

AGENDA TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

October 16, 2018

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. September 6 draft minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. Strategic Planning
- VII. Staff Reports**
 - A. Financial Report - period 2
- 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

**Draft Meeting Minutes
Treadwell Arena Advisory Board (TAAB)
City & Borough of Juneau
Thursday, September 6, 2018
City Hall Room 237**

I. Call to Order: Call to Order at 5:32pm

II. Roll Call:

Members Present: Miles Brookes, Leah Farzin, Jason Soza, Ryan Kauzlarich, Josh Fortenbery, Bret Connell, Alexander Smith

Members Absent:

Staff Present: Lauren Anderson - Rink Manager, Alexandra Pierce - Parks & Recreation Project Manager

Public Present: No public present

III. Approval of Agenda: Ms. Farzin moved to approve the agenda. All in favor.

IV. Approval of Minutes: Mr. Brookes moved to approve July 5, 2018 draft meeting minutes - no changes.

V. Public Participation on Non-Agenda Items: No public present.

VI. Agenda Topics:

A. Master Plan Update from Alexandra Pierce

- Discussed draft of Mission, Vision & Guiding Principles that related to Treadwell drafted and reviewed by steering committee.
 - o Develop a department wide fees and charges policy.
 - o Analysis needed of time spent to complete tasks to assist in capital project cost projections.
 - o Need for establishing vendor policy.
 - o Valley gym space renovation.
 - o Summer programming could include ice, open to interpretation.
 - o Draft going out for public comment, November planning commission and assembly approval.

B. New Members

- Alexander Smith
- Co-Chair – Josh Fortenbery

C. TAAB goals, mission & purpose

- Purpose outside of report provided currently unclear.
- Board member participation in assembly meetings to promote the rink and goals.
- Board has ebbed and flowed over the years, it being empowered could be more problematic should the board membership decline.
- Reasons to continue; strength in numbers, oversight, communication, development, advocacy, brainstorming. Barriers; meetings, lack of authority, unclear purpose.
- Next meeting format to be strategic planning session on board purpose.

D. Concessions & Vending

- Per CBJ code, the Rink does not have the ability to vend due to not being a site location with commercial, youth or nonprofit operator options (11 CBJAC 05.040.d.1).
- Barrier identified to Rink revenues.

VII. Staff Reports:

- A. Period 1 Financial Report
 - Report provided.
 - Does not include all of July 2018 figures.

VIII. Committee, Liaison, Board Member Report:

- A. Juneau Skating Club – Season starting, 30-40 skaters each Friday.
- B. Juneau Adult Hockey Association – Season started Sunday 2nd, even numbers, fewer beginners, a fair number moved up in skills, 1 team of beginners.
- C. Juneau Douglas Ice Association – No report.
- D. Parks and Recreation Advisory Committee – No report.

