

AGENDA

TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

July 24, 2019

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. Draft April 24, 2019 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. New Member introductions
- VII. Staff Reports**
 - A. 2019-20 Rink Schedule
 - Rink Special Events
 - B. Summer Projects
 - New logo, concession room, formline/redline, kickplate, LED lights
 - C. Locker Rooms
 - 1. Keys-New for 2019-20 season-Treadwell Arena will require key sign out by safe sport certified adult
 - 2. Team assignments-Discuss the option of non gender specific locker rooms
 - 3. Usage-for non-skating activities with possible fee options. Ex. meetings, off-ice activities, etc.
 - D. Period 11 Financial Report
- 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
April 24, 2019
City Hall Room 237**

- I. **Call to Order:** Call to Order at 5:41pm
- II. **Roll Call:**
 - Members Present:** Leah Farzin, Jason Soza, Ryan Kauzlarich, Alexander Smith, Bret Connell, Kirk Duncan, Miles Brookes-via phone
 - Members Absent:** Josh Fortenbery
 - Staff Present:** Lauren Anderson - Rink Manager
 - 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 March 26, 2019 draft meeting minutes - no changes
- V. **Public Participation on Non-Agenda Items:** no public present
- VI. **Agenda Topics:**
 - A. Vacant Board Seat – Applications Due May 6, 2019
 - Mr. Brookes plans to reapplying for current seat
 - Appointment will take place May 13, 2019 during HRC meeting
 - B. Annual Report progress
 - Remaining sections need completion by May 1, 2019
 - Edits made, and approved, by board to Identified Opportunities to Generate Net Revenue or Increase Operational Efficiencies section, and recommended cost recovery rate increase to 55%, changes to introduction
- VII. **Staff Reports:**
 - A. Facility closure update
 - Zamboni broke the last week of ice, used backup ice resurfer, Zamboni added to fleet schedule for CBJ annual servicing
 - Ice removed Wednesday April 17, 2019
 - Roller derby reached out for availability
 - Native artwork for the red line designed with the BAM! Zach Gordon Youth Center after school program, CBJ Print Shop, and Jet Ice
 - Covered advertising efforts for next season
 - New logo is in draft phase with Pixel and Plume
 - May 1, 2019 meeting with core user groups to discuss 2019/2020 ice scheduling
 - B. Financial Reports
 - Reviewed periods 1 through 12
- VIII. **Committee, Liaison, Board Member Report:**
 - A. Juneau Skating Club
 - Spring show took place April 6, 2019
 - B. Juneau Adult Hockey Association
 - Held championship, banquet, and a successful season.
 - C. Juneau Douglas Ice Association
 - No update
 - D. Parks and Recreation Advisory Committee
 - Submitting annual report on May 13, 2019, with great rate of cost recovery, competent management, increased community support and increased user group participation.
- IX. Next meeting Date – **July 24, 2019 at 5:30pm**, preferably City Hall room 237
- X. Adjournment: Mr. Soza adjourned meeting at 7:02pm.

