

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

February 8, 2016 5:30 PM
Chambers

Please note start time of 5:30p.m. is different than the usual 6pm start time.

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. January 11, 2016 Regular Human Resources Committee Minutes

IV. PUBLIC PARTICIPATION

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

V. AGENDA TOPICS

A. Board Matters

1. Building Code Advisory Committee Appointments
2. Historic Resources Advisory Committee Appointment
3. Juneau Affordable Housing Commission Annual Report and Appointments
4. Juneau Human Rights Commission - Appointments
5. Parks and Recreation Advisory Committee Annual Report and Appointments
6. Sales Tax Board of Appeals Annual Report and Appointments

B. Liquor Licenses

1. Liquor Licenses

Your packet contains a memo about liquor licenses on the February 8, 2016 Regular Assembly agenda. To avoid duplication of materials, documents for all licenses up for action can be found in the Assembly packet.

The following 2016/2017 liquor license renewal applications are being recommended by staff for protest due to the reasons provided below and outlined in detail in the letters found in your February 8, 2016 Assembly packet in the section titled "New Business."

Restaurant/Eating Place License Renewals

License #851 Rodfather's, LLC d/b/a The Broiler; Location: 9109 Mendenhall Mall Road, Juneau - staff is recommending protest based on delinquent sales tax, penalties and interest from the second and third quarters of 2015 totaling \$18,955.43 as of January 29, 2016.

License #4405 Tides Complex, Inc. d/b/a Dragon Inn; Location: 5000 Glacier Hwy., Juneau - staff is recommending protest based on non-compliance with the Confession of Judgment signed June 13, 2014.

C. Other Business

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

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

January 11, 2016 6:00 PM
Chambers

I. ROLL CALL

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

HRC members present: Loren Jones, Maria Gladziszewski, Karen Crane and Debbie White (telephonically).

Other Assemblymembers present: Mayor Mary Becker and Assemblymember Jerry Nankervis.

Staff present: Deputy Clerk Beth McEwen, CDD Senior Planner Teri Camery

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

- A. December 21, 2015 - Regular Assembly Human Resources Committee Meeting Minutes

Hearing no objection, the minutes of the December 21, 2015 Regular Assembly Human Resources Committee meeting were approved.

- B. December 22, 2015 - Special Assembly Human Resources Committee Meeting Minutes

Hearing no objection, the minutes of the December 22, 2015 Special Assembly 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. Wetlands Review Board Annual Report and Appointments

The meeting packet contained the annual report of the Wetlands Review Board. Community Development Department Senior Planner Teri Camery was present to answer any questions the HRC members had regarding the work of the board.

Ms. Camery gave a brief overview of the annual report in the packet. She noted one correction needed to the report and that was the addition of special meetings on October 8 and October 29, 2015. A majority of the work of the board over the past year has been on the draft Wetlands Management Plan which was released in September 2015 and following a list of extension revisions, they anticipate the consultant will have the next draft of the plan to be released in February 2016.

Ms. Crane asked if the LiDAR mapping that was completed in 2013 included the areas of concern relating to the flood plane management.

Ms. Camery stated that the imagery from the LiDAR mapping project had to conform with the requirements of the federal grant, which is not addressing flood issues. She stated that CDD Planner Eric Feldt could answer those questions better than she could. Her recollection was that Mr. Feldt followed up with the same consultant who did the LiDAR imagery and then there was an additional contract that refined this work for flood mapping purposes.

Ms. Crane also asked if there was a replacement yet from the Planning Commission for Mr. Miller's WRB seat. Ms. Camery said they do not anticipate that happening until at least the second Planning Commission meeting to be held in January.

Ms. White asked if the LiDAR imaging would ever be available outside of the CBJ system. Ms. Camery stated that the grant requires that the LiDAR and the imagery be open to the public. She said that the way it is set up right now, if someone comes to CBJ with a hard drive of sufficient size, that data could be provided. She said they are working on coming up with another system to provide access. She said some of the data is currently available on the University of Alaska GIS website. She said she would send follow-up information to Ms. White on how to access that information.

MOTION by Ms. Gladyszewski to recommend the appointment of Hal Geiger, Amy Sumner, and Irene Gallion to the Wetlands Review Board to terms expiring December 31, 2018. *Hearing no objections, the motion carried.*

2. Possible Evaluation of CBJ Boards/Commissions

Chairman Jones noted that at the last HRC meeting, a list of all CBJ Boards and Commissions was distributed to the members and the members were asked to consider any they felt were in need of review/evaluation similar to the recent review/evaluation of the Social Services Advisory Board.

Ms. White said she did not have any particular board to be reviewed but was very surprised by the sheer number of CBJ boards that do exist.

Mr. Jones noted that he did attend the Juneau Commission on Aging (JCOA) retreat which was held earlier in the day, from 10am-2:30pm. He stated that the JCOA is dealing with a lot of issues and he believes they will most likely be coming to the Assembly with changes that they would like to see in their current resolution which may deal with membership and their duties as described in their governing resolution. He said the HRC will most likely be seeing something on their agendas about this sometime in June or July.

He asked staff about the status of the resolution reducing the number of members on the Juneau Human Rights Commission. Ms. McEwen noted that is on the Assembly's consent agenda for the January 11, 2016 meeting.

Ms. Crane noted that the Hospital Board has been discussing potential changes. She said they are not yet ready to come forward with those but that they will most likely be appearing on the agenda sometime later in the year.

Mr. Jones said that those two boards, plus the Social Services Advisory Board grant change over process will most likely keep the HRC agendas full enough for the year's review of boards.

Ms. Gladziszewski mentioned that it may also be time during the course of this next year to look at the Parks and Recreation Advisory Committee and have a dialogue with them since they do have new membership and leadership on the committee as well as the new leadership in the department.

Mr. Jones mentioned that near the end of the year and the beginning of 2017, the Treadwell Arena Advisory Board's scheduled review will be taking place.

B. Liquor Licenses

1. Liquor License #586 Coho's Bar and Grill, LLC Mid-Cycle Protest

Ms. McEwen reported that this is a mid-cycle protest. Each liquor license renewal is issued every two years but that Alaska Statutes allow an opportunity for local governing bodies to protest the continued operation of a license provided it is filed by January 31 of the second year of the license period.

She noted that this license in particular is no longer operating in that location and they are delinquent in their sales tax filings as well as payment of the sales tax and the associated penalties and interest payments. She mentioned that earlier in the day, Mr. Jones had inquired as to whether this protest recommendation would have any adverse affects on the liquor license application that was before the Assembly in December for Mac Ventures, LLC d/b/a McGivney's Sports Bar and Grill. Ms. McEwen said that the mid-cycle protest of the Coho's license does not have any affect on the Mac Ventures application since it is not a transfer but rather a brand new license for Mac Ventures.

