

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

March 17 2014 6:00 PM

City Hall Assembly Chambers

I. ROLL CALL

Chair Jesse Kiehl called the meeting to order at 6:00p.m.

Committee members present: Jesse Kiehl, Loren Jones, Kate Troll, and Jerry Nankervis.

Staff members present: Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

Mr. Kiehl noted that there was one additional application for the Juneau Affordable Housing Commission in the red folder.

III. APPROVAL OF MINUTES

A. February 3, 2014 Special Human Resources Committee Meeting

Hearing no objection, the minutes of the February 3, 2014 Special Human Resources Committee meeting were approved.

B. February 24, 2014 Regular Human Resources Committee Meeting

Hearing no objection, the minutes of the February 24, 2014 Regular Human Resources Committee meeting were approved.

IV. PUBLIC PARTICIPATION

None.

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

V. AGENDA TOPICS

A. Board Matters

1. 1% for Art Selection Panel – Eaglecrest Learning Center – Appointments

The packet contained a memo and applications for appointment by the Assembly to the 1% for Art Selection Panel for the Eaglecrest Learning Center.

The Juneau Arts and Humanities Council appointed Jess Parks and Sherri von Wolfe to the panel and the Manager appointed Eaglecrest Boardmember Alexis Howard and the Department Representative is Jeffra Clough. There were two seats for appointment by the Assembly and two applications from Susan Jabal and Barbara Lindh.

MOTION by Mr. Nankervis that the HRC recommend the Assembly appoint Susan Jabal and Barbara Lindh to the two seats on the 1% for Art Selection Panel for the Eaglecrest Learning Center. Hearing no objection, the motion passed.

2. Board of Equalization - Appointments & Annual Report

The packet contained the annual report from the Board of Equalization (BOE). BOE members Pat Watt and David Epstein were present at the meeting but did not have any additional information to add to the annual report. The committee thanked them for attending and for their service.

The BOE had three open seats for terms expiring December 31, 2016 with one application for reappointment from Paul Nowlin.

MOTION by Mr. Nankervis to recommend the Assembly reappoint Paul Nowlin to the Board of Equalization to a term expiring December 31, 2016. Hearing no objection, the motion passed.

Ms. Troll asked if the remaining seats would continue to be advertised. Ms. McEwen explained that those seats have been advertised for a number of years and will continue to be advertised until filled.

3. Personnel Board - Appointments & Annual Report

The packet contained the annual report from the Personnel Board.

The Personnel Board had two open Labor Representative seats for terms expiring January 31, 2017 and a recommendation by the Juneau Central Labor Council for the appointment of Rodney Hesson and Cindy Spanyers to those seats.

MOTION by Ms. Troll to recommend the Assembly appoint Rodney Hesson and Cindy Spanyers to the Labor Representative seats on the Personnel Board to terms expiring January 31, 2017. Hearing no objection, the motion passed.

4. Juneau Affordable Housing Commission - Appointment

There was one open seat on the Juneau Affordable Housing Commission for a term expiring January 31, 2015 and two applications received from Russ McDougal (in the packet) and Brian Jackson (in the red folder).

MOTION by Mr. Jones to recommend the Assembly appoint Russ McDougal to the open seat on the Juneau Affordable Housing Commission to a term expiring January 31, 2015. Hearing no objection, the motion passed.

B. Liquor Licenses

1. Liquor Licenses - Competing New Restaurant/Eating Place Liquor Licenses: Joan

Deering d/b/a Paradise Cafe & Bakery and Timberwolf Ventures Inc. d/b/a Lunchbox

Mr. Kiehl explained that this matter is pertaining to the competing applications for two separate Restaurant/Eating Place liquor licenses. He said he felt there were two questions before the committee to address:

- 1) The question of whether the Assembly waives its right to protest each of the applications; and
- 2) Whether the HRC would make any recommendation to the Assembly indicating a preference between the two applicants to be forwarded to the Alcohol Beverage Control (ABC) Board.

Mr. Kiehl said that he did not see any basis for a protest recommendation for either application.

MOTION by Mr. Jones that the Human Resources Committee recommend the Assembly waive its right to protest both of these licenses. *Hearing no objection, the motion passed.*

Mr. Kiehl asked for any additional information from staff regarding this process before the committee took action. Ms. McEwen explained that the CBJ Code was silent on how it dealt with competing applications but that the state regulations provided for the ABC board to determine via coin toss if all matters for both applications are equal. She also explained that the ABC Board had to do just that at its February 2014 meeting for two license applications from the Fairbanks area.

Ms. McEwen directed the HRC members to that following three codes sections when considering their decision:

CBJ 20.25.025(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; ...
- (3) The concentration of other licenses of the same and other types in the area;...
- (11) Any other factor the assembly determines is generally relevant or is relevant to a particular application.

Discussion took place with HRC members trying to determine if they wanted to forward any recommendations to the Assembly giving a preference for one application or the other.

Ms. Troll expressed her preference for the application for Paradise Bakery Cafe based on the fact that it is open year round vs. seasonal and the proximity of other licenses in the area is not as concentrated as they are downtown.

Mr. Kiehl invited Daren Booten who was representing Lunchbox to come forward to speak to this issue. Mr. Booten said they also represent the

Alaska Shirt Company and Trove and they have done a tremendous amount to bring traffic back to that area of town during the non-tourist season. He said that Lunchbox does have the option to become a year-round facility. They have the existing space where Mama Grizzly's was. They have the coffee cart and the ice cream outside. He said they plan to store the beer and wine upstairs at this time but the plan is in October is to remodel that space to create more seating upstairs for year-round operation. He said it is not strictly seasonal. The Tram liquor license is for a location at the top of the Tram, not at the bottom. He said their traffic volume is huge and their potential for tax revenues is great. They will be open from 7am until late as they are right across the street from the Tram and cruise ship terminal.

Mr. Jones asked if any of the other businesses in the Tram Plaza building will be operating in the non-tourist season. Mr. Booten said they are not. Mr. Jones asked about the new location of Tracy's Crab Shack behind Trove. Mr. Booten said Trove is open year round and that Tracy is actually considering keeping her business open as a year round operation in the inside area in the building occupied by Trove. Mr. Jones said that at the most recent Planning Commission meeting, the PC approved the zoning only for the outside area occupied by Tracy's Crab Shack and nothing for inside the Trove building. Mr. Jones said the Twisted Fish is closed in the winter except for catering special events.

Mr. Nankervis asked for clarification if this was one of Jack Tripp's properties. Mr. Booten said it was completely separate from Mr. Tripp.

Mr. Kiehl thanked Mr. Booten for his testimony. He called for additional committee discussion on the matter.

Ms. Troll said she appreciated hearing the testimony and also Mr. Jones' comments regarding the proximity of both applicants to other liquor licenses establishments. She said the only preference that she can see them articulating would have to do with seasonality vs. an established year round business. She explained that they knew that one license is for sure for a year round business whereas the other license might become year round so her preference would be for the year round business.

Mr. Jones asked staff if there was anything in state statute that would allow them to make a decision based on whether one business may bring in a higher tax revenue than another. Ms. McEwen said there is nothing in the CBJ code that would apply. She also indicated that for protest purposes state statutes require any protests be stated with specificity as to the grounds for the protest and cannot be arbitrary, capricious, or unreasonable and that may apply in this case as well.

Mr. Nankervis went through the CBJ Code section 20.25.025 comparing the two applicants. He said he did think that there were more licenses concentrated within a tighter walking distance in the downtown area than there were in the valley location but there are other licenses nearby the valley location including the Frontier Suites, Marlintoni's, and others. He said he can

also appreciate the points made by the other members. He said the year round business at Paradise may be equal to any higher volume of sales during the tourist season downtown so he is struggling with trying to come up with a preference of one over the other.

Mr. Kiehl said he also shares the struggle of making a decision. He said he would be pulled towards revitalizing the downtown area in the off season but he also sees the Paradise location as one that has become a neighborhood gathering place in the daytime. He said he doesn't see a compelling reason for the Assembly to weigh in for one over another.

Ms. Troll asked procedurally where this left the committee. Mr. Kiehl said that unless someone had a motion to bring forward, they have already voted on the motion to recommend the Assembly waive its right to protest both licenses. With no further motions, they will continue with orders of the day and not express any recommendation to the Assembly on a preference for one license over another.

There being no objection, they moved forward with orders of the day.

2. Tides Complex, Inc. Dragon Inn Chinese Cuisine d/b/a Chinese Restaurant & Motel Liquor License #4405 Renewal

Mr. Kiehl noted the documents in the packet including the letter sent to the licensee regarding the protest recommendation. Mr. Kiehl asked if there was any additional information from staff than what was included in the packet. Ms. McEwen said there are no updates as of the close of business that day. She said that since the letter she sent out was dated March 12, for due diligence purposes, the HRC should provide a recommendation to the Assembly for action at its Special Assembly meeting on March 24 rather than taking action at the March 17 Assembly meeting.

Mr. Nankervis asked if amount of \$38,754.08 in arrears was still accurate. Ms. McEwen said according to the information from staff, that arrears had not yet been satisfied.

MOTION by Mr. Jones that the HRC recommend the Assembly protest the Liquor License #4405 renewal for Tides Complex, Inc. based on the outstanding water and sewer bill currently owing in the amount of \$38,754.08 plus \$480.00 for lock boxes. *Hearing no objection, the motion passed.*

Mr. Kiehl noted, for the record, that there was no one present in the room representing the liquor license holder or he would have invited them to speak to the committee on this topic.

C. Other Business

None.

IV. STAFF REPORTS

A. Review of HRC Meeting Schedule April-July 2014

Discussion took place regarding the memo from staff that addressed the upcoming schedule of HRC meetings. Mr. Kiehl suggested that the proposed meetings of the Full Assembly sitting as the HRC to interview enterprize board applicants be scheduled for Thursday nights so that Mr. Nankervis can participate in person rather than from a fishing boat.

The dates the committee agreed upon were set as follows:

June 9 Regular Meeting - canceled

June 30 Regular Meeting - keep as scheduled

July 10 & July 17 - Meetings of the Full Assembly sitting as the HRC for the enterprize board interviews/appointments.

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VI. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:30p.m.

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**Minutes
SPECIAL HUMAN RESOURCES COMMITTEE (HRC) MEETING
Monday, February 3, 2014; 6:00p.m.
Municipal Building – Chambers**

I. Call to Order: Chair Jesse Kiehl called the meeting to order at 6:02p.m.

Committee members present: Jesse Kiehl, Loren Jones, Kate Troll, and Jerry Nankervis
Other Assemblymembers present: Mayor Merrill Sanford, Mary Becker, Karen Crane

Absent: None.

Staff present: City Manager Kim Kiefer; Deputy Manager Rob Steedle; Deputy Clerk Beth McEwen; SSAB liaison Angelica Lopez-Campos; Lands Manager Greg Chaney, Lands & Resources Specialist Jessica Beck, CDD Senior Planner Beth McKibben

II. Agenda Changes: Chairman Kiehl said he was re-ordering the agenda items such that the Social Services Advisory Board item would be taken up prior to the Juneau Affordable Housing Commission. Ms. McEwen also noted that an application from Jeremy Kerr for the Affordable Housing Commission was distributed to members at their desks since it had not made it into the packet.

III. Public Participation on Non-Agenda Items – None.

IV. New Business

A. Boards/Commissions

1. Bidding Review Board – Appointment

Ms. McEwen stated that there were no updates since the memo in the packet was distributed; the one applicant, Mari Meiners, was still waiting for approval by her employer for her to serve on the board.

MOTION by Mr. Jones to recommend the appointment of Mari Meiners to the Bidding Review Board to a term expiring May 31, 2016. *Hearing no objection, the motion carried.*

2. Social Services Advisory Board – Follow up to Annual Report

Boardmembers present: Chair Joanne Schmidt and Suzanne Dutson

Mr. Kiehl asked if the committee had any questions for the boardmembers.

As none of the HRC members were ready to ask questions, Ms. Crane said she had a few questions and comments to present with respect to the Policies and Procedures (P&P) which she thinks still needs some additional work. She said that under the scoring of the SSAB grant applications, the SSAB would use a pre-established scoring matrix, developed, vetted and accepted by the SSAB and made available to all grant applicants. Ms. Crane said she would

also like to see that scoring mechanism go through the City Manager and be vetted there as well. Ms. Schmidt mentioned that Ms. Kiefer has been part of that process for this grant cycle. Ms. Crane said that she would like that wording included in writing within the P&P.

Ms. Crane went on to say that there is a hanging sentence that needs to be finished in the P&P document at the top of page 2 which states in part: “...*applicants will have an opportunity to meet with the SSAB during a regularly scheduled monthly meeting to discuss....*”

She said that same section then talks about approaching the CBJ Assembly with any appeals and she asked if the appeal would first come to the Assembly HRC before going to the full Assembly. She said this was a good start on the P&P but she did have a number of things that either needed a little more explanation and/or flushing out and she would forward those suggestions to the board.

Ms. Schmidt thanked Ms. Crane for her comments and said that this is in draft form and they welcomed comments and suggestions from HRC and Assemblymembers. She said that after many years of operating, they wanted to have policies and procedures in writing and available to the public.

Mr. Kiehl asked staff about the appeal process. Ms. McEwen said that any appeals that went to the Assembly do so in accordance with CBJ Code section 01.50 but that she didn't know if this particular type of appeal would first go through an administrative appeal to the City Manager first or not or how these would be handled specifically.

Mr. Nankervis said he remembered language that referred to “coordinating with other similar committees on projects and tasks for the year.” He said he couldn't find his notes on it so could not recall which portion mentioned that language. He asked if they could tell the HRC what other similar committees or agencies were being referenced.

Ms. Schmidt said that it is included in the scoring matrix on the last page and also internally on page 13 of the SSAB grant application. She said they ask applicants to “*describe collaboration with other agencies/community partners in serving the target population, such as public education/outreach efforts or events, wrap-around services, team approach to provision of services, agency referral.*” She said that this happens a lot already, there is a lot of partnership and collaboration and a lot of agencies share clients and the SSAB wants to know the ways in which they are doing that and the opportunities that agencies have to expand their collaboration. One of the things the SSAB wanted to focus on is spending the public money in the most efficient way possible and part of that is to reduce duplication of services.

Mr. Nankervis said that makes sense to him. Ms. Crane also said that it makes sense to her as well. She noted however that the scoring matrix shows agencies that collaborate with other agencies receive 20 points whereas a sole source provider only gets 5 points even though they may be a critical service and they are the only ones to provide that service. She was concerned by that could possibly be problematic.

Ms. Dutson said that they have had a lot of conversations between the board and the community stakeholders that apply for and receive grants. Whether or not they are the only provider of a service in town, they do have opportunity to collaborate with other agencies. An example given was the Glory Hole collaborating with other agencies that provide housing services and feeding services. They are looking at working smarter and not harder and at wrap-around services that include sharing resources and clients so that the money can go farther through the community. She said she feels that it is even more important with a sole provider to network with other providers of complementary services.

Mr. Jones asked to go back and review the appeal process. The procedures allow for applicants to be able to meet with SSAB on a regularly scheduled meeting. He said in looking at the press release, it states that on Monday, April 23 they will be reviewing the applications so that it can go to the Assembly Finance Committee in May. He said he didn't know if there was any regularly scheduled meeting of their board before it came to the Assembly. He couldn't see how that timing would work out for the appeal process to occur since the Assembly has to adopt the budget by mid-June.

Ms. Schmidt said they have not received very many appeals but that she thinks there would be time to meet and discuss the appeals before they present their recommendations to the Assembly and are willing to make whatever accommodations they can to work with the agencies applying for the grant. Mr. Jones said he would recommend they look at that closer and tighten up their timelines. He suggested they look at other groups that work with appeals so they understand the timeframes involved and structure it such that all the SSAB work is done before it comes to the Assembly. Ms. Schmidt said they will look into that.

Ms. Troll asked about their use of the United Way Compass Assessment Report. She said the last one was done in 2005 and she said she sees that they also use the McDowell Group and the Juneau Indicators Report, she felt that 2005 seems a long time away for an accurate assessment of the community and asked if there were any plans on updating that. Ms. Schmidt said that they have been working from the Community Indicators Report done by Jim Powell for the McDowell Group just a few years ago. She added that they felt the needs of the community haven't really changed over time and they don't anticipate that they will. She said they will also be looking at a recent health indicator report done by Matt Felix that they are waiting to receive and will be incorporating that information in their review as well. She said if their focus needs to change, it can and that was one of the strengths of the approach they were taking with this. Rather than just having a laundry list of issues or needs that people brought forward, they wanted to focus on evidence based needs and issues and that is why their approach changed in the first place.

Ms. Troll asked if they knew if the United Way planned to do any updates to their report. Ms. Schmidt said the United Way report was brought about through the SSAB's request to the Assembly for funding of that report. She said with McDowell report and the health indicators report that Mr. Felix just prepared they didn't see that there was a data gap but they could look at requesting money again from the Assembly for an updated report if they felt one was needed.

Ms. Troll said she saw that there was some need for tweaks on the scoring. She said she applauds their overall approach and the transparency that this will provide for all the applicants.

Mr. Jones expressed his concerns that they may end up with appeals if they rely on Matt Felix's report during the scoring process since it was not mentioned in the RFP. Additional discussion took place and Ms. Schmidt clarified that they would not be using Mr. Felix's report in this year's scoring review; rather they would be using Mr. Powell's Community Health Indicators Report during their review. She said that since they have not yet seen Mr. Felix's report, they may or may not use that in future reviews depending on what they find out when they review it.

Ms. Crane asked about the sentence on page 4 of the grant application under "Right-to-Reject Proposals" section that states: "*SSAB further reserves the right to waive any informality or irregularity in the grant requests or grant request process.*" She asked what that statement meant. Ms. Schmidt said that she believes that this is standard language in all CBJ grant applications and Kim Kiefer assisted them in drafting this application and this was language added by her. Ms. Crane said that the language made no sense to her so she would be checking with Ms. Kiefer to see what it means.

Ms. Crane said that these are grants for \$25,000 and \$50,000 and when she went back and read through their minutes from the last three years, in the minutes, applicants are coming back to the board to make adjustments to \$219 or similar minor changes. She said, they need to take a look at these grants to streamline the reporting from these agencies and make sure that we have the financial accounting and programming information that we need but she encouraged them to take a look at this so someone doesn't have to come back to make a request for a \$219 line item change. She suggested they look at possibly making a change within the grant and come up with an amount that is agreeable to Finance and CBJ such that for a \$25,000 grant, if a change of less than \$1000 is needed, as long as that money is being used to support the goals for which the money was awarded and it is not doing something like increasing overhead, that they should be able to do that without having additional reporting requests. She would like the SSAB to look at that and include something in there to make it as easy as possible on the granting agencies.

