

AGENDA

TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM
Treadwell Arena Advisory Board (TAAB)
April 5, 2018

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. Final meeting minutes- updated 4/27/18 w/no changes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. Report to Assembly drafting
 - B. TAAB future
- VII. Staff Reports**
 - A. Financial Report
 - B. Summer 2018 update
- VIII. Committee, Liaison, Board Member Report**
 - A. Juneau Skating Club**
 - B. Juneau Adult Hockey Association**
 - C. Juneau Douglas Ice Association**
 - D. Parks and Recreation Advisory Committee**
- IX. Next Meeting Date**
- X. 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

**Final Meeting Minutes
Treadwell Arena Advisory Board (TAAB)
City & Borough of Juneau
Thursday, March 1, 2018
City Hall Room 237**

I. Call to Order: Call to Order at 5:30pm

II. Roll Call:

Members Present: Liz Balstad, Bret Connell, Miles Brookes, Leah Farzin, Molly McCormick

Members Absent: Jason Soza

Staff Present: Lauren Anderson

Public Present: None

III. Approval of Agenda: Ms. Balstad moved to approve the agenda.

IV. Approval of Minutes: Ms. Balstad moved to approve Sept. 7, 2017 & Jan. 4, 2018 draft meeting minutes

V. Public Participation on Non-Agenda Items - no public present

VI. Agenda Topics:

- A. **Mission as a Board** – Ms. Anderson encourages TAAB & public feedback, but we are experiencing a lack of member attendance. We review the rink's business plan and support Ms. Anderson. Our membership seems to be happy as we never get any feedback. We've met our current goals. Ms. Farzin expressed her opinion that the rink needs to extend the ice season. There could be more creative ways to make the rink open longer.
- B. **5 Annual Report Items** – Will be discussed at the April meeting
- C. **Selection of TAAB member to write final report** – Mr. Brookes offered to write the first draft. Draft due March 23rd to Ms. Anderson who will forward to TAAB, board to respond to Ms. Anderson by the 30th. Review the draft and perform corrections at the April 5th 5:30pm meeting.
- D. **Future of TAAB** – Currently 1 vacant seat and no applicants. 2 seats will become vacant May 30, 2018. Would like a JDIA (youth hockey) member. We feel at this time, the board could possibly sunset, but if a new manager is appointed, the board could be reestablished. Ms. Farzin suggested we write the report then talk about a sunset. Mr. Brookes suggested meeting even less frequently, quarterly?

VII. Staff Reports:

- A. **Period 6 Financial Report** – Focused on misc sales (advertising) revenue line item. FY17- \$5,261 total & FY18 \$17,247. There's an increase in demand and currently have a waitlist for prime board space. Discussed additional dasherboard ideas-Go high, banners, electronic (possible electrical issues and lack of power in facility), auction the space we have.
 - Received \$1000 sponsorship from Juneau Community Foundation for 9-week Afterschool Skating Program for participants from ZGYC, Tlingit & Haida, ORCA/SAIL, REACH, & JYS
- B. **Final FY17 Financial Report** - 59.4% cost recovery
- C. **Summer off-season** - If no ice, there should be something. Must have 100% cost recovery in summer & keep down facility costs. The budget currently doesn't allow rink to have custodian over the summer, but it's needed if open to the public. Summer FY18 ideas-like last year; roller derby (currently waiting to hear back), private rentals, Friday night business sponsored roller skating events. Add 6-week Parks & Rec floorball program. FY17 summer had up to 75 people attend roller skating events and need more than 1 staff to accommodate that number of users.

Additional Items:

- **Parking Lot Lighting** - Public meeting Jan 23 5:30-6:30 Douglas Library. \$50,000 project budget-Three light posts - 6 lights total – pointed down. 1 public member attended the library

meeting – she lives on St. Ann's. Ms. Anderson went door to door and hung meeting info tags. Some adjustments could be done to existing lighting to make it better for the neighbors.

- **Extended ice season** – Ms. Farzin feels like momentum is a killer, but rink closes. Find a sponsor for mid-April to mid may (experimental). This year we're open 36 weeks. If we shifted everything, and we were open 11 months; could it work? What is baseline cost, not including staff (keep lights on, ice frozen, etc). This is a year-long project, maybe for 2019. Ongoing agenda item – explore extended season feasibility.
- Briefly discussed lack of user attendance in shoulder season (August & April). August & April vacant ice times due to a change in weather, interest in outdoor activities, etc. Need to increase August & April usage before extending the ice season.