Ms. McEwen provided clarification to the HRC members about the types of licenses and the transferability, or not, of any Beverage Dispensary - Tourism license.

MOTION by Ms. Gladziszewski to recommend the Assembly protest the continuation of the Coho's Bar and Grill Beverage Dispensary License #586 based on the unfiled and delinquent sales taxes, penalties, and interest.
Hearing no objection, the motion carried.

Ms. McEwen noted that the certified letter was sent to the Coho's Bar and Grill both via certified mail and regular mail. The letter sent via certified mail was returned as "rejected" and the action on the license is on the Assembly agenda under New Business. The letter informs the licensee of their right to an informal hearing before the Assembly should they choose to exercise that right.

C. Other Business

None.

VI. STAFF REPORTS

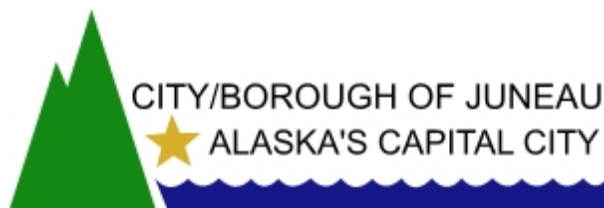
VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Ms. Crane asked that as soon as the resolution dissolving the Social Services Advisory Board is adopted by the Assembly that a letter be sent out to each member of the SSAB thanking them for their service and to specifically say that the Assembly asked for that to be done.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business to come before the HRC, the meeting was adjourned at 6:17p.m.



City and Borough of Juneau
155 S. Seward Street
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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Building Code Advisory Committee Fact Sheet

Title: Building Code Advisory Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

- Resolution 1116
- Resolution 1130
- CBJ Code Title 19
- Date Created: July 01, 1985
- 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: Reviews and proposes amendments to the building code. The Community Development Department provides staff to the committee.

Membership: 5 members representing to the extent possible: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers, and Contractors.

Officers: Chair

Quorum: 3

Term Limits: 3 year terms

Annual Appointment Period (Annual Reports Due): November

Meetings: During code review, weekly meetings are held on Mondays at 5pm in the Juneau Fire Hall Classroom. See the online calendar at <http://www.juneau.org/calendar/clerk/index.php> for more information

Special Facts: While the term expiration dates for this board occur in November on a rotating 3-year cycle, the annual report which is usually done at the time of the annual appointments, is in fact scheduled to occur in June in accordance with Resolution 1130. Both the CBJ Building Codes Official Charlie Ford and the CBJ Fire Marshal Dan Jager provide staff support to the Building Code Advisory Committee.

Staff Contact: Charlie Ford, Building Codes Official - 586-0767 - Charlie_Ford@ci.juneau.ak.us

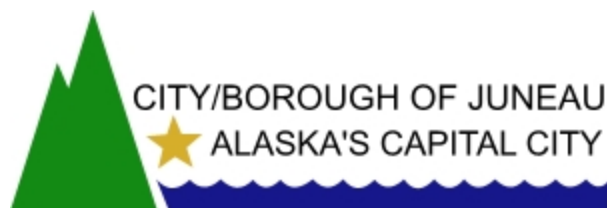
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BUILDING CODE ADVISORY COMMITTEE

Governing Legislation: Resolution 1116 and 1130
CBJ Code Title 19

Total # of Seats: 5

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Re-appointed 5	Re-appointed 6	Re-appointed 7	Comments
Yes	Building Code Advisory Committee	Mr.	Russ	McDougal			11/10/2014	11/30/2017	11/10/2014								Contractor
Yes	Building Code Advisory Committee	Mr.	Patrick	Gorman	Public		12/16/2013	11/30/2016	1/1/1996	4/1/2000	11/1/2001	10/1/2004	6/2/2008	5/23/2011	12/16/2013		Electrical Engineer
Yes	Building Code Advisory Committee	Ms.	Joann	Lott	Public		2/2/2015	11/30/2017	3/1/2001	3/1/2003	1/1/2006	4/27/2009	12/19/2011	2/2/2015			Architect
Yes	Building Code Advisory Committee	Mr.	Douglas	Murray	Public		1/7/2013	11/30/2015	2/1/1993	1/1/1995	11/1/1997	11/1/2000	11/1/2003	4/1/2007	5/23/2011	1/7/2013	Mechanical Engineer
Yes	Building Code Advisory Committee	Mr.	Chris	Gianotti	Public		1/7/2013	11/30/2015	5/23/2011	1/7/2013							Civil/ Structural Engineer
Yes	Building Code Advisory Committee	Mr.	Dan	Jager	Staff Liaison	staff liaison	n/a	n/a	n/a								Fire Marshal
Yes	Building Code Advisory Committee	Mr.	Charlie	Ford	Staff Liaison	staff liaison	n/a	n/a	n/a								Building Code Official



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Historic Resources Advisory Committee Fact Sheet

Title: Historic Resources Advisory Committee

Type of Board/Commission/Committee: Advisory

Affiliated Department: Community Development

Status: Active

Governing Legislation:

-CBJ Code 49.10.410

-HRAC Bylaws - 2013

-Date Created: January 01, 1987

-Sunset Date: N/A

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

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

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

Officers: Chair, Vice-Chair, Recorder

Quorum: 5

Term Limits: 2 terms according to the HRAC bylaws.

Annual Appointment Period (Annual Reports Due): June

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

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

Staff Contact: Laura Boyce, CDD Planner - 586-0753 - Laura_Boyce@ci.juneau.ak.us

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

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HISTORIC RESOURCES ADVISORY COMMITTEE

