

AGENDA TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

February 7, 2019

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. Draft December 11, 2018 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. Annual Report
- VII. Staff Reports**
 - A. Concession room update
 - B. Programming update
 - Zamboni naming poll
 - Sweet 16 event February 15th 7:45-8:45pm
 - Ice season 2020-2021
 - Summer 2020-2021
 - C. Financial Report-period 5
- 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
Tuesday, December 11, 2018
City Hall Room 237**

I. **Call to Order:** Call to Order at 5:33 pm

II. **Roll Call:**

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

Members Absent: Miles Brookes

Staff Present: Lauren Anderson - Rink Manager, Lindsey Foster - Admin Officer, Parks and Rec.

Public Present: None

III. **Approval of Agenda:** Mr. Soza moved to approve the agenda. All in favor.

IV. **Approval of Minutes:** Mr. Soza moved to approve October 16, 2018 draft meeting minutes with changes to Members Present. Alex Pierce should have been listed as Alexander Smith.

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

VI. **Agenda Topics:**

A. Treadwell Concession Room

- Lauren discussed with the high school the possibility of the concessions room no longer being available for use.
- CBJ has not updated its vending policy since 1999 and is in need of editing.
- An RFP for 1 year, typically a 3-5 year term, will be worked on for concessions at Treadwell. The RFP will be available to the public online.
- Other CBJ facilities are also an option as fund raising locations.

B. TAAB Ordinance Revisions

- Reviewed the red lined version in the board packet. Changes suggested were to remove "if applicable" language in section 4, remove the edits to section 6 entirely, and add language to section 3 that allows for more group membership and the desire to have at least one representative from each user group if practicable.
- Ms. Farzin moved to accept the changes, Mr. Kauzlarich seconded, none opposed.
- January 7th introduction to the Assembly at 6pm meeting.
- Mr. Fortenbery to update red lined version with changes.

VII. **Staff Reports:**

A. Olympia Ice Resurfacers Update

- Lauren sold the previous ice resurfacers to Ester Community Park.

B. ARPA Conference Update

- Attended ice resurfacing workshop the day beforehand, toured Fairbanks area rinks.
- Researched using Max Galaxy software for scheduling.
- Drafting questions for user group boards in regards to summer schedules.

C. Financial Report – Period 3

- FY19 financial report as of November 15th 2018, reviewed.

VIII. **Committee, Liaison, Board Member Report:**

A. Juneau Skating Club

- A. Holiday Show, free admission, 1hr. beginning at 2:30pm on December 16, 2018
- B. Need more Learn to Skate coaches.

