

# **AGENDA**

## **TREADWELL ARENA ADVISORY BOARD MEETING**

City Hall Room 237 5:30 PM  
Treadwell Arena Advisory Board (TAAB)- cancelled  
May 3, 2018

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - A. Approved April 5 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
  - A. Finalize report to Assembly
- VII. Staff Reports**
  - A. Period 9 Financial Report
  - B. Equipment 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](mailto:city.clerk@juneau.org)

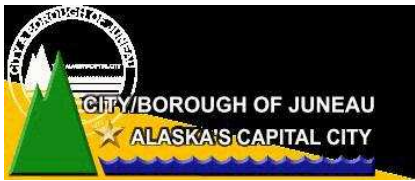
**Draft Meeting Minutes  
Treadwell Arena Advisory Board (TAAB)  
City & Borough of Juneau  
Thursday, April 5, 2017  
City Hall Room 237**

- I. Call to Order: Call to Order at 5:30pm
- II. Roll Call:
- Members Present: Liz Balstad, Bret Connell, Miles Brookes (telephone), Leah Farzin, Jason Soza  
Members Absent: Molly McCormick  
Staff Present: Lauren Anderson-Rink Manager  
Public Present: None
- III. Approval of Agenda: Ms. Balstad moved to approve the agenda. All in favor.
- IV. Approval of Minutes: Ms. Balstad moved to approve March 1, 2018 draft meeting minutes-no changes/changes.
- V. Public Participation on Non-Agenda Items - no public present
- VI. Agenda Topics:
- A. Report to Assembly drafting**
- Mr. Brookes wrote the draft report used last year's report as a template
  - Made changes to the Executive Summary (introduction) portion to an abbreviated version instead of listing all 5 report topics.
  - Focusing a bit more on the user groups
  - Include monetary amount of "other" (not core 3 users) user facility rental
  - Interested in getting more clarification of a clear policy from Assembly & the Law department on advertising from businesses that sell alcohol.
  - Updated report will be emailed to Ms. Anderson by Friday, April 13 and will be forwarded to TAAB members. Edits must be submitted to Ms. Anderson by April 18 t 4:00pm. If there are edits we will have a meeting to finalize on April 19 at 5:30pm City Hall Room 237.
  - Report due to Clerks office on May 4 and presented to the Human Resources Committee (HRC) on May 14 at 6:00pm
- B. TAAB Future**
- Proposed idea recommended to the Assembly from current Director of Parks & Rec to transition Treadwell & Aquatics Boards to be eliminated and add seats to the Parks and Recreation Advisory Committee (PRAC)
- Currently have 1 vacant TAAB seat that's been vacant since October 2017 with no applicants
  - 2 additional TAAB public seats will become vacant May 31
  - Currently TAAB is lacking involvement from reps from youth hockey (JDIA) which is a missing link to the TAAB
  - TAAB is interested in continuing to be a CBJ Board & not be eliminated. Would like to explore other options and a variation of the currently report to be more of a financial summary instead of focusing on the 5 items.
  - Jason Soza appointed as TAAB Chair
  - Liz Balstad will remain Co-Chair until May 31 when her seat is up.
- VII. Staff Reports
- A. Financial Report**
- Period 8 report provided
- B. Summer 2018 update**
- Updated TAAB on changes in Parks & Recreation department – new Director begins April 30, Youth Sports moving under Zach Gordon Youth Center in May, Centennial Hall moving under JACC in July, Lauren Anderson is the interim Aquatics Manager while the position is being filled (likely in May)
  - Containers – space for 3 more and will likely be retrofitted with electric and ventilation.
  - Interested in extended ice season - Rink Manager plans on putting together a 3 project plans –
    1. Extending ice season
    2. Keep current schedule (ice 36 weeks & cement 10 & maintenance 6 weeks) and opening facility with cement floor for - floorball, roller derby, private rentals, pickleball, roller skating (similar to Summer 2017)
    3. Keep same schedule and close rink (like Summer 2015 & 2016)