Ms. Crane said she also had one more final statement. As she was reading through their minutes over the last three years, she continually finds discussion of expansion of the duties and responsibilities of the SSAB. She said that what she would like to see is to see them do a really excellent job with the responsibilities they have been given and not look toward expansion of their responsibilities. She said she doesn't think SSAB needs to be charged with board training or some of the other things that she saw discussed in the minutes. She would like it to be focused on getting this grant process down and doing a really excellent job with it.

Ms. Schmidt thanked Ms. Crane for her comments. She pointed out their governing Resolution 2206 that states: "to broaden the service provided by the board and to better draw upon the expertise of its members, it is now advantageous to expand the scope of board activities." She stated that their board collectively has about 70 years of experience by their boardmembers

and she explained why she felt that statement in the resolution was true. She said that while the grant process is critically important and that provides \$1.8 million to social service agencies in this town, she feels it is important for the board to keep its finger on the pulse of what is going on in the community and that can inform the process.

Ms. Crane said she would just have to disagree with her on that.

Mr. Kiehl called for any other questions or discussion and hearing none, he thanked them for their work and for coming to the HRC and talking about the process and the issues.

3. Juneau Affordable Housing Committee – Annual Report & Appointments

Commission members present: Norton Gregory, Mandy Cole; Margaret O'Neal, Wayne Coogan. Mr. Kiehl said that he had the privilege of meeting with the Affordable Housing Commission at their retreat two days prior to this meeting.

Mr. Norton Gregory, Chair of the commission presented the annual report. He said this past year was a pretty busy year for the commission and they have taken on several different tasks. He noted a few minor edits that didn't make it into the final report:

- On page 2 of the report, under Major Accomplishments, the title "Revision to the Juneau Affordable Housing Fund – New accessory apartment incentive for homeowners" should read "– Incentive for homeowners to create new rental units."
- Also within that section, the interest rate that they were looking at is 1% over five years with a cap on that program of \$160,000.
- On page 3, under the new mobile home down payment assistance program, that is a 1% interest rate over 5 years with a \$100,000 program cap.
- On page 5, at the bottom of the page under Promotion of the February 27, 2013 Housing Forum at UAS, he said they should have also included the Community Development Department as they played a key role in helping to make that happen.

Ms. Troll said in looking at the program for the accessory apartment incentives, she understands how this is targeted to create more units out there but that it doesn't quite address the affordability question. She said one of the things she thought about, which may have already been looked at by the commission was that instead of a 1% interest rate, to set it at a 2% interest rate and they get an additional 1% break if the rent that they charge is at or below the market value so that it actually creates an incentive for providing affordable rentals. She said they may look at using the JEDC figures for what they have for rental rate averages in town. She suggested that at the time the Certificate of Occupancy is given and they show the lease agreement, it can be incentivized for affordable housing. Ms. O'Neal said that the commission discussed this at length and they wanted to come up with something that would not require a lot of back and forth and become a burden to CDD staff or whoever would be administering the program. She said they were counting on these being targeted towards lower income individuals just based on the size limitations being those usually seen in accessory apartments and the loan is only for \$20,000 so that would not be much of a difference between 1% and 2%.

Ms. Troll asked if the total amount available to the JAHc is \$400,000. Ms. O'Neal said they have heard that it is a little more than that now due to repayments in other programs. She said they didn't want to use all the money for this because they wanted to be able to do larger projects. This program is slated to use \$160,000 and the mobile home project has \$100,000 and they could program still do larger projects such as the Volunteers of America project, Haven House, and possibly something from AWARE.

Discussion took place regarding the process for applications, Ms. Troll asked if they are incorporating any preferences that may be given based on things such as location/proximity to transportation corridors, cost of the units, and any criteria for meeting the communities needs the best. Commission members explained they were hoping to structure the program so that it is the least burdensome for CDD or other staff to administer while still being able to meet the needs of the community. Similar discussion took place regarding the Mobile Home program.

Mr. Kiehl asked about the original recommendation by the commission for a Housing Coordinator position to be created. Discussion took place regarding the benefits of the process for coming up with a Housing Action Plan and as a result of that work, it may be determined that one of the recommendations will be the need for a Housing Coordinator position. Discussion took place regarding the work being done by a variety of housing agencies and what work has been accomplished due to the past housing coordinator position previously held by Scott Ciambor. Mr. Coogan explained that at the last commission meeting, it was pointed out that there is an increase in building activity in the community because the city and commission has highlighted the issues of housing in the community. The building industry is now seeing that the city is making this a priority. He said if there was a credible housing plan, it would serve as a usable item by developers and builders who could utilize it with their bankers. It could work as a direct incentive for projects to be developed in Juneau. Ms. Troll asked if they were to have to choose between the Housing Action Plan and a Housing Coordinator position, which would be the top priority. Mr. Coogan said that the Housing Action Plan would be indispensable whereas the work of a housing coordinator may get done by one or more persons eventually. Mr. Gregory said that having a housing coordinator would provide a focal point for people in the community. Juneau has caught eye of large housing corporations and other entities and having a coordinator would help keep everything on track and moving forward.

Ms. O'Neal said the commission is working on the scope of work for the Housing Action Plan at this time. They do not know how much it would cost. They are trying to fine tune the housing needs assessment and are looking for solutions outside the box.

Mr. Kiehl said with respect to the Housing Action Plan being the priority, he would suggest the commission refine the draft scope of work, have them bring it to this committee or the full Assembly and to include a cost estimate. He suggested possibly adding or folding this work into the Economic Development Plan currently being worked on.

Ms. Troll said that the Economic Development Plan is already too far down the road for this to be folded in but she would encourage they pursue this plan on its own. Ms. O'Neal said she is presently handling the RFP for the Senior Housing Assessment and while she is working on

that, she could get some estimates for what an overall community plan might cost or at least a price range.

The HRC members thanked the commission for its presentation and then considered the applications for appointments to the commission. There were three open seats on the commission to be filled for terms expiring January 31, 2017. One additional vacancy on the commission just arose from Rosemary Hagevig's resignation earlier in the day.

MOTION by Mr. Jones to recommend the Assembly appointment Norton Gregory, Honey Bee Anderson, and Jeremy Kerr to seats on the Affordable Housing Commission for terms beginning upon appointment and expiring January 31, 2017. *Hearing no objection, the motion carried.*

V. Unfinished Business – none.

VI. Other Business – none.

VII. Adjournment - There being no further business, the meeting adjourned at 6:43p.m.

Respectfully submitted this 17th day of March, 2014.
Beth McEwen, Deputy Clerk

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

February 3, 2014 Special Human Resources Committee Meeting

ATTACHMENTS:

Description	Upload Date	Type
☐ February 3, 2014 Draft Special HRC Meeting Minutes	3/13/2014	Minutes

Draft

Minutes
REGULAR HUMAN RESOURCES COMMITTEE (HRC) MEETING
Monday, February 24, 2014; 6:00p.m.
Municipal Building – Chambers

I. Call to Order: Chair Jesse Kiehl called the meeting to order at 6:06p.m.

Committee members present: Jesse Kiehl, Loren Jones, Kate Troll, and Jerry Nankervis
Other Assemblymembers present: Mayor Merrill Sanford, Mary Becker, Karen Crane

Absent: None.

Staff present: Deputy Clerk Beth McEwen; Parks and Recreation Director Brent Fischer, Recreation Superintendent Myiia Wahto, Parks and Recreation Admin. Assistant II Fran Compton, Lands Manager Greg Chaney, Lands & Resources Specialist Jessica Beck, Community Development Director Hal Hart; CDD Planning Manager Travis Goddard; CDD Senior Planner Beth McKibben

Board/Commission Members Present: Fisheries Development Committee Chair Jim Becker, Parks & Recreation Advisory Committee Vice-Chair Chris Mertl, Sister Cities Committee members Susan Baxter (Co-Chair), Chloe Watson, and Joan Mize, Affordable Housing Commission members Norton Gregory (Chair), Margaret O'Neal and Mandy Cole.

II. Agenda Changes: Ms. McEwen noted that an application from Lindsey Bloom for the Fisheries Development Committee was received earlier that day and distributed for consideration during this meeting.

III. Public Participation on Non-Agenda Items: None.

IV. Approval of Minutes

A. January 27, 2014 Regular HRC Meeting
Hearing no objection, the minutes of the January 27, 2014 regular Human Resources Committee meeting were approved.

V. New Business

A. Boards/Commissions

1. Fisheries Development Committee (FDC) - Appointments and Annual Report

Chair Jim Becker presented follow-up to their annual report which was in the packet. The key issues during the past year have been the roadside fisheries as well as the harbor infrastructure. Discussion took place regarding the proposed areas for the roadside fisheries and Mr. Becker said that there are a couple of pieces of private land with tidelands just before the Channel Drive cul-de-sac that they would like to negotiate a land swap with the CBJ. DOT wants to retain the cul-de-sac property for a right of way. When Mr. Nankervis asked what the key issues are, if it was getting the land or the parking areas, Mr. Becker said that biggest

issue at present would be to get everyone in the room at the same time to discuss a value to value trade.

When Ms. Troll asked about the Marine Travel Lift mentioned in the report, she inquired if the University was already interested in any specific land for a possible land swap or not. Mr. Becker said they didn't have any specific land identified but some of the possibilities might be CBJ land at Peterson Hill or Fritz Cove.

Ms. Troll said she had attended the recent Innovation Summit where a speaker from Iceland presented about value added products that use up to 99% of their fish catches. She said she would like to see the FDC look at those issues and see what it might suggest to the local processors to improve on their value added product offerings. Mr. Becker said that both of the local Juneau processors are trying to do everything they can in the summer with respect to value added products. He said the FDC did research the possibility of a new Cold Storage facility in Juneau but it didn't prove a cost effective proposal. He said the committee will be looking at what was covered during the innovation summit and see what could be done in Juneau.

The HRC reviewed the applications for the Fisheries Development Committee. Appointments; there were two open seats and three applications from James Becker, Joanne Schmidt, and Lindsey Bloom.

MOTION by Mr. Jones to recommend the Assembly appoint James Becker and Lindsey Bloom to the Fisheries Development Committee to terms beginning immediately and expiring January 31, 2017. *There being no objection, the motion carried.*

2. PARKS & REC ADVISORY COMMITTEE – Appointment and Annual Report

Parks and Recreation Advisory Committee (PRAC) Vice-Chair Chris Mertl said he would be willing to answer any follow-up questions to the annual report that was in the HRC packet. Mr. Mertl highlighted some of the key things that happened at PRAC in the past year which included the work on the Auke Lake Management Plan, the 1% Temporary Sales Tax General Obligation Bond. Heavy public involvement included meetings on the Off-Highway Vehicle Park issue, the Cope Park Master Plan, the Under bridge Park Development Plan, and the John Caouette warming hut at Twin Lakes. He mentioned that there are over 400,000 visitations to parks and recreation facilities last year which does not include non-commercial trail use. One of the issues they will be working on in 2014 includes a Parks and Recreation Comprehensive Plan. He thanked the Assembly for giving the members the opportunity to serve on the committee and gave special thanks to the Parks and Recreation staff that, he said, seems to do more and more with less and less.

Mr. Nankervis asked him what the Twin Lakes warming cabin hours were. Mr. Mertl said that a memorandum of agreement is presently in the works between the non-profit, the Adult Hockey Association, who built the cabin, and CBJ. He said there are members of the association who have access to the cabin and it is typically opened (unlocked) when they are there. The big

issue will be with the summer use. Mr. Mertl said that while the cabin is unlocked, the doors are kept closed to keep the heat in.

Discussion took place about members of the public expressing concern to Mr. Jones and the Assembly that they aren't being heard at PRAC meetings with respect to the Monday closures at the Dimond Park Aquatic Center and Mr. Jones wanted to be sure the PRAC was hearing the public and working closely with the Aquatic Facilities Advisory Board (AFAB) on those issues.

Mr. Fischer said they do have two PRAC members who serve on the AFAB so there is quite a bit of dialogue between the two groups. He said the Monday closure came back to service reductions which came from an Assembly decision during last year's budget process. What the public members may not understand is that while their concerns are being heard, it comes down to whether or not the Assembly will reinstate it. He said the AFAB had a meeting the week prior to this at which Aquatic Manager Kathie Millhorn presented the budget to the full board and they discussed the Monday closures. Their intent is to try to have it reinstated and that has to go through a process for an increment which they have asked Mr. Fischer to include in the budget. He said that would first go through the City Manager and it may be part of what is presented to the Assembly Finance Committee with the upcoming budget.

Mr. Fischer said since the closures were part of an Assembly decision for service reductions, the PRAC did not have power to do anything other than support what the AFAB would like to do. He said they would all like to see the facility open for the hours as initially intended.

Mr. Jones agreed and said that he had voted for the change last year as part of the budget process so he takes ownership for his part in that decision. He said he is getting the feeling from members of the public who have spoken with him, that they don't feel that they are getting much of an ear to get to be heard. He said he was mainly concerned that as the PRAC goes forward with the comprehensive planning process, he wanted to insure that aquatics are part of that. Mr. Fischer said if anyone feels they are not being heard by either the AFAB or the PRAC for them to contact him directly. He said he knows that the PRAC is very sympathetic about hearing public concerns regarding all the facilities but especially about a facility that is partly closed.

Ms. Troll said they received a presentation earlier about the Auke Lake Management Plan. She understood the PRAC focused on re-tuning the management plan and she would like to see an update on the plan and the progress being made prior to the upcoming busy summer season. Mr. Mertl said the PRAC made two recommendations which centered on whether or not they will get a Park Ranger position for enforcement purposes; the biggest issue was the lack of enforcement at the lake. Now that position is in place, there is now an ability to police, manage, and enforce what is going on out there. With that, there was also a decision to monitor and get some real facts about what is going on out at the lake rather than relying only on hearsay. He said the Parks and Recreation Department was on a temporary hold during which they are collecting data and educating the public about the regulations. He said he believes there were no citations written last year but rather it was targeted towards more education, research, and helping people understand what is going on. He said there will be

improvements put out this year including new buoys. They gave a 1-year grace period over the course of the last year and he said he believes they will begin enforcing the rules in the next year.

The HRC reviewed the applications for the Parks and Recreation Advisory Committee. There were three open seats for full terms and seven applications from Chris Mertl, Odin Brudie, Dixie Hood, Craig Orsborn, Mark Pusich, Kevin Enloe, and Josh Anderson.

MOTION by Mr. Nankervis to recommend the Assembly appoint Chris Mertl, Odin Brudie, and Josh Anderson to the Parks and Recreation Advisory Committee to terms beginning March 1, 2014 and expiring February 28, 2017. *There being no objection, the motion carried.*

3. Sister Cities Committee – Appointments and Annual Report

Susan Baxter, Joan Mize, Chloe Watson present.

Ms. Baxter presented a recap of the Sister Cities Committee annual report. Ms. Baxter said that the Kalibo, Aklan Philippines has accepted our invitation but we are still in the process for signing of the official proclamation. They are moving forward by creating a subcommittee to get the proclamation signed by both cities so the cultural, economic, and educational exchanges can begin.

With respect to Whitehorse Canada, the Mayor and Assembly have been invited to a meeting in the spring to Whitehorse and the Sister Cities Committee members are also hoping to attend and meet with their counterparts in Whitehorse. The presentation had a photo of the Old Timer's Hockey Tournament at which the Whitehorse Mayor was holding the trophy which they won last year. Ms. Baxter said that Whitehorse will not be able to attend the tournament this year so they will have to wait until next year's tournament before the trophy could be passed on.

With respect to Vladivostok, Russia, there are several exchanges that the committee is working on trying to arrange. In the fall, there is a celebration in Vladivostok that representatives in Juneau have been invited to attend. The local expenses in Vladivostok will be paid by Vladivostok but the expenses to get to Vladivostok will have to be something we fund.

CBJ has received an official invitation from the Mayor of Mishan City, China to engage in official economic relations and cultural relations and the Law Department is currently reviewing that at this time.

Mr. Nankervis said he would encourage them to petition their government to allow for Alaskan shellfish back in their country. Ms. Baxter said she thought their economic development pursuits were targeted primarily towards rocks/minerals.

Ms. Baxter said they have not had current contact with Taiwan and she said the Camiling, Philippines relationship had been moved into the emeritus status.

The committee received a grant from Juneau-Douglas City Museum and they have created a display case on the security side of the Juneau International Airport. At this time it is highlighting items celebrating our sister cities relationship with Whitehorse and next month the display will be switched to celebrate Kalibo, Philippines.

She said that the Mayor represented Juneau at a Juneau World Affairs forum on Canadian Relations. Members attended a reception for the students of Nishiokoppe, Japan which has a sister school relationship with the Juneau School District. She said they also had a reception this fall for the exchange students and introduced them to the Assembly and School Board.

They have four overall goals for 2014.

Goal #1 Strengthen Committee Operations - Part of this goal was to elect a treasurer and to become part of the 2015 budgeting process and they are also asking to increase the committee size from five to seven members. They would also like to seek a University liaison to be on the committee; they would like that university connection especially as they move forward with the Kalibo relationship.

Goal #2 Strengthen Regional Relationships – They have done networking with Juneau international organizations including the Juneau World Affairs Council and the exchange students. They would like to have connections with Ketchikan and support their relationship with Prince Rupert.

Goal #3 Strengthen Community Partnerships – They will continue to Develop the awareness of the Juneau Sister Cities Committee through the airport display case and other methods such as radio and media outlets.

Goal #4 Continue to improve existing sister city relations – see above.

The HRC members thanked the committee for all their work. Ms. Troll suggested they put in a plug when working with Whitehorse that they help us begin a curling club.

Mr. Kiehl noted that there was one open seat and one applicant for the Sister Cities Committee: Sue Baxter.

MOTION by Ms. Troll to recommend the Assembly reappoint Sue Baxter to the Sister Cities Committee to a term expiring January 1, 2017. *There being no objection, the motion carried.*

VI. Other Business

Juneau Affordable Housing Commission – Proposal for Juneau Housing Action Plan.

