex's for the new city EOP
- HAZMAT exercise to help build a coordinated regional hazmat mutual aid agreement and response plan for critical agencies and facilities
- Port Security Meetings discussing tank farm response issues as well as others
- Juneau Elderly Housing and Care facilities presentations to clarify their role in both responsible response and Local Emergency Planning
- Juneau Eagle's Club Children's Safety Day presentation on Emergency Planning and Preparedness for kids
- Participated in Red Cross training and sheltering events

The LEPC State grant supports Community Emergency Response Teams (CERT). This grant provided funding for over 112 CERT Kits for new members as well as printed materials and advertising. The Juneau CERT was reactivated in 2012 and since that time has trained over 150 folks in Juneau to be better ready to respond responsibly to an emergency. The CERT holds monthly meetings with advanced competency training. CERT's calendar year goals are to:

- Provide Certification Training semi-annually
- Become deployable. CERT is currently working with Police, Fire, and Red Cross to form partnerships to provide deployable volunteers when needed. Volunteers wishing to become deployable would request a background check and complete all additional training required by the group or groups they want to work with.



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

Type of Seat	Active Member or Liaison	Title	First Name	Last Name	Office Held	Term Begins/ Date Nominated by Assembly	*Current Term Expiration	If appointed - new expiration date will be:	Date of Assembly Nomination	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Comments
1-Elected Official	Local Emergency Planning Committee	Assembly member	Maria	Gladyszewski			10/31/2015							Nominated by Assembly 10/23/2014
1a - Alternate Elected Official	Local Emergency Planning Committee	Assembly member	vacant	vacant										
2-Peace Officer/Law Enforcement	Local Emergency Planning Committee	Deputy Police Chief	Ed	Mercer		2/2/2009	12/31/2014	12/31/2014	8/8/2011					Originally nominated to alternate seat 2/2/09; nominated to primary seat 8/8/2011
2a- Alternate Peace Officer/Law Enforcement	Local Emergency Planning Committee	Lt.	David S.	Campbell		3/5/2012	12/31/2014	12/31/2014	3/5/2012					Juneau Police Dept.
3-Firefighter	Local Emergency Planning Committee	Mr.	Nathan	Young		1/27/2014	12/31/2016	12/31/2016	8/10/2009	2/7/2011	1/27/2014			Nominated 8/10/2009 to seat 3a for term expiring 12/1/2010, Nominated 4/5/2010 to seat 3
3a-Alternate Firefighter	Local Emergency Planning Committee	Fire Chief	Rich	Etheridge		1/27/2014	12/31/2016	12/31/2016	4/1/2003	12/1/2004	4/1/2008	2/7/2011	1/27/2014	Formerly held seat 3, nominated to seat 3a on 4/5/2010
4-General Public Seat	Local Emergency Planning Committee	Ms.	Alison	Brehmer		3/5/2012	12/31/2014	12/31/2014	3/5/2012					Public Health Nurse
4a-Alternate General Public Seat	Local Emergency Planning Committee	Dr.	Destiny	Sargeant		3/5/2012	12/31/2014	12/31/2014	3/5/2012					Psychologist, Critical Incident Stress Management, & MMRS
5-BRH Hospital Seat	Local Emergency Planning Committee	Mr.	Miguel	Lopez		1/1/2012	12/31/2014	12/31/2014	3/16/2009	1/11/2012				Originally Nominated 3/16/2009; nominated to second term at 12/19/2011 Assembly Mtng
5a-Alternate Hospital Seat	Local Emergency Planning Committee		Open Seat	Open Seat			12/31/2014	12/31/2014						
6-Media Seat	Local Emergency Planning Committee	Mr.	Bill	Legere		1/28/2013	12/31/2015	12/31/2015	3/5/2012	1/28/2013				General Manager, State Emergency Communication
6a-Alternate Media Seat	Local Emergency Planning Committee	Mr.	Mikko	Wilson		1/28/2013	12/31/2015	12/31/2015	1/28/2013					KATH-TV, KTOO-TV, JSD (Engineer)

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

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



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

Juneau Local Emergency Planning Committee (LEPC) Fact Sheet

Title: Juneau Local Emergency Planning Committee (LEPC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:

-Resolution 2689

-Alaska Statutes 26.23.071 & 26.23.073

-Resolution 2135 (Repealed by Res. 2689)

-Date Created: May 21, 1990

-Sunset Date: N/A

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

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

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

Officers: Chair, Vice Chair, Secretary

Quorum: 6

Term Limits: None

Annual Appointment Period (Annual Reports Due): December

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

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

Staff Contact: Tom Mattice, Emergency Program Manager - 586-0419 - Tom_Mattice@ci.juneau.ak.us

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

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Presented by: The Manager
Introduced: 07/21/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2689

A Resolution Re-establishing the Juneau Local Emergency Planning Committee, Amending its Membership and Bylaws, and Repealing Resolution 2135.

WHEREAS, The Alaska Disaster Act, AS 26.23, together with the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) establish requirements for business and industry, and federal, state, and local governments regarding emergency planning and community right-to-know reporting on hazardous substances; and

WHEREAS, implementing the community right-to-know provisions of state and federal law will serve to advise the public of the presence of hazardous substances in the community, and involve the public in preparing for, and mitigating the threat of accidental releases of these substances into the environment; and

WHEREAS, in 1991, pursuant to state and federal emergency planning and community right-to-know law, and at the request of the Assembly set forth in Resolution 1443, the Alaska State Emergency Response Commission designated the City and Borough of Juneau a Local Emergency Planning District; and

WHEREAS, pursuant to state designation as a Local Emergency Planning District, and under the authority of Resolution 1443 the Assembly appointed a Local Emergency Planning Committee; and

WHEREAS, in 1996, the Local Emergency Planning Committee was disestablished pursuant to Resolution 1830 and its functions made a part of the duties of a newly-created Emergency Management Advisory Group; and

WHEREAS, in 1999 the Assembly determined that disestablishment of the Local Emergency Planning Committee had been improvident and it was reestablished pursuant to Resolution 1989 in order to ensure compliance with federal and state community right-to-know law, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; and

WHEREAS, alternate members of the Committee were established pursuant to Resolution 2135; and

WHEREAS, representatives of agencies catering to the needs of Juneau's vulnerable populations have been attending and participating in the work of the committee without vote for over a year; and

WHEREAS, the Juneau Local Emergency Planning Committee approved certain amendments to its bylaws consistent with this resolution and recommends that the Assembly approve the amended bylaws attached to this resolution.

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

Section 1. Repeal of Resolutions. Resolution 2135 is repealed, provided that Resolution 1989, and Resolutions 1433 and 1830 repealed therein, shall remain repealed and the Emergency Management Advisory Group remains disestablished.

Section 2. Designation as Local Emergency Planning District. Although Resolution 1443 remains repealed, the Assembly reaffirms the policy set forth in paragraph A of Resolution 1443 that the City and Borough of Juneau continue to be recognized by the Alaska State Emergency Response Commission as a Local Emergency Planning District under Title III of the Superfund Amendments and Reauthorization Act of 1986.

Section 3. Reestablishment Local Emergency Planning Committee. The Juneau Local Emergency Planning Committee originally established by Resolution 1443 is hereby re-established pursuant to AS 26.23.073. The committee shall be known as the Juneau Local Emergency Planning Committee.

Section 4. Membership and Organization. (a) **Membership.** The City Manager or a designated representative shall be a member of the committee. The Committee shall be composed of the City and Borough Manager and not more than eleven additional primary members and eleven alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. The Committee membership shall, to the extent possible, include representatives from the following agencies and interest groups:

- (1) Elected Municipal Officials;
- (2) Peace Officers;
- (3) Firefighters/Emergency Medical Services;

- (4) General Public;
- (5) Bartlett Regional Hospital;
- (6) News Media;
- (7) The American Red Cross;
- (8) Owners or Operators of facilities subject to the requirements of the Emergency Planning and Community Right-To-Know Act of 1986;
- (9) Community Groups;
- (10) Hazardous Substance Transporters; and

(11) A representative serving Juneau's vulnerable population. For purposes of this section, "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound, and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

(b) Terms. Appointees other than the Manager shall serve three-year staggered terms. Nominations for appointment shall be made by the Assembly with recommendations forwarded by the Assembly Human Resources Committee. The terms and appointments of alternate members shall be established in a similar manner, provided that the term of an alternate member shall not be dependent on the term of the person holding the primary appointment.

(c) The Committee shall be organized as follows:

(1) The Committee shall elect annually from its members a chair and such other officers as it deems necessary. The Committee may establish an executive committee with authority to act on its behalf, and may appoint such other committees as it deems necessary. The Committee shall establish rules by which it shall function including solicitation of public comments, response to such comments by the committee, distribution of the emergency plan, and compliance with municipal regulations regarding meetings and notification procedures.

(2) A vacancy on the Committee shall exist:

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

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

(C) If a member submits his or her resignation to the Assembly;

(D) If a member is physically unable to attend Committee meetings for a period of more than 90 days; or

(E) If a member misses more than 40 percent of the Committee meetings in a 12-month period.

(3) The chair of the Committee shall notify the Clerk of any vacancy on the Committee. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in the Advisory Board Rules of Procedure, as such may be amended from time to time.

(4) The Committee shall meet as necessary to carry out the business of the Committee but no fewer than four times per year.

Section 5. Purpose. The Committee shall:

(a) Advise the Manager on emergency management issues.

(b) Review, revise as necessary, and maintain the emergency response plan for the municipality. The plan shall meet the requirements of AS 26.23.075, and shall include:

(1) an analysis of all hazards which threaten people, property, the environment or the economy of the City and Borough, and

(2) identification of agencies and their procedures for responding to protect people, property, the environment and the economy of the City and Borough from any hazard.

(c) Collect, manage, and provide public access to information on hazardous substances and their accidental release within the municipality.