**TAAB April 5, 2108 meeting minutes continued:**

VIII. Committee, Liaison, Board Member Report

- A. Juneau Skating Club – April 15 Skating show - 300 tickets for sale
  - B. Juneau Adult Hockey Association – Championship April 8 planning on hosting a Beer Garden-catered by The Island Pub. No food vending. Hoping for food truck in the future. Beer gardens are approved on a case-by-case basis.
  - C. Juneau Douglas Ice Association
  - D. Parks and Recreation Advisory Committee
- IX. Next meeting Date – **April 19, 2018 at 5:30pm if needed**, otherwise May 3, 2018 at 5:30pm preferably City Hall room 237
- X. Adjournment: Ms. Balstad moved to adjourn at 6:45pm. All in favor.



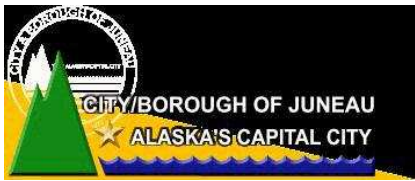
## Financial Summary by Department, Division, and Program

FY 2018

PERIOD 9 (July 2017-March 2018) - REVENUES

Budget	Budget Last Year	Actuals This Year	Actuals Last Year	Encumbrances This Year	Encumbrances Last Year	Remaining This Year	Balance
<b>Program</b>	<b>RSA P&amp;R Treadwell Arena</b>						
<b>State Revenues</b>							
SSR PERS/TRS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total State Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Charges For Services</b>							
User fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lessons/programs	(1,000.00)	(3,600.00)	(2,610.04)	(1,205.03)	0.00	0.00	(2,394.97)
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)	(16,812.47)	(17,191.55)	0.00	0.00	3,191.55
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)	(34,400.47)	(35,514.96)	0.00	0.00	(3,385.04)
Monthly revenue	(25,200.00)	(18,000.00)	(17,955.23)	(13,718.69)	0.00	0.00	(4,281.31)
<b>Total Charges For Services</b>	<b>(82,700.00)</b>	<b>(74,500.00)</b>	<b>(71,789.29)</b>	<b>(67,630.23)</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,869.77)</b>
<b>Misc Revenues</b>							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	(200.00)	(400.00)	(491.19)	(809.29)	0.00	0.00	409.29
Vending revenue	(5,000.00)	(7,500.00)	(6,600.54)	(7,043.85)	0.00	0.00	(456.15)
Miscellaneous sales	(8,000.00)	(10,500.00)	(9,309.52)	(17,275.21)	0.00	0.00	6,775.21
Facility rental revenue	(260,000.00)	(291,700.00)	(297,398.39)	(298,875.10)	0.00	0.00	7,175.10
Equipment rental revenue	(6,700.00)	(500.00)	(4,702.96)	(578.21)	0.00	0.00	78.21
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
<b>Total Misc Revenues</b>	<b>(293,900.00)</b>	<b>(325,500.00)</b>	<b>(332,238.52)</b>	<b>(339,521.20)</b>	<b>0.00</b>	<b>0.00</b>	<b>14,021.20</b>
<b>Reimbursables</b>							
Reimbursable Expense - External	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Reimbursables</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>(376,600.00)</b>	<b>(400,000.00)</b>	<b>(404,027.81)</b>	<b>(407,151.43)</b>	<b>0.00</b>	<b>0.00</b>	<b>7,151.43</b>