IX. Next meeting Date – October 16th, 2018 at 5:30pm, preferably City Hall room 237

X. Adjournment: Mr. Soza moved to adjourn at 7:05pm. All in favor.

Financial Summary

FY19 - P02 Report run on: 10/2/2018

	Budget FY18	Budget FY19	FY18 Actuals P01-12	Actuals FY18	% vs FY18 actuals	Actuals FY19	% vs FY19 budget	FY19 Actuals vs FY18 Actuals	Encumbrances This Year	Remaining Balance FY19	Remaining Balance FY18	Possible FY19 Actuals
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	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Total State Revenues	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Charges For Services												
User fees	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Lessons/programs	(3,600.00)	(2,000.00)	(2,557.45)	(47.60)	2%	(952.50)	48%	904.90	0.00	(1,047.50)	(2,509.85)	(3,462.35)
In-line skating	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Learn to play	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Skate sharpening	(14,000.00)	(12,000.00)	(17,624.74)	(1,685.36)	10%	(1,809.12)	15%	123.76	0.00	(10,190.88)	(15,939.38)	(17,748.50)
Day camps	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Drop in gym	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Gift cards sold	0.00	0.00	(11.08)	0.00	0%	0.00	#DIV/0!	0.00	0.00	0.00	(11.08)	(11.08)
Daily pass revenue	(38,900.00)	(32,000.00)	(36,806.72)	(1,620.55)	4%	(1,835.60)	6%	215.05	0.00	(30,164.40)	(35,186.17)	(37,021.77)
Monthly revenue	(18,000.00)	(18,000.00)	(14,347.27)	(6,242.44)	44%	(7,373.36)	41%	1,130.92	0.00	(10,626.64)	(8,104.83)	(15,478.19)
Total Charges For Services	(74,500.00)	(64,000.00)	(71,347.26)	(9,595.95)	13%	(11,970.58)	19%	2,374.63	0.00	(52,029.42)	(61,751.31)	(73,721.89)
Misc Revenues												
Donation revenues	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Food/service permits	(400.00)	(400.00)	(828.34)	(90.00)	11%	0.00	0%	(90.00)	0.00	(400.00)	(738.34)	(738.34)
Vending revenue	(7,500.00)	(7,000.00)	(7,983.17)	(276.15)	3%	(884.53)	13%	608.38	0.00	(6,115.47)	(7,707.02)	(8,591.55)
Miscellaneous sales	(10,500.00)	(10,000.00)	(17,275.21)	(10,523.80)	61%	(6,071.42)	61%	(4,452.38)	0.00	(3,928.58)	(6,751.41)	(12,822.83)
Facility rental revenue	(291,700.00)	(291,700.00)	(303,010.10)	(43,003.38)	14%	(44,380.71)	15%	1,377.33	0.00	(247,319.29)	(260,006.72)	(304,387.43)
Equipment rental revenue	(500.00)	0.00	(578.21)	(526.30)	91%	0.00	#DIV/0!	(526.30)	0.00	0.00	(51.91)	(51.91)
Locker rental	(14,900.00)	(14,900.00)	(14,939.54)	(14,568.12)	98%	(20,486.46)	137%	5,918.34	0.00	5,586.46	(371.42)	(20,857.88)
Cash over/short	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	(325,500.00)	(324,000.00)	(344,614.57)	(68,987.75)	20%	(71,823.12)	22%	2,835.37	0.00	(252,176.88)	(275,626.82)	(347,449.94)
Total Revenues	(400,000.00)	(388,000.00)	(415,961.83)	(78,583.70)	19%	(83,793.70)	22%	5,210.00	0.00	(304,206.30)	(337,378.13)	(421,171.83)
Personal Services												
Vacancy factor	(4,400.00)	(4,400.00)	0.00	0.00	#DIV/0!	0.00	0%	0.00	0.00	(4,400.00)	0.00	0.00
Salaries	276,700.00	287,400.00	258,637.10	35,345.02	14%	27,743.20	10%	(7,601.82)	0.00	259,656.80	223,292.08	251,035.28
Overtime	3,400.00	3,500.00	5,482.10	1,122.66	20%	848.11	24%	(274.55)	0.00	2,651.89	4,359.44	5,207.55
Accrued leave	0.00	0.00	15,579.17	3,800.46	24%	14,495.92	#DIV/0!	10,695.46	0.00	(14,495.92)	11,778.71	26,274.63
Benefits	144,300.00	148,300.00	117,563.76	15,510.63	13%	16,693.64	11%	1,183.01	0.00	131,606.36	102,053.13	118,746.77
Workers compensation	10,600.00	10,200.00	10,600.00	10,600.00	100%	10,200.00	100%	(400.00)	0.00	0.00	0.00	10,200.00
Engineering workforce	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
All other workforce	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Total Personal Services	430,600.00	445,000.00	407,862.13	66,378.77	16%	69,980.87	16%	3,602.10	0.00	375,019.13	341,483.36	411,464.23
Commodities and Materials												
Mileage	500.00	500.00	270.74	55.16	20%	39.56	8%	(15.60)	0.00	460.44	215.58	255.14
Travel and training	2,100.00	3,500.00	2,729.94	0.00	0%	0.00	0%	0.00	0.00	3,500.00	2,729.94	2,729.94
Telephone	6,000.00	6,100.00	5,953.11	984.18	17%	889.23	15%	(94.95)	0.00	5,210.77	4,968.93	5,858.16
Printing	100.00	100.00	19.47	15.00	77%	41.25	41%	26.25	0.00	58.75	4.47	45.72
Advertising	3,700.00	3,700.00	985.00	0.00	0%	0.00	0%	0.00	0.00	3,700.00	985.00	985.00
Electricity	58,300.00	58,300.00	55,692.80	5,589.52	10%	3,696.76	6%	(1,892.76)	0.00	54,603.24	50,103.28	53,800.04
Fuel oil & propane	62,100.00	63,600.00	64,165.31	2,894.68	5%	1,676.10	3%	(1,218.58)	0.00	61,923.90	61,270.63	62,946.73
Refuse disposal	2,800.00	2,800.00	2,741.28	225.45	8%	226.72	8%	1.27	0.00	2,573.28	2,515.83	2,742.55
Water service	1,600.00	1,700.00	1,457.36	60.70	4%	57.96	3%	(2.74)	0.00	1,642.04	1,396.66	1,454.62