(d) Study and make recommendations on the regulation of transportation routes for hazardous substances, including an assessment of the enforcement of state and federal transportation laws, and investigation of off-loading of explosives to determine the safest way to bring them into the community.

(e) Coordinate with appropriate municipal, state and federal agencies on the collection and use of information on hazardous substances shipped to and from Juneau.

(f) Work with mining companies, the business community, and government agencies in the Juneau area to encourage their participation in the community right-to-know and chemical inventory reporting systems in accordance with the Emergency Planning and Community Right-To-Know Act of 1986.

(g) Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the municipality, and work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

Section 6. Communication with the State Emergency Response Commission. The Manager shall submit this resolution, the list of nominees and their organizations, and any other documents necessary to establish and maintain the Juneau Local Emergency Planning Committee to the State Emergency Response Commission for approval.

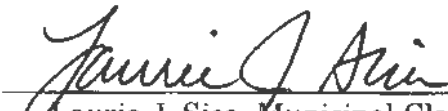
Section 7. Approval of Bylaws. The Assembly hereby approves the Juneau Local Emergency Planning Committee Bylaws attached as Exhibit A.

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

Adopted this 21st day of July, 2014.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

**BYLAWS
JUNEAU LOCAL EMERGENCY PLANNING COMMITTEE
JUNEAU, ALASKA**

ARTICLE I - NAME

1. Name of the Committee. This organization shall be known at the Juneau Local Emergency Planning Committee ("LEPC").
2. Mailing Address. The mailing address of the LEPC is:

Juneau Local Emergency Planning Committee
c/o CBJ Emergency Programs
155 S. Seward Street
Juneau, AK 99801

ARTICLE II - PURPOSE

The LEPC has been established as a Local Emergency Planning Committee for the Local Emergency Planning District of the City and Borough of Juneau, Alaska ("CBJ") pursuant to Title III of the Emergency Planning and Community Right-to-Know Act of 1986, Alaska Statute 26.23.071-.077 and CBJ Resolution 1443. The duties and activities of the LEPC include the responsibility for collecting and making available information on extremely hazardous substances in the District and preparing an emergency response plan to be used in the event of a hazardous substance spill or leak. Specifically the LEPC shall:

1. Advise the City Manager on emergency management issues.
2. Review, revise as necessary and maintain the emergency response plan for all potential emergencies which may affect the Juneau area, including earthquakes and avalanches. The plan shall meet the requirements of AS 26.23.075.
3. Collect, manage and provide public access to information on hazardous substances and their accidental release within the CBJ.
4. Study and make recommendations on the regulation of transportation routes for hazardous substances, and coordinate information on hazardous substances shipped to and from Juneau.
5. Work with the business community and government agencies to encourage participation in the community right to know and the chemical reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.
6. Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the CBJ and to work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.
7. Seek funding from state and federal agencies.

ARTICLE III - MEMBERSHIP

The LEPC is comprised of the City Manager (Emergency Management Coordinator) and not more than eleven primary members and eleven alternate members nominated by the Assembly and appointed by the State Emergency Response Commission ("SERC") to serve for three-year staggered terms. Members shall include, to the extent possible, representatives from the following groups and organizations:

1. Elected Local Officials
2. Law Enforcement
3. Firefighters
4. Member of the Public
5. Bartlett Regional Hospital
6. Broadcast and/or print media
7. Red Cross
8. Owners/Operators of a Hazardous Material Facility subject to the requirements of 42 U.S.C. 110011-11005 (Hazardous Material Facility)
9. Community Group
10. Hazardous Substance Transporter
11. A representative serving Juneau's vulnerable population. For purposes of this section "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the LEPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBI staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the Municipal Clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is encouraged to work with Emergency Programs staff members on the coordination of the preparation and transmittal of the Committee's minutes to the office of the Municipal Clerk. Election of officers occurs annually at a time set by the LEPC. The term of office is for one year, but officers may be re-elected to serve consecutive terms.

ARTICLE V - SUBCOMMITTEES

The LEPC may establish subcommittees as it deems necessary to accomplish its duties.

ARTICLE VI - MEETINGS

1. Regular meetings. The LEPC shall meet as necessary to carry out the business of the committee but no fewer than four times per year.
2. Special meetings. A special meeting deemed necessary to carry out the duties of the LEPC may be called by the LEPC Chair or upon written request of three LEPC members. A meeting held at the request of the members shall be scheduled as soon as possible and preferably within ten days of the written request.
3. Quorum. A quorum shall consist of a simple majority of the voting members of the LEPC. A quorum for any subcommittee shall consist of a simple majority of those voting members appointed to the subcommittee. A quorum shall be required to transact business.
4. Rules of Order. LEPC will adopt an order of business to be used for each meeting and will be governed by Robert's Rules of Order, Newly Revised, when not inconsistent with the Advisory Board Rules of Procedure resolution which may be amended from time to time, these bylaws or with special rules of order adopted by the LEPC.
5. Minutes of Meetings. Accurate minutes of all meetings of the LEPC shall be maintained in the custody of the Municipal Clerk and shall be a public record, open to inspection by any person. The minutes shall include the following: date, time and location of meeting; time the meeting was called to order; a record of attendance, including members present or absent; all motions, even if withdrawn, with the name of the member making the motion and the vote on the motion; the action taken and pertinent points leading to the decision; names of individuals who spoke under public participation and a summary of their comments; the next meeting date and the time of adjournment. The minutes of each meeting shall be transmitted by email to each LEPC member (or by facsimile or regular mail if requested by a member) prior to the next regularly-scheduled monthly meeting.

ARTICLE VII - PUBLIC PARTICIPATION

Members of the public are encouraged to attend all regular and special meetings of the LEPC. Opportunity will be provided at each meeting for members of the public to address the LEPC on issues of local emergency preparedness.

ARTICLE VIII - VOTING

Voting on all motions shall be by voice vote, a show of hands or unanimous consent. If a roll call vote is requested, the vote of each member shall be recorded in the minutes of the meeting. Members may not deliberate or vote on any motion that would constitute a conflict of interest as defined by the CBJ Conflict of Interest Code.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

1. The Bylaws of the LEPC may be amended by an affirmative vote of a simple majority of the total voting membership of the LEPC. No vote to amend the Bylaws will be taken unless the proposed amendment has been provided in writing to the membership prior to the meeting for the proposed vote.
2. Repeal of Previous Bylaws and Amendments: All previous versions of these bylaws and any previous amendments are hereby repealed upon approval of these bylaws by the Assembly.
3. A copy of the signed Bylaws and any subsequent amendments shall be provided to the SERC, the Municipal Clerk's office, and any person requesting a copy.

Adopted by the Juneau Local Emergency Planning Committee for the City and Borough of Juneau, Local Emergency Planning District, on the _____ day of _____, 2014.

_____, CHAIR

_____, VICE CHAIR

Approved by the Assembly on the _____ day of _____, 2014.

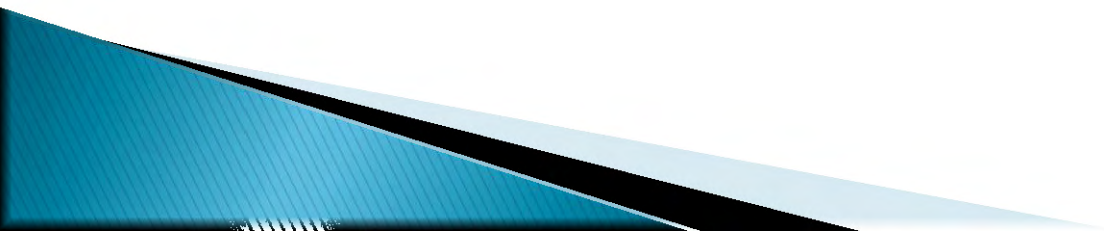
Laurie Sica, Municipal Clerk

Juneau Local Emergency Planning Committee

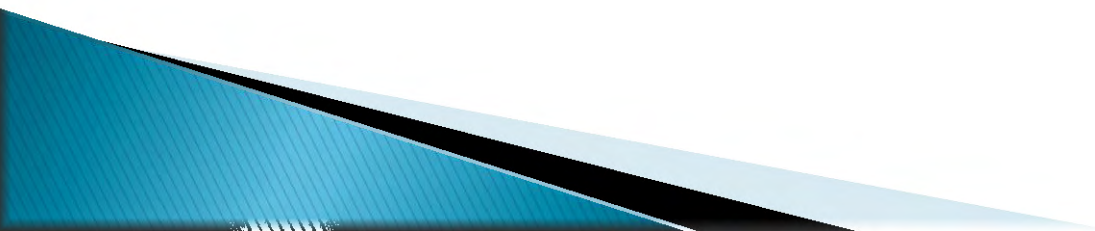
An Overview of LEPC Functions and
Annual Report
January 2015

Dan Garcia
UAS Health/ Safety– LEPC Chairman

Tom Mattice
CBJ Emergency Programs Manager

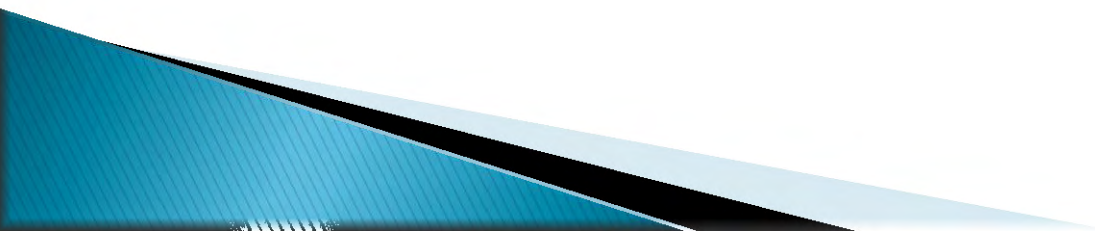


Why Have An LEPC?