Mr. Kiehl said the letter to the Full Assembly in the packet is a follow-up to the discussion at the Special HRC meeting on February 3. Attached to the letter is a proposed Scope of Work + for a proposed Juneau Housing Action Plan. While this is an item for the full Assembly to deliberate on and decide, he asked the commission to bring it back before the HRC so that members might be able to have dialogue on the proposed scope of work.

Mr. Nankervis asked about previous discussions about a housing liaison/coordinator position and that he did not see that in the scope of work document. Juneau Affordable Housing Commission Chair Norton Gregory said that the housing liaison is something they feel is an important component to the city as a whole so the commission is hoping that the consultant would identify that need if it is a true need. Mr. Gregory said they would hope the consultant would establish the framework of what CBJ needs to do to increase affordable housing in our community.

Mr. Kiehl thanked the commissioners for attending and said this matter will be before the full Assembly for consideration.

VII. Adjournment There being no further business, the meeting adjourned at 6:47p.m.

Respectfully submitted this March 17, 2014.
Beth McEwen, Deputy Clerk

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

February 24, 2014 Regular Human Resources Committee Meeting

ATTACHMENTS:

Description	Upload Date	Type
☐ February 24, 2014 Draft Regular HRC Meeting Minutes	3/14/2014	Minutes

2013 Board of Equalization Report to the Assembly
Prepared by Laurie Sica, Municipal Clerk, Staff to Board

- (d) *Report to the assembly.* The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage of cases where an error of valuation was determined to exist, the number of cases remanded to the assessor for reconsideration, the number of cases resulting in the board altering a property assessment, and the net change to taxable property caused by board action. The report shall also include any comments and recommendations the board wishes to offer concerning changes to property assessment and appeals processes.

(Serial No. 2005-51(c)(am), § 4, 1-30-2006)

The following is a summary of Board Action in 2013:

LATE FILED APPEALS – June 26, 2013

Appealed Property	Parcel Number	Appellant (Last Name, First Name)
3768 Glacier Hwy	7B1001040040	Hollis, Blane & Lisa

MOTION, by Mr. Nowlin, to grant the request for a late filed appeal and he requested a no vote. All three members voted no. The request for a timely appeal was denied.

803 Basin Rd	1C040A380030	Buchanan, Cheryl
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MOTION, by Mr. Nowlin, to grant the allowance of a late file, and he requested an affirmative vote. The board members all voted in the affirmative, and the request to file a late filed appeal was allowed.

N Douglas Hwy	6D0901010032	Handy, Steven
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MOTION, by Nowlin, to grant the appeal, and vote in the negative. All voted in the negative and the request for a late filed appeal was denied.

9216 Black Wolf Way	4B2901340160	Dolitsky, Alexander
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MOTION, by Nowlin, to grant the appeal, and vote in the negative. All voted in the negative and the request for a late filed appeal was denied.

9041 Ninnis Dr	4B2901320060	Robinson, David
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MOTION, by Nowlin, to grant the appeal, and vote in the negative. All voted in the negative and the request for a late filed appeal was denied.

7B0901050050	Clothier, Curtis
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MOTION, by Nowlin, to grant the appeal, and vote in the negative. All voted in the negative and the request for a late filed appeal was denied.

LATE FILED APPEALS – July 11, 2013

25148 Amalga Harbor	3B4001020110	Douglas Larsen
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MOTION, by Ms. Gardner, to hear the appeal. Seconded by Mr. Nowlin. All votes were in the negative and the request to hear the appeal was denied.

25380 Amalga Harbor	3B4001020021	John and Sharon Taber
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MOTION, by Ms. Gardner, to hear the appeal. Seconded by Ms. Watt. All votes were in the negative and the request to hear the appeal was denied.

427 W Ninth St	1C060C100040	Marc Wheeler and Jessica Paris
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MOTION, by Ms. Gardner, to hear the appeal. Seconded by Mr. Nowlin. All votes were in the negative and the request to hear the appeal was denied.

4044 Delta Dr	5B2401620040	Michael and Hyun Lundberg
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MOTION, by Mr. Nowlin, to hear the appeal. Seconded by Ms. Watt. All votes were in the negative and the request to hear the appeal was denied.

Bartlett Ave	7B0801060050	Hyun Lundberg
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MOTION, by Mr. Nowlin, to hear the appeal. Seconded by Ms. Watt. All votes were in the negative and the request to hear the appeal was denied.

LATE FILED APPEALS – August 13, 2013

5115 THANE RD	1B0201010080	CHAMPAGNE, LOUISE
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MOTION, by Watt, that the Assessor be allowed to hear the appeal, based upon the reasons provided by the Appellant, and requested a vote in the affirmative. All members voted yes and the request to file a late file appeal was granted.

AMALGA HBR ISLAND	3B4001040090	WALLEN, LYNN
AMALGA HBR ISLAND	3B4001040100	WALLEN, LYNN

MOTION, by Watt, to grant the request to file late appeals for the two properties, and requested a No vote because the appellant did not prove that she could not comply with the filing deadline. All members voted No and the request to file a late file appeal was denied.

PROPERTY APPEALS – July 11, 2013

Appeal #1 -

Subject Property: Parcel # 5B2501530070, Location: 9099 Pinedale Street

Appellant Name: Walter Ullmayer

2013 Preliminary Assessed Value:

Site: \$ 101,000 Improvements: \$ 242,900 Total: \$ 343,900

Owner's Estimated Value:

Site: N/A Improvements: N/A Total: N/A

Assessor's Recommendation: No change to 2013 Assessed Value

MOTION, by Ms. Watt, to grant the appeal, and she requested a no vote based on the reasons provided by the Assessor. There were no votes in the affirmative. Three members voted no. The appeal was denied.

Appeal #2 -

Subject Property: Parcel # 6D0701000011, Location: 4770 N Douglas Hwy

Appellant Name: Peter Dukowitz

2013 Preliminary Assessed Value:

Site: \$ 175,100 Improvements: \$ 100,300 Total: \$ 275,400

Owner's Estimated Value:

Site: N/A Improvements: N/A Total: N/A

Assessor's Recommendation:

Site: \$87,600 Improvements: \$93,600 Total: \$181,200

MOTION, by Ms. Watt, to continue the matter until the next BOE meeting. Hearing no objection, it was so ordered.

Appeal #3 -

Subject Property: Parcel # 6D0701000012, Location: 4750 N Douglas Hwy

Appellant Name: Peter Dukowitz

2013 Preliminary Assessed Value:

Site: \$ 181,700 Improvements: \$ 197,000 Total: \$ 378,700

Owner's Estimated Value:

Site: N/A Improvements: N/A Total: N/A

Assessor's Recommendation:

Site: \$63,600 Improvements: \$49,200 Total: \$112,800

MOTION, by Ms. Watt, to continue Appeal #3 to the next BOE meeting. Hearing no objection, it was so ordered.

PROPERTY APPEALS – July 30, 2013

Appeal #1 -

Subject Property: Parcel # 4B3301000080, Location: 16216 Glacier Hwy

Appellant Name: Chris Bradley and Keith Imel

2013 Preliminary Assessed Value:

Site: \$ 138,700 Improvements: \$ 76,400 Total: \$ 215,100

Owner's Estimated Value:

Site: \$ 90,000 Improvements: \$ 76,400 Total: \$ 166,400

Assessor's Recommendation:

Site: \$115,100 Improvements: \$76,400 Total: \$191,500

MOTION, by Epstein, to grant the appeal, and he requested a “no” vote based on the reasons provided by the Assessor. Mr. Gaguine seconded and noted that there was not significant factual information provided to grant an appeal. All members voted no, and the appeal was denied.

PROPERTY APPEALS – August 13, 2013

Appeal #1 -

Subject Property: Parcel # 6D0701000011, Location: 4770 N Douglas Hwy

Appellant Name: Peter Dukowitz

2013 Preliminary Assessed Value:

Site: \$ 175,100 Improvements: \$ 100,300 Total: \$ 275,400

Owner's Estimated Value:

Site: N/A Improvements: N/A Total: N/A

Assessor's Recommendation:

Site: \$87,600 Improvements: \$93,600 Total: \$181,200

Appeal #2 -

Subject Property: Parcel # 6D0701000012, Location: 4750 N Douglas Hwy

Appellant Name: Peter Dukowitz

2013 Preliminary Assessed Value:

Site: \$ 181,700 Improvements: \$ 197,000 Total: \$ 378,700

Owner's Estimated Value:

Site: N/A Improvements: N/A Total: N/A

Assessor's Recommendation:

Site: \$63,600 Improvements: \$49,200 Total: \$112,800

Hearing no objections, all agreed to a new BOE meeting date of Thursday, September 12, at 5 pm in the Assembly Chambers (for hearing Appeal #1 and 2).

Appeal #3 -

Subject Property: Parcel # 5B1401010201 - 5B1401010224

Location: Vista Del Sol Subdivision, Phase II, 7500 Blk Glacier Hwy

Appellant Name: Duran Construction

2013 Preliminary Assessed Value 24 Parcels:

Site: \$ 1,460,800 Improvements: \$ 125,400 Total: \$ 1,586,200

Owner's Estimated Value:

Site: 600,000 Improvements: 121,600 Total: 721,600

Assessor's Recommendation:

Site: \$ 1,460,800 Improvements: \$ 125,400 Total: \$ 1,586,200

MOTION, by Gaguine, to grant the appeal, and recommended a no vote, based on the assumption that this method is standard in the Assessing practice and the burden of proof was upon Mr. Duran to show otherwise and there were no grounds to reverse. All members voted no, and the appeal was denied.

PROPERTY APPEALS – September 12, 2013**Appeal #1-**

Subject Property: Parcel #3B1601100150 Location: Juneau Airport, Block I

Appellant Name: Martin Myers

2013 Preliminary Assessed Value:

Site: \$29,500 Improvements: \$163,900 Total: \$ 193,400

Owner's Estimated Value:

Site: \$25,000 Improvements: \$120,000 Total: \$ 145,000

Assessor's Recommendation:

Site: \$29,500 Improvements: \$156,700 Total: \$186,200

MOTION, by Nowlin, to grant the appeal and he requested a no vote for the reasons provided by the Assessor. The appeal failed, 1 aye, 2 nays.

Appeal #2-

Subject Property: Parcel #5B1301150110 Location: 6002 Chatham Drive

Appellant Name: Mindy Meyers

2013 Preliminary Assessed Value:

Site: \$124,400 Improvements: \$18,600 Total: \$143,000

Owner's Estimated Value:

Site: \$75,000 Improvements: \$18,600 Total: \$ 95,000

Assessor's Recommendation:

Site: \$105,700 Improvements: \$5,000 Total: \$110,700

MOTION, by Gaguine, to accept appeal, and requested a yes vote. The appeal failed, 1 aye, 2 nays.

Appeal #3-

Subject Property: Parcel #6D0701000011 Location: 4770 North Douglas Highway

Appellant Name: Peter Dukowitz

2013 Preliminary Assessed Value:

Site: \$175,100 Improvements: \$100,300 Total: \$ 275,400

Owner's Estimated Value:

Site: \$ 0.00 Improvements: \$ 0.00 Total: \$0.00

Assessor's Recommendation:

Site: \$69,900 Improvements: \$93,100 Total: \$163,000

MOTION, by Gaguine, to grant the appeal, and he recommended a no vote, for reasons given by the Assessor. The appeal failed, 0 ayes, 3 nays.

Appeal #4-

Subject Property: Parcel #6D0701000012 Location: 4750 North Douglas Highway

Appellant Name: Peter Dukowitz

2013 Preliminary Assessed Value:

Site: \$181,700 Improvements: \$197,000 Total: \$ 378,700

Owner's Estimated Value:

Site: \$0.00 Improvements: \$0.00 Total: \$ 0.00

Assessor's Recommendation:

Site: \$ 72,800 Improvements: \$49,200 Total: \$122,000

MOTION, by Nowlin, to grant the appeal, and he recommended a no vote, for reasons for assessor and that the property had already received a substantial discount. The appeal failed, 0 ayes, 3 nays.

Appeal #5-

Subject Property: Parcel #1C040A380030 Location: 800 Basin Road

Appellant Name: Cheryl Buchanan

2013 Preliminary Assessed Value:

Site: \$ 152,500 Improvements: \$225,200 Total: \$ 377,700

Owner's Estimated Value:

Site: \$ 0.00 Improvements: \$0.00 Total: \$ 0.00

Assessor's Recommendation:

Site: \$110,600 Improvements: \$227,400 Total: \$338,000

MOTION, by Gaguine, to accept the appeal and recommended a no vote. The appeal failed, 0 ayes, 3 nays.

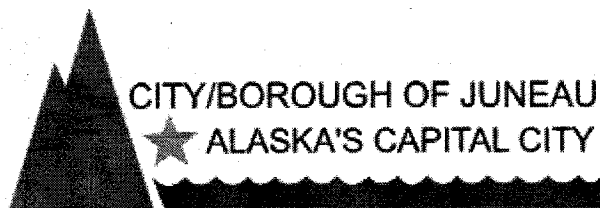
BOARD OF EQUALIZATION

Governing Legislation: CBJ 15.05.010-.260 AS 29.10.200(41); AS 29.45.800

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

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

Board of Equalization
3 open seats
for terms
expiring
12/31/2016.



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

Board of Equalization Fact Sheet

Title: Board of Equalization

Type of Board/Commission/Committee: Appeal

Affiliated Department: Finance

Status: Active

Governing Legislation:

- CBJ Code Section 15.05
- Date Created: January 30, 2006
- Sunset Date: N/A

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

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

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

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

Quorum: 3

Term Limits: None.

Annual Appointment Period (Annual Reports Due): December

Meetings: In accordance with CBJ Code Section 15.05

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

Staff Contact: Finance Director Bob Bartholomew - 586-0300 - Bob_Bartholomew@ci.juneau.ak.us

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

15.05.185 - Board of equalization.

(a) *Membership; duties; term of office; term limits.*

- (1) *Membership.* The board of equalization shall comprise a pool of no less than six, and up to nine, members, not assembly members, appointed by the assembly. There shall be up to three panels established each year. Each panel hearing appeals shall consist of three members. The board chair shall assign members to a specific panel and schedule the panels for a calendar of hearing dates. The assignment of members to panels and the establishment of a hearing calendar shall be done in consultation with the individual members. Additionally, members may be asked to take the place of regular assigned panel members in the event an assigned panel member is unable to attend a scheduled meeting.
- (2) *Qualifications of members.* Members shall be appointed on the basis of their general business expertise and their knowledge or experience with quasi-judicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal, the real estate market, the personal property market, and other similar fields.
- (3) *Duties.* The board, acting in panels, shall only hear appeals for relief from an alleged error in valuation on properties brought before the board by an appellant. A panel hearing a case must first make a determination that an error in valuation has occurred. Following the determination of an error in valuation the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record the case shall be remanded to the assessor for reconsideration. A hearing by the board may be conducted only pursuant to an appeal filed by the owner of the property as to the particular property.
- (4) *Term of office.* Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year.
- (5) *Term limits.* No member of the board of equalization who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee.

- (b) *Chair.* The board annually shall elect a member to serve as its chair. The chair shall coordinate all board activities with the assessor including assignment of panel members, scheduling of meetings, and other such board activities.
- (c) *Presiding officer.* Each panel shall elect its own presiding officer to act as the chair for the panel and shall exercise such control over meetings as to ensure the fair and orderly resolution of appeals. In the absence of the elected presiding officer the panel shall appoint a temporary presiding officer at the beginning of a regular meeting. The presiding officer shall make rulings on the admissibility of evidence and shall conduct the proceedings of the panel in conformity with this chapter and with other applicable federal, state and municipal law.
- (d) *Report to the assembly.* The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage of cases where an error of valuation was determined to exist, the number of cases remanded to the assessor for reconsideration, the number of cases resulting in the board altering a property assessment, and the net change to taxable property caused by board action. The report shall also include any comments and recommendations the board wishes to offer concerning changes to property assessment and appeals processes.

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

Board of Equalization - Appointments & Annual Report

ATTACHMENTS:

Description	Upload Date	Type
☐ BOE 2013 Annual Report	3/11/2014	Presentation
☐ Board of Equalization Appointment Information	3/14/2014	Cover Memo

2013 ANNUAL REPORT PERSONNEL BOARD

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

The Board met twice in 2013 to review a request from CBJ and MEBA requesting that the Airport Field Maintenance Group be allowed to hold an election for reinclusion into the General Government Bargaining unit represented by the MEBA.

On July 7, the Board took action to authorize a reinclusion election for the Airport Field Maintenance Group outside the window period specified in 4.10(3)(b). The election was to cover two issues, the threshold issue regarding waiving objection to holding the election outside the established window period, and the second issue regarding whether or not to opt back into the General Government bargaining unit currently represented by MEBA. All eligible employees were required to vote and affirm that they agreed the election should be held outside the window period. If there is unanimous consent on the first issue, the second issue would be decided by a simple majority.

On August 18, the Board met to review the conduct of the election and determined the election was held appropriately and certified the results, which authorized reinclusion of the Airport Field Maintenance Group back into the General Government bargaining unit.

Members serving on the Board in 2013:

Brett Allio
Joan Cahill
Max Mielke
Nicki Neal
Judith Porter

Respectfully submitted,

Nicki Neal, Chair
CBJ Personnel Board
March 12, 2014

PERSONNEL BOARD

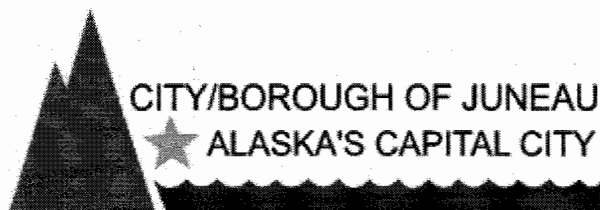
Governing Legislation: CBJ Code Section 44.05

Total # of Seats: 5

(1 public, 2 labor, 2 management)

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Ms.	Joan	Cahill	Management		1/29/2013	1/31/2016	1/28/2013			Changed from "Public" to "Management" Seat 1/28/2013
Yes	Ms.	Nicki	Neal	Management	Chair	2/1/2013	1/31/2016	1/1/2007	1/25/2010	1/28/2013	Changed from "Public" to "Management" Seat 1/28/2013
Yes	Mr.	Max R.	Mielke	Labor Rep.		2/28/2011	1/31/2014	2/28/2011			United Association of Plumbers & Pipefitters Local 262 (Business Manager/Finan. Sec. International Brotherhood of Electrical Workers Assistant Business Manager
Yes	Mr.	Brett	Allio	Labor Rep.		2/28/2011	1/31/2014	2/28/2011			Previous member served 4/2008 - 1/2011
Yes	Ms.	Judith	Porter	Public		2/1/2012	1/31/2015	1/30/2012			
Yes	Ms.	Laurie	Sica	Staff Liaison	staff liaison	n/a	n/a	n/a			
Yes	Ms.	Mila	Cosgrove	Staff Liaison	staff liaison	n/a	n/a	n/a			

Personnel Board
2 Labor Representative
Seats open for terms
expiring 1/31/2017.