Total # of Seats: 9

Governing Legislation: CBJ Code 49.10.410

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Comments
Yes	Historic Resources Advisory Committee	Mr.	Michael	Tripp	Public		7/1/2014	6/30/2016	6/30/2014					
Yes	Historic Resources Advisory Committee		Open Seat	Open Seat	Public			6/30/2016						seat formerly held by Sorrel Goodwin, resigned 11/23/15
Yes	Historic Resources Advisory Committee	Ms.	Karenza	Bott	Public		7/1/2015	6/30/2018	6/8/2015					UAS Student - Alaska Native Studies and member of UAS Student Govt.
Yes	Historic Resources Advisory Committee	Mr.	Daryl	Miller	Public		7/1/2015	6/30/2018	6/8/2015					Owner of Commercial Signs and Printing, Member of Pioneers of Alaska &
Yes	Historic Resources Advisory Committee	Mr.	Gerald	Gotschall	Public		7/1/2014	6/30/2017	10/1/2003	6/1/2005	6/23/2008	5/23/2011	6/30/2014	Architect/ Historic Architect
Yes	Historic Resources Advisory Committee	Ms.	Shauna	McMahon	Public	Recorder	7/1/2014	6/30/2017	6/29/2009	5/23/2011	6/30/2014			State Natural Resource Spec./AK State Museum Docent/Owner of Historic Home
Yes	Historic Resources Advisory Committee	Ms.	Myra	Gilliam	Public		7/1/2014	6/30/2017	9/20/2010	5/23/2011	6/30/2014			Originally appointed 8/1/2007, did not reapply when term expired. Serving again after reapplying
Yes	Historic Resources Advisory Committee	Mr.	Zane	Jones	Public		11/25/2013	6/30/2016	11/25/2013					
Yes	Historic Resources Advisory Committee	Mr.	Donald G.	Harris	Public		7/1/2015	6/30/2018	6/4/2012	6/8/2015				Retired Psychologist. Member of Gastineau Channel Historical Society, Friends of JDCity Museum, JCVB Volunteer; Owner of Historic House (Cole House)
Yes	Historic Resources Advisory Committee	Ms.	Jane	Lindsey	Staff Liaison	staff liaison	n/a	n/a	n/a					
Yes	Historic Resources Advisory Committee	Ms.	Laura	Boyce	Staff Liaison	staff liaison	n/a	n/a	n/a					
Yes	Historic Resources Advisory Committee	Mr.	Jonathan	Lange	Staff Liaison	staff liaison	n/a	n/a	n/a					



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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

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JUNEAU AFFORDABLE HOUSING COMMISSION - Current

Total # of Seats: 9

Governing Legislation: Resolution 2506

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Norton	Gregory	Public		2/27/2014	1/31/2017	1/4/2010	3/21/2011	2/27/2014	Tlingit-Haida Regional Housing Authority Manager - Housing Programs
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Erin	Walker-Tolles	Public		8/17/2015	1/31/2017	8/17/2015			Catholic Community Services Executive Director
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Honey Bee	Anderson	Public		2/27/2014	1/31/2017	1/4/2010	3/21/2011	2/27/2014	Powell Realty Inc. Associate Broker - Realtor
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Wayne	Coogan	Public		2/1/2015	1/31/2018	4/23/2012	1/12/2015		Manager Coogan Construction
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Russ	McDougal	Public		2/1/2015	1/31/2018	3/17/2014	1/12/2015		Self-employed Mac's Design & Construction General Contractor
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Tamara	Rowcroft	Public	Chair	2/1/2015	1/31/2018	1/4/2010	1/30/2012	1/12/2015	General Manager Alaska Housing Development Corp.
Yes	Juneau Affordable Housing Commission [Current]		Open Seat	Open Seat	Public			1/31/2016				Seat formerly held by Justin Shearer (resigned 9/4/15)
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Mandy	O'Neal Cole	Public	Co-Chair	2/11/2013	1/31/2016	2/11/2013			Co-Chair Juneau Homeless Coalition (Manager at AWARE Inc.)
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Margaret	O'Neal	Public		2/11/2013	1/31/2016	2/11/2013			Juneau Homeless Coalition (JEDC)
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Kate	Troll	Assembly Liaison	Liaison	n/a	n/a	n/a			Assemblymember Liaison 10/2014-10/2015
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Beth	McKibben	Staff Liaison	staff liaison	n/a	n/a	n/a			CDD Senior Planner
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Greg	Chaney	Staff Liaison	staff liaison	n/a	n/a	n/a			Lands & Resources Manager

Juneau Affordable Housing Commission

2015 Commissioners

Tamara Rowcroft, Chair
Mandy O'Neal Cole, Co-Chair
Russ McDougal
Norton Gregory
Honey Bee Anderson
Wayne Coogan
Erin Walker-Tolles
Margaret O'Neal

February 03, 2016

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

Re: Juneau Affordable Housing Commission Annual Report for 2015

Dear Mayor Mary Becker and Human Resource Committee,

The Juneau Affordable Housing Commission has used the year 2015 to further projects that had been introduced in the previous year, as well as addressing many more issues in an attempt to alleviate the cost of housing. This topic has been identified as a crisis in our community, and this group of professional people has come together from all facets of Juneau to investigate and implement solutions to this problem. This letter will serve as a report of our activities during this last year, including actions taken by the Commission, participation in community events, and topics that were brought to our attention by other entities.

Affordable Housing Commission History and Mission

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

The work completed by the Juneau Affordable Housing Commission (AHC) in 2015 included:

- Accessory Apartment Grant Program

This program, initiated in 2014 is now complete and fully functional as of December 2015. The amount per Accessory Apartment was amended to \$6,000 per approved application. The AHC has worked diligently on this project, and anticipates it providing 12 new housing units in the community for the low cost of \$72,000.

- Housing Action Plan

A consultant was hired to prepare a Housing Action Plan with the goal of getting Juneau's housing market "unstuck". This plan has been completed and presented to the Assembly, and has been refined to include a set of specific Action Items that will eventually return the community's housing market to a healthy state.

These action items are:

- Create a new, housing-centric comprehensive plan
- Prioritize assisted living for seniors
- Prioritize workforce housing
- Develop detailed neighborhood plans
- Develop downtown strategy
- Update zoning tools with a focus on housing
- Clearly tie infrastructure to zoning
- Develop new priorities for the use of Juneau lands
- Coordinate business community efforts around housing
- Hire or designate a full-time housing coordinator for the City
- Increase the funding and purpose of the Housing Fund

The Action plan has been completed. A Chief Housing Officer is being recruited at this time to begin fulfilling these action items. It is planned that the community will see the plan in February/March of 2016, and the AHC will take their comments under consideration. After the public review and any necessary revisions, we hope that the Assembly will review and adopt the plan in its entirety.

- 6th Street Lots

The Affordable Housing Commission was involved in requesting a formal disposal plan for the existing lots on 6th Street on Douglas.

- Tax Abatement Law

AHC members Russ McDougal and Norton Gregory testified on the tax abatement law at the legislature and were received favorably. The CBJ is in favor of making tax abatement within 3 years instead of matching the State's 5 year policy, and Russ McDougal proposed that the AHC make a statement to the Assembly asking for tax abatement to match the State's policy. The group passed a unanimous motion to make a statement to the Assembly that the AHC supports a 5 year period for the tax abatement policy.

- Supported the Land Management Plan update, Pederson Hill Rezone, Renninger Subdivision, and CIP Priorities

The AHC voted unanimously to support the draft Land Management Plan update which included several policies for using CBJ property to support housing production and proposed several parcels to be disposed of for residential development. The Land Management Plan is scheduled to be heard by the Assembly Committee of the Whole on February 1st, 2016.