**FY17 TOTAL REVENUES (\$415,231.47)**

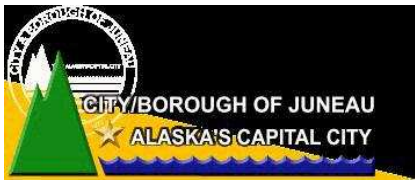


## Financial Summary by Department, Division, and Program

FY 2018

PERIOD 9 (July 2017-March 2018) - EXPENDITURES

Program	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
<b>Program</b>							
<b>RSA P&amp;R Treadwell Arena</b>							
<b>Personal Services</b>							
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	226,553.53	221,010.56	0.00	0.00	55,689.44
Overtime	3,400.00	3,400.00	4,564.53	5,110.95	0.00	0.00	(1,710.95)
Accrued leave	0.00	0.00	18,400.94	22,076.37	0.00	0.00	(22,076.37)
Benefits	143,900.00	144,300.00	105,331.38	95,503.69	0.00	0.00	48,796.31
Workers compensation	10,600.00	10,600.00	7,949.97	7,949.97	0.00	0.00	2,650.03
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
<b>Total Personal Services</b>	<b>437,400.00</b>	<b>430,600.00</b>	<b>362,800.35</b>	<b>351,651.54</b>	<b>0.00</b>	<b>0.00</b>	<b>78,948.46</b>
<b>Travel and Training</b>							
Mileage	500.00	500.00	365.88	216.19	0.00	0.00	283.81
Travel and training	0.00	2,100.00	939.20	2,729.94	0.00	0.00	(629.94)
<b>Total Travel and Training</b>	<b>500.00</b>	<b>2,600.00</b>	<b>1,305.08</b>	<b>2,946.13</b>	<b>0.00</b>	<b>0.00</b>	<b>(346.13)</b>
<b>Services</b>							
Telephone	6,000.00	6,000.00	4,560.97	4,444.40	0.00	0.00	1,555.60
Printing	400.00	100.00	88.26	19.47	0.00	0.00	80.53
Advertising	1,400.00	3,700.00	3,717.02	985.00	0.00	0.00	2,715.00
Electricity	60,000.00	58,300.00	48,005.70	47,961.74	0.00	0.00	10,338.26
Fuel oil & propane	61,000.00	62,100.00	55,637.70	56,942.99	0.00	2,709.40	2,447.61
Refuse disposal	2,600.00	2,800.00	1,852.92	1,837.95	0.00	0.00	962.05
Water service	1,500.00	1,600.00	1,171.12	1,181.09	0.00	0.00	418.91
Wastewater service	5,500.00	6,000.00	4,716.92	4,386.39	0.00	0.00	1,613.61
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	14,699.97	14,699.97	0.00	0.00	4,900.03
Spec & Prop	4,600.00	4,600.00	3,449.97	3,449.97	0.00	0.00	1,150.03
General Liab, Auto & EE Pract Ins	3,600.00	3,600.00	2,700.00	2,700.00	0.00	0.00	900.00
Dues and subscriptions	500.00	300.00	275.00	503.53	0.00	0.00	(203.53)
Contractual services	400.00	4,900.00	232.49	5,075.73	0.00	0.00	(175.73)
Bank card fees	10,000.00	8,700.00	7,275.18	5,488.82	0.00	0.00	3,211.18
Postage and parcel post	1,700.00	1,700.00	1,670.90	934.85	0.00	0.00	765.15
<b>Total Services</b>	<b>178,800.00</b>	<b>184,000.00</b>	<b>150,054.12</b>	<b>150,611.90</b>	<b>0.00</b>	<b>2,709.40</b>	<b>30,678.70</b>



## Financial Summary by Department, Division, and Program

FY 2018

PERIOD 9 (July 2017-March 2018) - EXPENDITURES

	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
<b>Department</b>	Parks and Rec						
<b>Division</b>	Recreation						
<b>Program</b>	RSA P&R Treadwell Arena						
<b>Commodities and Materials</b>							
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	32,989.14	13,625.30	0.00	0.00	11,374.70
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	2,993.48	2,638.14	0.00	0.00	(2,338.14)
<b>Total Commodities and Materials</b>	<b>32,500.00</b>	<b>30,200.00</b>	<b>40,257.48</b>	<b>20,549.90</b>	<b>0.00</b>	<b>0.00</b>	<b>9,650.10</b>
<b>Misc and Other</b>							
Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Misc and Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>649,200.00</b>	<b>647,400.00</b>	<b>554,417.03</b>	<b>525,759.47</b>	<b>0.00</b>	<b>2,709.40</b>	<b>118,931.13</b>
<b>FY17 TOTAL EXPENDITURES (\$680,368.64)</b>							