Future topics:

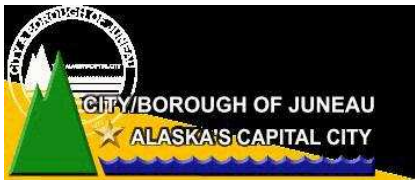
- Rework/Redesign the parking lot (so people don't walk behind parked cars)!
- Move the bus stop! It is a safety hazard.
- Explore extended season feasibility

VIII. Committee, Liaison, Board Member Report:

- A. Juneau Skating Club – Spring show April 14. Trying to get guest skater to come –Keegan Messing.
- B. Juneau Adult Hockey Association – no update
- C. Juneau Douglas Ice Association – no update
- D. Parks and Recreation Advisory Committee – no update

IX. Next meeting Date: Thursday, **April 5, 2018 at 5:30pm**, preferably City Hall room 237

X. Adjournment: 7:00pm

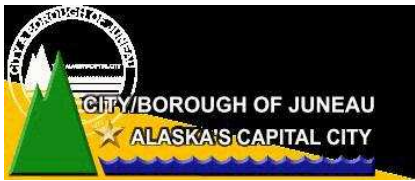


Financial Summary by Department, Division, and Program

FY 2018

PERIOD 8 (July 2017-February 2018) - REVENUES

	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department Parks and Rec							
Division Recreation							
Program RSA P&R Treadwell Arena							
State Revenues							
SSR PERS/TRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total State Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charges For Services							
User fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lessons/programs	(1,000.00)	(3,600.00)	(733.48)	(1,038.32)	0.00	0.00	(2,561.68)
In-line skating	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Learn to play	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate sharpening	(14,000.00)	(14,000.00)	(15,298.77)	(15,433.12)	0.00	0.00	1,433.12
Day camps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drop in gym	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gift cards sold	(500.00)	0.00	(11.08)	0.00	0.00	0.00	0.00
Daily pass revenue	(42,000.00)	(38,900.00)	(30,834.76)	(30,057.46)	0.00	0.00	(8,842.54)
Monthly revenue	(25,200.00)	(18,000.00)	(17,621.90)	(13,385.35)	0.00	0.00	(4,614.65)
Total Charges For Services	(82,700.00)	(74,500.00)	(64,499.99)	(59,914.25)	0.00	0.00	(14,585.75)
Misc Revenues							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	(200.00)	(400.00)	(476.19)	(809.29)	0.00	0.00	409.29
Vending revenue	(5,000.00)	(7,500.00)	(5,599.18)	(6,103.10)	0.00	0.00	(1,396.90)
Miscellaneous sales	(8,000.00)	(10,500.00)	(8,214.28)	(17,275.21)	0.00	0.00	6,775.21
Facility rental revenue	(260,000.00)	(291,700.00)	(265,115.89)	(270,152.72)	0.00	0.00	(21,547.28)
Equipment rental revenue	(6,700.00)	(500.00)	(4,160.63)	(573.90)	0.00	0.00	73.90
Locker rental	(14,000.00)	(14,900.00)	(13,737.67)	(14,939.54)	0.00	0.00	39.54
Cash over/short	0.00	0.00	1.75	0.00	0.00	0.00	0.00
Total Misc Revenues	(293,900.00)	(325,500.00)	(297,302.09)	(309,853.76)	0.00	0.00	(15,646.24)
Reimbursables							
Reimbursable Expense - External	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Reimbursables	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	(376,600.00)	(400,000.00)	(361,802.08)	(369,768.01)	0.00	0.00	(30,231.99)