The AHC has been involved in planning and support of the Pederson Hill Rezoning project.

The AHC has been involved in planning and support of the Pederson Hill Rezoning project.

The City has completed a minor subdivision in order to finalize a land trade with the Christ Evangelical Lutheran Church of Juneau. The land trade provides an access route to the much larger parcel which would be subdivided into single family and multifamily lots for new housing. Lands and Resources has recorded the land trade for the Christ Lutheran Church, firming up plans for Pederson Hill. Lands is currently preparing the preliminary plot for this development.

The Renninger subdivision has been recorded and the access road, "*Jackie Street*" is officially slated to be completed next summer.

Pederson Hill is CIP priority number one, and has expanded from the original plan, having gone from 60 units to 300 units with smaller lots.

The AHC passed a unanimous motion of support for the CIP priorities as proposed by the Lands and Resources Division.

Related Activities

- Participation in the 2015 Housing Forum (*See Attachment A*)
- Participation and outreach in the 2015 Home and Outdoor Show – collected surveys (*See Attachment B*)
- The Affordable Housing Commission heard presentations throughout the year on a variety of topics including:
 - Colleen Bickford, Carma Reed HUD
Colleen Bickford and Carma Reed presented on the role of HUD in the Juneau housing market, and offered any help they can give to work with the AHC. HUD contributes money annually to Alaska, with most HUD funds going through State and Tribal entities. They contribute funding for Section 8, public housing, and 10 VA HUD housing vouchers in Juneau. Also, the 811 housing grant has awarded \$7 million to help de-institutionalize people that do not need that level of care. Carma Reed said that the funds are entitlement funds, - HOME funds and CDBG funding. CDBG is intended to go to local governments to help meet their needs. She noted that the Commission should consider how the CDBG can proactively help them achieve their goals.
 - Assisted Living Project
Sioux Douglas presented on the Senior Assisted Living Project. She discussed history, features, and the status of the project. The Senior Citizen Support Board voted to pursue a purchase option at Vintage Park, as opposed to supporting an MHT property. The developer is Ted Johnson of Marathon Development. The Project is 100 units, and they hope to have it complete by mid-year, 2017.
 - Interest in the Gastineau Apartments
Wayne Coogan presented updates to the group on the Gastineau Apartments. The AHC retains an interest in the outcome of this property and its impact on housing in Juneau.

- Mobile Home Down Payment Assistance Loan Pilot Program
The AHC commissioners have been working diligently with bankers regarding the mobile home loan program, and have opened up participation to include other banks and entities. True North remains the most solid participant and the AHC plans to continue developing this program in the coming year. This program is currently being reviewed by the CBJ Law Department.
- Alaska Coalition on Housing and Homelessness Conference
Lloyd Pendleton, director of Utah's Homeless Task Force, was a guest at the meeting of Alaska Coalition on Housing and Homelessness 2015 Annual Conference, and presented on how he used the Housing First model in Utah to almost eliminate homelessness.
- VOA application for Housing Funds
The group has discussed the loan application of the Volunteers of America. The applicant is currently seeking conceptual support and will pursue the loan at a later date. The Commission drafted a letter urging the Assembly to support this project.

Future Consideration

- Implementation of the Housing Action Plan
- Community Meeting on the Housing Action Plan
- 2016 Housing Forum
- Implementation of Accessory Apartment Incentive
- Mobile Home Down Payment Assistance Loan Pilot Program

We look forward to working closely with the Chief Housing Officer to develop more housing opportunities in Juneau.

The Juneau Affordable Housing Commission looks forward to serving Juneau into the year 2016 and for future years.

Sincerely,

Tamara Rowcroft, Chair

Juneau Affordable Housing Commission

Mayor Mary Becker & Human Resource Committee
 February 03, 2016
 Re: 2015 Juneau Affordable Housing Commission Annual Report

Members, Liaisons and Support

<u>Commissioner</u>	<u>Appointment Date</u>	<u>Reappointed</u>	<u>Current Term Begins</u>	<u>Term Expires</u>
Tamara Rowcroft, Chair	1/4/2010	1/12/2015	2/1/2014	1/31/2018
Mandy O'Neal Cole, Vice Chair	2/11/2013		2/11/2013	1/31/2016
Russ McDougal	3/17/14		2/1/2015	1/31/2018
Norton Gregory	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Honey Bee Anderson	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Erin Walker-Tolles	8/17/2015		8/17/2015	1/31/2017
Wayne Coogan	4/23/2012		2/1/2015	1/31/2018
Margaret O'Neal	2/1/2013		2/11/2013	1/31/2018

The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, since the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. The Assembly Liaison through 2015 was Kate Troll.

Attachment A
HOUSING FORUM 2015

The Forum was held on February 25th, 2015 and included presentations and discussions on:

- Affordable Housing Program Updates
- Senior Housing Study
- Permits and Permitting
 - “General Engineering – The 11th hour from permitting to occupancy”
 - Third Party Plan Review and Inspections
 - Expedited Plan Review
- Lands and Resources Updates
 - Subdivision Regulation Changes
 - Accessory Apartment Changes
 - Switzer Creek and Pederson Hill
- Building Code Updates
- Subdivision Regulation Changes, and;
- Fire and Utility Department Requirements
 - Utility Rates
 - How to Prepare for Your Inspection

The Forum was attended by local contractors and developers. Presentations were made by City staff as well as the Fire Marshall, and other prominent professionals. A question and answer period was held after every presentation section, and overall the Forum was considered well-received and informative.

This Forum provided attendees with 5 Business Continuing Education Credits toward the Residential Contractor Endorsement, and has proven to be a helpful and popular event. AHC plans to continue their involvement in this event in coming years, but will schedule it to better coincide with the continuing education cycle for contractors.

Attachment B
Affordable Housing Commission Home Show 2015 Survey Results

The results of 69 completed surveys are as follows:

1) Are you a renter or owner in Juneau?

- 86% Own
- 10% Rent
- 3% Neither rent or own
- 1% Both rent and own

2) If you are an owner, are you contemplating selling or buying a different home in the next 2 years?

- 69% of owners answered no
- 21% of owners answered yes
- 8% of owners answered maybe
- 2% of owners did not answer

3) Are you concerned about escalating housing costs?

- 78% Yes
- 22% No

4) If you are a renter, would you like to buy and own in Juneau?

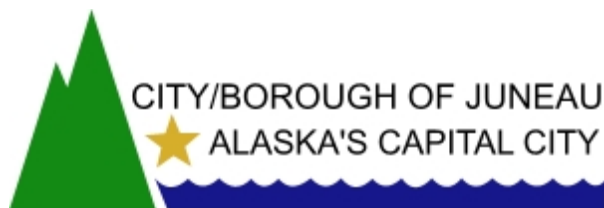
- 71% of renters answered yes
- 29% of renters answered no

4a) If no, why?

