

AGENDA TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

March 26, 2019

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. Draft February 7, 2019 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. Official Ordinance Change
 - B. Annual Report progress
- VII. Staff Reports**
 - A. Summer Programming update
 - B. Concession room update
 - C. Financial Report-period 7
- 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

**Meeting Minutes
Treadwell Arena Advisory Board (TAAB)
City & Borough of Juneau
February, 7, 2019
City Hall Room 237**

I. **Call to Order:** Call to Order at 5:40pm

II. **Roll Call:**

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

Members Absent: Jason Soza

Staff Present: Lauren Anderson - Rink Manager

Public Present:

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

IV. **Approval of Minutes:** Mr. Kauzlarich moved to approve December 11, 2018 draft meeting minutes - no changes.

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

VI. **Agenda Topics:**

A. Annual Report

- Splitting out the report. Mr. Kauzlarich to put the draft format of the report together.
- Numbers of new user figures would need to be consistent, number of users per type of session, user groups would need to provide club data for number of new users.
- October 16, 2018 agenda contains example of number of users per ice type.
- Lauren to add number of types of open skates to her data set for analytical use.
- FY16 (2015/2016) – FY18 (2017/2018) plus FY19 (2018/2019) YTD totals.
- Mr. Kauzlarich to work on drafting the user numbers and types section.
- Mr. Smith to work on draft the annual cost recovery section.
- Mr. Fortenbery to work on drafting the revenues section.
- Ms. Farzin to work on drafting the user experience section.
- Mr. Connell to work on drafting the mission and values section of the report.

VII. **Staff Reports:**

A. Concession room update

- Fundraising opportunities exist outside of a percentage of revenue sharing. Non-competitive products can still be sold by the user groups.

B. Programming update

- Zamboni naming poll
 - o Top three names, Doug, Benny, and Ester
- Sweet 16 event February 15th 7:45-8:45pm
 - o Sponsored by Second Wind Sports.
 - o JCS to run concessions.
 - o Photography with the Zamboni available.
- Ice season 2020-2021
 - o Phased approach to extending ice into summer months, staying closed for the summer of 2019.
 - o In 2019/2020, open as planned and close April 26th 2020 (two extra weeks).
 - o Open July 20th, 2020 and close April 25th 2021 (40 weeks).
 - o Local and Cruise Ship crew Parks and Rec pass options in the future.

- Changes pending budget approval.
- Summer 2020-2021
 - \$10k cost for additional custodian and 2 part time employee hours.
 - 6 week cement programming.
- C. Financial Report-period 5
 - Does not include December wages and benefits.

VIII. Committee, Liaison, Board Member Report:

- A. Juneau Skating Club
 - A. Mr. Kauzlarich has taken over the Learn to Skate program coordination.
 - B. Would appreciate participation with coaching from the hockey coaches.
 - C. Synchronized skating team completed, placed 10th.
- B. Juneau Adult Hockey Association
 - A. No updates
- C. Juneau Douglas Ice Association
 - A. No updates
- D. Parks and Recreation Advisory Committee
 - A. No updates

IX. Next meeting Date – **March 26, 2019 at 5:30pm**, preferably City Hall room 237

X. Adjournment: Jason moved to adjourn at 6:51pm. All in favor.

Presented by: The Manager
Introduced: 01/07/2019
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-04(b)

An Ordinance Repealing Ordinance 2015-18(am) and Re-establishing the Treadwell Arena Advisory Board.

WHEREAS, on July 21, 2014, the Assembly created the Treadwell Arena Task Force ("Task Force") to study the feasibility of an empowered board for management of the Treadwell Ice Arena; and

WHEREAS, in its report to the Assembly dated December 12, 2014, the Task Force recommended that the Treadwell Arena Advisory Board be formed; and

WHEREAS, the Assembly created the Treadwell Arena Advisory Board with Ordinance 2015-18(am); and

WHEREAS, the Treadwell Arena Advisory Board proposed these changes to keep its enabling ordinance consistent with its vision and mission.

THEREFORE BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Repeal of Ordinance 2015-18(am). Ordinance 2015-18(am), An Ordinance Establishing the Treadwell Arena Advisory Board, is repealed.

Section 3. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board.

Section 4. Membership Qualifications. The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, each organization that provides activities at Treadwell Ice Arena should have at least one representative on the Board. No more than five members shall be employees or board members of an organization, or the immediate family member of any employee or board member of an organization, that provides activities at the Treadwell Ice Arena.