2019-20 TREADWELL ARENA SPECIAL EVENT SCHEDULE

DATE	EVENT	TIME	SPONSOR
Monday August 5, 2019	TREADWELL ARENA OPENS	38 week ice season	Last Day-Sunday, April 26
August 5-9	Planet Hockey Camp	Youth M-F 9:00-11:15, 11:30-1:45, 2:00-3:00 (exp Fri) Adults T & Th 6:00-8:00pm	
Monday, August 5	Red Formline event	TBA	w/Sealaska
Saturday, August 17	Guns vs Hoses	6:00-8:00pm	JPD Event
Monday, August 19	1st day of school JSD		
Friday, August 21	Back to School Skate	6:30-8:00pm	4th of July Committee
Saturday, August 17	Day of Play	11:30-12:10 & 12:30-1:10	
August 24 & 25	DIC Cup Tournament	5 hours total - TBA	JAHA Event
August 17, 18, 24, 25, 31 & Sep	JSC Skating Clinic	mostly 2:00-4:00pm	JSC Event
August 11,12,13,19,20,26&27	RINK CLOSED-Limited schedule		
Monday, September 2	Labor Day - Rink Closed		
Saturday, September	JDIA Discover Hockey	noon-2:00pm	
October	Ref Clinic		
October	Hockey Coaches Clinic		
Saturday, October	Purple Skate-In honor of DV		
Friday, October 25	Halloween Skate	7:45-9:15pm	
Friday, November 8-10	Jamboree Tournament	F 5:15-10:00, S 8:00-5:45, S 8:00-12:45	
Wednesday, November 27	Turkey Bowling	7:45-9:00pm	
Thursday, November 28	Thanksgiving - Rink Closed		
Friday, November 29	Santa Skate	7:45-9:00pm	4th of July Committee
Saturday, December 21	HECLA Holiday Party	4:30-6:30pm	
Wednesday, December 25	Christmas - Rink Closed		
Thursday, December 26	JDHS Alumni Game	6:00-7:30pm	
Wednesday, January 1 2019	New Years - Rink Closed		
Thursday, February 20	Sister City Game	8:00-9:00pm	
February 21, 22, 23	Rainforest Tournament	18 games?	
	JSC Testing Session		
March 15-21	Arctic Winter Games		In Whitehorse
March	Youth Hockey Clinic		
March	Adult Hockey Clinic		
Saturday, April 4	JSC Skating Show	3:00pm & 7:00pm ?	JSC Event
Saturday, April 25	JSC Skating Competition	9:00am-4:00pm	JSC Event
Sunday, April 26	ICEAGEDDON		
Sunday, April 26	Final Open Skate	6:00-8:00pm	
Monday, April 27	Ice Removal		
DATES to be aware of:			
Rink Opens	Monday, August 5, 2019		
Super Bowl	Sunday, Feb. 2, 2020		
AK Folk Fest	April 13-18, 2020		
Easter	Sunday, April 12, 2020		
Ice Removal	Monday, April 27, 2020		
2020-21 Opening Day	Monday, July 20, 2020	PROPOSED	
Key:			
White=TBD			
Grey=Rink Closed			
Green=Scheduled for season			
Blue=Rink event	Need Flyer		updated 7/12/19