- ▶ Link between upper level disaster planning and individual planning among community members.
 - ▶ Brings community together to discuss plans.
 - ▶ Reduced duplication of efforts by ensuring every partner knows their role.
 - ▶ Central review of community plans
 - ▶ Forum for training and exercises
- 

LEPC Objective

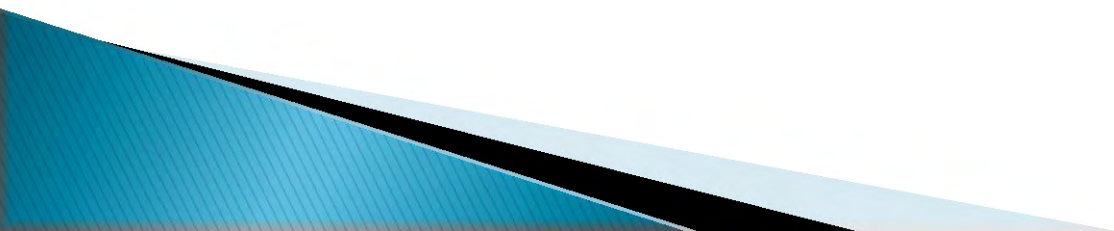
- ▶ Primary goals of an LEPC are to increase the community's awareness of hazards/threats and increase preparedness and cooperation within the community



SARA Title III (EPCRA)

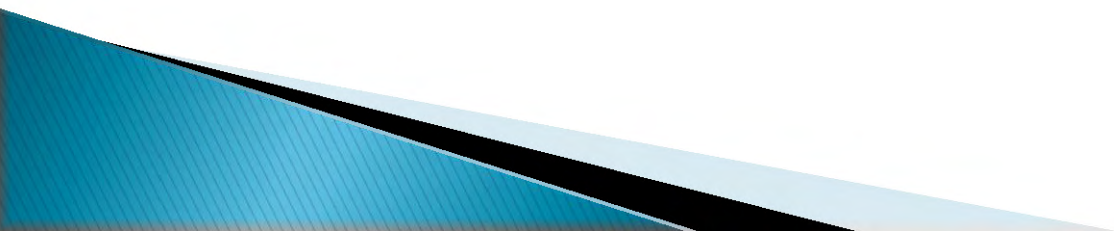
In 1986, Congress passed the Superfund Amendments and Reauthorization Act (SARA), which established a national baseline with regard to planning, response, management and training for hazardous materials emergencies.

Title III of SARA mandated the establishment of both state and local planning groups to review or develop hazardous materials response plans.



SARA Title III (EPCRA)

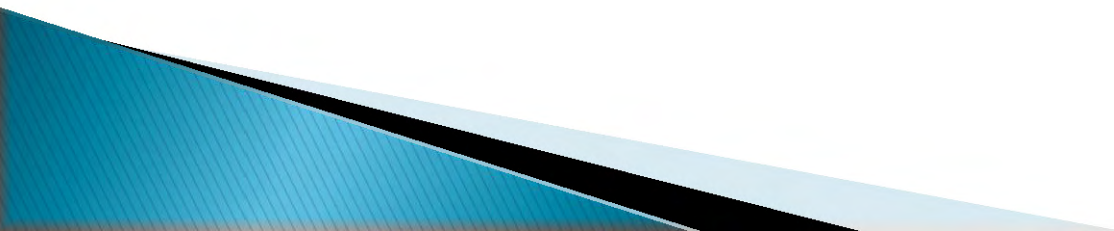
The Emergency Planning and Community Right To Know Act (EPCRA) of 1986 establishes requirements for Federal, State and Local governments and industry regarding emergency planning and Community Right To Know (C.R.T.K.) reporting on hazardous and toxic chemicals.



EPCRA Key Provisions

- ▶ Local governments are required to prepare response plans and review them annually
 - ▶ Facilities must immediately report accidental release of hazardous substances
 - ▶ Facilities must report inventory of all on-site chemicals that meet threshold
 - ▶ EPCRA does not apply to substances in transit
- 

State Emergency Response Commission (S.E.R.C.)

- ▶ Established in AS 26.23.071 and 26.23.073
 - ▶ Chaired by DMVA and DEC
 - ▶ Meets in April and October
 - ▶ Responsible for setting LEPD boundaries and oversight of LEPCs
 - ▶ State agencies represented are required to provide technical assistance to LEPCs on request
- 

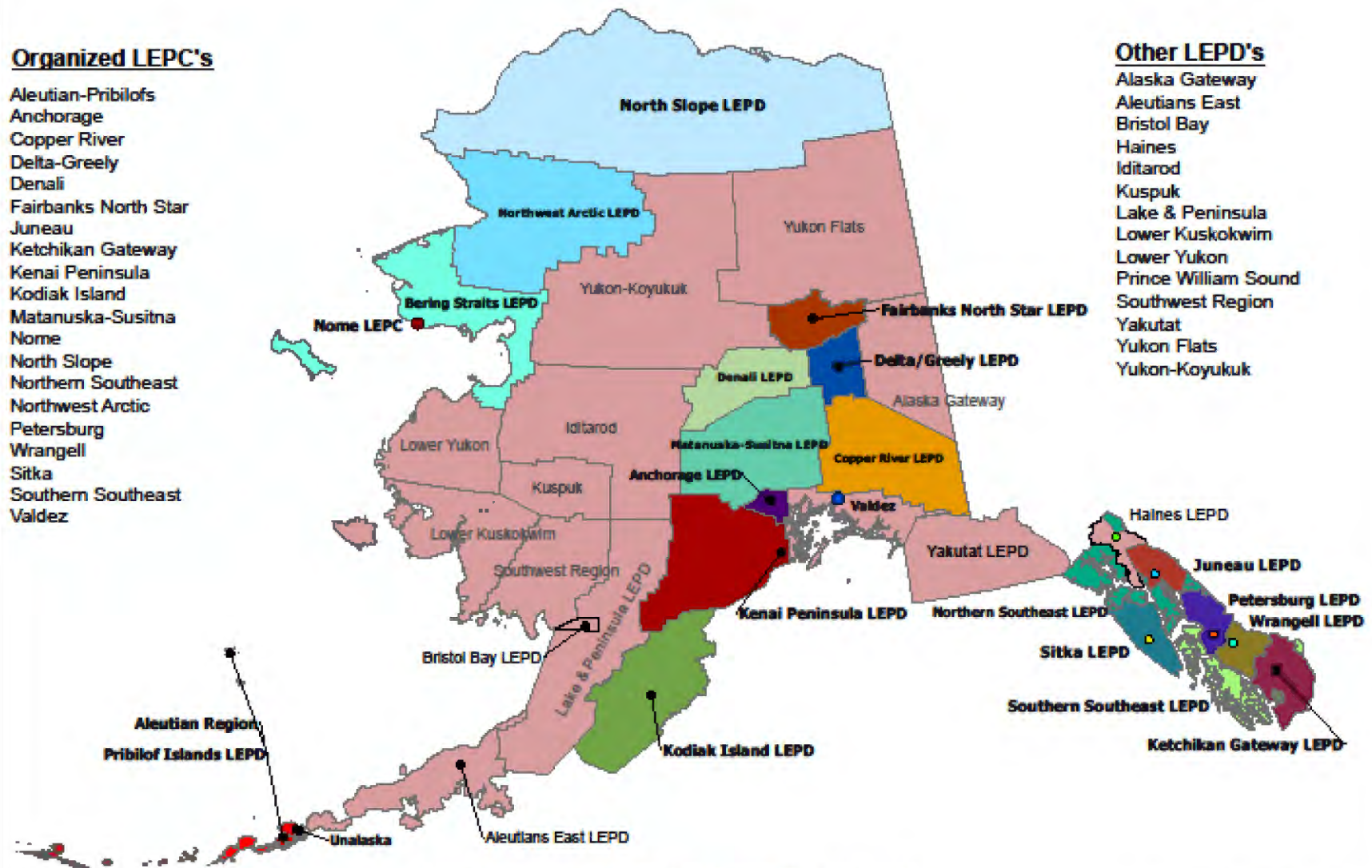
20 LEPD'S with Organized LEPC'S

Organized LEPC's

Aleutian-Pribilofs
Anchorage
Copper River
Delta-Greely
Denali
Fairbanks North Star
Juneau
Ketchikan Gateway
Kenai Peninsula
Kodiak Island
Matanuska-Susitna
Nome
North Slope
Northern Southeast
Northwest Arctic
Petersburg
Wrangell
Sitka
Southern Southeast
Valdez

Other LEPD's

Alaska Gateway
Aleutians East
Bristol Bay
Haines
Iditarod
Kuspuk
Lake & Peninsula
Lower Kuskokwim
Lower Yukon
Prince William Sound
Southwest Region
Yakutat
Yukon Flats
Yukon-Koyukuk



Local Emergency Planning Committees (LEPC)
operate within
Local Emergency Planning Districts (LEPD)

Source: State of Alaska
Geo-Spatial Data Clearinghouse
Author: Scott Nelsen, 2013

LEPC Membership

▶ Statutory Requirements:

- Elected official
 - Law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel
 - Broadcast or print media
 - Community groups
 - Owners and operators of facilities subject to reporting requirements
 - Representative of a local or inter-jurisdictional planning and service area if there is one
 - Members of the public not described above
 - *Recently added Vulnerable Populations Seat*
- 

Public Notice

- ▶ Public notice must be given of all meetings and vacancies
- ▶ The LEPC must annually publish information about Tier II availability and how and how it can be requested locally