- **Answers include:**
Military service, too densely populated and not enough/large enough available land, lack of suitable housing available at a decent price, and already owning another home out of state.

4b) If yes, are you able to do so without financial assistance?

- 14.5% Yes with traditional financing
- 14.5% Maybe
- 57% No
- 14% Left blank



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Human Rights Commission Fact Sheet

Title: Juneau Human Rights Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

- Resolution 2738
- Resolution 2436 (Repealed 1-11-2016)
- The Universal Declaration of Human Rights
- Date Created: January 11, 1993
- 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 focus of the Juneau Human Rights Commission has changed over time and at this time their focus is on developing educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, to examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice within the City and Borough of Juneau, and to advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.

Membership: Resolution 2738 reduced the membership of the Commission from seven to five members.

Officers: Chair, Vice-Chair, Secretary

Quorum: 3

Term Limits: None.

Annual Appointment Period (Annual Reports Due): May

Meetings: For specific meeting dates/locations please refer to the CBJ Meeting Calendar at <http://www.juneau.org/calendar/index.php>

Special Facts: The Juneau Human Rights Commission was created in 1993 in response to the Alaska State Human Rights Commission Southeast Alaska component being disbanded. Its focus in the early years was as an advocacy and investigatory body. In the 2005-2007 period, the Juneau Human Rights Commission floundered due to lack of members and the inability to hold meetings due to lack of quorum. In 2007-2008 the Assembly, by adoption of Resolution 2436 on Feb. 11, 2008, recreated the commission removing the investigatory role and focusing its efforts on the community education aspect and its advisory role to the Assembly.

Staff Contact: Municipal Clerks Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Human_Rights_Commission/Juneau_Human_Rights_Commission.php

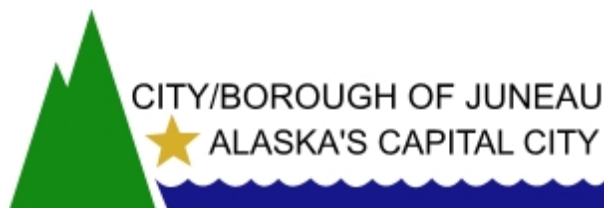
[Back to List](#)

Juneau Human Rights Commission

Governing Legislation:
Resolution 2738

Total # of Seats: 5 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Comments
Yes	Ms.	Haifa	Sadighi	Public		8/11/2014	5/31/2017	2/11/2013		Assistant Principal at Floyd Dryden Middle School
Yes	Mr.	Markus	Bressler	Public	Acting Chair	5/18/2015	5/31/2018	9/29/2014	5/18/2015	Formerly served on JHRC 6/30/2009-9/15/2010 (moved out of town); Appointed 9/29/2014 to vacant seat
Yes		Open Seat	Open Seat	Public			5/31/2016			Seat formerly held by Alavini Lata - Resigned effective 11/24/2015
Yes	Ms.	Morgan	Griffin	Public		5/18/2015	5/31/2018	5/18/2015		seat formerly held by Patricia Hill
Yes		Open Seat	Open Seat	Public			5/31/2017			seat formerly held by Steve Wolf



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Parks & Recreation Advisory Committee (PRAC) Fact Sheet

Title: Parks & Recreation Advisory Committee (PRAC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:

-Resolution 2646 (Repealed Bylaws and Res 711 and Res 1082)

-Date Created: April 01, 1964

-Sunset Date: N/A

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

Description: The purpose of the PRAC is to act in an advisory capacity for planning and development of all aspects of juvenile and adult recreation in the City and Borough. This direction includes authority to advise the Assembly and the Parks and Recreation Department Director on issues affecting parks and recreation in the community. A secondary purpose of the Committee is to act as a citizens' proponent for parks and recreation facilities, recreation activities, and trails within the City and Borough. The Committee shall gather relevant information from all sources available, hold public meetings as necessary on issues under review, and report to the Assembly concerning the status of the above-named issues.

Membership: The PRAC consists of nine public members.

Officers: Chair, First Vice Chair, Second Vice Chair

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): February

Meetings: First Tuesday of each month at 6pm in the Assembly Chambers

Special Facts: Resolutions 711 and 1082 and the bylaws were repealed by the adoption of Resolution 2646 on June 3, 2013.

Staff Contact: Kirk Duncan, Parks & Recreation Director - 586-5226 - Kirk.Duncan@juneau.org

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

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Parks Recreation Advisory Committee
Governing Legislation: Resolutions 2646
Total # of Seats: 9 public seats, 1 Assembly liaison

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Comments
Yes	Parks & Recreation Advisory Committee	Ms.	Maria	Gladyszewski	Assembly Liaison	Liaison	n/a	n/a	n/a			
Yes	Parks & Recreation Advisory Committee	Mr.	Mike	Eberhardt	Ex-Officio Rep from State Parks		n/a	n/a	n/a			Ex-Officio Rep from State Parks
Yes	Parks & Recreation Advisory Committee	Mr.	Eric	Ouderkirk	Public		2/23/2015	2/28/2018	2/23/2015			USDA Forest Service - Alaska Region, Regional Landscape Architect; Liaison to Jensen-Olson Arboretum Advisory Board
Yes	Parks & Recreation Advisory Committee	Mr.	Josh	Anderson	Public	Vice-Chair	3/1/2014	2/28/2017	2/24/2014			Member: Douglas Island Riders Assoc., Juneau Douglas Motocross Association; Appointed 1/12/2015 to 1% for Art Panel for 16b Cruise Berth Project
Yes	Parks & Recreation Advisory Committee	Mr.	Gerry	Landry	Public	2nd Vice Chair	4/1/2013	2/29/2016	5/23/2011	4/1/2013		Park Specialist State of AK Dept. of Natural Resources
Yes	Parks & Recreation Advisory Committee	Ms.	Traci	Gilmour	Public		4/1/2013	2/29/2016	4/1/2013			Self Employed Massage Therapist. Member of Juneau Sports Association, Amateur Softball Assn., Juneau United States Bowling Congress
Yes	Parks & Recreation Advisory Committee	Mr.	Christopher	Mertl	Public	2nd Vice Chair	3/1/2014	2/28/2017	8/24/2009	3/21/2011	2/24/2014	PRAC Liaison to Assembly Lands Committee, Treadwell Arena Advisory Board, and Juneau Urban Forestry Partnership; Member: Juneau Hockey Officials, Juneau Adult Hockey, TrailMix, DBA
Yes	Parks & Recreation Advisory Committee	Mr.	Tom	Rutecki	Public		2/23/2015	2/28/2018	4/2/2012	2/23/2015		Former Member of PRAC, PRAC Rep to YAB
Yes	Parks & Recreation Advisory Committee	Mr.	Odin	Brudie	Public		3/1/2014	2/28/2017	3/21/2011	2/24/2014		Member: Juneau Nordic Ski Club, TrailMix, Juneau 4H Cross-country Ski Club
Yes	Parks & Recreation Advisory Committee	Ms.	Frances	Dowd	Public		2/23/2015	2/29/2016	2/23/2015			SE Reign Sports, LLC-Adult Basketball League Participant & Referee; PRAC Liaison to Aquatic Facilities Advisory Board
Yes	Parks & Recreation Advisory Committee	Mr.	Lindsay	Hallvik	Public		2/23/2015	2/28/2018	2/23/2015			SAIL-ORCA Adaptive Recreation
Yes	Parks & Recreation Advisory Committee	Mr.	Kirk	Duncan	Staff Liaison	staff liaison	n/a	n/a	n/a			
Yes	Parks & Recreation Advisory Committee	Ms.	Lindsey	Daniel	Staff Liaison	staff liaison	n/a	n/a	n/a			