	Budget FY18	Budget FY19	FY18 Actuals P01-12	Actuals FY18	% vs FY18 actuals	Actuals FY19	% vs FY19 budget	FY19 Actuals vs FY18 Actuals	Encumbrances This Year	Remaining Balance FY19	Remaining Balance FY18	Possible FY19 Actuals
Wastewater service	6,000.00	6,100.00	5,413.74	226.04	4%	640.37	10%	414.33	0.00	5,459.63	5,187.70	5,828.07
Repairs	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Building maint division charges	0.00	97,200.00	0.00	0.00	#DIV/0!	97,200.00	100%	97,200.00	0.00	0.00	0.00	97,200.00
Fleet equipment maintenance	0.00	0.00	0.00	0.00	#DIV/0!	4,873.00	#DIV/0!	4,873.00	0.00	(4,873.00)	0.00	4,873.00
Fleet replacement reserve	19,600.00	19,600.00	19,599.96	19,600.00	100%	19,600.00	100%	0.00	0.00	0.00	(0.04)	19,599.96
Spec & Prop	4,600.00	6,600.00	4,599.96	4,600.00	100%	6,600.00	100%	2,000.00	0.00	0.00	(0.04)	6,599.96
General Liab, Auto & EE Pract	3,600.00	2,700.00	3,600.00	3,600.00	100%	2,700.00	100%	(900.00)	0.00	0.00	0.00	2,700.00
Dues and subscriptions	300.00	500.00	503.53	0.00	0%	0.00	0%	0.00	0.00	500.00	503.53	503.53
Fleet gasoline	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Contractual services	4,900.00	600.00	7,728.23	4,609.50	60%	1,482.13	247%	(3,127.37)	0.00	(882.13)	3,118.73	4,600.86
Bank card fees	8,700.00	8,700.00	5,894.77	359.31	6%	(2.70)	0%	(362.01)	0.00	8,702.70	5,535.46	5,532.76
Office supplies	1,500.00	1,500.00	1,084.86	104.19	10%	195.95	13%	91.76	0.00	1,304.05	980.67	1,176.62
Postage and parcel post	1,700.00	1,500.00	934.85	0.00	0%	49.45	3%	49.45	0.00	1,450.55	934.85	984.30
Inventory	3,000.00	2,500.00	3,258.03	0.00	0%	655.94	26%	655.94	0.00	1,844.06	3,258.03	3,913.97
Materials and commodities	25,000.00	25,000.00	19,048.43	7,729.61	41%	2,422.19	10%	(5,307.42)	0.00	22,577.81	11,318.82	13,741.01
Safety programs and equipme	400.00	400.00	280.67	0.00	0%	0.00	0%	0.00	0.00	400.00	280.67	280.67
Gasoline and oil	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Minor equipment	300.00	0.00	2,638.14	1,863.14	71%	2,529.57	#DIV/0!	666.43	0.00	(2,529.57)	775.00	3,304.57
Total Commodities and Mate	216,800.00	313,200.00	208,600.18	52,516.48	25%	145,573.48	46%	93,057.00	0.00	167,626.52	156,083.70	301,657.18
Misc and Other												
Recruiting	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Total Misc and Other	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
Total Expenses	647,400.00	758,200.00	616,462.31	118,895.25	19%	215,554.35	28%	96,659.10	0.00	542,645.65	497,567.06	713,121.41