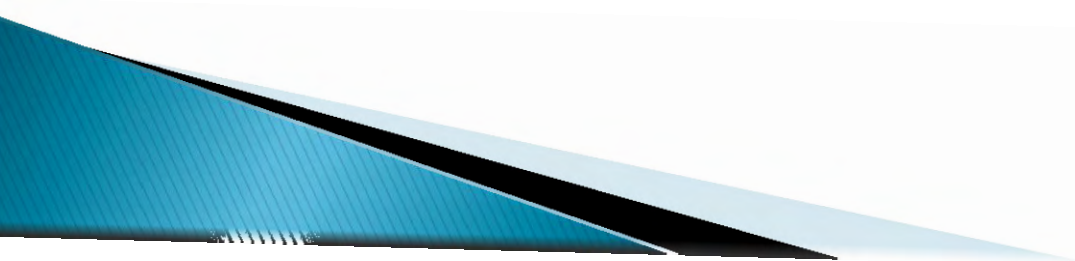


AS 26.23.073

- ▶ Establish procedures for receiving and processing tier II requests for information
 - ▶ Appoint a chair and develop bylaws
 - ▶ Prepare and periodically review an emergency plan in a manner that includes coordination with the political subdivision
 - ▶ Evaluate the need for resources
 - ▶ Make recommendations to political jurisdictions
 - ▶ Serve as an advisory committee within LEPD
- 

LEPC Grant

- ▶ \$300,000 from State General Funds each fiscal year (July–June)
 - DHS&EM keeps \$30,000 to pay for conference travel
 - Remaining \$270,000 distributed to LEPCs
 - SERC Finance Committee decides amount going to each community
 - 5 baseline levels based on population and hazmat
 - Baseline amounts vary based on number of LEPCs applying



Grant Eligible Expenses

▶ Management

- Personnel costs; support services (postage, conference line etc); office supplies; capital equipment; travel

▶ Outreach

- Brochures; distribution items; event activities; newspaper/radio submissions

▶ Preparedness

- Reviewing plans; training; tabletop exercises; CERT teams

2015 Juneau LEPC Highlights

- ▶ 11 / 12 board members with average attendance of over 20 people in 2014
 - ▶ Conducted Required Tier II outreach
 - ▶ Petitioned the SERC for Electronic Tier II Reports for Real Time Response Modeling.
 - ▶ Provided Community Emergency Response Training (CERT) to over 150 people.
 - ▶ Became a NOAA Weather Ready Nation Ambassador for preparedness.
 - ▶ Conducted outreach to other SEAK Communities
 - ▶ Worked with CCFR to find funding for tank farm response planning and training
- 

2015 LEPC Activities

► Preparedness

- **Tabletop Exercises**
 - Cruise Ship Mass Rescue Operations
 - Airport Disaster
- **Functional Exercises**
 - Salmon Creek Dam
- **Full Scale Exercises**
 - Alaska Shield Exercise (EOD, HAZMAT, MCI)
- **Training**
 - Red Cross Training's
 - Incident Command System Training's
 - Public Information Officer Training

2015 LEPC Activities

► Outreach

- **Public Displays and Events**

 - Eagles Club Safety Day

 - Coast Guard Safety Stand Down Day

 - CCTHITA Wellness Caregivers Conference

- **Presentations**

 - Multiple Radio Shows

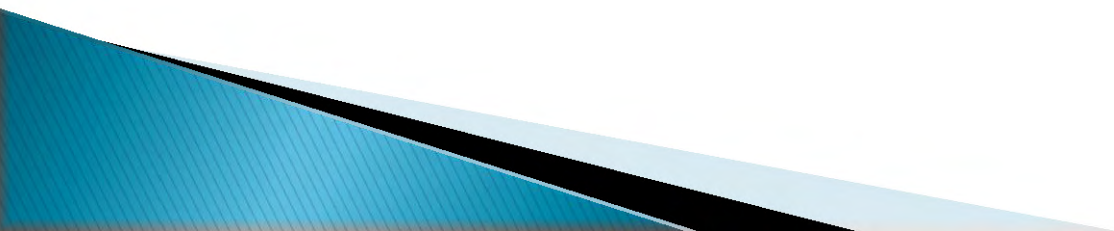
 - Senior Commission on Aging

 - Juneau Rotary

- **Planning Workshops**

 - JAMHI/ Johnson Youth Center/ Pioneer Home/ Etc.

2015 LEPC Activities

- ▶ The Juneau LEPC is a forum for sharing planning, training, exercise, and preparedness information between organizations in the City and Borough of Juneau.
 - ▶ To work together in conducting exercises testing our mutual aid plans and how our responses can best be coordinated between multiple agencies.
 - ▶ We do not write plans but as a community team we work together to improve one another's planning process.
 - ▶ We conduct outreach on a regular basis and are always looking to increase attendance and participation from within our community.
- 

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

Juneau Affordable Housing Commission - Annual Report & Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Juneau Affordable Housing Commission Membership List	1/7/2015	Staff Report
☐	Juneau Affordable Housing Commission Factsheet	1/7/2015	Staff Report
☐	Resolution 2506 Reestablishing Juneau Affordable Housing Commission	1/7/2015	Resolution
☐	Juneau Affordable Housing Commission 2014 Annual Report	1/7/2015	Report

JUNEAU AFFORDABLE HOUSING COMMISSION - Current

Total # of Seats: 9

Governing Legislation: Resolution 2506

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	Juneau Affordable Housing Commission [Current]	Mr.	Norton	Gregory	Public	Co-Chair	2/27/2014	1/31/2017	1/4/2010	3/21/2011	2/27/2014	Tlingit-Haida Regional Housing Authority Manager - Housing Programs
Yes	Juneau Affordable Housing Commission [Current]		Open Seat	Open Seat	Public			1/31/2017				
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Honey Bee	Anderson	Public		2/27/2014	1/31/2017	1/4/2010	3/21/2011	2/27/2014	Powell Realty Inc. Associate Broker - Realtor
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Wayne	Coogan	Public		4/23/2012	1/31/2015	4/23/2012			Manager Coogan Construction
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Russ	McDougal	Public		3/17/2014	1/31/2015	3/17/2014			Self-employed Mac's Design & Construction General Contractor
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Tamara	Rowcroft	Public	Co-Chair	2/1/2012	1/31/2015	1/4/2010	1/30/2012		General Manager Alaska Housing Development Corp.
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Justin	Shearer	Public		2/1/2013	1/31/2016	1/4/2010	2/11/2013		Branch Manager NC Machinery Co.
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Mandy	O'Neal Cole	Public		2/11/2013	1/31/2016	2/11/2013			Co-Chair Juneau Homeless Coalition (Manager at AWARE Inc.)
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Margaret	O'Neal	Public		2/11/2013	1/31/2016	2/11/2013			Juneau Homeless Coalition (JEDC)
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Kate	Troll	Assembly Liaison	Liaison	n/a	n/a	n/a			Assemblymember Liaison 10/2014-10/2015
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Beth	McKibben	Staff Liaison	staff liaison	n/a	n/a	n/a			CDD Senior Planner
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Greg	Chaney	Staff Liaison	staff liaison	n/a	n/a	n/a			Lands & Resources Manager
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Jessica	Beck	Staff Liaison	staff liaison	n/a	n/a	n/a			Lands & Resources Specialist



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

Juneau Affordable Housing Commission Fact Sheet

Title: Juneau Affordable Housing Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:

-Resolution 2506

-Resolution 2390 - Repealed by Res. 2506

-Date Created: January 08, 2007

-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: On December 2, 2006, the Assembly held an Affordable Housing Summit in a joint meeting of the CBJ Assembly, Planning Commission, and the Affordable Housing Coalition. As an outcome of that Housing Summit, the Assembly adopted Resolution 2390 creating the Juneau Affordable Housing Commission. The Commission was established for a three-year period beginning January 2007 to make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing. The Commission became a continuing CBJ Commission on November 23, 2009 with Resolution 2506 which repealed Resolution 2390.

Membership: Nine members - The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee. The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Officers: Chair, Co-Chair, & Secretary

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The Commission held its first meeting on February 8, 2007 and their meetings are scheduled for the First Tuesday of the month at 5:15 p.m. at the Downtown Juneau Public Library Large Conference Room unless otherwise advertised.

Special Facts:

Staff Contact: Lands & Resources Manager, Greg Chaney - 586-0205 - Greg_Chaney@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Affordable_Housing_Commission/Affordable_Housing_Commission.php

[Back to List](#)

Presented by: The Manager
Introduced: 11/23/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2506

A Resolution Reestablishing the Juneau Affordable Housing Commission for the Purpose of Removing the Sunset Date, and Repealing Resolution 2390.

WHEREAS, there is a public need for affordable housing in Juneau, housing for which a household pays no more than thirty percent of its gross income; and

WHEREAS, there is a public need to eliminate homelessness in this community; and

WHEREAS, the Assembly acknowledges the continued work of the Affordable Housing Commission and the Juneau Homeless Coalition; and

WHEREAS, affordable housing is not an isolated issue and should be considered in many aspects of the community and its municipal government; and

WHEREAS, there is expertise in the community willing to volunteer to work on these important issues; and

WHEREAS, the Assembly would like to tap that expertise and put it to work to identify and pursue public and private funding opportunities, advise the Assembly, and identify and advocate for regulatory, procedural and legal action in support of affordable housing; and

WHEREAS, the Assembly originally established the Juneau Affordable Housing Commission on January 8, 2007, through the adoption of Resolution 2390, with a three-year sunset date of January 31, 2010; and

WHEREAS, the Juneau Affordable Housing Commission finds that the work of the Commission needs to continue indefinitely; and

WHEREAS, at its meeting on November 2, 2009, the Human Resources Committee reviewed Resolution 2506 and recommended that it be forwarded to the Assembly for adoption.

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

Section 1. Affordable Housing Commission Reestablished. There is hereby reestablished the Affordable Housing Commission.

Section 2. Membership. The commission shall consist of nine members appointed by the Assembly to serve for three-year staggered terms; provided the terms of the initial commission members shall be as follows:

- (a) 3 members shall be appointed for a three-year term;
- (b) 3 members shall be appointed for a two-year term;
- (c) 3 members shall be appointed for a one-year term.