Financial Summary
 FY19 - P11
 Report Run: 6/25/2019

Parks & Recreation							FY18 Actuals					FY19 Actuals	Remaining	Remaining	Remaining	Possible
Treadwell Ice Arena			Budget FY18	Budget FY19	Projected Actuals FY19	P01-12	Actuals FY18	% vs FY18 Actuals	Actuals FY19	% vs FY19 Budget	vs FY18 Actuals	Balance FY19 Budget	Balance FY19 Proj Actls	Balance FY18	FY19 Actuals	
State Revenues																
	SSR PERS/TRS		0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	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	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	0.00
Revenue																
	Donation revenues		0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	0.00
	User fees		0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	0.00
	Lessons/programs		(3,600.00)	(2,000.00)	(2,600.00)	(2,557.45)	(2,557.45)	100%	(3,333.68)	167%	776.23	1,333.68	733.68	0.00	(3,333.68)	
	Skate sharpening		(14,000.00)	(12,000.00)	(15,000.00)	(17,624.74)	(17,624.74)	100%	(16,413.58)	137%	(1,211.16)	4,413.58	1,413.58	0.00	(16,413.58)	
	Gift cards sold		0.00	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)	(32,000.00)	(36,806.72)	(36,440.72)	99%	(30,102.65)	94%	(6,338.07)	(1,897.35)	(1,897.35)	(366.00)	(30,468.65)	
	Monthly revenue		(18,000.00)	(18,000.00)	(14,400.00)	(14,347.27)	(13,928.22)	97%	(14,618.27)	81%	690.05	(3,381.73)	218.27	(419.05)	(15,037.32)	
	Food/service permits		(400.00)	(400.00)	(400.00)	(828.34)	(828.34)	100%	(490.72)	123%	(337.62)	90.72	90.72	0.00	(490.72)	
	Vending revenue		(7,500.00)	(7,000.00)	(6,500.00)	(7,983.17)	(7,983.17)	100%	(7,607.70)	109%	(375.47)	607.70	1,107.70	0.00	(7,607.70)	
	Miscellaneous sales		(10,500.00)	(10,000.00)	(11,500.00)	(17,275.21)	(17,275.21)	100%	(18,919.04)	189%	1,643.83	8,919.04	7,419.04	0.00	(18,919.04)	
	Facility rental revenue		(291,700.00)	(291,700.00)	(310,000.00)	(303,010.10)	(303,010.10)	100%	(332,708.21)	114%	29,698.11	41,008.21	22,708.21	0.00	(332,708.21)	
	Equipment rental revenue		(500.00)	0.00	0.00	(578.21)	(578.21)	100%	(18.77)	#DIV/0!	(559.44)	18.77	18.77	0.00	(18.77)	
	Locker rental		(14,900.00)	(14,900.00)	(22,400.00)	(14,939.54)	(14,939.54)	100%	(22,410.26)	150%	7,470.72	7,510.26	10.26	0.00	(22,410.26)	
	Cash over/short		0.00	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 Revenues		(400,000.00)	(388,000.00)	(414,800.00)	(415,961.83)	(415,165.70)	100%	(446,622.88)	115%	31,457.18	58,622.88	31,822.88	(796.13)	(447,419.01)	
	Total Revenues		(400,000.00)	(388,000.00)	(414,800.00)	(415,961.83)	(415,165.70)	100%	(446,622.88)	115%	31,457.18	58,622.88	31,822.88	(796.13)	(447,419.01)	
Personnel Services																
	Vacancy factor		(4,400.00)	(4,400.00)	0.00	0.00	0.00	#DIV/0!	0.00	0%	0.00	(4,400.00)	0.00	0.00	0.00	
	Salaries		276,700.00	287,400.00	280,400.00	258,637.10	254,615.81	98%	257,311.81	90%	2,696.00	30,088.19	23,088.19	4,021.29	261,333.10	
	Overtime		3,400.00	3,500.00	5,500.00	5,482.10	5,482.10	100%	5,974.25	171%	492.15	(2,474.25)	(474.25)	0.00	5,974.25	
	Accrued leave		0.00	0.00	0.00	15,579.17	14,768.98	95%	40,661.57	#DIV/0!	25,892.59	(40,661.57)	(40,661.57)	810.19	41,471.76	
	Benefits		144,300.00	148,300.00	130,000.00	117,563.76	113,972.12	97%	126,146.24	85%	12,174.12	22,153.76	3,853.76	3,591.64	129,737.88	
	Workers compensation		10,600.00	10,200.00	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	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	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	
	Total Personnel Services		430,600.00	445,000.00	426,100.00	407,862.13	399,439.01	98%	440,293.87	99%	40,854.86	4,706.13	(14,193.87)	8,423.12	448,716.99	
Commodities and Materials																
	Mileage		500.00	500.00	500.00	270.74	270.74	100%	333.35	67%	62.61	166.65	166.65	0.00	333.35	
	Travel and training		2,100.00	3,500.00	3,500.00	2,729.94	2,729.94	100%	1,159.88	33%	(1,570.06)	2,340.12	2,340.12	0.00	1,159.88	
	Telephone		6,000.00	6,100.00	5,900.00	5,953.11	5,453.26	92%	5,579.00	91%	125.74	521.00	321.00	499.85	6,078.85	
	Printing		100.00	100.00	200.00	19.47	19.47	100%	148.77	149%	129.30	(48.77)	51.23	0.00	148.77	
	Advertising		3,700.00	3,700.00	3,700.00	985.00	985.00	100%	1,102.66	30%	117.66	2,597.34	2,597.34	0.00	1,102.66	
	Electricity		58,300.00	58,300.00	55,700.00	55,692.80	54,915.39	99%	57,537.43	99%	2,622.04	762.57	(1,837.43)	777.41	58,314.84	
	Fuel oil & propane		62,100.00	63,600.00	68,900.00	64,165.31	62,409.38	97%	69,520.21	109%	7,110.83	(5,920.21)	(620.21)	1,755.93	71,276.14	
	Refuse disposal		2,800.00	2,800.00	2,800.00	2,741.28	2,289.36	84%	2,287.82	82%	(1.54)	512.18	512.18	451.92	2,739.74	
	Water service		1,600.00	1,700.00	1,700.00	1,457.36	1,434.13	98%	1,529.37	90%	95.24	170.63	170.63	23.23	1,552.60	