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

Personnel Board Fact Sheet

Title: Personnel Board

Type of Board/Commission/Committee: Appeal

Affiliated Department: Personnel

Status: Active

Governing Legislation:

- CBJ Charter Section 3.14
- CBJ Code 44.05.060
- Personnel Board Rules of Procedure
- Date Created: July 01, 1970
- Sunset Date: N/A

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

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

Membership: [Below is the new language per Ordinance 2011-03(c) which will be in effect as of April 1, 2011] (a) Board established. There shall be a personnel board composed of five members who shall be appointed by the assembly. All appointments shall be for staggered . three-year terms. No member of the personnel board who has served for three consecutive terms or nine years shall again be eligible for appointment 'until one full year has intervened, provided, however, that this restriction shallnot apply ifthere are no other qualified applicants at the time reappointment is considered by the assembly human resources committee. (b) Qualifications. Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. A member of the personnel board shall not be an employee of the City and Borough or a member of employee's immediate family or household or anemployee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. When openings appear for designated labor seats, the Juneau Central Labor Council, AFL-CIO, will be asked to provide an endorsement for three applicants it believes meet the qualification to be designated as having "a background in labor" and meet all other requirements of this section 44.05.060(b).

Officers: Chair, Vice Chair, Clerk

Quorum: 3

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

expertise is set forth by ordinance.

Annual Appointment Period (Annual Reports Due): January

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

Special Facts: Revisions to the Personnel Board Rules of Procedure will be up before the Assembly for approval at its April 11, 2011 Regular Meeting.

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

[Back to List](#)

44.05.060 Personnel board.

- (a) *Board established.* There shall be a personnel board composed of five members who shall be appointed by the assembly. All appointments shall be for staggered three-year terms. No member of the personnel board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee.
- (b) *Qualifications.* Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. A member of the personnel board shall not be an employee of the City and Borough or a member of employee's immediate family or household or an employee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. When openings appear for designated labor seats, the Juneau Central Labor Council, AFL-CIO, will be asked to provide an endorsement for three applicants it believes meet the qualification to be designated as having "a background in labor" and meet all other requirements of this section 44.05.060(b).
- (c) *Meeting procedure.* The personnel board shall conduct its business, including notice, meetings and hearings, in accordance with the personnel rules.
- (d) *Responsibilities.* The personnel board shall hold meetings, conduct hearings, and issue findings and conclusions in employee appeals as provided in the personnel rules. The personnel board may order reinstatement, or the payment of back pay for an employee, or take other action as appropriate. The personnel board may not order the payment of attorneys' fees or costs for either party to an appeal, or the payment of damages, either compensatory, punitive, medical, therapeutic, or otherwise, to an employee. The personnel board may from time to time review and make recommendations to the manager on the personnel rules and amendments to the rules.
- (e) *Organization, quorum, and rules of order.* The personnel board shall each year appoint from its membership a chair and a vice-chair. Three members of the personnel board shall constitute a quorum and the concurrence of three members shall be necessary for action. Meetings of the personnel board shall be conducted according to Robert's Rules of Order, Newly Revised, provided motions need not be seconded.
- (f) *Assistance and personnel costs.* Staff support and assistance to the personnel board shall be provided by the human resources director and the municipal clerk as available and appropriate. Staff costs of the personnel board are to be borne by the City and Borough. Nonstaff costs in specific collective bargaining disputes for matters such as mediation and factfinding are to be borne equally by the parties to the dispute. For the purpose of this section, "staff costs" are those costs of consultants, subject to budgetary and funding limitations, and those costs necessary to pay the salaries of City and Borough employees who normally serve as staff to the personnel board and to supply those employees with normal overhead support.
- (g) *Duties of the personnel board.* In addition to other duties imposed on the board, it shall administer the policy established by chapter 44.10, entitled "Labor Relations," and shall have duties which shall include:
 - (1) Determining the units appropriate for collective bargaining;

- (2) Certifying or decertifying of employee organizations as exclusive representatives;
 - (3) Conducting representation elections;
 - (4) Resolving disputes, including mediation and factfinding;
 - (5) Determining the extent of and remedy for unfair labor practices.
- (h) *Labor relations policies.* The personnel board may conduct hearings, issue cease and desist orders, conduct elections and take affirmative action to effectuate the policies of chapter 44.10
- (i) *Rules and regulations.* The personnel board shall propose to the assembly rules and regulations, and amendments thereto, as may be necessary to effectuate the purposes of chapter 44.10. Upon receipt of such recommendations, the assembly may by resolution approve, disapprove, or modify such proposed rules, regulations, or amendments thereto.

(Serial No. 91-14, § 2, 1991; Serial No. 94-12, § 4, 1994; Serial No. 2004-08, § 5, 3-22-2004; Serial No. 2006-30, § 4, 9-11-2006, eff. 10-12-2006; Serial No. 2011-03(c), § 2, 2-28-2011, eff. 3-31-2011)

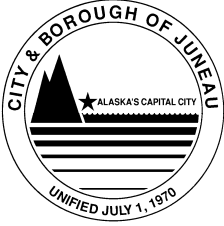
Charter reference— Personnel board, § 3.14.

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

Personnel Board - Appointments & Annual Report

ATTACHMENTS:

Description	Upload Date	Type
☐ Personnel Board Annual Report	3/13/2014	Presentation
☐ Personnel Board Appointment Information	3/14/2014	Cover Memo



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202

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

email: Beth_McEwen@ci.juneau.ak.us

MEMORANDUM

DATE: March 17, 2014

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk 

RE: 1% for Art Selection Panel Nominees – Eaglecrest Learning Center

Attached for your consideration/nomination to the Assembly are the applications for the 1% for Art Selection Panel Nominees for the Eaglecrest Learning Center. Per CBJ Code 62.65.040 Selection Process:... *The panel shall consist of two public members appointed by the Juneau Arts and Humanities Council, two members appointed by the Assembly, one member appointed by the manager and one member representing the department which will be the primary user of the building, school or facility....*

Appointees:

Juneau Arts & Humanities Council: Jess Parks and Sherri von Wolfe

Manager Appointee: Alexis Howard (Eaglecrest Board Member)

Department Representative: Jeffra Clough

Applicants for Assembly Consideration:

Susan Jabal

Barbara B. Lindh

PART II - CODE OF ORDINANCES
TITLE 62 - PUBLIC WAYS AND PROPERTY

Chapter 62.65 - ART WORKS IN PUBLIC PLACES

Chapter 62.65 - ART WORKS IN PUBLIC PLACES ^[1]

62.65.010 - Purpose.

62.65.020 - Art requirements for public facilities.

62.65.030 - Art in public places account.

62.65.040 - Selection process.

62.65.050 - Definitions.

62.65.010 - Purpose.

The assembly recognizes a responsibility to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal facilities that are subject to substantial public use. It is therefore declared to be a municipal policy that a portion of appropriations for capital expenditures for these facilities be devoted to the acquisition of works of art to be permanently placed in or as a part of such facilities.

(Serial No. 85-50, § 2, 1985)

62.65.020 - Art requirements for public facilities.

- (a) A facility constructed, remodeled or renovated with funds appropriated by the assembly after August 1, 1985, shall include within public view works of visual art, such as sculptures, paintings, murals, drawings, mosaics, photographs, calligraphy, works of graphic art (including an etching, lithograph, offset print, silk screen), crafts (including crafts in clay, textiles, fiber, wood, metal, plastic, glass and like materials), or mixed media including a collage, assemblage or any combination of the foregoing art media, or objects relating to native art, as provided in this chapter.
- (b) The manager, before preparing plans and specifications for facilities, shall advise the assembly regarding the inclusion of works of art and shall include works of art in such buildings and facilities unless otherwise directed by the assembly.
- (c) At least one percent of the construction cost of a facility approved by appropriation by the assembly after August 1, 1985, shall be reserved for the design, construction, mounting and display of art associated with the facility.
- (d) The manager shall encourage the use of City and Borough resources in these art works.
- (e) The City and Borough shall receive sole ownership of each work of art acquired pursuant to this chapter. No work of art produced, in whole or in part, pursuant to this chapter shall be subject to copyright in the United States or in any other country. The City and Borough shall have unrestricted authority over any work of art acquired pursuant to this chapter.

(Serial No. 85-50, § 2, 1985)

62.65.030 - Art in public places account.

- (a) The art in public places account is established. This account shall be a separate account within the capital projects fund. The manager shall administer the account.

PART II - CODE OF ORDINANCES
TITLE 62 - PUBLIC WAYS AND PROPERTY

Chapter 62.65 - ART WORKS IN PUBLIC PLACES

- (b) The manager shall deposit into the art in public places account one percent of the construction cost of a building or facility if the building or facility is exempt from the requirements of [section 62.65.020](#) and the exemption is because:
 - (1) The estimated construction cost of the building or facility is less than \$250,000.00; or
 - (2) The building or facility is not designed for substantial public use and access.
- (c) The manager may use the money in the art in public places account to:
 - (1) Commission or purchase a work of art which is to be placed on public lands integral to or attached to a facility detached within or outside a facility, part of a portable public exhibition or collection, part of a temporary public exhibition, or loaned to or exhibited in other public facilities owned, leased or designated by the City and Borough which have substantial public use and access; and
 - (2) Meet expenses for a commissioned work of art for a building or facility which has substantial public use and access if the cost of the work of art exceeds the amount reserved under subsection [62.65.020\(c\)](#).

(Serial No. 85-50, § 2, 1985)

62.65.040 - Selection process.

For each project for the construction, remodeling or renovation of a building, school or facility falling within the provisions of this section, a selection panel shall be appointed to select works of art for inclusion in the project. The panel shall consist of two public members appointed by the Juneau Arts and Humanities Council, two members appointed by the assembly, one member appointed by the manager and one member representing the department which will be the primary user of the building, school or facility. The panel shall consult with the project architect or designer to ensure compatibility of the works of art with the design of the building, school or facility. All selections shall be subject to final approval by the assembly. The selection panel shall not have any authority to enter into any contract on behalf of the city.

(Serial No. 85-50, § 2, 1985)

62.65.050 - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Construction cost means that cost expended for the actual construction, remodeling or renovation of the facility, exclusive of the costs of land acquisition, site investigation, design services, administrative costs, equipment purchases and any other cost not specifically incurred within the construction contract awarded for the construction of the facility.

Facility means a permanent improvement owned or leased by the municipality and devoted to substantial public use having an estimated construction cost of at least \$250,000.00; the term includes, but is not limited to, schools, office buildings, public libraries and public parks. The term "facility" does not mean:

- (1) Streets;
- (2) Utility facilities and lines;
- (3) Fire stations; and

PART II - CODE OF ORDINANCES
TITLE 62 - PUBLIC WAYS AND PROPERTY

Chapter 62.65 - ART WORKS IN PUBLIC PLACES

(4) Buildings for institutional, hospital, penal or corrective purposes.

Manager means and includes the manager or the manager's designee.

(Serial No. 85-50, § 2, 1985)

Cross reference— Definitions generally, CBJ Code § 01.15.010.

FOOTNOTE(S):

--- (1) ---

State Law reference— Art works in public buildings and facilities, AS 35.27.010 et seq. [\(Back\)](#)

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

1% for Art Selection Panel – Eaglecrest Learning Center – Appointments

ATTACHMENTS:

	Description	Upload Date	Type
☐	Memo re: 1% for Art Panel Nominees - Eaglecrest Learning Center	3/13/2014	Cover Memo
☐	62.65 Art Works in Public Places	3/13/2014	Cover Memo

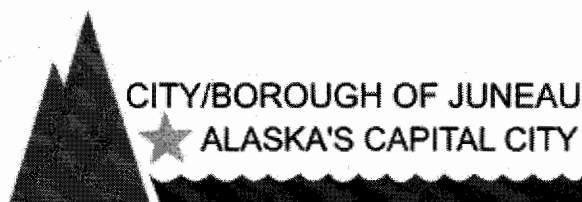
JUNEAU AFFORDABLE HOUSING COMMISSION - Current

Governing Legislation: Resolution 2506

Total # of Seats: 9

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	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	Mr.	Jeremy	Kerr	Public		2/27/2014	1/31/2017	2/27/2014			AHFC Housing Program Specialist II
Yes	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	Mr.	Wayne	Coogan	Public		4/23/2012	1/31/2015	4/23/2012			Manager Coogan Construction
Yes	Open Seat	Open Seat	Open Seat	Public			1/31/2015				
Yes	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	Mr.	Justin	Shearer	Public		2/1/2013	1/31/2016	1/4/2010	2/11/2013		Branch Manager NC Machinery Co.
Yes	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	Ms.	Margaret	O'Neal	Public		2/11/2013	1/31/2016	2/11/2013			Juneau Homeless Coalition (JEDC)
Yes	Mr.	Jesse	Kiehl	Assembly Liaison	Liaison	n/a	n/a	n/a			Assemblymember Term 10/2011-10/2014
Yes	Ms.	Beth	McKibben	Staff Liaison	staff liaison	n/a	n/a	n/a			CDD Senior Planner
Yes	Mr.	Greg	Chaney	Staff Liaison	staff liaison	n/a	n/a	n/a			Lands & Resources Manager
Yes	Ms.	Jessica	Beck	Staff Liaison	staff liaison	n/a	n/a	n/a			Lands & Resources Specialist

Juneau Affordable Housing Commission
1 open seat for a term expiring 1/31/2015.



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.

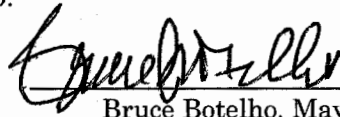
Section 4. Staff Liaison. The Manager shall designate a staff liaison to the Commission.

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.

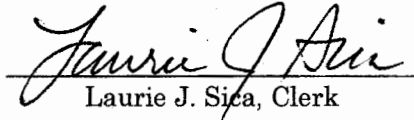
Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of November, 2009.



Bruce Botelho, Mayor

Attest:



Laurie J. Sica, Clerk

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

Juneau Affordable Housing Commission - Appointment

ATTACHMENTS:

Description	Upload Date	Type
☐ Juneau Affordable Housing Commission	3/14/2014	Cover Memo



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: Beth_McEwen@ci.juneau.ak.us

MEMORANDUM

DATE: March 17, 2014

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk 

RE: Competing Restaurant/Eating Place Liquor License Applications

Please look under the "New Business" tab in your Assembly packet for the back-up materials on the following two applications for new Restaurant/Eating Place liquor licenses and applications for Restaurant Designation Permits.

Joan Deering d/b/a Paradise Café & Bakery located at 9351 Glacier Hwy., Juneau

Timberwolf Ventures, Inc. d/b/a Lunchbox located at 495 South Franklin Street, Juneau

Alaska Statutes 04.11.400 imposes population limitations on the number of the various types of liquor licenses per community. Juneau's net population currently allows for 22 Restaurant/Eating Place licenses. We presently have 21 licensed premises with Restaurant/Eating Place licenses, meaning these two applicants are competing for the last allowable restaurant/eating place license.

CBJ Code Section 20.25.025 sets out the criteria for Assembly review of license issuance, renewal, transfer, relocation, or continued operation of liquor licenses and the grounds under which a license may be protested, and CBJ staff has recommended the Assembly waive its right to protest either application, however the code is silent on the process by which a local preference for competing applications are to be considered. State regulations provide that where there are competing petitions, the ABC Board will consider a number of factors, including the ***"preferences or priorities expressed by the local governing body."***

Both applicants were sent the letter and attachments found in your Assembly packets as notice of these proceedings.

The HRC is asked to forward a recommendation during the March 17 Assembly meeting regarding the issuance of these licenses.

OFFICE OF THE MUNICIPAL CLERK
Ph: (907)586-5278 Fax: (907)586-4552
e-mail: Beth_McEwen@ci.juneau.ak.us

March 7, 2014

Via certified & regular mail

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

Timberwolf Ventures, Inc.
d/b/a Lunchbox
120 Mill Street
Juneau, AK 99801

Re: Competing New Restaurant Eating Place Liquor License Applications

Dear Ms. Deering and Timberwolf Ventures, Inc.,

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of your competing applications for the remaining Restaurant Eating Place Liquor License available within Juneau at this time. AS 04.11.400 imposes population limitations on the number of the various types of liquor licenses per community and Juneau's net population currently allows for 22 Restaurant Eating Place licenses under this scenario. When the Alcohol Beverage Control staff receives two applications within a 30-day period for one remaining license in a community, those applications compete with one another for the new license. The process that the Alcohol Beverage Control Board determines selection of the license amongst competing licenses is outlined state regulations under 3 AAC 304.112. A copy of the relevant State Statutes, Regulations, and CBJ Code Sections pertaining to this review and process are attached for your reference.

The process for local governing body review is for staff from the Fire, Finance, Police, Public Works and Community Development (CDD) Departments to review the liquor license applications to insure compliance with city code and forward any recommendations for protest to the Assembly. Staff from all these departments have reviewed each of your applications and while there are still some outstanding building permit issues at each of your locations that CDD staff will be contacting each of you to try to resolve, the recommendation from staff to the Assembly is to waive its right to protest both liquor license applications.

In addition to the CBJ process for protest, the ABC Board will also consider the following under State Regulations 3 AAC 304.112 ...*(e) If there continue to be competing applications after the steps in (b), (c), and (d) of this section are taken, the board will, in its discretion, grant any applications the board considers most in the public interest. The factors the board will, in its discretion, consider in determining the public interest include the safety, suitability, and proximity to other licensed premises of the location of the proposed premises; the size of the proposed premises; community amenities associated with the premises, including entertainment, dining facilities, and tourist accommodations; and **preferences or priorities expressed by the local governing body. (emphasis added)***

March 7, 2014

Liquor License Letter to Paradise Café & Bakery and Timberwolf Ventures, Inc.

Page 2 of 2

In the event the Assembly does protest one or both licenses for any reason, CBJ Code 20.25.025 (c) provides the right to an informal hearing before the Assembly as outlined below:

...

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.