PARKS & RECREATION ADVISORY COMMITTEE

155 S. Seward Street
Juneau AK 99801
(907) 586-5226

To: Assembly Human Resources Committee

From: Christopher Mertl, Chair
Parks & Recreation Advisory Committee

Date: February 2, 2016

Subject: Parks & Recreation Advisory Committee 2015 Annual Report

The City & Borough of Juneau Parks & Recreation Advisory Committee (PRAC) meets the first Tuesday of each month at 6:00 P.M. in the Assembly Chambers. The PRAC is comprised of nine members appointed by the Assembly for three-year terms.

In 2015, PRAC included members from a broad-spectrum of the community including professionals, construction trades, state and federal employees, local non-profits, and sports clubs who brought their understanding and leadership in developing and maintaining CBJ Parks and Recreation (P&R) programs. The PRAC terms are staggered so there is continuity by overlapping appointments. In 2015 we welcomed three new members to the PRAC and had an entire year working with Kirk Duncan as the Director of the Department. PRAC's working relationship with the Department has increased as a result of the active and insightful engagement by Mr. Duncan. The PRAC, along with the Staff of Juneau Parks and Recreation Department have made lasting impacts on Juneau's recreation opportunities.

In 2015 PRAC held eleven public meetings and one retreat. The retreat focused on working with P&R in redefining the mission statement of the department, completing a SWOT (strengths, weaknesses, opportunities and threats) analysis, and developing priorities for PRAC and the department. Cost recovery of facilities, updating the out-of-date P&R Comprehensive Plan, and empowered boards for the pools and arena were discussed.

Over the last year during its eleven meetings, the PRAC took public comment on a wide range of issues, providing support for several Parks & Recreation initiatives, and making recommendations to the Assembly. Planning and management highlights of 2015 include:

- 1% Temporary Sales Tax/General Obligation Bond Projects
- Adair-Kennedy Field Master Plan
- Airport Greenbelt Management
- Aquatics Empowered Board Formation/Activity
- Auke Lake Parking Area and access trail to UAS/Brotherhood Bridge
- Auke Cape & Indian Point Rezoning as Non-Residential
- BAM Afterschool Program
- CBJ Tree Cutting Policy
- Cope Park Master Plan
- Douglas Island Mini-Park Fruiting Forest
- Eagle Valley Center Plan
- Fieldhouse Restroom/Concessions Updates
- Franklin and Front St. Reconstruction
- Gunakadeit Park Use/Plans for Gastineau Apts. Demolition
- Healthy Vending Machine Options at P&R Facilities
- Juneau Park Foundation Planning
- Juneau Sea Walk Planning
- Lands Management Plan
- Landscaping at Centennial Hall
- Mendenhall River Trail Reroute
- Montana Creek Bridge Safety Improvements
- Mt. Jumbo Gym Building Assessment
- Off Highway Vehicle (OHV) Park
- P&R Comprehensive Plan
- P&R Cost Recovery
- P&R Fees & Charges
- Policy for Memorial Benches in CBJ Parks
- PRAC Retreat
- Project Playground ADA upgrades
- Recognition Program for Volunteers/Contributors
- Restoration of the Treadwell Ditch Trail
- Rollergirls Facility Availability
- SAIL Kax Trail Use Proposal
- Savikko Field Resurfacing
- Savikko Park Closure at 11 p.m.
- Social Media Use to Promote P&R
- Treadwell Advisory Board Formation/Activity
- Treadwell “Office” Building Roof/Restoration
- “Whale Sculpture Project” and Park Development Plan
- Zach Gordon Youth Center Kitchen Restoration

2015 was a big year for Zach Gordon Youth Center. The year brought the completion of a new kitchen, the retirement of long time-manager Kristi West, and the start of incoming manager Jorden Nigro’s time with the Parks and Recreation Department. The City was asked to take on the Body and Mind (BAM) after school program and the Young Parent Healthy Teen Center, both of which are now under the Zach Gordon umbrella of programs. The opportunity to be more involved in the community and offer more healthy activities to youth is a great fit for P&R and we are excited to grow our programming and serve more kids in Juneau.

In 2015 there was significant effort in unifying the various P&R facilities and divisions to work towards common goals. Focus included customer service, operations, efficiencies, revenue generation, and marketing and has strengthened the facilities and departments as a whole.

Preliminary numbers indicate that use at the Treadwell Arena was up nearly 20% with revenue increasing and expenditures declining. This resulted in the arena’s highest cost recovery to date at just over 60%. Commercial use was also up over the previous year

and had a significant increase of 30% in revenue generated over revenue generated in 2014. Areawide Recreation programs indicate that volleyball participation is consistent with previous years. P&R awarded the soccer camp to the Juneau Soccer Club for its management and the first year was successful.

On behalf of the PRAC, we would like to thank Parks & Recreation staff for their hard work in providing the facilities and services that contribute to the quality of life for us all in Juneau. They have made significant efforts to become more efficient and do more with less. The Department's facilities, staffing and programs add significantly to the quality of life of our residents and visitors to the Capital City. We would also like to thank the Assembly for their support and, in particular, our current Assembly Liaison Maria Gladyszewski for her guidance.

Finally, thank you for this opportunity to serve our community. If you would like more information please call me at 907-988-9000.