Commission members serving at the time of the adoption of this resolution shall serve out their terms.

The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee.

The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Section 3. Duties. The commission shall make recommendations to the CBJ Assembly through the Lands Committee, on all aspects of affordable housing.

Section 4. Staff Liaison. The Manager shall designate a staff liaison to the Commission.

Section 5. Procedure. The commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure, as such may be amended from time to time.

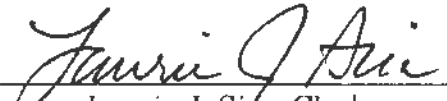
Section 6. Repeal of Resolution. Resolution 2390 is hereby repealed.

Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of November, 2009.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

Juneau Affordable Housing Commission

2014 Commissioners

Tamara Rowcroft, Chair
Mandy O'Neal Cole, Vice Chair
Norton Gregory
Russ McDougal
Honey Bee Anderson
Wayne Coogan
Justin Shearer
Margaret O'Neal
Jeremy Kerr

January 07, 2015

Mayor Merrill Sanford & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2014

Dear Mayor Sanford and Human Resource Committee,

The Juneau Affordable Housing Commission has had a busy and productive year, and has addressed many issues in an attempt to alleviate the cost of housing, as well as investigate and implement ways to provide more and lower cost housing in Juneau. This is an ongoing topic in our community, and this group is comprised of professional people from all facets of the Juneau housing market. This letter provides a report of our activities during this last year, including actions taken by the Commission, participation in community events, and topics that were brought to our attention by other entities.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

The work by the Juneau Affordable Housing Commission (AHC) in 2014 included:

- Housing Action Plan

It was decided that a housing action plan was necessary to determine the need and strategies to help alleviate the housing situation in Juneau.

The purpose/objective was to develop an overall Housing Action Plan to provide a stable supply of affordable housing for current and future residents of Juneau at all income levels. The focus is on finding ways to provide housing to those segments of the community identified as having the highest needs through the updated Housing Needs Assessment.

The group discussed how the consultant would engage with the Economic Development Plan and the senior housing demand study. The Scope of Work would ideally include some work on planning for making residential units more affordable (for example with energy efficiency).

It was decided to ask for \$75,000 from the Juneau Affordable Housing Fund. The Assembly approved the funds for the Housing Action Plan. An RFP was put out and a consultant has been found to conduct research and identify creative ways to carry out the Scope of Work.

- Accessory Apartment Incentive Grant Program

AHC has had significant discussion regarding the Accessory Apartment Incentive Grant Program. The group decided to implement a grant program rather than the original loan program. The grant program would involve approving an applicant when they apply for their building permit and issue them a check when they receive their Certificate of Occupancy. It was decided to move forward with an Accessory Apartment Incentive Rebate Program that would give \$5,000 to homeowners who create a new accessory apartment. There was \$77,000 left in the grant the JAHF received from the state. This money will be used for the \$5,000 grants (totaling \$75,000). This is a wonderful program for serving population growth and potentially creating 15 new units for \$75,000. This program is currently scheduled to be presented to the Assembly Lands Committee at their January 29th meeting.

The grant currently expires on 6/30/16 but a one year extension has been requested. They will have 12 months to get their C.O. They may ask for an extension for extenuating circumstances but must ask for it at least 60 days in advance. The decision for these extensions will be approved by the AHC on a case-by-case basis. The grants are limited to one grant per application per permit per project per person.

- Down payment Loan Assistance Program for Mobile Home Purchases

Juneau has many potentially affordable housing units that are mobile homes. Only two local lenders currently offer any type of financing for mobile home purchases. As a result of the perceived high level of risk associated with financing mobile homes, both of these lenders currently require a 15-20% down payment. This high down payment makes it extremely difficult for many families to be able to afford to purchase a mobile home.

This program would provide a low interest loan, not to exceed \$10,000 to assist the home buyer with the required down payment. A local lender would be working with the household for financing and to determine they are creditworthy and can afford the loan payment. The lender would escrow the CBJ loan repayments in conjunction with their loan servicing. The mobile home would be owner occupied for the CBJ loan term. A secondary lien would be placed on the mobile home title to secure the loan. Currently the AHC is working develop a partnership with a local lender for this program.

- Supported 2014 Housing Forum (*See feedback on Attachment A*)

On February 24, 2014 the City & Borough of Juneau held a Housing & Development Forum. The purpose of the forum was to have an open, friendly dialogue and presentations regarding

housing and development with builders, realtors, mortgage lenders and other interested participants. Builders had the opportunity to earn 5 business continuing education credits towards a Residential Contractor Endorsement.

Over 14 staff contributed to putting the forum together and having it run smoothly. Nine city staff and one volunteer from the Affordable Housing Commission made presentations. This was similar to the Housing Forum held in February 2013, but with new topics in hopes of moving forward with discussions. City staff involved were from the Community Development Department, Lands & Resources Division, Fire Department, General Engineering and Public Works Department.

Approximately 35 people attended. If the CBJ holds this forum again, we would like to also include continuing education credits for the realtors to encourage more of them to attend.

- Initial review of Haven House application for JAHF – they retracted their application.

The Haven House formally withdrew their application for the Juneau Affordable Housing Fund via email. They were appreciative of the work the commission has done but they found alternative funding sources.

- Passed motion of support for changing the legislation on subdivision taxes.

The Affordable Housing Commission passed a motion to endorse the letter supporting changing the legislation from a tax deferral to tax abatement as an incentive to affordable housing.

- Passed motion of support for the Pederson Hill Rezone & testified in favor

The Planning Commission adopted a motion recommending the Assembly rezone Pederson Hill to a combination of D10 and D10SF. A piece of the property proposed to be rezoned in the Auke Lake watershed was removed. The AHC passed a motion of support for this Rezone.

- Provided a pre-development loan to the St. Vincent DePaul *Home Run* Project that was awarded construction funding in 2014. The investment was made initially in 2012.
- Selected a new AHC Chair and Co-Chair
The AHC selected Tamara Rowcroft as its new Chair, and Mandy O’Neal Cole as its Co-Chair.

Related Activities

- Participation and outreach in the 2014 Home and Outdoor Show – collected surveys (*See Attachment B*)

The Affordable Housing Commission heard presentations throughout the year on a variety of topics including:

- Switzer Subdivision and Pederson Hill Subdivision development updates

The Army Corps of Engineers has put the Switzer 2A application out for public comment. DOWL HKM is on board for the Pederson Hill subdivision. They are laying out some road alignments around the church. The Army Corps of Engineers wetland fill permit for the Switzer 2A subdivision is in Anchorage for review. There is a CBJ project manager on board and an RFP is out for subdivision design.

- o Challenges for operating condo associations
Mary Sternfeld presented on her experience with her condo association which has been a difficult one. She would like there to be more formal record keeping for condo associations, classes for condo associations on planning, RFPs, etc. The Affordable Housing Commission added Condo Association Best Management Practices to the AHC Task List.
- o Juneau School District House Build lot search updates
The Lands Committee approved selling one lot at the South Lena Subdivision to the Juneau Housing Trust for the high school home build program for \$40,000. They faced challenges trying to build a foundation on it before the ground froze. Since they will be driving out the road to work on this project, they are now able to include TMHS students also.
- o Commented on the Economic Development Plan and the Housing Initiative
Kirsten Shelton and Jim Calvin, from the McDowell Group gave an overview of the Economic Development Plan. They listened to suggestions and ideas from commissioners regarding the reasons for the high cost of housing and solutions for the housing issue in Juneau.

Barb Sheinberg presented on the two town meetings held to go over the plan's initiatives that approximately 125 people attended. She reviewed and discussed with the commissioners the objectives under the housing initiative. The Economic Development Plan will be finalized in spring of 2015.

- o Senior Housing Plan updates
Agnew Beck Consulting was hired to complete the Senior Housing Plan. They have implementation experience. The plan was completed in 2014.
- o Accessory apartment size changes – proposed code amendment
The Community Development Department is looking at changing the size requirement for accessory apartments. The AHC reviewed a memo regarding what might be the right size for the proposed change, and discussed it at length.
- o Mobile home property tax issues
The taxes on a mobile home are attached to a parcel number, which creates an issue when a home is removed and a new home is placed in the same location. This could also be a

problem when someone is buying a mobile home and doesn't do the research to see if there are taxes owed on the property. The AHC discussed this problem to come up a way make sure all prospective buyers are informed and understand what they need do before they make a purchase.

- o Mobile home financing issues
AHC commissioners Wayne Coogan and Margaret O'Neal spoke with bankers and AHFC about the mobile home financing issues, and presented their findings to the Commission. Work will continue in 2015 on this item.
- o North Franklin Lot development proposal
The proposal from the Juneau Legacy Properties to build a 29 unit apartment building on the North Franklin Parking Lot was presented to the Lands Committee. The Lands Committee has forwarded it to the full Assembly for further discussion.
- o USDA rural housing loan program opportunities
The USDA has 3 loan programs now available in Juneau: Guaranteed Rural Housing Loans, Single Family Housing Direct Loans and Home Improvement/Repair Loans and Grants. These programs offer different routes and open up another avenue to get home loans for people.
- o Subdivision Ordinance
The commission heard two presentations on the proposed changes to the Subdivision Ordinance both presentations were followed by discussion and an opportunity to provide comments on the proposed changes.
- o Alaska Coalition on Housing and Homelessness Conference
The conference provided a good overview of successful models of Housing First projects being operated in other communities around the country. There also were many good workshops on AHFC programs, VA Homeless services and programs, and efforts by other communities on how to address the chronic shortage of housing and services. The conference was attended by several members of the Commission and CBJ Lands department staff as well.