Parks & Recreation									FY18 Actuals				FY19 Actuals	Remaining	Remaining	Remaining	Possible
Treadwell Ice Arena				Budget FY18	Budget FY19	Projected Actuals FY19	P01-12	Actuals FY18	% vs FY18 Actuals	Actuals FY19	% vs FY19 Budget	vs FY18 Actuals	Balance FY19 Budget	Balance FY19 Proj Actls	Balance FY18	FY19 Actuals	
		Wastewater service		6,000.00	6,100.00	6,100.00	5,413.74	5,326.49	98%	6,187.19	101%	860.70	(87.19)	(87.19)	87.25	6,274.44	
		Building maint division ct		0.00	97,200.00	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 mainte		0.00	0.00	4,900.00	0.00	0.00	#DIV/0!	779.63	#DIV/0!	779.63	(779.63)	4,120.37	0.00	779.63	
		Fleet replacement reser		19,600.00	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	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		3,600.00	2,700.00	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	500.00	503.53	503.53	100%	507.94	102%	4.41	(7.94)	(7.94)	0.00	507.94	
		Contractual services		4,900.00	600.00	2,100.00	7,728.23	5,075.73	66%	1,946.13	324%	(3,129.60)	(1,346.13)	153.87	2,652.50	4,598.63	
		Bank card fees		8,700.00	8,700.00	6,000.00	5,894.77	5,877.47	100%	4,080.22	47%	(1,797.25)	4,619.78	1,919.78	17.30	4,097.52	
		Office supplies		1,500.00	1,500.00	1,500.00	1,084.86	1,084.86	100%	717.10	48%	(367.76)	782.90	782.90	0.00	717.10	
		Postage and parcel pos		1,700.00	1,500.00	100.00	934.85	934.85	100%	49.45	3%	(885.40)	1,450.55	50.55	0.00	49.45	
		Inventory		3,000.00	2,500.00	2,500.00	3,258.03	3,258.03	100%	1,154.44	46%	(2,103.59)	1,345.56	1,345.56	0.00	1,154.44	
		Materials and commodi		25,000.00	25,000.00	16,000.00	19,048.43	19,048.43	100%	16,674.84	67%	(2,373.59)	8,325.16	(674.84)	0.00	16,674.84	
		Safety programs and eq		400.00	400.00	400.00	280.67	280.67	100%	0.00	0%	(280.67)	400.00	400.00	0.00	0.00	
		Gasoline and oil		0.00	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	2,700.00	2,638.14	2,638.14	100%	2,660.85	#DIV/0!	22.71	(2,660.85)	39.15	0.00	2,660.85	
		Total Commodities and		216,800.00	313,200.00	311,800.00	208,600.18	202,334.87	97%	300,056.28	96%	97,721.41	13,143.72	11,743.72	6,265.31	306,321.59	
		Misc and Other															
		Recruiting		0.00	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	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	
		Total		647,400.00	758,200.00	737,900.00	616,462.31	601,773.88	98%	740,350.15	98%	138,576.27	17,849.85	(2,450.15)	14,688.43	755,038.58	