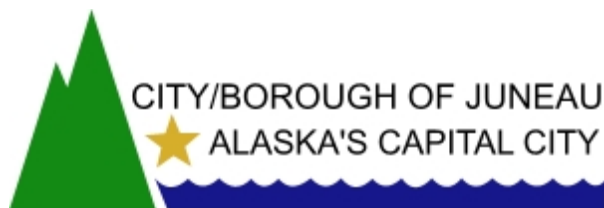
Attachment: 2015 Attendance Record

**PARKS AND RECREATION ADVISORY COMMITTEE (PRAC)
ATTENDANCE 2015**

Tuesdays @ 6pm unless specified	1/6	2/2	3/3	4/7	4/11 (PRAC retreat)	5/5	6/2	7/7	8/4	9/8	10/7*	11/2	12/1
Josh Anderson	P	P	P	A	P	P	P	P	N/A	P	P	P	P
Odin Brudie	A	P	A	P	P	A	P	P	N/A	P	P	P	P
Frances Dowd	N/A	N/A	P	P	P	P	A	P	N/A	P	A	A	P(t)
Traci Gilmour	P	P	A	P	P	P	A	P	N/A	P	A	P	P
Lindsey Hallvik	N/A	N/A	P	P	P	A	P	P	N/A	A	P	P	A
Gerry Landry	P	A	P	P	P	P	P	P	N/A	P	P	P	A
Christopher Mertl <small>Chair 3/3/15</small>	P	P	P	P	P	P	P	A	N/A	P	P	P	P
Eric Ouderkirk	N/A	N/A	P	P	P	P	P	P	N/A	P	A	P	P
Tom Rutecki	P	P	P	P	P	P	P	P	N/A	P	P(t)	P	P
Assembly Liaison – Maria Gładziszewski	A	P	P	P	A	A	P	A	N/A	P	A	P	P

LEGEND: A – Absent / P – Present/ P(t) – Present Telephonically

*** – Date adjusted**



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Sales Tax Board of Appeals Fact Sheet

Title: Sales Tax Board of Appeals

Type of Board/Commission/Committee: Appeal

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

- CBJ Code 69.05.180
- Sales Tax Board Rules of Procedure
- Date Created: September 16, 1985
- 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: 69.05.180 Appeals. b) Board of appeals. (1) In order to provide an appeal mechanism for controversies involving taxable sales, sales taxes, penalties and interest, and exceeding \$500.00, and in order to hear appeals from decisions of the manager as provided under subsection (a) of this section, there is established a board of appeals which shall consist of five members appointed by the assembly for staggered three-year terms.

Membership: ...There is established a board of appeals which shall consist of five members appointed by the assembly for staggered three-year terms. To the extent possible, one member of the board of appeals shall be a certified public accountant, one member shall be licensed to practice law in the state, and the remainder shall be members of the general public. The board of appeals shall elect from its membership a chair, a vice-chair and a secretary. Three members of the board of appeals shall constitute a quorum for the transaction of business. The City and Borough shall provide secretarial and other staff support required by the board of appeals. No member of the sales tax 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: (A) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (B) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

Officers: Chair, Vice Chair

Quorum: 3

Term Limits: No member of the sales tax 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: (A) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (B) 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: 69.05.180 Appeals.... 2) The board of appeals shall conduct a hearing on a protest no more than 60 days after the protest is filed. Decisions of the board of appeals shall be in writing and shall be maintained and indexed by the manager for review by the public. Records and proceedings before the board of appeals are public, except that the board may deliberate in closed session. The board's authority in its review of sales tax appeals includes the authority to recommend, in writing, that the manager compromise and abate penalties and interest, and to recommend, in writing, that the manager negotiate and enter into payment plans for delinquent sales taxes, penalties and interest.

Staff Contact: Beth McEwen, Deputy Clerk - 586-5278 - City.Clerk@juneau.org

Website: <http://www.juneau.lib.ak.us/financeftp/forms.php>

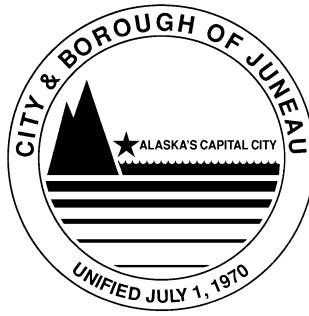
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Sales Tax Board of Appeals

Governing Legislation: CBJ Code 65.05.180

Total # of Members 5: Four Public Seats and One Attorney Seat

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Re-appointed 5	Reappointed 6	Reappointed 7	Reappointed 8	Comments
Yes	Mr.	Tim	Cottongim	Public	Chair	4/22/2013	12/31/2015	7/1/1997	1/1/1998	1/1/2001	1/1/2003	4/1/2007	3/15/2010	4/22/2013			Retired from AK Dept. of Revenue - Manager Corporate & Fish Tax Examinations Unit
Yes	Mr.	John	Gaguine	Attorney (Retired)		4/22/2013	12/31/2015	4/1/2007	3/15/2010	4/22/2013							Retired Attorney
Yes	Mr.	Mark A.	Smith	Public		7/16/2012	12/31/2015	7/16/2012									Self employed accountant.
Yes	Mr.	Gary	Jenkins	Public		4/6/2015	12/31/2017	2/1/1988	12/1/1993	2/1/1997	2/1/1999	1/1/2003	4/1/2007	3/15/2010	4/22/2013	4/6/2015	Self employed. Gary said he would continue to serve until replacement is appointed.
Yes	Ms.	Patricia "Pat"	Watt	Public		1/31/2014	12/31/2017	5/13/2013	8/11/2014							Also serving on BOE	
Yes	Ms.	Beth	McEwen	Staff Liaison	staff liaison												



2015 ANNUAL REPORT SALES TAX BOARD OF APPEALS

During 2015, there were no appeals filed with the Municipal Clerk's Office for action by the Sales Tax Board of Appeals ("Board").

Board members include: Chair Tim Cottongim, John Gaguine, Mark A. Smith, Gary Jenkins, and Patricia Watt. The terms of Tim Cottongim, John Gaguine, and Mark A. Smith were up for expiration as of December 31, 2015 but per our board rules of procedure, they continue to serve until they are either reappointed or the Assembly chooses to appoint new members to those seats.

The board stands ready to respond to issues on an as-needed basis.

Respectfully submitted,

Beth McEwen, Deputy Clerk
For the Sales Tax Board of Appeals



OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
Phone: (907)586-0203 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

MEMORANDUM


DATE: February 8, 2016
TO: Assembly Human Resources Committee (HRC)
FROM: Beth McEwen, Deputy Municipal Clerk
cc: Deputy Chief Ed Mercer, Juneau Police Department
RE: Liquor Licenses

In an effort to save paper and reduce duplication, the materials pertaining to tonight's liquor licenses can be found in your Assembly meeting packet in two sections. Those licenses being recommended for no protest by staff can be found in the Consent Agenda section of the packet. Those licenses being recommended for protest by staff can be found in the New Business section of the packet.