The Assembly Human Resources Committee (HRC) will address these licenses at its meeting on Monday, March 17, 2014 at 6:00 p.m. in the Assembly Chambers. Immediately following the HRC meeting on March 17 is a regular Assembly meeting at 7:00 p.m. at which time the HRC will forward its recommendations to the Assembly for official action on your liquor licenses.

Sincerely,

A handwritten signature in black ink that reads "Beth McEwen". The signature is fluid and cursive, with the first name "Beth" and last name "McEwen" clearly distinguishable.

Beth McEwen
Deputy Clerk

cc: CBJ Assemblymembers
Liquor License Review Staff

Enclosures

- ~ Liquor License Application Packets for each location
- ~ CBJ Code 20.25.025 & Alaska Statutes 04.11.400, 04.11.480 & Alaska Regulations 3 AAC 304.110-112.



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.269.3050
TDD: 907.465.5437
Fax: 907.334-2285

January 28, 2014

City and Borough of Juneau
Attn: Beth McEwen
VIA EMAIL: beth_mcewen@ci.juneau.ak.us

Joan Deering

DBA Paradise Bakery & Cafe– License #5278

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

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

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

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

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

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

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

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

SHIRLEY A. COTÉ
Director



Maxine Andrews
Business Registration Examiner
Direct line: 907-269-0358
Email: maxine.andrews@alaska.gov

State of Alaska
Alcoholic Beverage Control Board

Date of Notice: January 28, 2014

Application Type: ___ x ___ **New**

_____ **TRANSFER**
_____ Ownership
_____ Location
_____ Name Change

Governing Body:	City and Borough of Juneau
Community Councils:	n/a
License #:	5278
License Type:	Restaurant / Eating Place
D.B.A.:	Paradise Bakery and Cafe
Licensee/Applicant:	Joan Deering
Physical Location:	9351 Glacier Hwy.
Mail Address:	9351 Glacier Hwy. Juneau, AK 99801
Telephone #:	907-586-2253 Joan Deering
EIN:	72-1550481

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
n/a				

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

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
n/a				

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SHIRLEY A. COTÉ
Director



Maxine Andrews
Business Registration Examiner
Direct line: 907-263-5922
Email: maxine.andrews@alaska.gov

STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

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

DBA: _____

PREMISES LOCATION: _____

PARADISE CAFE AND BAKERY
9351 Glacier Hwy Juneau 99801

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

SCALE A: _____ 1 SQ. = 4 FT.

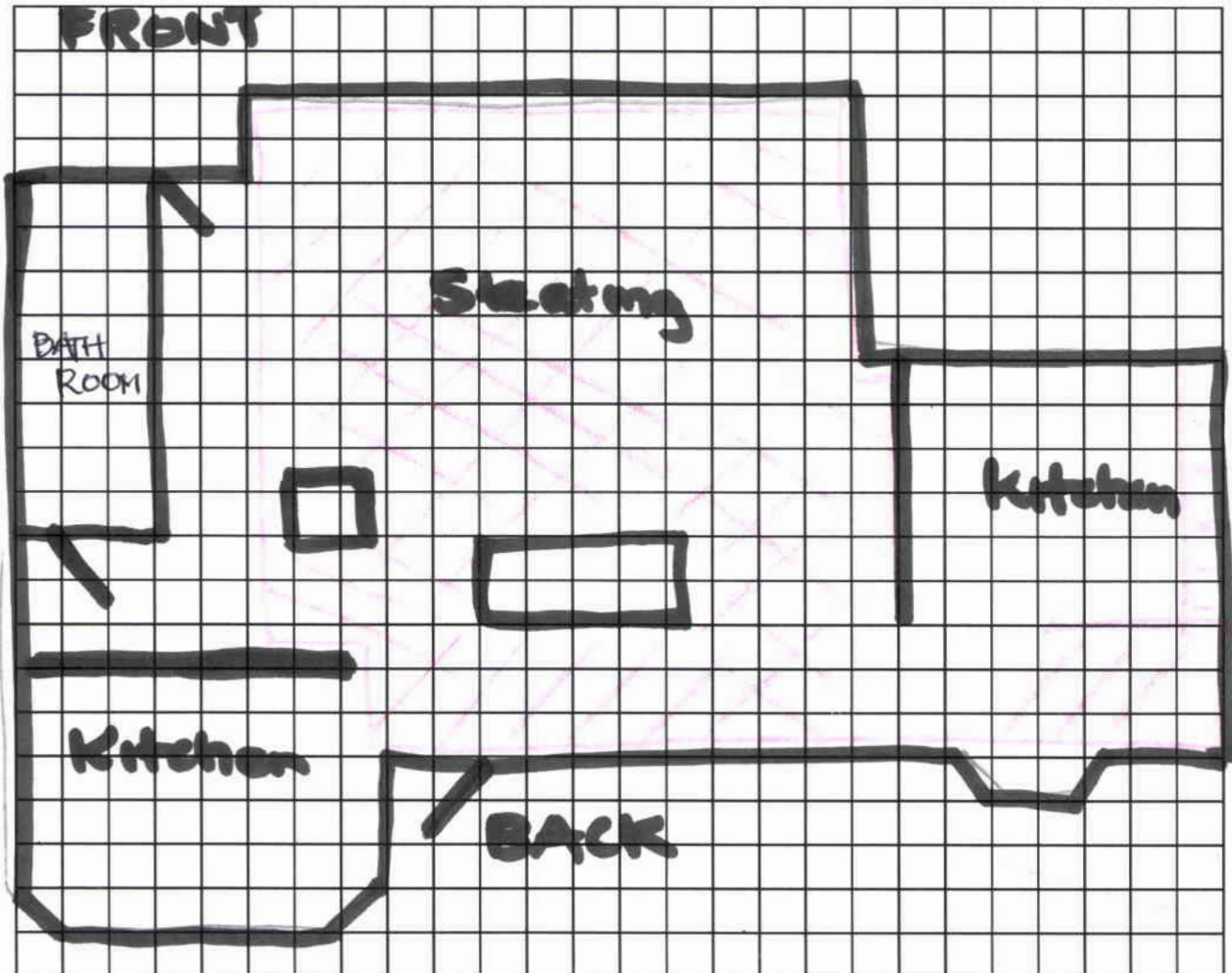
SCALE B: _____ 1 SQ. = 1 FT.

1 SQ = 2 FT.

Length and width of premises in feet: 50ft x 30 wide

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

DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



Revised 6/16/06

50ft length x 30 wide (approx.)
Stand alone structure (house)

11153 41515
11164
11165

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

New Liquor License

(907) 263-5900
Fax: (907) 263-5930
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

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

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: <u>2014-2015</u>	License Type: <u>RESTAURANT/EATING PLACE</u>	Statute Reference Sec. 04.11. <u>100</u>	License Fee: \$ <u>600.00</u>
Office Use: License #: <u>5278</u>		<u>AS 04.11. 100</u>	Filing Fee: \$100.00
Local Governing Body: (City, Borough or Unorganized) <u>C B J</u>	Community Council Name(s) & Mailing Address: <u>N/A</u>		Rest. Desig. Permit Fee: \$
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): <u>JOAN DEERING</u>	Doing Business As (Business Name): <u>PARADISE CAFE AND BAKERY</u>	Business Telephone Number: <u>907 586 2253</u>	Fingerprint: \$ (<u>\$51.50 per person</u>)
Mailing Address: <u>9351 GLACIER HWY</u>	Street Address or Location of Premises: <u>9351 GLACIER HWY</u>	Email Address: <u>PARADISECAFEJUNEAU@gmail.com</u>	TOTAL \$ <u>151.50</u>
City, State, Zip: <u>JUNEAU, AK, 99801</u>	<u>JUNEAU, AK, 99801</u>		
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: <u>0.6</u> <u>RIVERBEND ELEMENTARY</u>	Distance measured under: ☒ AS 04.11.410 OR ☐ Local ordinance No. _____	☐ Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Distance to closest church: <u>0.2 MI</u> <u>FAITH LUTHERAN</u>	Distance measured under: ☒ AS 04.11.410 OR ☐ Local ordinance No. _____	☐ Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality.	
Premises to be licensed is: ☐ Proposed building ☒ Existing facility ☐ New building		☒ Not applicable	
		☐ Plans submitted to Fire Marshall (required for new & proposed buildings) ☒ Diagram of premises attached	

New Liquor License

SECTION C – LICENSEE INFORMATION

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

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

Name	Name of Business	Type of License	Business Street Address	State

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

☐ Yes ☐ No If Yes, attach written explanation.

SECTION D – OWNERSHIP INFORMATION - CORPORATION

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

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership):		Telephone Number:	Fax Number:
N/A			
Corporate Mailing Address:	City:	State:	Zip Code:
Name, Mailing Address and Telephone Number of Registered Agent:		Date of Incorporation OR Certification with DCED:	State of Incorporation:

Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☐ Yes ☐ No

If no, attach written explanation. Your entity **must** be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.

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

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth

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

New Liquor License

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

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

Name: JOAN DEERING	Applicant ☒ Affiliate ☐	Name:	Applicant ☐ Affiliate ☐
Address: 9351 Glacier Hwy. Juneau 99801	Date of Birth: March 17 1949	Address:	Date of Birth:
Home Phone: 907 586 2253	Work Phone: SAME	Home Phone:	Work Phone:
Name:	Applicant ☐ Affiliate ☐	Name:	Applicant ☐ Affiliate ☐
Address:	Date of Birth:	Address:	Date of Birth:
Home Phone:	Work Phone:	Home Phone:	Work Phone:

Declaration

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

Signature of Licensee(s)	Signature of Licensee(s)
Signature: <i>Joan L. Deering</i>	Signature:
Signature:	Signature:
Name & Title (Please Print) Joan L. Deering Owner	Name & Title (Please Print)
Subscribed and sworn to before me this 13th day of January , 2014	Subscribed and sworn to before me this day of
Notary Public in and for the State of Alaska	Notary Public in and for the State of
My commission expires: July 22, 2015	My commission expires:



STATE OF ALASKA
ALCOHOLIC BEVERAGE CONTROL BOARD
APPLICATION FOR RESTAURANT DESIGNATION PERMIT - AS 04.16.049 & 3 AAC 304.715-794
FEE: \$50.00

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons under the age of 20 for employment. If for employment, please state in detail, how the person will be employed, duties, etc.

This application is for designation of premises where : (please mark desired items).

- 1 ☒ Under 3 AAC 304.305 Bona fide restaurant/eating place.
2 ☒ Persons age 16 to 20 may dine unaccompanied.
3 ☒ Persons under 16 may dine accompanied by a person 21 years or older.
4 ☒ Persons between 16 and 20 years of age may be employed. *(See note below).

License Number 5278

LICENSEE: Joan L. Deering

D/B/A: Paradise Cafe' and Bakery

ADDRESS: 9351 Glacier Hwy Juneau Alaska 99801

1. Hours of Operation: 7am to 4pm Telephone # 9075862253

2. Have police ever been called to your premises by you or anyone else for any reason: ☒ Yes [] No
If yes, date(s) and explanation(s).

July 1 2013. Break in. Climbed through Kitchen Window - stole money - vandalized -

3. * Duties of employment: baking, cooking, table side, cleaning, cashier, dishwashing

4. Are video games available to the public on your premises? no

5. Do you provide entertainment: ☒ Yes [] No If yes, describe. occasional musical groups singing - guitar.

6. How is food served? ☐ Table Service ☐ Buffet Service ☐ Counter Service ☒ Other*

7. Is the owner, manager, or assistant manager always present during business hours? ☒ Yes [] No

*** A MENU AND A DETAILED LICENSED PREMISE DIAGRAM MUST ACCOMPANY THIS APPLICATION ***

I have read and am familiar with Title 4 of the Alaska statutes and its regulations.

Joan L. Deering
Applicant signature

Local Governing Body Approval

Subscribed and sworn to before me this

13th day of January, 2014

Date: _____

[Signature]
Notary Public in and for Alaska

My Commission expires July 22, 2015

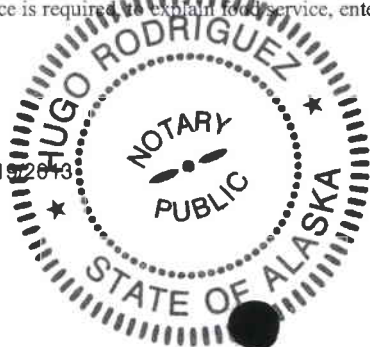
Director, ABC Board

Date: _____

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

** If more space is required to explain food service, entertainment, etc., please add on back or attach additional page(s).

Update: 6/19/2013



ABC Board
2400 Viking Drive
Anchorage AK 99507

Phone: 907-263-5900
Fax: 907-263-5930

ench Bakery

presso Coffee

reakfast

unch

pecial orders

n House Catered Parties

ake away



★ PARADISE ★

BAKERY

CAFE





COFFEES

(all drinks are double shots)

	8 oz	12 oz
House Coffee		2.50
Shot in the Dark	2.50	3.00
Americano	2.50	3.00
Espresso	2.50	
Cappuccino	3.50	
Latte	3.50	4.00
Mocha	3.85	4.25
Breve	4.00	4.50

*In the summer we can add
ice to all coffee drinks*

Early Morning Favourites

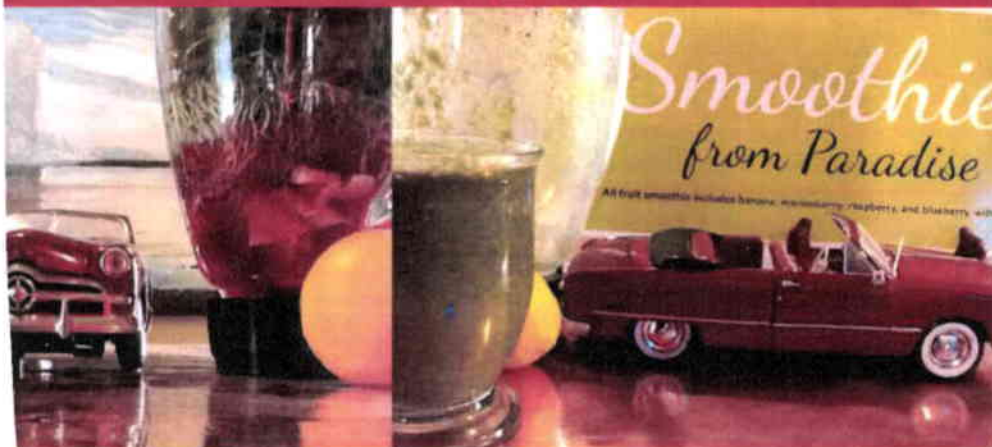
Ham and Cheese Croissant	6.00
Quiche	7.50
<i>made with an array of today's fresh ingredients, with crust or without</i>	
Muffins (<i>gluten-free</i>)	2.85
Scones, sweet or savory	3.50
Cereal, Fruit and Yogurts	5.00
Pastries	6.00



Drinks

House Teas	2.00
Iced Tea	2.00
Hot Chocolate	3.00 3.50
Chai Teas	3.00 3.50
Juices	2.50 3.00
Chef's Smoothie	6.00

Check the board for daily smoothie specials. Joanie creates delicious combinations every day with the freshest fruits, vegetables and flavors!





Egg Scramble in a Savory Scone

Choose Bacon, Sausage, Ham or
Tomato to add to your Egg Scramble

Egg Scramble in a

Wrap	8.50
Bagel	7.50
Croissant	8.50
Focaccia	8.50
Savory Scone	7.50

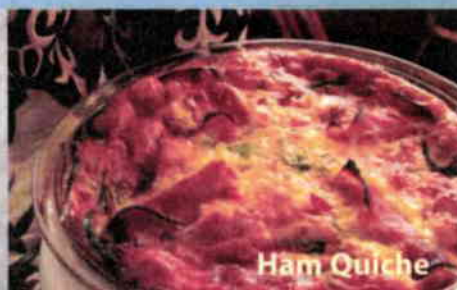
Omelettes

10.00

made with an array of today's fresh ingredients



Sweet Scone



Ham Quiche

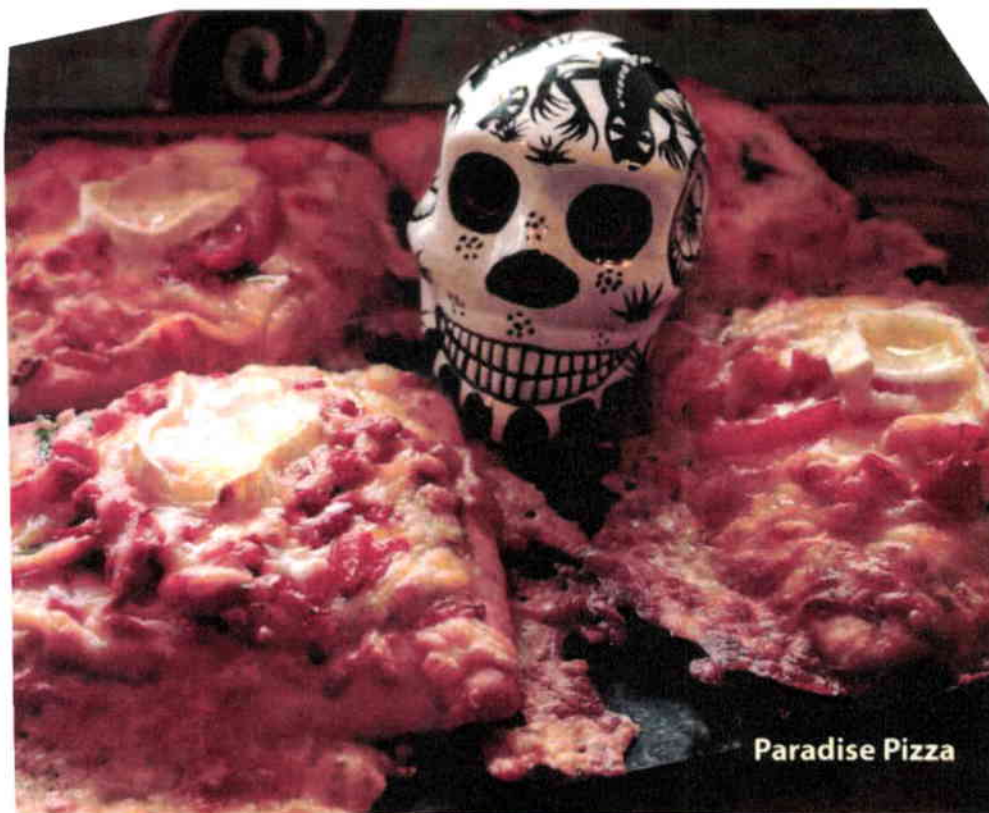
Lunch

WRAPS

9.00

Chicken Curry with Roasted Almonds and Craisins
Veggie Wraps





PARADISE PIZZA

8.00

These are the most unique and delicious pizzas!