Future Work for the Commission in 2015

- Creation of a housing action plan
- 2015 Home Show
- 2015 Housing Forum
- Presentation of Accessory Apartment Incentive
- Presentation of Mobile Home Down Payment Loan Program
- Continue to Support Local Affordable Housing Initiatives
Like the Housing First Project

Mayor Merrill Sanford & Human Resource Committee
January 31, 2015
Re: 2014 Juneau Affordable Housing Commission Annual Report

The Affordable Housing Commission looks forward to serving Juneau into the year 2015 and for future years.

Sincerely,

Tamara Rowcroft, Chair
Juneau Affordable Housing Commission

Members, Liaisons and Support

<u>Commissioner</u>	<u>Appointment Date</u>	<u>Reappointed</u>	<u>Current Term Begins</u>	<u>Term Expires</u>
Tamara Rowcroft, Chair	1/4/2010	1/30/2012	2/1/2014	1/31/2015
Mandy O'Neal Cole, Vice Chair	2/11/2013		2/11/2013	1/31/2016
Russ McDougal	3/17/14		3/17/2014	1/31/2015
Norton Gregory	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Honey Bee Anderson	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Wayne Coogan	4/23/2012		4/23/2012	1/31/2015
Justin Shearer	1/4/2010	2/11/2013	2/11/2013	1/31/2016
Margaret O'Neal	2/11/2013		2/11/2013	1/31/2016
Open Seat				1/31/2017

The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, since the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. Jessica Beck of the CBJ Lands and Resources serves as meeting secretary for the Commission. The Assembly Liaison through 2014 was Jesse Kiehl.

Attachment A

Housing Forum Feedback Monday, February 24, 2014, 9:30am to 4:00pm Vocational Training & Resource Center

Question:	How did you hear about this forum?							
Options:	Newspaper	Radio	Flyer on bulletin board	Invitation via mail	Invitation via email	Other: SEABIA	Other: From Staff	Other: CBJ Website
Responses:	1	1	4	7	4	3	1	2

Question:	Did you attend the Housing Forum last year?	
Options:	Yes	No
Responses:	11	12

Question:	Are you earning continuing education credits for your Residential Contractor Endorsement?	
Options:	Yes	No
Responses:	20	3

Question:	Please rate the housing forum				
Options:	Excellent	Good	Fair	Poor	Very Poor
Responses:	6	14	3	0	0

Question:	Should we hold this forum again?	
Options:	Yes	No
Responses:	23	0

Question:	If we were to hold the forum again, how often should we have it?			
Options:	Twice a year	Once a year	Every two years	Other
Responses:	7	15	0	0

Did you learn anything from attending this forum?

- Yes
- Permit Information
- Fire & Zoning
- Staff attitude towards the housing problem
- Process
- Seems to be new energy/staff interested in making the process quicker. Good job.
- Development guidelines
- Fire Info
- Roundtable
- New projects the city is working on
- New subdivision requirements
- Learned small amount
- Learned lots
- Yes, I think this was an improvement from last year – well presented and organized

If we were to hold this forum again, what topics would you like added?

- Open minded discussion on new topics. New section.
- Updates on other forums
- New items
- Building code specifics as a new topic
- You covered everything
- Charlie Ford/Jay Srader time to help with permitting
- Permit center inspectors and inspections
- Updates on status of changes accomplished from previous meeting
- Plan review
- Utility department (water/sewer)
- Continue with same information
- Maintaining existing structures
- Neighborhood development

If we were to hold this forum again, what topics would you drop?

- Recycling
- None
- Expand/more in depth on existing topic agendas

Other comments:

- Very complicated subjects – Good effort
- Thanks
- Enjoyed the recycling topic and info
- Thank you for hosting this!!!
- Adoption of new codes should be weighed against the cost benefit. NAHB is saying each code changes increase the "cost" 7%.
- Beth mentioned that site plans are going to have to be done by a professional. I very much hope this isn't something that will be taken lightly

Attachment B

Affordable Housing Commission Home Show 2014 Survey Results

The results of 110 completed surveys are as follows:

1) Do you support additional housing development in Juneau?

- 94% answered yes, 5% answered no, and 1% left the question blank.

2) Do you support additional housing development in your neighborhood?

- 59% said yes, 36% said no (most citing lack of building space as the reason), and 5% were unanswered.

3) What do you believe are some of the “barriers” that prevent your housing situation from being affordable for your household?

- 42% Rent or Mortgage cost currently too expensive
- 27% House utilities too costly
- 23% My housing needs some energy upgrades
- 23% I would like to find some more affordable housing options in Juneau
- 45% I am satisfied with my current housing situation
- 1% Other issues including:
Lack of housing that accepts pets; cost of land; single occupancy for low/mid income, cost of materials and shipping and permitting and labor; the need to address energy to help families save money; property tax; too many permits; development cost and city codes; utility bills; no loans available for mobile homes.

4) Has your home had any major energy retrofits or upgrades in the last 5 years?

- 60% answered no, 37% said yes, and 3% were unanswered.

5) Do you have any suggestions on how to improve the housing situation in Juneau?

- **Answered are varied and include:**
Less density per acre; lower property tax for affordable units, city cut property tax for landlords who might then be willing to rent units for less; better staffing in the CBJ building department; more affordable housing built, small cottage single family homes, moderate rent allowing pets, “safe” housing for recently released/paroled and probationers and those individuals coming out of treatment programs that are homeless and trying to live a recovery lifestyle; deferred infrastructure costs for new subdivision; a store for used building materials, like habitat for humanity; open more land; less restrictions on building; increase housing options in downtown area; less regulations for building and development; rent ceilings; open up more land for building; mid-range housing; lower city property assessments; secondary access to Douglas island, with land available there; federal funding vouchers; more single family homes; eliminate the IRS home mortgage interest deduction because it adversely affects renters; and more high density housing.

**JUNEAU AFFORDABLE HOUSING COMMISSION
ATTENDANCE 2014**

	1/7/14	2/1/14**	2/4/14	2/19/14	3/4/14	3/17/14	4/1/14	5/6/14	6/3/14	7/1/14	8/5/14	8/12/14	9/2/14	10/13/14	11/4/14	12/11/14
Norton Gregory	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
Jeremy Kerr					P	P	P	P	P	P	P	P	P	P	A	P
Honey Bee Anderson	A	A	A	A	P	P	A	P	P	P	A	A	P	P	P	P
Wayne Coogan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Russ McDougal							P	P	P	A	A	P	P	A	P	P
Tamara Rowcroft Chair	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
Justin Shearer	P	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P
Margaret O'Neal Co-Chair	P	P	P	P	P	A	P	A	P	P	P	P	A	P	P	P
Mandy O'Neal Cole	P	P	A	P	P	P	A	P	A	P	A	A	P	P	P	A

LEGEND: **A** – Absent / **P** – Present

* Special Meeting or Work Session; **Retreat

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

PRAC Replacement on the 1% for Art Selection Panel Cruise Berth (16B)/Seawalk Project

ATTACHMENTS:

Description	Upload Date	Type
☐ Memo re: 1% for Art Selection Panel membership	1/8/2015	Cover Memo



OFFICE OF THE MUNICIPAL CLERK

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

MEMORANDUM

DATE: January 8, 2015

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: PRAC Replacement on the 1% for Art Selection Panel Cruise Berth (16B)/Seawalk Project

In 2014, the Assembly expanded the membership of the 1% for Art Selection Panel for the Cruise Ship (16B)/Seawalk project to include a representative from the Parks and Recreation Advisory Committee (PRAC) as well as representatives of the Filipino & Alaskan Native Community in addition to the members previously appointed. An additional staff liaison from the Engineering Department was also added to assist the panel.

Recently, PRAC Representative Kate Walters tendered her resignation from the PRAC effective following the January 6, 2015 PRAC meeting and at that meeting the PRAC selected member Joshua Anderson as the new PRAC representative to the 1% Art Selection Panel. Past practice with a non-voting liaison seat from one board to another has been for the primary board (PRAC in this case) to assign one of its members to serve as a liaison to a secondary body until their term on the primary board expires or the primary board reassigns a new member to that liaison post. Those seats in which a liaison serves as a voting member of the secondary board are subject to the appointment being confirmed by the Assembly through the HRC.

Since this seat is that of a voting representative, the appointment of Mr. Anderson needs to be confirmed by the HRC/Assembly at its meetings on January 12.

If Mr. Anderson's appointment is confirmed by the Assembly, the art panel would consist of the following members:

2 General Public Members:
2 Juneau Arts & Humanities Council Rep.:
City Manager Appointee:
Department Representative:
Parks & Recreation Advisory Committee Rep.:
Filipino & Alaskan Native Community Reps.:
Staff Liaisons (non-voting):

Chloie Watson and Dan Fruits
Annie Calkins and Jeff W. Bush
Kirby Day
David Logan (D&H Boardmember)
Joshua Anderson
John Morris and Ronalda Cadiente
Gary Gillette (D&H) and Michele Elfers (Eng.)

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

Liquor License Mid-Cycle Protests of Continued Operations

MANAGER'S REPORT:

Liquor licenses are issued by the State of Alaska on a two-year cycle. Alaska Statute 04.11.480 provides for a mid-cycle protest by the local governing body for the continued operation of liquor license as follows: (*emphasis added*)

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.

CBJ Finance Department is recommending the Assembly protest the continued operations of the following liquor licenses based on unfiled sales tax returns, the associated taxes owing for those returns, and all associated penalties and interest.

Seong S. Kim d/b/a Seong's Sushi Bar & Chinese Takeout, Restaurant/Eating Place License #4192. Protest based on a total balance owing of \$25,285.72 as of January 2, 2015 for the monthly periods February - September 2014 and unfiled sales tax returns for October - November 2014 and all associated taxes, penalties and interest.

Joan Deering d/b/a Paradise Cafe & Bakery, Restaurant/Eating Place License #5278. Protest based on a total balance owing of \$224.42 as of January 2, 2015 for June - July 2014 and unfiled sales tax returns for September - November 2014 and all associated taxes, penalties and interest.

