

AGENDA TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

September 6, 2018

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. July 5 draft minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. Master Plan update from Alix Pierce
 - B. Open Board positions
 - Chair-Jason Soza
 - Co-Chair-Vacant
 - Secretary-Ryan Kauzlarich
 - C. TAAB goals, mission & purpose
 - D. Concessions & Vending
- VII. Staff Reports**
 - A. Period 1 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
Thursday, July 5, 2018
City Hall Room 237**

- I. Call to Order: Call to Order at 5:30pm
- II. Roll Call:
 - Members Present: Miles Brookes, Leah Farzin, Jason Soza, Ryan Kauzlarich, Josh Fortenbery
 - Members Absent: Bret Connell
 - Staff Present: Lauren Anderson-Rink Manager
 - Public Present: Pam Leary, Vince McElmurry, Matthew Gillman, Jim Sheehan (telephone)
- III. Approval of Agenda: Mr. Soza motioned to change the agenda with 1 change-move schedule conflicts to top. All in favor.
- IV. Approval of Minutes: Mr. Soza moved to approve April 5, 2018 draft meeting minutes-no changes.
- V. Public Participation on Non-Agenda Items – Public participated in scheduling topic.
- VI. Agenda Topics:
 - A. **2018-19 Sample schedule**
 - Conflicts for the week of August 20-26 – multiple groups (JSC, JDIA & JAHA) had overlapping requests that we need to resolve together.
 - Week for Aug 13 - Adjustments made for JDIA Aug 16, 17 & 19 – all agreed
 - Week of Aug 20 – Adjustments made to JDIA, JAHA & JSC – all agreed
 - August hours are all non-prime rates. Rates change Sept. 1 to prime & non-prime rates
 - Discussed all adjustments for the Sept-Dec schedule. Changes were made in May with core user President's.
 - JDIA mentioned the option to change up their Saturday schedule with JSC-this will be discussed at the next JDIA board meeting.
 - B. **New members**
 - Josh Fortenbery & Ryan Kauzlarich
 - Still 1 vacant seat – looking for JDIA member
 - Jason Soza appointed as TAAB Chair
 - Co-Chair seat vacant
 - Secretary seat vacant – Ryan will take this on in September
 - C. **Media Booth/Platform**
 - TAAB email –need to be updated
 - Currently Treadwell does not have the funding to build this
 - If a need, will actively look for donors as well as an engineer to evaluate the options
 - Alternative- rent a lift when videoing
- VII. Staff Reports
 - A. **2018-19 Sample schedule** – see above
 - B. **Project update** – Compressor-installed, Zamboni-NEW, purchased and on the way (Olympia for sale), Parking Lot lighting-working on installing a timer
 - C. **Advertising – 2018-19 in-ice logos** – HECLA-center ice & Airlift Northwest-in-ice logo
 - D. **Financial Report**
 - Period 11 report provided
- VIII. Committee, Liaison, Board Member Report
 - A. Juneau Skating Club – Growing program - 33 Figure skaters, 33 beginner figure skaters, synchro clinic
 - B. Juneau Adult Hockey Association – JDIC Aug Tournament 3 v 3, season starts Sept 2 – growing program
 - C. Juneau Douglas Ice Association – no report
 - D. Parks and Recreation Advisory Committee
- IX. Next meeting Date – **September 6, 2018 at 5:30pm if needed** at 5:30pm City Hall room 237
- X. Adjournment: Mr. Soza moved to adjourn at 7:12pm. All in favor.



Financial Summary by Department, Division, and Program

FY 2019

PERIOD 1 (July 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	(3,600.00)	(2,000.00)	0.00	0.00	0.00	0.00	(2,000.00)
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)	(12,000.00)	(9.52)	0.00	0.00	0.00	(12,000.00)
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Daily pass revenue	(38,900.00)	(32,000.00)	0.00	0.00	0.00	0.00	(32,000.00)
Monthly revenue	(18,000.00)	(18,000.00)	0.00	(415.25)	0.00	0.00	(17,584.75)
Total Charges For Services	(74,500.00)	(64,000.00)	(9.52)	(415.25)	0.00	0.00	(63,584.75)
Misc Revenues							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	(400.00)	(400.00)	(45.00)	0.00	0.00	0.00	(400.00)
Vending revenue	(7,500.00)	(7,000.00)	0.00	0.00	0.00	0.00	(7,000.00)
Miscellaneous sales	(10,500.00)	(10,000.00)	(9,095.23)	(1,428.57)	0.00	0.00	(8,571.43)
Facility rental revenue	(291,700.00)	(291,700.00)	(3,617.13)	(4,240.00)	0.00	0.00	(287,460.00)
Equipment rental revenue	(500.00)	0.00	(526.30)	0.00	0.00	0.00	0.00
Locker rental	(14,900.00)	(14,900.00)	(2,557.10)	(6,891.39)	0.00	0.00	(8,008.61)
Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	(325,500.00)	(324,000.00)	(15,840.76)	(12,559.96)	0.00	0.00	(311,440.04)
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	(400,000.00)	(388,000.00)	(15,850.28)	(12,975.21)	0.00	0.00	(375,024.79)