Depending on our mood and available ingredients, the pizzas might be topped with three cheeses, spinach, pesto, sweet red peppers, artichoke, tomatoes. Sometimes they might have salami and brie. You'll just have to come and see.

SALAD

	small	large
Green Salad, vegetables and mixed greens	3.50	5.50
Pasta Salad, daily mix	3.50	5.50



Tomato Grill
Ham and Cheddar Grill

SANDWICHES ON THE GRILL

These include salad

9.00

At Paradise, the menu is always changing because we dream up new delicious combinations daily. Here are some of our favorite grillers that we serve:

- Tomato, Cheddar, Mozzarella, Spinach, Pesto and Artichoke
- Italian Salami, Artichoke, Spinach, Cheddar and Mozzarella
- Ham with Cheddar, Spinach and Mustard
- Chicken, Pesto, Pepperjack Griller

PARADISE SOUP

Check the board for daily specials!

cup

bowl

4.50

6.50



Soup of the Day

Sweetness



Croissant Pastries

CROISSANT PASTRIES

- *fresh almond cream*
- *mixed berries*
- *chocolate*

6.00

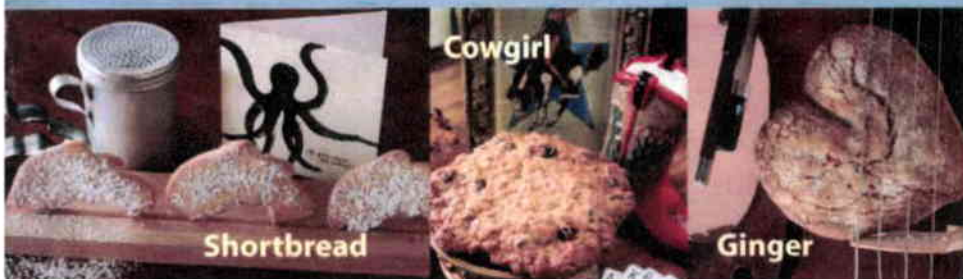


Pumpkin Cookie

COOKIES

3.00

- Peanut Butter
- Chocolate chip
- Ginger
- Pumpkin
- Cowgirl
- Shortbread: Jumping Salmon and Dusty Boots



DELIGHTS

6.00

"Berries in Paradise" House Specialty

Chocolate Cake

Lemon Tart

Apple Pie

Because we bake our goods everyday in small quantities, orders of 4 or more items require ordering 24 hours in advance.





Now that you've looked through all the delicious possibilities, don't you go getting the wrong idea.

Because our food is made with the freshest of what is available, you might not find what you're looking for.

That said, we're sure you'll find something just as delicious!

That's part of the fun of Paradise.

Welcome

and now come on up to the counter and tell us what you'd like and we will get you what we've got.

PARADISE
BAKERY & CAFE

9351 Glacier Highway :: Juneau, Alaska 99801 :: 907-586-2253



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.269.0350
Fax: 907.334.2285

March 5, 2014

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

Timberwolf Ventures, Inc. – Restaurant / Eating Place License #5295 DBA Lunchbox.

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

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

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

Sincerely,

SHIRLEY A. COTÉ

Director



Sarah D. Oates

Business Registration Examiner

sarah.oates@alaska.gov

(907)269-0356

State of Alaska
Alcoholic Beverage Control Board

Date of Notice: March 5, 2014

Application Type: **NEW** 

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

Governing Body: **City & Borough of Juneau**
Community Councils: None

License #: 5295
License Type: Restaurant / Eating Place
D.B.A.: Lunchbox.
Licensee/Applicant: Timberwolf Ventures, Inc.
Physical Location: 495 South Franklin Street, Juneau, AK 99801
Mailing Address: 120 Mill Street, Juneau, AK 99801
Telephone #: 907-586-9511
EIN: 91-1748417

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Timberwolf Ventures, Inc.	120 Mill Street Juneau, AK 99801	907-586-9511	12/20/1996 Alaska	Yes

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

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Michael J. Tripp Shareholder	10/25/1965	406 S Franklin Street #212 Juneau, AK 99801	907-586-9502	78.87%
Daren J. Booton Vice President	08/13/1968	2909 Blueberry Hills Road Juneau, AK 99801	907-586-9511	4.85%
Tamala E. Booton President	12/09/1969	2909 Blueberry Hills Road Juneau, AK 99801	907-586-9503	4.85%
Audrey G. Acord Treasurer	08/01/1956	PO Box 516 Seaview, WA 98644	907-723-1326	9.81%

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

License #:
Current D.B.A.:
Current Licensee:
Current Location:

Additional comments: Restaurant Designation Permit application attached.

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

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

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

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

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

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

Sincerely,

SHIRLEY A. COTÉ
Director



Sarah D. Oates

Business Registration Examiner
sarah.oates@alaska.gov
(907)269-0356

New Liquor License

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

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: <u>2014/2015</u>	License Type: <u>Restaurant/Eating Place</u>	Statute Reference Sec. 04.11. <u>100</u>	<u>11277</u> License Fee: \$ <u>600.00</u> Filing Fee: \$100.00 Rest. Desig. Permit Fee: \$ <u>50.00</u> Fingerprint: \$ <u>51.50</u> (\$51.50 per person) TOTAL \$ <u>801.50</u>
Office Use: License #: <u>5295</u>			
Local Governing Body: (City, Borough or Unorganized) <u>City + Borough of Juneau</u>	Community Council Name(s) & Mailing Address: <u>CBS Assembly</u> <u>155 Seward St.</u> <u>Juneau, AK 99801</u>		
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): <u>Timberwolf Ventures, Inc.</u>	Doing Business As (Business Name): <u>Lunchbox.</u>	Business Telephone Number: <u>907-586-9511</u> Fax Number: <u>907-586-1142</u>	
Mailing Address: <u>120 Mill Street</u>	Street Address or Location of Premises: <u>495 South Franklin Street</u> <u>Juneau, AK 99801</u>	Email Address: <u>daren@shirtco.com</u>	
City, State, Zip: <u>Juneau, AK 99801</u>			
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: <u>1.5 miles</u>	Distance measured under: ☒ AS 04.11.410 OR ☐ Local ordinance No. _____	☐ Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. ☐ Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. ☒ Not applicable	
Distance to closest church: <u>.5 miles</u>	Distance measured under: ☒ AS 04.11.410 OR ☐ Local ordinance No. _____		
Premises to be licensed is: ☐ Proposed building ☒ Existing facility ☐ New building		☐ Plans submitted to Fire Marshall (required for new & proposed buildings) ☒ Diagram of premises attached	

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

New Liquor License

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

SECTION C – LICENSEE INFORMATION

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

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

Name	Name of Business	Type of License	Business Street Address	State

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

☐ Yes ☒ No If Yes, attach written explanation.

SECTION D – OWNERSHIP INFORMATION - CORPORATION

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

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership): Timberwolf Ventures, Inc.		Telephone Number: 907-586-9511	Fax Number: 907-586-1142
Corporate Mailing Address: 120 Mill Street	City: Juneau	State: Alaska	Zip Code: 99801
Name, Mailing Address and Telephone Number of Registered Agent: Daren Booton "SAME"		Date of Incorporation OR Certification with DCED: Dec. 20, 1996	State of Incorporation: Alaska
Is the Entity in "Good Standing" with the Alaska Division of Corporations? ☒ Yes ☐ No If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.			

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

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
Michael J. Tripp	CEO	78.8	406 S. Franklin St. #212 Juneau	907-586-9502	10/25/65
Daren J. Booton	V.P.	4.8	2909 Blueberry Hills Rd. Juneau	907-586-9511	8/13/68
Tamala E. Booton	Pres.	4.8	2909 Blueberry Hills Rd. Juneau	907-586-9503	12/9/69
Andrey G. Acord	Treas.	9.8	P.O. Box 516 Seaview, WA 98644	907-723-1326	8/1/56

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

Alcoholic Beverage Control Board
2400 Viking Drive
Anchorage, AK 99501

New Liquor License

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

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

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

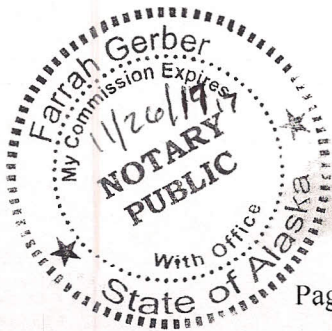
Name: Address:	Applicant ☐ Affiliate ☐	Name: Address:	Applicant ☐ Affiliate ☐
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:
Name: Address:	Applicant ☐ Affiliate ☐	Name: Address:	Applicant ☐ Affiliate ☐
Home Phone: Work Phone:	Date of Birth:	Home Phone: Work Phone:	Date of Birth:

Declaration

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

Signature of Licensee(s)	Signature of Licensee(s)
Signature	Signature
Signature	Signature
Name & Title (Please Print)	Name & Title (Please Print)
Subscribed and sworn to before me this	Subscribed and sworn to before me this
10 day of February, 2014	day of
Notary Public in and for the State of AK	Notary Public in and for the State of
My commission expires: 11/26/2017	My commission expires:

Farran Gerber



STATE OF ALASKA
ALCOHOLIC BEVERAGE CONTROL BOARD
APPLICATION FOR RESTAURANT DESIGNATION PERMIT - AS 04.16.049 & 3 AAC 304.715-794
FEE: \$50.00

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons under the age of 20 for employment. If for employment, please state in detail, how the person will be employed, duties, etc.

This application is for designation of premises where : (please mark desired items).

- 1 ☒ Under 3 AAC 304.305 Bona fide restaurant/eating place.
2 ☒ Persons age 16 to 20 may dine unaccompanied.
3 ☒ Persons under 16 may dine accompanied by a person 21 years or older.
4 ☒ Persons between 16 and 20 years of age may be employed. *(See note below).

R/E
License Number 5295

LICENSEE: Timberwolf Ventures, Inc.

D/B/A: Lunchbox.

ADDRESS: 495 South Franklin St., Seward, AK 99801

1. Hours of Operation: 7:00 AM to 8:00 PM Telephone # 907-723-9268

2. Have police ever been called to your premises by you or anyone else for any reason: [] Yes ☒ No
If yes, date(s) and explanation(s).

3. * Duties of employment: Sales of food and beverages. nonalcoholic

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

5. Do you provide entertainment: [] Yes ☒ No If yes, describe.

6. How is food served? _____ Table Service _____ Buffet Service ☒ Counter Service _____ Other*

7. Is the owner, manager, or assistant manager always present during business hours? ☒ Yes [] No

*** A MENU AND A DETAILED LICENSED PREMISE DIAGRAM MUST ACCOMPANY THIS APPLICATION ***

I have read and am familiar with Title 4 of the Alaska statutes and its regulations.

[Signature]
Applicant signature

Local Governing Body Approval

Subscribed and sworn to before me this

24th day of February, 2014

Date: _____

Michelle A. Umbs

Notary Public in and for Alaska

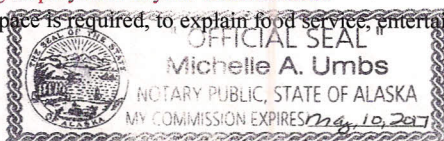
My Commission expires May 10, 2017

Director, ABC Board

Date: _____

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

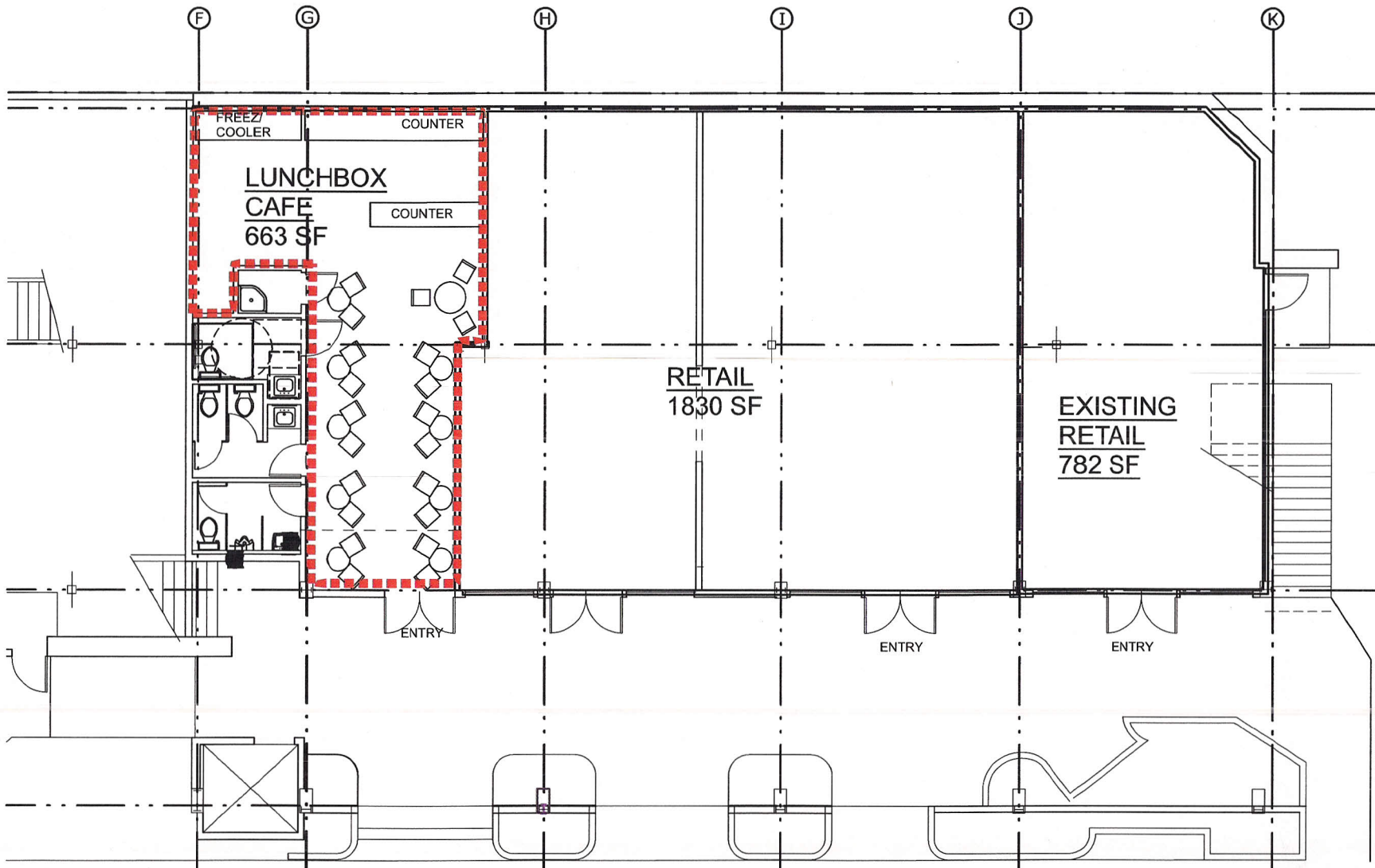
** If more space is required, to explain food service, entertainment, etc., please add on back or attach additional page(s).



Update: 6/19/2013

ABC Board
2400 Viking Drive
Anchorage AK 99507

Phone: 907-263-5900
Fax: 907-263-5930



1 1ST FLOOR PLAN
SCALE: 1/8" = 1'-0"

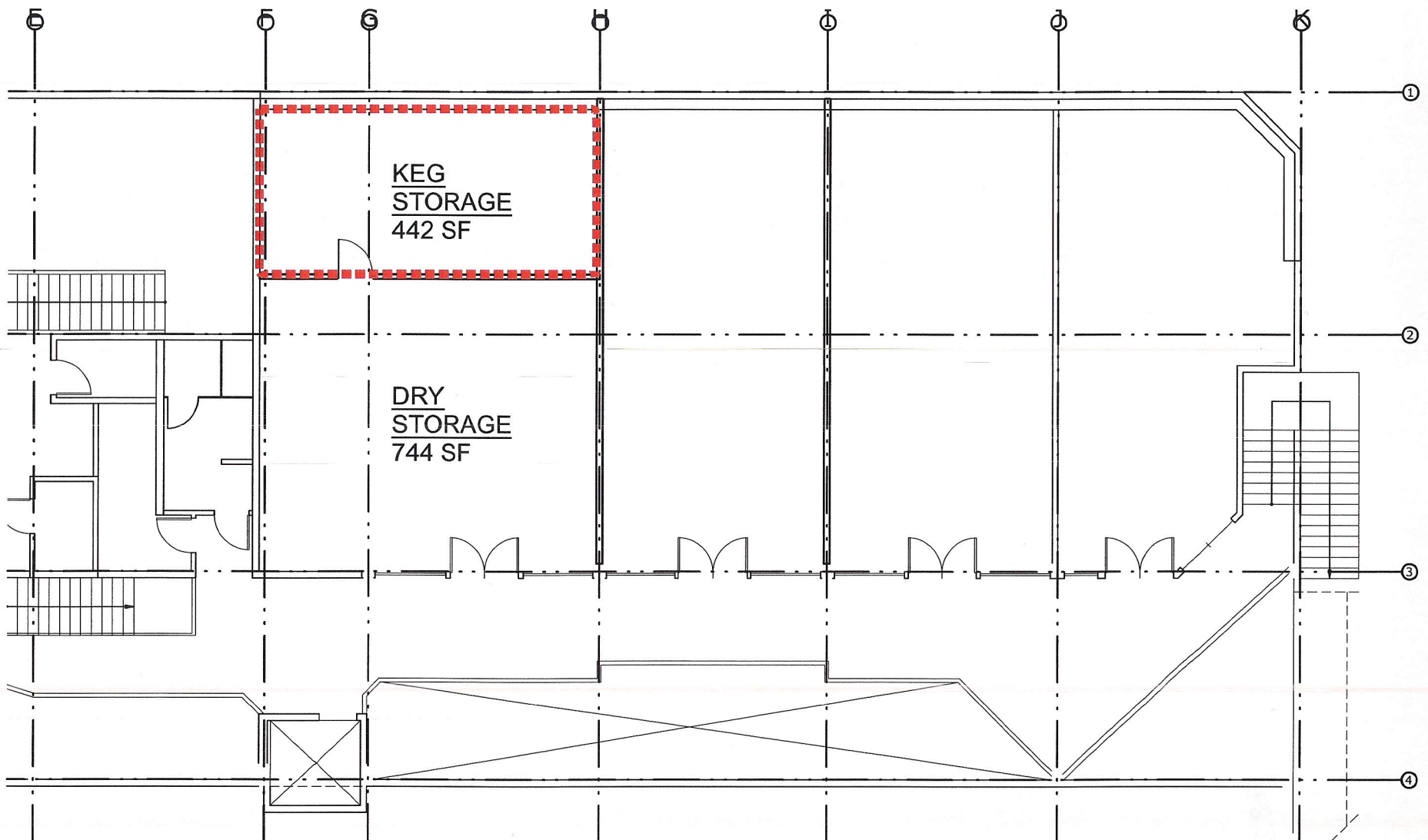


#Pln TRAM PLAZA - RETAIL LAYOUT

FIRST FLOOR PLAN

Juneau, Alaska
2/25/14

A02



1 2ND FLOOR PLAN
SCALE: 1/8" = 1'-0"



#Pln TRAM PLAZA - RETAIL LAYOUT

SECOND FLOOR PLAN

Juneau, Alaska
PLOT DATE: 2/25/14

A03

LUNCHBOX MENU

GRILLED SANDWICHES

(Grilled to order on locally baked sour dough bread)

Mouse Trap \$5.95

Crab Melt \$9.95

Smoked Turkey \$7.95

Fried Egg & Cheddar \$6.95

Smoked Ham \$7.95

Combo Turkey & Ham \$8.95

GRILLED HOT DOG \$5.95

*Quarter Pounder *All Beef *Butterfly Grilled *Toasted Hoagie Roll

CONDIMENTS

*Ketchup *Mustard *Onions *Relish

SEASONAL SOUPS

8oz Cup \$4.95 16oz Bowl \$7.95

SALADS \$5.95

*Mixed Greens *Tossed To Order

LUNCHBOX BITES \$6.95

(SERVED AFTER 2:00PM)

*Sweet Potato Fries

*Garlic Fries

*Black & Tan Onion Rings

*Jalapeno Poppers

BIG OL' COOKIES \$1.95

*Chocolate Chunk

*Peanut Butter

*Oatmeal

*Buttery Pecan

*Cranberry White Chocolate

BEVERAGES

*Soda *Beer *Wine

**ALASKA STATUTES, REGULATIONS, AND CBJ CODE SECTIONS
RE: ASSEMBLY LIQUOR LICENSE REVIEW PROCESS**

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

Alaska Statutes 04.11.400 & 04.11.480

Sec. 04.11.400. Population limitations.