B. Juneau Adult Hockey Association

A. Fall season ended before Thanksgiving, Jamboree-currently 6 teams with 5 games each.

B. 4 people on tier D, co-ed, need more people.

C. Juneau Douglas Ice Association – no update

D. Parks and Recreation Advisory Committee – no update

IX. Next meeting Date – **February 7, 2018 at 5:30pm**, preferably City Hall room 237

X. Adjournment: Mr. Soza moved to adjourn at 6:42 pm. All in favor.

Parks & Recreation			FY18 Actuals					FY19 Actuals	Remaining	Remaining	Possible
Treadwell Ice Arena	Budget FY18	Budget FY19	P01-12	Actuals FY18	% vs FY18 Actuals	Actuals FY19	% vs FY19 Budget	vs FY18 Actuals	Balance FY19	Balance FY18	FY19 Actuals
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
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
Revenue											
Donation revenues	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00
User fees	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00
Lessons/programs	(3,600.00)	(2,000.00)	(2,557.45)	(809.68)	32%	(1,309.75)	65%	500.07	(690.25)	(1,747.77)	(3,057.52)
Skate sharpening	(14,000.00)	(12,000.00)	(17,624.74)	(7,778.66)	44%	(7,797.62)	65%	18.96	(4,202.38)	(9,846.08)	(17,643.70)
Gift cards sold	0.00	0.00	(11.08)	0.00	0%	0.00	#DIV/0!	0.00	0.00	(11.08)	(11.08)
Daily pass revenue	(38,900.00)	(32,000.00)	(36,806.72)	(13,038.40)	35%	(11,595.90)	36%	(1,442.50)	(20,404.10)	(23,768.32)	(35,364.22)
Monthly revenue	(18,000.00)	(18,000.00)	(14,347.27)	(10,476.80)	73%	(11,244.90)	62%	768.10	(6,755.10)	(3,870.47)	(15,115.37)
Food/service permits	(400.00)	(400.00)	(828.34)	(655.72)	79%	(300.00)	75%	(355.72)	(100.00)	(172.62)	(472.62)
Vending revenue	(7,500.00)	(7,000.00)	(7,983.17)	(2,377.18)	30%	(3,894.23)	56%	1,517.05	(3,105.77)	(5,605.99)	(9,500.22)
Miscellaneous sales	(10,500.00)	(10,000.00)	(17,275.21)	(14,814.30)	86%	(8,676.18)	87%	(6,138.12)	(1,323.82)	(2,460.91)	(11,137.09)
Facility rental revenue	(291,700.00)	(291,700.00)	(303,010.10)	(154,900.00)	51%	(168,568.00)	58%	13,668.00	(123,132.00)	(148,110.10)	(316,678.10)
Equipment rental revenue	(500.00)	0.00	(578.21)	(568.55)	98%	0.00	#DIV/0!	(568.55)	0.00	(9.66)	(9.66)
Locker rental	(14,900.00)	(14,900.00)	(14,939.54)	(14,939.50)	100%	(22,410.30)	150%	7,470.80	7,510.30	(0.04)	(22,410.34)
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
Total Revenues	(400,000.00)	(388,000.00)	(415,961.83)	(220,358.79)	53%	(235,796.88)	61%	15,438.09	(152,203.12)	(195,603.04)	(431,399.92)
Total Revenues	(400,000.00)	(388,000.00)	(415,961.83)	(220,358.79)	53%	(235,796.88)	61%	15,438.09	(152,203.12)	(195,603.04)	(431,399.92)
Personnel Services											
Vacancy factor	(4,400.00)	(4,400.00)	0.00	0.00	#DIV/0!	0.00	0%	0.00	(4,400.00)	0.00	0.00
Salaries	276,700.00	287,400.00	258,637.10	121,318.80	47%	114,297.20	40%	(7,021.60)	173,102.80	137,318.30	251,615.50
Overtime	3,400.00	3,500.00	5,482.10	3,395.45	62%	3,598.78	103%	203.33	(98.78)	2,086.65	5,685.43
Accrued leave	0.00	0.00	15,579.17	10,998.20	71%	23,072.73	#DIV/0!	12,074.53	(23,072.73)	4,580.97	27,653.70
Benefits	144,300.00	148,300.00	117,563.76	49,547.09	42%	55,897.99	38%	6,350.90	92,402.01	68,016.67	123,914.66
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	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
All other workforc	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00
Total Personnel Services	430,600.00	445,000.00	407,862.13	195,859.54	48%	207,066.70	47%	11,207.16	237,933.30	212,002.59	419,069.29
Commodities and Materials											
Mileage	500.00	500.00	270.74	151.36	56%	76.39	15%	(74.97)	423.61	119.38	195.77
Travel and training	2,100.00	3,500.00	2,729.94	2,729.94	100%	1,159.88	33%	(1,570.06)	2,340.12	0.00	1,159.88
Telephone	6,000.00	6,100.00	5,953.11	2,451.97	41%	2,433.96	40%	(18.01)	3,666.04	3,501.14	5,935.10
Printing	100.00	100.00	19.47	15.00	77%	148.77	149%	133.77	(48.77)	4.47	153.24
Advertising	3,700.00	3,700.00	985.00	985.00	100%	1,056.00	29%	71.00	2,644.00	0.00	1,056.00
Electricity	58,300.00	58,300.00	55,692.80	23,298.13	42%	14,678.07	25%	(8,620.06)	43,621.93	32,394.67	47,072.74
Fuel oil & propane	62,100.00	63,600.00	64,165.31	22,027.04	34%	28,785.26	45%	6,758.22	34,814.74	42,138.27	70,923.53
Refuse disposal	2,800.00	2,800.00	2,741.28	901.29	33%	911.34	33%	10.05	1,888.66	1,839.99	2,751.33
Water service	1,600.00	1,700.00	1,457.36	490.34	34%	511.80	30%	21.46	1,188.20	967.02	1,478.82

Parks & Recreation			FY18 Actuals				FY19 Actuals			Remaining	Remaining	Possible	
Treadwell Ice Arena			Budget FY18	Budget FY19	P01-12	Actuals FY18	% vs FY18	Actuals FY19	% vs FY19	vs FY18	Balance	Balance FY18	Possible
							Actuals	Budget	Actuals		FY19	FY19 Actuals	
Wastewater service			6,000.00	6,100.00	5,413.74	1,821.79	34%	2,351.48	39%	529.69	3,748.52	3,591.95	5,943.43
Building maint division charge			0.00	97,200.00	0.00	0.00	#DIV/0!	97,200.00	100%	97,200.00	0.00	0.00	97,200.00
Fleet equipment maintenanc			0.00	0.00	0.00	0.00	#DIV/0!	4,873.00	#DIV/0!	4,873.00	(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	(0.04)	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	(0.04)	6,599.96
General Liab, Auto & EE Prac			3,600.00	2,700.00	3,600.00	3,600.00	100%	2,700.00	100%	(900.00)	0.00	0.00	2,700.00
Dues and subscriptions			300.00	500.00	503.53	0.00	0%	0.00	0%	0.00	500.00	503.53	503.53
Contractual services			4,900.00	600.00	7,728.23	4,866.73	63%	1,757.13	293%	(3,109.60)	(1,157.13)	2,861.50	4,618.63
Bank card fees			8,700.00	8,700.00	5,894.77	2,572.15	44%	2,596.97	30%	24.82	6,103.03	3,322.62	5,919.59
Office supplies			1,500.00	1,500.00	1,084.86	269.78	25%	499.49	33%	229.71	1,000.51	815.08	1,314.57
Postage and parcel post			1,700.00	1,500.00	934.85	934.85	100%	49.45	3%	(885.40)	1,450.55	0.00	49.45
Inventory			3,000.00	2,500.00	3,258.03	0.00	0%	655.94	26%	655.94	1,844.06	3,258.03	3,913.97
Materials and commodities			25,000.00	25,000.00	19,048.43	10,761.38	56%	5,643.81	23%	(5,117.57)	19,356.19	8,287.05	13,930.86
Safety programs and equipm			400.00	400.00	280.67	0.00	0%	0.00	0%	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
Minor equipment			300.00	0.00	2,638.14	2,638.14	100%	2,660.85	#DIV/0!	22.71	(2,660.85)	0.00	2,660.85
Total Commodities and Mate			216,800.00	313,200.00	208,600.18	104,714.89	50%	196,949.59	63%	92,234.70	116,250.41	103,885.29	300,834.88
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
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
Total E			647,400.00	758,200.00	616,462.31	300,574.43	49%	404,016.29	53%	103,441.86	354,183.71	315,887.88	719,904.17