NYT, Inc. d/b/a Rendezvous, Beverage Dispensary License #772. Protest based on unfiled third quarter sales tax returns with the associated unremitted sales taxes, penalties and interest.

Jacobsen/Daniels Associates, LLC d/b/a Romeo's Tap Room Beverage Dispensary-Tourism License #5341. Protest based on balances due as of January 2, 2015 of \$501.06 for sales tax periods August-October 2014.

These protest recommendations are scheduled for the January 12, 2015 Assembly agenda under New Business and any HRC recommendations would be acted upon at that time. CBJ Code 20.25.025(c) provides licensees with the right to an abbreviated informal hearing before the

Assembly. If a licensee wishes to exercise that right, the January 12 Assembly meeting would be the opportunity for them to do so.

RECOMMENDATION:

January 5 - Update: Jacobsen/Daniels Associates, LLC d/b/a Romeo's Tap Room Beverage Dispensary-Tourism License #5341 has paid the outstanding sales tax and Finance staff is withdrawing its recommendation for protest.

ATTACHMENTS:

	Description	Upload Date	Type
☐	Statutes and Code re: Liquor License Renewals	12/23/2014	Liquor License
☐	Letter to Seong S. Kim dba Seong's Sushi Bar and Chinese Takeout	1/2/2015	Liquor License
☐	Letter to Joan Deering dba Paradise Cafe and Bakery	1/2/2015	Liquor License
☐	Letter to NYT Inc dba Rendezvous	1/2/2015	Liquor License
☐	Letter to Jacobsen-Daniels dba Romeos Tap Room	1/2/2015	Liquor License

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.

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

January 2, 2015

Via certified & regular mail

Seong S. Kim
d/b/a Seong's Sushi Bar & Chinese Takeout
740 W. 9th Street, Juneau, AK 99801

And via regular mail to:

Seong S. Kim
d/b/a Seong's Sushi Bar & Chinese Takeout
615 5th Street, Douglas, AK 99824

Re: Restaurant Eating Place Liquor License #4192 Mid-Cycle Protest

Dear Mr. Kim,

The City and Borough of Juneau is in the process of our annual review of liquor license businesses within the community for compliance with CBJ Code and continued operations of the licenses. Alaska Statute section 04.11.480 provides the following with respect to protesting the continued operation of a liquor license during the second year of the biennial license period (*emphasis added*):

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.

As is our practice in these matters, the staff from the Fire, Finance, Police, Public Works, and Community Development Departments reviewed each establishment to insure compliance with city code. Our Sales Tax Office will be recommending protest of the continuation of the license due to a total balance due of \$25,285.72 for the monthly periods of February through September 2014 along with the fact that returns have not been filed for October and November 2014 along with any sales tax, penalties and interest owing for those periods.

January 2, 2015

Page 2 of 2

Letter to Seong S. Kim d/b/a Seong's Sushi Bar & Chinese Takeout re: Mid-Cycle Liquor License Protest

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, ie: Confession of Judgment and Stipulation, will not put the business in good standing with the CBJ Finance department for purposes of liquor license protest. Only when the all returns are filed and full payment of the outstanding balance, interest, and penalties are received, will the Finance Department withdraw its recommendation to protest the license renewal.

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, January 12, 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
Deputy Clerk

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

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

January 2, 2015

Via certified & regular mail

Joan Deering d/b/a Paradise Café & Bakery
9351 Glacier Hwy.
Juneau AK 99801

Re: Restaurant Eating Place Liquor License #5278 Mid-Cycle Protest

Dear Ms. Deering,

The City and Borough of Juneau is in the process of our annual review of liquor license businesses within the community for compliance with CBJ Code and continued operations of the licenses. We were informed by ABC staff that your license was issued in December 2014 for the 2014/2015 biennial period. Alaska Statute section 04.11.480 provides the following with respect to protesting the continued operation of a liquor license during the second year of the biennial license period (*emphasis added*):

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.

As is our practice in these matters, the staff from the Fire, Finance, Police, Public Works, and Community Development Departments reviewed each establishment to insure compliance with city code. Our Sales Tax Office will be recommending protest of the continuation of the license due to an outstanding balance of \$224.42 for the June-July 2014 period and unfiled sales tax returns for the September through November 2014 period and the associated unremitted sales taxes, penalties and interest.

January 2, 2015

Page 2 of 2

Letter to Joan Deering d/b/a Paradise Café & Bakery re: Mid-Cycle Liquor License Protest

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, ie: Confession of Judgment and Stipulation, will not put the business in good standing with the CBJ Finance department for purposes of liquor license protest. Only when the all returns are filed and 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, January 12, 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
Deputy Clerk

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

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

January 2, 2015

Via certified & regular mail
NYT Inc., d/b/a Rendezvous
184 S. Franklin Street
Juneau AK 99801

Re: Beverage Dispensary Liquor License #772 Mid-Cycle Protest

Dear NYT, Inc.,

The City and Borough of Juneau is in the process of our annual review of liquor license businesses within the community for compliance with CBJ Code and continued operations of the licenses. Alaska Statute section 04.11.480 provides the following with respect to protesting the continued operation of a liquor license during the second year of the biennial license period (*emphasis added*):

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.

As is our practice in these matters, the staff from the Fire, Finance, Police, Public Works, and Community Development Departments reviewed each establishment to insure compliance with city code. Our Sales Tax Office will be recommending protest of the continuation of the license due to unfiled sales tax returns for the 2014 third quarter period and the associated unremitted sales tax, penalties and interest.

Please note that while payment plans are available and encouraged if you are unable to pay the

January 2, 2015

Page 2 of 2

Letter to NYT Inc. d/b/a Rendezvous re: Mid-Cycle Liquor License Protest

full amount due, entering into a payment plan, ie: Confession of Judgment and Stipulation, will not put the business in good standing with the CBJ Finance department for purposes of liquor license protest. Only when the all returns are filed and 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, January 12, 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
Deputy Clerk

Enclosures

cc via email:

Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers

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

January 2, 2015

Via certified & regular mail
Jacobsen/Daniels Associates, LLC
d/b/a Romeo's Tap Room
121 Pearl Street, Ypsilanti, MI 48197

And via regular mail to:
Business Filings, Inc. (Agent)
d/b/a Romeo's Tap Room
9060 Glacier Hwy. #202, Juneau AK 99801

Re: Beverage Dispensary-Tourism Liquor License #5341 Mid-Cycle Protest

Dear Jacobsen/Daniels Associates, LLC,

The City and Borough of Juneau is in the process of our annual review of liquor license businesses within the community for compliance with CBJ Code and continued operations of the licenses. Alaska Statute section 04.11.480 provides the following with respect to protesting the continued operation of a liquor license during the second year of the biennial license period (*emphasis added*):

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.

As is our practice in these matters, the staff from the Fire, Finance, Police, Public Works, and Community Development Departments reviewed each establishment to insure compliance with city code. Our Sales Tax Office will be recommending protest of the continuation of the license due to a total balance due of \$501.06 for the period August through October 2014.

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, ie: Confession of Judgment and Stipulation, will

January 2, 2015

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Jacobsen/Daniels Associates, LLC d/b/a Romeo's Tap Room re: Mid-Cycle Liquor License Protest

not put the business in good standing with the CBJ Finance department for purposes of liquor license protest. Only when the all returns are filed and 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, January 12, 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
Deputy Clerk

Enclosures

cc via email:

Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers
John Coleman, Airport Administrative Officer II

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

Treadwell Arena Task Force - Report to the Assembly

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

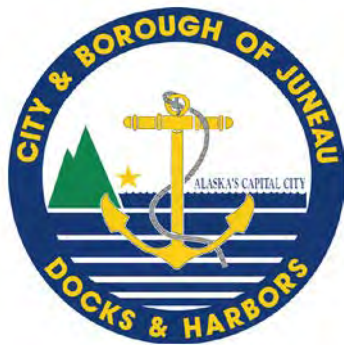
RESOLUTION 2703: A Resolution of the City and Borough of Juneau in Support of the Addition of Port and Harbor Employees to the List of Employees Covered by Alaska Statute 12.55.135.

MANAGER'S REPORT:

The enclosed memo and draft resolutions were submitted to the Docks and Harbors Board and approved by unanimous consent at its December 11, 2014 meeting. City Manager Kim Kiefer asked that the resolutions be reviewed/approved by an Assembly committee prior to being placed on the Assembly agenda. The Assembly Public Works and Facilities Committee reviewed the first resolution (*Resolution 2702: A Resolution of the City and Borough of Juneau in Support of Full Funding for the State of Alaska Harbor Facility Grant Program in the FY 2016 State Capital Budget*) at its meeting on Monday, December 29 and the second resolution (***Resolution 2703: A Resolution of the City and Borough of Juneau in Support of the Addition of Port and Harbor Employees to the List of Employees Covered by Alaska Statute 12.55.135.***) is before the HRC at this meeting for review and recommendation.