- (a) Except as provided in (d) - (k) of this section, a new license may not be issued and the board may prohibit relocation of an existing license
- (1) outside an established village, incorporated city, unified municipality, or organized borough if, after the issuance or relocation, there would be (A) more than one restaurant or eating place license for each 1,500 population or fraction of that population, or (B) more than one license of each other type, including licenses that have been issued under (d) or (e) of this section, for each 3,000 population or fraction of that population, in a radius of five miles of the licensed premises, excluding the populations of established villages, incorporated cities, unified municipalities, and organized boroughs that are wholly or partly included within the radius;
- (2) inside an established village, incorporated city, or unified municipality if, after the issuance or relocation, there would be inside the established village, incorporated city, or unified municipality
- (A) more than one restaurant or eating place license for each 1,500 population or fraction of that population; or
- (B) more than one license of each other type, including licenses that have been issued under (d) or (e) of this section, for each 3,000 population or fraction of that population;
- (3) inside an organized borough but outside an established village or incorporated city located within the borough if, after the issuance or relocation, there would be inside the borough, but outside the established villages and incorporated cities located within the borough,
- (A) more than one restaurant or eating place license for each 1,500 population or fraction of that population; or
- (B) more than one license of each other type, including licenses that have been issued under (d) or (e) of this section, for each 3,000 population or fraction of that population excluding the population of those established villages that have adopted a local option under AS 04.11.491(b)(1), (3), or (4), and excluding the population of incorporated cities located within the organized borough.
- (b) If the radius described in (a)(1) of this section encompasses all of an established village, incorporated city, or unified municipality and the population resident inside and outside the established village, incorporated city, or unified municipality but inside the radius described in (a)(1) of the section is less than 3,000, the board may deny the issuance or relocation of the license.
- (c) *[Repealed, Sec. 88 ch 74 SLA 1985]*.
- (d) The board may approve the issuance or transfer of ownership of a beverage dispensary or restaurant or eating place license without regard to (a) of this section if it appears that the issuance or transfer will encourage the tourist trade by encouraging the construction or improvement of
- (1) a hotel, motel, resort, or similar business relating to the tourist trade with a dining facility or having kitchen facilities in a majority of its rental rooms and at least a minimum number of rental rooms required according to the population of the established village, incorporated city, unified municipality, or population area established under (a) of this section in which the

facility will be located, as follows:

- (A) 10 rental rooms if the population is less than 1,501;
 - (B) 20 rental rooms if the population is 1,501 - 2,500;
 - (C) 25 rental rooms if the population is 2,501 - 5,000;
 - (D) 30 rental rooms if the population is 5,001 - 15,000;
 - (E) 35 rental rooms if the population is 15,001 - 25,000;
 - (F) 40 rental rooms if the population is 25,001 - 50,000; and
 - (G) 50 rental rooms if the population is greater than 50,000; or
- (2) an airport terminal.

(e) The board may approve the issuance or transfer of ownership of a restaurant or eating place license without regard to (a) of this section if

(1) the premises of the restaurant or eating place are more than 18 miles from the corporate limits of a city or unified municipality;

(2) the premises will serve food to the traveling public; and

(3) the board finds that the public convenience will be served by the issuance or transfer.

(f) An application requesting a transfer of location of licensed premises limited under (a) or (b) of this section shall be granted without regard to (a) of this section if the new location is less than one mile from the original location and

(1) no ground for denial exists under AS 04.11.340(1) or (3); and

(2) relocation of the licensed premises is necessary due to

(A) termination of a lease or rental agreement;

(B) condemnation of the premises;

(C) the substantial destruction of the premises by any cause.

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

(h) Except as provided in (f) of this section, within an incorporated city, unified municipality or an organized borough, a new club license may be issued, and the relocation of an existing club license may be approved by the board if

(1) the issuance or relocation of club licenses under the population limitation contained in (2) of this subsection has been approved by resolution adopted by the incorporated city, unified municipality, or organized borough within which the club license is to be issued or relocated; and

(2) after issuance or relocation there would not be, inside the incorporated city or unified municipality, or inside the organized borough but outside the incorporated cities located within the borough, more than one club license for each 1,500 population or fraction of 1,500 population.

(i) This section does not apply to a golf course license issued under AS 04.11.115.

(j) The board may approve the issuance of an outdoor recreation lodge license without regard to (a) of this section if it appears that the issuance will encourage the tourist trade by encouraging the construction or improvement of a business relating to the tourist trade and the business meets the requirements for issuance of the license under AS 04.11.225.

(k) The board may allow the relocation of an existing beverage dispensary license under AS 04.11.090 to a restaurant, eating place, or hotel, motel, resort, or similar business that contains a restaurant or eating place, in a borough with a population of 60,000 or more if the governing body of the borough approves the relocation. However, if the relocation of the license is into or

within an incorporated city in the borough, the board may not approve the relocation unless the governing bodies of both the borough and the incorporated city approve the relocation. The board may allow not more than three relocations in a borough under this subsection each decade. In this subsection, "decade" means each 10-year period beginning April 1 in a year ending in zero.

(l) In (a)(1) of this section, "population" includes only those persons residing inside the radius not later than the date the application is received by the board and not earlier than 60 days before the application is received by the board.

(m) In (a)(2) and (3) of this section, "population" includes only those persons residing inside the established village, incorporated city, unified municipality, or organized borough as of December 31 of the year preceding the date of application.

(n) In this section "radius" means the circular area or distance limited by the sweep of a straight line originating at the proposed licensed premises and extending outward.

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).

Alaska Administrative Code 3 AAC 304.110-304.112

3 AAC 304.110. Mutually exclusive and competing applications

(a) When the board receives applications for more licenses of a type than can be supported by the population under AS 04.11.400 (a), so that the board is required to deny one or more applications, the applications are "mutually exclusive" under this section.

(b) The board will consider, and grant or deny, mutually exclusive applications in the order in which they are received. However, all "competing applications," as defined under (c) of this section, will be treated as if they were received at the same time, and will be considered together.

(c) "Competing applications" are those mutually exclusive applications for licenses

- (1) inside a unified municipality, organized borough, or incorporated city that,
 - (A) if the applications are for one or more licenses which have become available because of a change of local option or a change in population, are received during the 30-day period beginning on the date the license or licenses first become available; or
 - (B) if the applications are for the last available license other than a license described in (A) of this paragraph, are received within the same 30-day period beginning on the date the board received the first application for the license; and
- (2) outside a unified municipality, organized borough, or incorporated city, that are received 30 days or less after the immediately preceding application for the license.

(d) Nothing in this section may be interpreted to allow the 90-day time limit for a decision on an application, set by AS 04.11.510 , to be exceeded.

History: Eff. 4/28/84, Register 90; am 5/1/94, Register 130

3 AAC 304.112. Selection among competing applications within incorporated cities, organized boroughs, and unified municipalities

(a) Within an incorporated city, organized borough, or unified municipality, all competing applications, as defined in 3 AAC 304.110(c) , will be considered together by the board under this section.

(b) If affiliates, or persons who are related by birth or marriage, have filed competing applications for premises at a single location, the board will, in its discretion, deny all but one of those applications.

(c) The board will deny any competing applications which are required to be denied under AS 04.11.320 , 04.11.340, or 04.11.480.

(d) If the denial of one or more competing applications under (b) or (c) of this section causes any other competing applications to cease to be mutually exclusive, the board will, in its discretion, approve the applications which are no longer mutually exclusive.

(e) If there continue to be competing applications after the steps in (b), (c), and (d) of this section are taken, the board will, in its discretion, grant any applications the board considers most in the public interest. The factors the board will, in its discretion, consider in determining the public interest include the safety, suitability, and proximity to other licensed premises of the location of the proposed premises; the size of the proposed premises; community amenities associated with the premises, including entertainment, dining facilities, and tourist accommodations; and preferences or priorities expressed by the local governing body.

(f) If there continue to be competing applications after the steps in (b), (c), (d), and (e) of this section are taken, the board will, in its discretion, conduct a drawing to determine which remaining competing applications to approve.

(g) A competing application not granted under this section will be denied without prejudice to future application.

(h) A license granted under this section will be issued after the time within which unsuccessful competing applicants may appeal the denial of their applications, and after all statutory requirements are met by the successful applicant.

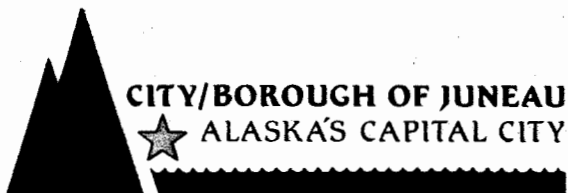
History: Eff. 4/28/84, Register 90; am 5/19/85, Register 94; am 5/1/94, Register 130

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

Liquor Licenses - Competing New Restaurant/Eating Place Liquor Licenses: Joan Deering d/b/a
Paradise Cafe & Bakery and Timberwolf Ventures Inc. d/b/a Lunchbox

ATTACHMENTS:

Description	Upload Date	Type
☐ McEwen Memo to HRC	3/12/2014	Cover Memo
☐ Letter to Applicants with Attachments	3/10/2014	Liquor License



OFFICE OF THE MUNICIPAL CLERK

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

e-mail: Beth McEwen@ci.juneau.ak.us

March 12, 2014

Via certified & regular mail

Tides Complex, Inc.

Dragon Inn Chinese Cuisine Inc. d/b/a Chinese Restaurant & Motel

5000 Glacier Hwy.

Juneau, AK 99801

Re: Restaurant Eating Place Liquor License #4405 Renewal for 2013-2014

Dear Tides Complex, Inc.

The State of Alaska Alcohol Beverage Control staff has notified the City and Borough of Juneau of your liquor license renewal for 2013-2014 and submitted the renewal for comment before the local governing body.

As is our practice in these matters, the staff from the Fire, Finance, Police, Public Works, and Community Development Departments reviewed your establishment to insure compliance with city code. As you can see from the enclosed February 24, 2014 letter, there is an outstanding water/sewer bill currently owing in the amount of \$38,754.08 (plus \$480.00 for lock boxes).

This item has been scheduled for the Assembly Human Resources Committee (HRC) meeting on Monday, March 17, 2014 at 6:00p.m. in the Assembly Chambers. The HRC will be considering whether to recommend to the Assembly that the Assembly protest the liquor license renewal application, recommend to the ABC that the license be renewed with conditions, or take no action. In the event of a protest recommendation, CBJ 20.25.025 provides you with the right to an informal hearing before the Assembly to defend your liquor license application. Per CBJ 20.25.025, an informal hearing is being scheduled to take place before the assembly on Monday, March 24, 2014 at 6:00p.m. in the Assembly Chambers. 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.

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

March 12, 2014

Page 2 of 2

Liquor License Renewal Letter to Tides Complex Inn d/b/a Dragon Inn Chinese Cuisine Inc. d/b/a Chinese Restaurant & Motel

I strongly urge you to contact the contact the CBJ Public Works Water Utility Superintendent Dave Crabtree at (907) 586-0917 or the CBJ Revenue Collector Nicole Traxis at 586-0383 to work out a reasonable plan per the instructions stated in the February 24 letter for paying the amounts owing.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth McEwen". The signature is fluid and cursive, with a large loop at the end.

Beth McEwen
Deputy Clerk

Enclosures:

- January 31, 2014: ABC Notice of Renewal with Liquor License Application
- February 24, 2014 Letter (without attachments) from Assistant City Attorney Christopher Orman re: Past Water and Sewer Use – Back Fees Owed
- Alaska Statutes 04.11.480 and CBJ Code 20.25.025

cc via email:

Assembly Human Resources Committee & Assembly
Liquor License Staff Reviewers



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.269.0350
TDD: 907.465.5437
Fax: 907.334.2285

January 31, 2014

Renewal Application Notice

City of Juneau

Attn: City Clerk & Beth McEwen

VIA EMAIL: city_clerk@ci.juneau.ak.us; beth_mcewen@ci.juneau.ak.us

CITY CLERK
FEB 04 2014
RECEIVED

DBA	Lic Type	Lic #	Owner	Premise Address
Breakwater Inn Restaurant & Lounge	Beverage Dispensary- Tourism AS 04.11.400(d)	175	Q Enterprise Inc	1711 Glacier Ave
Imperial Bar	Beverage Dispensary	550	Imperial Bar Inc	241 Front Street
Rendezvous	Beverage Dispensary	772	NYT Inc.	184 S Franklin St
The Broiler	Restaurant/Eating Place	851	Rodfather's LLC	Nugget Mall
Taku Glacier Flightseeing/Salmon Bake	Restaurant/Eating Place	1416	Taku Glacier Lodge Inc	Taku River
Oaken Keg Spirit Shops #1820	Package Store	3507	Carr-Gottstein Foods Co	3011 Vintage Blvd
Triple F Bar & Grill	Beverage Dispensary	3695	64 Thunderbird LLC	9109 Mendenhall Road, Ste. 4B
Flight Deck	Restaurant/Eating Place	3733	Catapult, Inc.	2 Marine Way Ste. 128
Hangar on the Wharf	Beverage Dispensary	3755	Tailwind Inc	#2 Marine Way
Rockwell	Beverage Dispensary	4349	Fishbone, LLC	117 Franklin Street
Dragon Inn	Restaurant/Eating Place	4405	Tides Complex Inc	5000 Glacier Hwy
Hangar on the Wharf Pizzeria Roma	Beverage Dispensary- Duplicate	4788	Tailwind Inc	#2 Marine Way Ste#104

Moved
to 3/17/14
Meeting

Hangar on the Wharf Ballroom	Beverage Dispensary- Duplicate	4797	Tailwind Inc	#2 Marine Way Ste #105
Twisted Fish Company	Beverage Dispensary	4842	Up The Creek Inc	550 S Franklin Street
Specialty Imports	Wholesale - General	4943	Specialty Imports Inc	540 W 8th St

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

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

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

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

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

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 13 AAC 104.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 13 AAC 104.335(a)(3), AS 04.11.090(e), and 13 AAC 104.660(e) must be approved by the governing body.

Sincerely,

SHIRLEY A. COTÉ
Director

/s/ *Christine C. Lambert*
Christine C. Lambert
Licensing & Records Supervisor
Christine.lambert@alaska.gov

2014/2015 Liquor License Renewal – Restaurant Eating Place

License Number	License Type	Establishment Name
4405	Restaurant/Eating Place	Dragon Inn
If Seasonal Lic.	Seasonal Date From:	Seasonal Date To:

Mailing Address	Premises Address
Tides Complex Inc	5000 Glacier Hwy
5000 Glacier Hwy Juneau, AK 99801	City: Juneau, City & Bor Borough: Other
Community Council/s (Anchorage & Mat-Su only)	

Please mark the correct box to answer:

Was your business open at least 30 days for 8 hours each day in 2012? ☒ Yes ☐ No
 Was your business open at least 30 days for 8 hours each day in 2013? ☒ Yes ☐ No
 Has the licensed premises changed from the last diagram submitted? ☐ Yes ☒ No
 Has any person named in this application been convicted of a felony or Title 4 violation? ☐ Yes ☒ No
 Gross receipts from sale of food were at least 50% of total gross receipts for 2012 and 2013? ☒ Yes ☐ No

Please answer the following questions:

What is a good contact phone number for us to use? 907-586-4888
 Please give us a fax number if available or write N/A 907-586-4488
 Give us an email address to use in contacting you QPETERLAM@AOL.COM
 Please write your Employer Identification Number (EIN) here 20-2602125

List all corporation/LLC members, managers and shareholders below:

Name & Mailing Address	Title	Share %	Phone
Quay T. Lam 5000 Glacier Hwy Juneau	President	50%	907-957-0553
Thanh Nguyen 6007 Lemon St Juneau	Vice President	50%	907-780-5810
ELISABETH TRAN 5000 Glacier Hwy Juneau	Treasurer	0%	907-586-4888

If not a corporation - List all individuals, spouses, or partners that own business below:

Name & Mailing Address	Title	Phone
Duy T. Lam 15000 Glenn Hwy Tacoma	President of Corp.	907-586-4888 907. 907-2553

By affixing my signature below:

I declare under penalty of perjury that I have examined this application and to the best of my knowledge and belief state it is true, correct and complete.

I certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

As a licensee (a sole proprietor or partner), I certify that I have received alcohol server training and my certification is currently valid.

As a Corporate/LLC licensee, I certify that all agents and employees who sell or are otherwise responsible for the service/sale/storage of alcoholic beverages have received alcohol server training and their certification is currently valid. I further certify that certain shareholders/officers/directors/members of the entity that are not directly or indirectly responsible for the service/sale/storage of alcoholic beverages are not alcohol server training certified and will not be required to be certified.

As a licensee, I certify that all my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

[Signature]
Licensee Signature

Duy T. Lam President of Corp.
Printed Name & Title

[Signature]
Notary Signature
Notary Public in and for the State of Alaska

Subscribed and sworn to before me this
30th day of December, 2013

My commission expires: April, 20, 2016

License Fee	\$ 600.00
Filing Fee	\$ 200.00
TOTAL	\$
Late Fee of \$500.00 – If Received or Postmarked after 12/31/13	\$
Fingerprint Fee – \$51.50 per person (only for new owners/members)	\$
GRAND TOTAL	\$ 800.00



Law Department City & Borough of Juneau

February 24, 2014

USPS Certified and First Class Mail

Tides Complex, Inc.
Calvin Tang
5050 Glacier Hwy.
Juneau, AK 99801

Re: Notice of Past Water and Sewer Use – Back Fees Owed

Dear Mr. Tang:

Your water/sewer bills and accounts for Dragon Inn-Tides Motel have been transferred to the City and Borough of Juneau's Law Department. The CBJ's Public Works Department-Water Utility's file shows that you presently owe a total of \$38,754.08 (plus an additional \$480.00 for the lock boxes) to the City and Borough of Juneau in fees, charges, assessments, and interest for water use, sewer use, and taxes and penalties therein. This amount concerns what the CBJ has determined as your actual water use and thus sewer use from August 2009 until March 21, 2013.

If you have an attorney, he or she should contact me as soon as possible.

Your Utilities account information from August 2009 to March 29, 2013 – March 29, 2013 being the date when a lock box was installed and the meter could not be accessed except by CBJ employees – shows that the meters for your businesses did not accurately register the amount of water actually being used by Tides Motel and Dragon Inn.

The accuracy of your actual water use became of concern when the CBJ examined your account from November 2012 until March 21, 2013, wherein CBJ noted 86 days when your meter did not register any water use by Tides Motel or Dragon Inn.

For example, as to Tides Motel, CBJ accounts indicate the following:

1. From November 15, 2012 to November 27, 2012, the meter registered the same read each day of 860, meaning the meter did not change and thus no water was used over a twelve-day period;
2. From December 10, 2012 to December 28, 2012, the meter registered the same read each day of 1015, meaning the meter did not change over an eighteen-day period;
3. From January 7, 2013 to January 18, 2013, the meter registered the same read each day of 1090, meaning the meter did not change over an eleven-day period;

Amy G. Mead
Municipal Attorney

Jane E. Sebens
Deputy Municipal Attorney

Christopher F. Orman
Assistant Municipal Attorney

Robyn L. Carlisle
Assistant Municipal Attorney

Sherri L. Petticrew
Assistant Municipal Attorney

Robert H. Palmer III
Assistant Municipal Attorney *

Debbie L. Senn
Office Manager

Roxie Starr
Litigation Assistant II

Janet Mehl
Litigation and Civil
Support Assistant

Leo Helmar
Legal Assistant II

Audrey Dean
Litigation and Civil
Support Assistant

4. From January 25, 2013 to January 30, 2013, the meter registered the same read each day of 1160, meaning the meter did not change over an six-day period;
5. From February 4, 2013 to February 28, 2013, the meter registered the same read each day of 1205, meaning the meter did not change over a twenty-four-day period;
6. From March 11, 2013 to March 21, 2013, the meter registered the same read each day of 1340, meaning the meter did not change over a ten-day period.

This information indicates approximately 81 days of little or no water use by Tides Motel during the period of November 1, 2012 to March 21, 2013.

Similarly, as to Dragon Inn, CBJ accounts indicate the following:

1. From November 15, 2012 to November 27, 2012, the meter registered the same read each day of 1910, meaning the meter did not change and thus no water was used over a twelve-day period;
2. From December 10, 2012 to December 28, 2012, the meter registered the same read each day of 2235, meaning the meter did not change over an eighteen-day period;
3. From January 7, 2013 to January 18, 2013, the meter registered the same read each day of 2410, meaning the meter did not change over an eleven-day period;
4. From January 25, 2013 to January 30, 2013, the meter registered the same read each day of 2560, meaning the meter did not change over an five-day period;
5. From February 4, 2013 to February 28, 2013, the meter registered the same read each day of 2650, meaning the meter did not change over a twenty-four-day period;
6. From March 11, 2013 to March 21, 2013, the meter registered the same read each day of 2925, meaning the meter did not change over a ten-day period.

This too indicates a total of approximately 80 days of little to no water use by Dragon Inn from November 1, 2012 to March 21, 2013.

The inconsistencies then continue when examining use or consumption of water by both Tides Motel and Dragon Inn outside the 80 days outlined above. From August, 2009 until March 21, 2013 – meaning before the lock boxes were installed – CBJ Utilities' records establish Tides Motel on average used 20- to 50-thousand gallons of water per month when the meter did register water use. During that same period of time, Dragon Inn indicates a similar average use of 20- to 60-thousand gallons of water use per month. Therefore, it would appear the meter should have registered use during the 80 days outlined above.

Because of concerns about the accuracy of the water use being obtained through your meters, the CBJ installed a lock box on each meter on March 29, 2013. This ensured no one could access the meter, and allowed the CBJ to obtain a clear understanding of Tides Motel's and Dragon Inn's water use.

After the lock boxes were installed, the meters provided readings showing the following for Tides Motel:

1. For May 2013, consumption of 39- thousand gallons of water;
2. For June 2013, consumption of 41- thousand gallons of water;
3. For July 2013, consumption of 43-thousand gallons of water;
4. For August 2013, consumption of 41-thousand gallons of water;
5. For September 2013, consumption of 34-thousand gallons of water; and

6. For October 2013, consumption of 31-thousand gallons of water.

These amounts yield an average monthly consumption by the Tides Motel of 38-thousand gallons of water; therefore close to what the average indicated from August 2009 to March 21, 2013 when the meter was providing a monthly reading. The meter for Dragon Inn provided the following readings :

1. For May 2013, consumption of 92-thousand gallons of water;
2. For June 2013, consumption of 106-thousand gallons of water;
3. For July 2013, consumption of 108-thousand gallons of water;
4. For August 2013, consumption of 110-thousand gallons of water;
5. For September 2013, consumption of 129-thousand gallons of water; and
6. For October 2013, consumption of 111-thousand gallons of water.

These amounts yield an average monthly consumption by the Dragon Inn of 109-thousand gallons; therefore substantially greater than the 20- to 60-thousand gallon average the meter indicated from August 2009 to March 21, 2013 when the meter did provide a monthly reading.

The data culled after the lock boxes had been placed on the meters in question indicates from August 2009 to March 21, 2013, the Dragon Inn and Tides Motel were using significantly more water than the meters registered. The post-lock box readings also call into question the 86 days -- from November 2012 to March 21, 2013 -- where the meter did not register any water use.

Based on these facts, the CBJ Utilities Department has determined you owe -- for both the Tides Motel and Dragon Inn -- \$38,754.08. The amount owed represents the amount of water utilities, sewer utilities, and taxes owed pursuant to the use of water by Tides Motel and Dragon Inn which would have been billed had the meter been operating properly and registering your consumption properly.

As to water, the CBJ Utilities Department estimated your consumption by examining Tides Motel's water use and Dragon Inn's water use over a six-month period after the lock boxes were placed on the CBJ meters on March 29, 2013. Therefore, the CBJ determined what would have been your water use from August 2009 to March 21, 2013 by considering "the use . . . during the same season and under similar circumstances" as outlined under CBJ 75.01.100. This resulted in the CBJ finding Dragon Inn would use an average of 109-thousand gallons of water per month. Furthermore, this resulted in the CBJ finding Tides Motel would use an average of 38-thousand gallons of water per month. The CBJ then took these averages and subtracted what the meter indicated was the water use for each month from August 2009 to March 21, 2013 and then has billed for the difference between what should have been the average use and what the meter actually registered from August 2009 to March 21, 2013.¹ The amount owed is then calculated using the rate schedule under 75.01.180. For both the Tides Motel and Dragon Inn using these code provisions, \$8,180.01 in water use is owed.

As to sewer, again CBJ Utilities bases the water use on what appears to be Tides Motel's and Dragon Inn's average consumption as outlined above. Given the amount of water which the CBJ has calculated would have been used had the meter operated properly, the sewer use charges are then calculated under CBJ 75.02.130. For both the Tides Motel and Dragon Inn, \$28,728.64 in sewer use is owed.

The inclusion of taxes adds an additional \$1,845.43 to the water and sewer use amounts. Therefore, the costs for the additional water use, the costs for the additional sewer use, and the taxes therein result in the total amount of \$38,754.08 owed by you.

¹ See Enclosure showing a spreadsheet of the meter use, what the CBJ has determined would have been the expected use during that months, the difference between what the meter registered and what the CBJ has determined would have been the expected use during those months, and lastly the costs associated with such water use.

Failure to pay the amount owed can have various ramifications.

First, the CBJ can take civil action to collect the amount owed.

Second, under CBJ 75.01.110, your water service may be discontinued immediately for tampering with the meter or 90 days from the time you have been billed for the amount due in this matter. CBJ 75.01.110(a) states "The utility may discontinue service to a customer without advanced written notice . . . [if] the utility has evidence of meter tampering or fraud by the customer." Absent such a showing, CBJ 75.01.110(d)(1) allows the utility provider to discontinue service if the property owner fails to "pay water utility bills, fees, charges, assessments . . . within 90 days after the utility has billed for the amount as part of a statement on the customer's regular account." Accompanying this letter is a bill for the amount of \$38,754.08. Failure to pay within 90 days could result in CBJ discontinuing water service to your properties.

Third, failure to pay the amount owed can also result in the CBJ protesting the issuance of a license or renewal of a license to sell alcoholic beverages. CBJ 20.25.25(b)(3) states:

The assembly may protest the issuance, transfer, renewal, relocation, or continued operation of a license as provided in state law if it determines . . . 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.

By not paying the amount owed, Tides Motel and Dragon Inn would not be paying a charge for water and sewer utilities connected to the business. This would then allow the Assembly the right to protest issuance or renewal of an alcohol license to either of these businesses.

Lastly, in addition to the civil remedies available to the CBJ, the CBJ Utilities Department has evidence the meter readings here changed or stopped due to tampering with the meter. CBJ 75.01.220 states:

- (a) *Generally.* It is unlawful for any person, without authority from the public works department, to connect to or operate, or to damage, alter, or otherwise tamper with any water main, service line, meter, or other public works department equipment or facility.
- (b) *Penalty.* Any person who violates any of the provisions of this section is guilty of a Class B misdemeanor and shall be liable to the City and Borough for any expense, loss or damage occasioned by the City and Borough by reasons of such violation. A separate offense shall be deemed committed on each day during which a violation occurs or continues

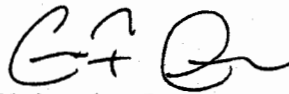
CBJ 1.40.010 outlines a class B misdemeanor is punishable by up to 90 days in jail and a \$1,000 fine.

At this time, the CBJ is willing to accept a reasonable payment schedule. In order to resolve this matter, the CBJ would require you to agree to the entry of a confession of judgment in the amount of \$38,754.08 (plus \$480.00 for the cost of the lock boxes). In exchange, the CBJ would be willing to enter into a stipulation outlining a payment plan and agreeing to postpone

executing on the judgment, as long as you complied with the agreed-upon payment plan. Failure to make payments under an agreed-upon plan would result in the CBJ proceeding with its legal remedies.

Please contact the CBJ Public Works Water Utility or the Revenue Collections Office by March 20, 2014, and work out a reasonable plan for paying the amounts due. The phone numbers are listed below. If you fail to contact the CBJ by March 15, 2014 and work out a payment plan, legal action may be filed against you by the CBJ without further notice.

Sincerely,



Christopher F. Orman
Assistant City and Borough Attorney
(907) 586-5242

Enclosures:

Dragon Inn and Tides Motel Spreadsheets of Use Prior to Lock Boxes and After Lock Boxes
Meter Readings Spreadsheet for Tides Motel and Dragon Inn from November 2012 to March 21, 2013

Actual Meter Readings for Tides Motel and Dragon Inn (7 pages each)

CBJ Bill in the amount of \$38,754.08

Receipt for costs of the Lock Boxes

cc: Dave Crabtree, Water Utility Superintendent, CBJ Public Works (907) 586-0917
CBJ Collections (907) 586-5268

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)

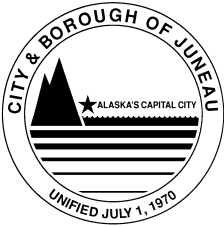
State Law References: Assembly protest, AS 04.11.480.

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

Tides Complex, Inc. Dragon Inn Chinese Cuisine d/b/a Chinese Restaurant & Motel Liquor License
#4405 Renewal

ATTACHMENTS:

Description	Upload Date	Type
☐ March 12, 2014 Letter to Tides Complex Inc. with attachments	3/12/2014	Liquor License



OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: Beth_McEwen@ci.juneau.ak.us

MEMORANDUM

DATE: March 17, 2014

TO: Borough Assembly through the HRC

FROM: Beth McEwen, Deputy Municipal Clerk

RE: Assembly Human Resources Committee (HRC) meetings April – July 2014

Attached for your review is the Assembly leave calendar with some Admin. staff dates noted. There will be a number of boards/commissions coming up with term expirations in June and I suggest we try to reschedule some of the HRC meetings as outlined below if the members are amenable.

Advisory Boards listed below will need to be scheduled to present their annual reports and applications to be considered.

Boards In Order of Term Expiration Dates	Suggested HRC Meeting Agenda
Bidding Review Board – May 31 (1 seat)*	April 7 or April 28
Juneau Human Rights Commission – May 31 (2 seats currently open & 3 incumbents for a total of 5 seats)	April 28
Utility Advisory Board – May 31 (2 open seats)	April 28
Aquatic Facilities Advisory Board (annual report only – no terms expiring this year, the board is scheduled to sunset 6/30/2016)	May 5 or June 30
Historic Resources Advisory Committee – June 30 (3 seats)	May 5 or June 30
Juneau Commission on Aging – June 30 (1 seat for a member 55+ yrs, 1 seat for a member 65+ yrs)	May 5 or June 30
Juneau Commission on Sustainability (3 seats)	May 5 or June 30

*For those boards with current open seats, we advertise the openings until applications are received and then place them on the next available agenda. Attached is a copy of the current Board Vacancy list showing the open board seats and due dates currently being advertised.

Kate, Jerry and I will all be out of the country on June 9 so I suggest we cancel that meeting. If there are no time-sensitive items such as liquor licenses that need to be scheduled for the May 19 HRC meeting, I suggest it also be cancelled since Laurie will be providing staff support to the HRC as well as the Assembly, COW, and Appeals Boards and other CBJ Boards/Commissions while I am out of the office.

Clerk's office standard practice for the enterprise boards require a minimum of 30-days advertisement with at least a 10-day window between the application due date and the meeting date at which the Full Assembly sitting as the HRC conduct interviews followed by a Special Assembly Meeting is held for the purposes of making appointments to those boards. The three enterprise boards up for term expiration as of June 30, 2014 are Airport Board (1 public/tenant & 1 tenant seat), Docks & Harbors Board (3 seats), and Eaglecrest Board (2 seats). In light of last year's pool of applicants for these three boards, I suggest we schedule two meetings of the Full Assembly as the HRC followed by Special Assembly meetings and would suggest July 9 and July 14 as possible dates for those meetings.

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 — New Year's Holiday
1/20—MLK Jr. Holiday
1/23— Legis. Reception

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/17-20 AML—Juneau
2/17— President's Day Holiday

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/12-14 SE Conf. Juneau
3/31— Seward's Day Holiday

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/28—Last reg. mtng for
Charter required Public
Hearing on Budget prior to
5/1.

City & Borough of Juneau Assembly 2014 Calendar

 Holidays  Assembly & HRC
 PWFC, Lands, & COW Mtngs.
 Finance Committee  Spec.Event

REGULAR ASSEMBLY MEETINGS

7pm in Assembly Chambers

- ♦ January 6
- ♦ January 27
- ♦ February 24
- ♦ March 17
- ♦ April 7
- ♦ April 28
- ♦ May 19
- ♦ June 9
- ♦ June 30
- ♦ July 21
- ♦ August 11
- ♦ August 25
- ♦ September 8
- ♦ September 29
- ♦ October 20
- ♦ November 10
- ♦ December 1
- ♦ December 22

REGULAR MEETING TIMES

(unless otherwise advertised)

Noon: Public Works & Facilities
Committee (PWFC) 

5pm: Lands Committee 

5:30pm: Finance Committee 

6pm: Human Resources Committee
(HRC) 

6pm: Assembly Committee of the Whole
(COW) 

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5/26—Memorial Day Holiday

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/9—Last reg. mtng to adopt
budget. First reg. mtng to adopt
Charter amendment for 10/7
ballot.

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7/4—Independence Day
7/21—Last reg. mtng to adopt
Charter amendment for 10/7
ballot.

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31
8/8-8/18 Candidate filing
period
8/11—Last reg. mtng to adopt

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9/1—Labor Day Holiday
9/16-18 or 9/17-19 Southeast
Conference in Wrangell

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10/7-CBJ Election Day
10/14—CBJ Election Certified
10/17— Alaska Day Holiday
10/20—Swearing In Assembly

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

30 [11/4—State General Elect.]
11/11-Veteran's Day
11/17—21—AML Conference
11/27-28 Thanksgiving Holiday

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12/25-Christmas Day Holiday

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

Review of HRC Meeting Schedule April-July 2014

ATTACHMENTS:

	Description	Upload Date	Type
☐	Cover Memo re: HRC Meeting Dates April-July	3/14/2014	Cover Memo
☐	2014 Assembly & Standing Committee Meeting Calendar	3/12/2014	Cover Memo