Total FY18 Revenues (\$415,584.75) as of 8/28/18 this #may change



Financial Summary by Department, Division, and Program

FY 2019

(415,584.75)

		PERIOD 1 (July 2018)		EXPENDITURES				
Department		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	(4,400.00)	(4,400.00)	0.00	0.00	0.00	0.00	(4,400.00)
	Salaries	276,700.00	287,400.00	16,714.05	10,116.88	0.00	0.00	277,283.12
	Overtime	3,400.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00
	Accrued leave	0.00	0.00	1,586.33	12,724.32	0.00	0.00	(12,724.32)
	Benefits	144,300.00	148,300.00	7,447.73	6,018.72	0.00	0.00	142,281.28
	Workers compensation	10,600.00	10,200.00	883.33	10,200.00	0.00	0.00	0.00
	Engineering workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	All other workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Personal Services	430,600.00	445,000.00	26,631.44	39,059.92	0.00	0.00	405,940.08
Travel and Training								
	Mileage	500.00	500.00	20.43	5.46	0.00	0.00	494.54
	Travel and training	2,100.00	3,500.00	0.00	0.00	0.00	0.00	3,500.00
	Total Travel and Training	2,600.00	4,000.00	20.43	5.46	0.00	0.00	3,994.54
Services								
	Telephone	6,000.00	6,100.00	490.23	503.02	0.00	0.00	5,596.98
	Printing	100.00	100.00	0.00	41.25	0.00	0.00	58.75
	Advertising	3,700.00	3,700.00	0.00	0.00	0.00	0.00	3,700.00
	Electricity	58,300.00	58,300.00	964.14	0.00	0.00	2,575.76	55,724.24
	Fuel oil & propane	62,100.00	63,600.00	0.00	0.00	1,530.84	28,000.00	35,600.00
	Refuse disposal	2,800.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00
	Water service	1,600.00	1,700.00	21.82	23.23	0.00	0.00	1,676.77
	Wastewater service	6,000.00	6,100.00	80.79	508.55	0.00	0.00	5,591.45
	Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Building maint division charges	0.00	97,200.00	0.00	97,200.00	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	1,633.33	19,600.00	0.00	0.00	0.00
	Spec & Prop	4,600.00	6,600.00	383.33	6,600.00	0.00	0.00	0.00
	General Liab, Auto & EE Pract Ins	3,600.00	2,700.00	300.00	2,700.00	0.00	0.00	0.00
	Dues and subscriptions	300.00	500.00	0.00	0.00	0.00	0.00	500.00
	Contractual services	4,900.00	600.00	94.50	2,652.50	0.00	0.00	(2,052.50)



Financial Summary by Department, Division, and Program

	FY 2019						
Bank card fees	8,700.00	8,700.00	95.46	0.00	0.00	0.00	8,700.00
Postage and parcel post	1,700.00	1,500.00	0.00	49.45	0.00	0.00	1,450.55

PERIOD 1 (July 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							
Total Services	184,000.00	279,800.00	4,063.60	129,878.00	1,530.84	30,575.76	119,346.24
Commodities and Materials							
Fleet gasoline	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office supplies	1,500.00	1,500.00	11.86	143.80	0.00	0.00	1,356.20
Inventory	3,000.00	2,500.00	0.00	655.94	0.00	0.00	1,844.06
Materials and commodities	25,000.00	25,000.00	7,632.86	1,010.64	0.00	0.00	23,989.36
Safety programs and equipment	400.00	400.00	0.00	0.00	0.00	0.00	400.00
Gasoline and oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor equipment	300.00	0.00	1,863.14	2,529.57	0.00	0.00	(2,529.57)
Total Commodities and Materials	30,200.00	29,400.00	9,507.86	4,339.95	0.00	0.00	25,060.05
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	647,400.00	758,200.00	40,223.33	173,283.33	1,530.84	30,575.76	554,340.91

Total FY18 Expenditures (\$614,044.69) as of 8/28/18 this #may change & building maintenance not included