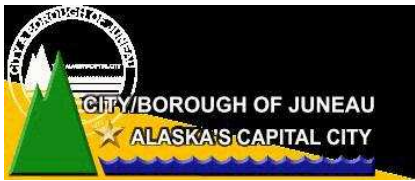


Financial Summary by Department, Division, and Program

FY 2018

PERIOD 8 (July 2017-February 2018) - EXPENDITURES

	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department Parks and Rec							
Division Recreation							
Program RSA P&R Treadwell Arena							
Personal Services							
Vacancy factor	(4,300.00)	(4,400.00)	0.00	0.00	0.00	0.00	(4,400.00)
Salaries	288,200.00	276,700.00	200,195.93	195,603.73	0.00	0.00	81,096.27
Overtime	3,400.00	3,400.00	3,874.34	4,404.45	0.00	0.00	(1,004.45)
Accrued leave	0.00	0.00	16,076.61	19,692.48	0.00	0.00	(19,692.48)
Benefits	143,900.00	144,300.00	94,059.64	84,380.05	0.00	0.00	59,919.95
Workers compensation	10,600.00	10,600.00	7,066.64	7,066.64	0.00	0.00	3,533.36
Engineering workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All other workforce	(4,400.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Personal Services	437,400.00	430,600.00	321,273.16	311,147.35	0.00	0.00	119,452.65
Travel and Training							
Mileage	500.00	500.00	347.18	194.36	0.00	0.00	305.64
Travel and training	0.00	2,100.00	939.20	2,729.94	0.00	0.00	(629.94)
Total Travel and Training	500.00	2,600.00	1,286.38	2,924.30	0.00	0.00	(324.30)
Services							
Telephone	6,000.00	6,000.00	4,074.73	3,943.80	0.00	0.00	2,056.20
Printing	400.00	100.00	74.00	19.47	0.00	0.00	80.53
Advertising	1,400.00	3,700.00	2,734.02	985.00	0.00	0.00	2,715.00
Electricity	60,000.00	58,300.00	41,713.90	41,932.65	0.00	6,029.09	10,338.26
Fuel oil & propane	61,000.00	62,100.00	42,418.67	46,109.41	0.00	11,132.46	4,858.13
Refuse disposal	2,600.00	2,800.00	1,591.87	1,352.75	0.00	0.00	1,447.25
Water service	1,500.00	1,600.00	996.42	1,004.49	0.00	0.00	595.51
Wastewater service	5,500.00	6,000.00	4,077.13	3,730.74	0.00	0.00	2,269.26
Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building maint division charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet equipment maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet replacement reserve	19,600.00	19,600.00	13,066.64	13,066.64	0.00	0.00	6,533.36
Spec & Prop	4,600.00	4,600.00	3,066.64	3,066.64	0.00	0.00	1,533.36
General Liab, Auto & EE Pract Ins	3,600.00	3,600.00	2,400.00	2,400.00	0.00	0.00	1,200.00
Dues and subscriptions	500.00	300.00	275.00	275.00	0.00	0.00	25.00
Contractual services	400.00	4,900.00	223.91	5,075.73	0.00	0.00	(175.73)
Bank card fees	10,000.00	8,700.00	6,369.38	4,863.05	0.00	0.00	3,836.95
Postage and parcel post	1,700.00	1,700.00	1,670.90	934.85	0.00	0.00	765.15



Financial Summary by Department, Division, and Program

FY 2018

PERIOD 8 (July 2017-February 2018) – EXPENDITURES

Total Services		178,800.00	184,000.00	124,753.21	128,760.22	0.00	17,161.55	38,078.23
		Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department	Parks and Rec							
Division	Recreation							
Program	RSA P&R Treadwell Arena							
Commodities and Materials								
	Fleet gasoline	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Office supplies	1,300.00	1,500.00	1,750.32	747.76	0.00	0.00	752.24
	Inventory	2,800.00	3,000.00	2,121.79	3,258.03	0.00	0.00	(258.03)
	Materials and commodities	25,000.00	25,000.00	32,013.46	13,522.37	0.00	0.00	11,477.63
	Safety programs and equipment	600.00	400.00	402.75	280.67	0.00	0.00	119.33
	Gasoline and oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Minor equipment	2,700.00	300.00	2,907.48	2,638.14	0.00	0.00	(2,338.14)
	Total Commodities and Materials	32,500.00	30,200.00	39,195.80	20,446.97	0.00	0.00	9,753.03
Misc and Other								
	Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Misc and Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Expenses	649,200.00	647,400.00	486,508.55	463,278.84	0.00	17,161.55	166,959.61