ATTACHMENTS:

	Description	Upload Date	Type
☐	Carl Uchytel Memo to Docks & Harbors Board re: Proposed Resolutions	1/6/2015	Cover Memo



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

From: Carl Uchytel, Port Director
To: Docks & Harbors Board
Copy: CBJ Law
Assemblyman Nankervis
Date: December 8th, 2014
Re: ASSEMBLY RESOLUTIONS

1. Enclosed are two resolutions drafted for approval by the CBJ Assembly. Both pertain to larger Alaska harbor issues and recently received unanimous support by the Alaska Association of Harbormasters and Port Administrators (AAHPA). CBJ Docks & Harbors is an active member in AAHPA. Requesting the Assembly adopt the resolutions will send a coherent message to the Alaska Legislature of our municipal harbor needs.
2. The first resolution recommends full funding for the State of Alaska Department of Transportation's Harbor Facility Grant Program. During the past 6 years, this successful 50/50 matching grant program has helped more than 20 municipalities around Alaska upgrade or rebuild their harbors which were turned over to them by the State of Alaska. This year the municipalities of the Aleutians East Borough, the City and Borough of Sitka, the City of Seward, the City of Ketchikan, the City of Coffman Cove and the Municipality of Anchorage have offered to contribute \$14,262,722 in local match funding for FY 2016 towards seven harbor projects of significant importance locally and for Alaska. Since the program's inception, CBJ Docks & Harbors has been the beneficiary of \$9M in harbor grant funding (Statter \$5M; Aurora \$2M; Douglas \$2M). The continued support of this program is critical for sustaining Juneau's as well as Alaska's entire maritime infrastructure.
3. The second resolution would place municipal harbor employees under the same state criminal statute providing additional protection to peace officers and first responders when subjected to "assault in the fourth degree or harassment in the first degree". Specifically, it recommends the Legislature include municipal harbor employees under Alaska Statute 12.55.135(d)(1) uniformed or otherwise clearly identified peace officer, fire fighter, correctional employee, emergency medical technician, paramedic, ambulance attendant, or other emergency responder or medical professional who was engaged in the performance of official duties[...]. Alaskan harbormasters, including Juneau, have documented events of abuse, both verbal and physical in recent years.

#

Encl (1) Resolution - ADOT Harbor Facility Grant Program
(2) Resolution - Municipal Harbor Employees cover under AS 12.55.135
(3) AS 12.55.135

RESOLUTION xxx (Harbor Facility Grant Funding)

A RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU IN SUPPORT OF FULL FUNDING FOR THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2016 STATE CAPITAL BUDGET.

Whereas, the City and Borough of Juneau recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

Whereas, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation, supported by the City and Borough of Juneau and the Alaska Association of Harbormasters and Port Administrators, to create the Harbor Facility Grant program, AS 29.60.800; and

Whereas, the City and Borough of Juneau and the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Harbor Facility Grant Program, since state funds may be limited; and

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

Whereas, the City and Borough of Juneau Docks & Harbors has benefited from this program in the amount of \$9,000,000 for projects at Don D. Statter Harbor Facility, Aurora Harbor and the Mike Pusich Douglas Harbor.

Whereas, the municipalities of the Aleutians East Borough, the City and Borough of Sitka, and the City of Seward, City of Ketchikan, City of Coffman Cove, and Municipality of Anchorage have offered to contribute \$14,262,722 in local match funding for FY2016 towards seven harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

Whereas, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Harbor Facility Grant Program; and

Whereas, during the last eight years the Municipal Harbor Facility Grant Program has been fully funded only twice; and

Whereas, during the last eight years the backlog of projects necessary to repair and replace these former State owned harbors has increased to over \$90,000,000.

Now therefore be it resolved that the Assembly of the City and Borough of Juneau urges full funding in the amount of \$14,262,722 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2016 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

Passed and approved by a duly constituted quorum of the Assembly of the City and Borough of Juneau and on this _12th_ day of _January_, 2015.

RESOLUTION. xxx (Harbor Employees covered under AS 12.55.135)

A RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU IN SUPPORT OF THE ADDITION OF DOCKS AND HARBOR EMPLOYEES TO THE LIST OF EMPLOYEES COVERED BY AS 12.55.135.

Whereas, State of Alaska statute AS 12.55.135. Sentences of Imprisonment for Misdemeanors establishes minimum terms of imprisonment for defendants convicted of assaulting or harassing uniformed or otherwise clearly identified peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals; and

Whereas, docks and harbor employees in communities throughout the State of Alaska routinely perform enforcement and emergency response duties commensurate with those performed by peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals; and

Whereas, defendants convicted of assaulting or harassing port and harbor employees in several recent cases have received sentences well below the minimums established in AS 12.55.135 for defendants convicted of assaulting or harassing uniformed or otherwise clearly identified peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals; and

Whereas, the City and Borough of Juneau and the Alaska Association of Harbormaster and Port Administrators desires to strengthen the deterrent to unlawfully assault or harass port and harbor employees throughout the State of Alaska.

Now therefore be it resolved that the Assembly of City and Borough of Juneau supports the addition of docks and harbor employees to the list of employees covered by State of Alaska statute AS 12.55.135. Sentences of Imprisonment for Misdemeanors, which establishes minimum terms of imprisonment for defendants convicted of assaulting or harassing uniformed or otherwise clearly identified peace officers, fire fighters, correctional employees, emergency medical technicians, paramedics, ambulance attendants or other emergency responders or medical professionals.

Passed and approved by a duly constituted quorum of the Assembly of the City and Borough of Juneau and on this _12th_ day of _January_, 2015.

AS 12.55.135. Sentences of Imprisonment For Misdemeanors.

(a) A defendant convicted of a class A misdemeanor may be sentenced to a definite term of imprisonment of not more than one year.

(b) A defendant convicted of a class B misdemeanor may be sentenced to a definite term of imprisonment of not more than 90 days unless otherwise specified in the provision of law defining the offense.

(c) A defendant convicted of assault in the fourth degree that is a crime involving domestic violence committed in violation of the provisions of an order issued or filed under AS [12.30.027](#) or AS [18.66.100](#) - [18.66.180](#) and not subject to sentencing under (g) of this section shall be sentenced to a minimum term of imprisonment of 20 days.

(d) A defendant convicted of assault in the fourth degree or harassment in the first degree who knowingly directed the conduct constituting the offense at

(1) a uniformed or otherwise clearly identified peace officer, fire fighter, correctional employee, emergency medical technician, paramedic, ambulance attendant, or other emergency responder or medical professional who was engaged in the performance of official duties at the time of the assault or harassment shall be sentenced to a minimum term of imprisonment of

(A) 60 days if the defendant violated AS [11.41.230](#) (a)(1) or (2) or AS [11.61.118](#);

(B) 30 days if the defendant violated AS [11.41.230](#) (a)(3);

(2) a person who was on school grounds during school hours or during a school function or a school-sponsored event, on a school bus, at a school-sponsored event, or in the administrative offices of a school district, if students are educated at that office, shall be sentenced to a minimum term of imprisonment of 60 days if the defendant violated AS [11.41.230](#) (a)(1) or (2); in this paragraph,

(A) "school bus" has the meaning given in AS [11.71.900](#) ;

(B) "school district" has the meaning given in AS [47.07.063](#) ;

(C) "school grounds" has the meaning given in AS [11.71.900](#) .

(e) If a defendant is sentenced under (c), (d), or (h) of this section,

(1) execution of sentence may not be suspended and probation or parole may not be granted until the minimum term of imprisonment has been served;

(2) imposition of a sentence may not be suspended except upon condition that the defendant be imprisoned for no less than the minimum term of imprisonment provided in the section; and

(3) the minimum term of imprisonment may not otherwise be reduced.

(f) A defendant convicted of vehicle theft in the second degree in violation of AS [11.46.365](#) (a)(1) shall be sentenced to a definite term of imprisonment of at least 72 hours but not more than one year.

(g) A defendant convicted of assault in the fourth degree that is a crime involving domestic violence shall be sentenced to a minimum term of imprisonment of

(1) 30 days if the defendant has been previously convicted of a crime against a person or a crime involving domestic violence;

(2) 60 days if the defendant has been previously convicted two or more times of a crime against a person or a crime involving domestic violence, or a combination of those crimes.

(h) A defendant convicted of failure to register as a sex offender or child kidnapper in the second degree under AS [11.56.840](#) shall be sentenced to a minimum term of imprisonment of 35 days.

(i) If a defendant is sentenced under (g) of this section,

(1) execution of sentence may not be suspended and probation or parole may not be granted until the minimum term of imprisonment has been served;

(2) imposition of sentence may not be suspended;

(3) the minimum term of imprisonment may not otherwise be reduced.

(j) A court may not impose a sentence of imprisonment or suspended imprisonment for possession of marijuana in violation of AS [11.71.060](#) if the defendant alleges, and the court finds, that the defendant was not under formal or informal probation or parole conditions in this or another jurisdiction at the time of the offense; that the defendant possessed the marijuana for the defendant's personal use within the defendant's permanent or temporary residence; and that the defendant has not been previously convicted

more than once in this or another jurisdiction for possession of marijuana. If the defendant has not been previously convicted as described in this subsection, the maximum unsuspended fine that the court may impose is \$500. If the defendant has been previously convicted once as described in this subsection, the maximum unsuspended fine that the court may impose is \$1,000. In this subsection,

(1) "permanent or temporary residence" means a permanent structure adopted for overnight accommodation; "permanent or temporary residence" does not include

(A) vehicles, tents, prisons or other correctional facilities, residential treatment facilities, or shelters operated by a charitable organization or a government agency;

(B) any place where the defendant's possession or use of marijuana violated established rules for residents, such as a ban on smoking or a ban on marijuana or other controlled substances;

(2) "previously convicted" means the defendant entered a plea of guilty, no contest, or nolo contendere, or has been found guilty by a court or jury, regardless of whether the conviction was set aside under AS [12.55.085](#) or a similar procedure in another jurisdiction, of possession of marijuana; "previously convicted" does not include a judgment that has been reversed or vacated by a court.

(k) In this section,

(1) "crime against a person" means a crime under AS [11.41](#), or a crime in this or another jurisdiction having elements similar to those of a crime under AS [11.41](#);

(2) "crime involving domestic violence" has the meaning given in AS [18.66.990](#).

(3) "medical professional" means a person who is an anesthesiologist, dentist, dental hygienist, health aide, nurse, nurse aid, nurse practitioner, mental health counselor, physician, physician assistant, chiropractor, psychiatrist, osteopath, psychologist, psychological associate, radiologist, surgeon, or x-ray technician, or who holds a substantially similar position.