The deadline for staff to be able to recommend protest of a license prior to Assembly action is 10-days, which in the case of all those on this date's agendas, was Friday, January 29. This gives Clerk's staff time to send a certified letter to the licensee notifying them of the basis for protest recommendation and notifies them of their right to an informal hearing before the Assembly as provided for in CBJ Code 20.25.

In the batch of licenses that are on the Feb. 8 Assembly Consent Agenda, the **Fishbone, LLC d/b/a Rockwell Beverage Dispensary License #4349** needs some additional explanation. The initial recommendation from the Police Department was for the Assembly to waive its right to protest. On Monday, February 1, staff was made aware that the licensee had held an underage "Rave" fundraiser (see Facebook advertising on pages 2 & 3) over the weekend but had not obtained the necessary de-designation permit. CBJ staff discussed this with Alcohol Beverage Control Investigative Officer III Steve Johnson and Officer Johnson investigated and issued the attached Notice of Violation (N.O.V). Officer Johnson told me that he discussed the permit process with one of the co-owners of the establishment and that they indicated they would be following the necessary permit process for any future events.

Deputy Chief Mercer was made aware of this incident and is still recommending the Assembly waive its right to protest the renewal but asked that the Assembly be briefed to the fact that "after JPD gave its approval for the renewal, the establishment had this incident and was subsequently issued a N.O.V. from the State."

**Sol Tanning Salon** added 2 new photos.

Like Page

January 28 at 10:14am · 🌐

Good morning Juneau!

As you may not know, the Alaska Elite Cheer & Stunt Team is hosting a NEON RAVE @ the Rockwell this Saturday at 9pm!

Lets help them raise the money they need to represent our KICK ASS State during 2 California Cheer Competitions!

Thursday Special:

"Student Spray Days"


\$35 Spray Tan Sessions for High School & University Students!

****MUST present Student ID****

This special is good thru Saturday!

****This special also comes with double entry into our drawing for 4 lucky winners to be drawn February 1st! Winners receive a FREE Spray Session!**

Good luck Elite!!



About

Rave!!

Ages: HS - 20yrs

Must have Student ID and/or ID

\$10 in advance and \$12 at the door

See an AK Elite cheer member to purchase tickets in advance.

Glow stuff will be available to purchase



Sol Tanning Salon added 2 new photos.

January 30 at 11:29am · 🌐

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Good morning Juneau!!

TONIGHT WE RAVE!!

Support our Alaska Elite Cheer & Stunt Team tonight as they host a RAVE @ 9pm down @ The Rockwell to raise money for their trip south to compete!

Open to High School thru 20 years olds, & must show ID!

Today is also the last day for the "Student Spray Days"!

\$35 Spray Tans for all High School & University students!

Must present Student ID

Saturday Special:

Purchase a bottle of IRREPLACEABLE tanning lotion & receive TWO FREE CHOICE UV SESSIONS!!

Reg: \$99

SALE PRICE: \$65

Streak-Free / Stain-Free | 10 in 1 Contouring & Correcting Complex

If you are searching for color that is Irreplaceable™ – you have found the one! This satin finish formula will drench your skin in instant glowing, radiance boosting color. DHA Free natural bronzers will allow the skin to get deep, dark bronzing results without streaking or staining. Added Renovage™ and Intenslim™ will boost collagen production for firmer, younger looking skin while shrinking unwanted fat cells. Dip into this color extending, firming body emulsion and go from head turning, to Irreplaceable™.

Happy Tanning!!



Notice of Violation

(3AAC 304.525)

Licensee Fishbone, LLC	License Number 4349	Type of License Beverage Dispensary
D.B.A. Rockwell	How Delivered [X] Certified Mail # On-File [] In Person	Law Enforcement Agency Juneau Police Department
Street or P.O. Box 109 South Franklin Street	City, State Juneau, AK	Zip 99801

This is a notice to you as licensee that an alleged violation has occurred. If the Alcoholic Beverage Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

VIOLATION:

License 4349, Rockwell, held an underage Rave as a fundraiser in the upstairs ballroom of the premises. The ballroom is part of the designated premises. Rockwell is a Beverage Dispensary with a Restaurant Designation Permit. The invite, located on Facebook invited HS-20 year olds for the event. The event was not for dining purposes. Licensee confirmed the event did take place

Your attention is directed to

3 AAC 304.725. Dining by persons under the age of 21

(a) Upon application under 3 AAC 304.715 for a designation under AS 04.16.049 (a)(2) or (3), or both, the board will, in its discretion, designate a licensed premises for dining by a person under the age of 21 who is not accompanied by a parent, legal guardian, or spouse who has attained the age of 21, only if it finds that

(1) the premises are a bona fide restaurant;

(2) there is supervision on the premises adequate to reasonably ensure that a person under the age of 21 will not obtain alcoholic beverages; and

(3) it is unlikely persons under the age of 21 will enter and remain on the premises for purposes other than dining.

(b) The board will generally presume that the premises are a bona fide restaurant for purposes of (a)(1) of this section if

(1) the premises are licensed as a restaurant or eating place;

(2) at least 50 percent of the gross revenue of the licensed business is from the sale of food and non-alcoholic beverages; or

(3) the premises are a facility at which the patron's primary activity is dining.

(c) For purposes of (a)(3) of this section, the board generally will presume that premises are unlikely to be entered by persons under the age of 21 other than for purposes of dining if no entertainment other than dining is provided or available. "Entertainment" includes live music, dancing, pool and other table games, sports, pinball, and video games.

You are directed to respond to the Director of the Alcohol Beverage Control Board either orally or in writing to this Notice of Violation within 10 days of receipt to explain what action you have taken to prevent a reoccurrence of this violation. FAILURE TO RESPOND TO THIS NOTICE OF VIOLATION WITHIN 10 DAYS WILL RESULT IN YOUR APPEARANCE, EITHER IN PERSON OR TELEPHONICALLY, BEFORE THE ABC BOARD OF DIRECTORS AT THEIR NEXT REGULARLY SCHEDULED BOARD MEETING OR IN AN ACCUSATION FILED BY THE DIRECTOR.

***Please include your Alcohol License Number in your response.**

**Cynthia Franklin, Director
Alcoholic Beverage Control Board
550 W. 7th Ave. Suite 1600
Anchorage, Alaska 99501**

A Response is Required

3 AAC 304.525 (B) provides that upon receipt of a Notice of Violation, a licensee may request to appear before the Director and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice and the Director must grant an appearance within ten days after receipt of a request. A Licensee shall respond, either orally or in writing, to the Notice.

Receipt:	Violation Observed By: Investigator Steven M. Johnson
Filed By:	Title: Investigator III