Section 5. Treadwell Arena Advisory Board Purpose. The Treadwell Advisory Board shall work with the Treadwell Arena Manager to ensure operations are consistent with cost recovery goals, identify opportunities to generate net revenue, and identify ways to improve the experience of rink users. The Board shall report to the Assembly Human Resources Committee on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following:

1. The number and types of annual users as compared to preceding years;
2. Annual cost recovery data;
3. A review of ice scheduling and allocation of rink resources to assess whether the rink provides equity of opportunity for a diversity of community rink users;
4. Any identified opportunities to generate net revenue or increase operational efficiencies; and
5. Any identified opportunities to improve the experience of risk users.

Section 6. Procedure. The Treadwell Arena Advisory Board's procedure shall be governed by Robert's Rules of Order, except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

Section 7. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

Section 8. Liaison. The City Manager shall designate a staff liaison to the Board as available and appropriate.

Section 9. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 28th day of January, 2019.



Beth A. Weldon, Mayor

Attest:


Elizabeth J. McEwen, Municipal Clerk



155 S. SEWARD STREET ▪ JUNEAU, ALASKA 99801
PHONE: 907-586-5278 ▪ FAX: 907-586-4552

INFORMATION RELEASE

March 19, 2019

Treadwell Arena needs a concession vendor. Submit a proposal by April 4.

The City and Borough of Juneau is looking for a qualified vendor to run the concession area at Treadwell Arena. The vendor would provide prepackaged food, hot drinks, and snack items on a seasonal basis from August to April.

A non-mandatory, but recommended, pre-proposal meeting and site visit will be held on Thursday, March 28 at 10:30 a.m. at Treadwell Arena, 105 Savikko Road in Douglas. The site visit will be an opportunity for interested vendors to view the approximately 10 ft. by 12 ft. concession area. Interested individuals are encouraged to attend the meeting and to email questions in advance of the meeting.

The deadline for proposals is April 4 prior to 2 p.m. Late proposals will be returned. View the bid documents here: www.juneau.org/bids. For more information, contact CBJ Purchasing at 586-5258 or purchasing@juneau.org.

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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)	(895.42)	35%	(1,509.81)	75%	614.39	(490.19)	(1,662.03)	(3,171.84)
Skate sharpening	(14,000.00)	(12,000.00)	(17,624.74)	(10,282.56)	58%	(9,216.20)	77%	(1,066.36)	(2,783.80)	(7,342.18)	(16,558.38)
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)	(20,210.26)	55%	(18,625.69)	58%	(1,584.57)	(13,374.31)	(16,596.46)	(35,222.15)
Monthly revenue	(18,000.00)	(18,000.00)	(14,347.27)	(11,952.97)	83%	(12,170.62)	68%	217.65	(5,829.38)	(2,394.30)	(14,564.92)
Food/service permits	(400.00)	(400.00)	(828.34)	(670.72)	81%	(360.00)	90%	(310.72)	(40.00)	(157.62)	(517.62)
Vending revenue	(7,500.00)	(7,000.00)	(7,983.17)	(3,531.91)	44%	(4,698.79)	67%	1,166.88	(2,301.21)	(4,451.26)	(9,150.05)
Miscellaneous sales	(10,500.00)	(10,000.00)	(17,275.21)	(17,247.60)	100%	(9,995.23)	100%	(7,252.37)	(4.77)	(27.61)	(10,022.84)
Facility rental revenue	(291,700.00)	(291,700.00)	(303,010.10)	(191,955.23)	63%	(217,376.76)	75%	25,421.53	(74,323.24)	(111,054.87)	(328,431.63)
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)	(14,939.54)	100%	(22,410.26)	150%	7,470.72	7,510.26	0.00	(22,410.26)
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)	(272,254.76)	65%	(296,363.36)	76%	24,108.60	(91,636.64)	(143,707.07)	(440,070.43)
Total Revenues	(400,000.00)	(388,000.00)	(415,961.83)	(272,254.76)	65%	(296,363.36)	76%	24,108.60	(91,636.64)	(143,707.07)	(440,070.43)
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	145,369.71	56%	138,532.38	48%	(6,837.33)	148,867.62	113,267.39	251,799.77
Overtime	3,400.00	3,500.00	5,482.10	3,395.45	62%	3,514.07	100%	118.62	(14.07)	2,086.65	5,600.72
Accrued leave	0.00	0.00	15,579.17	14,402.59	92%	26,063.80	#DIV/0!	11,661.21	(26,063.80)	1,176.58	27,240.38
Benefits	144,300.00	148,300.00	117,563.76	60,283.23	51%	67,399.11	45%	7,115.88	80,900.89	57,280.53	124,679.64
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 workforce	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	234,050.98	57%	245,709.36	55%	11,658.38	199,290.64	173,811.15	419,520.51
Commodities and Materials											
Mileage	500.00	500.00	270.74	176.74	65%	118.01	24%	(58.73)	381.99	94.00	212.01
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	2,942.02	49%	2,918.73	48%	(23.29)	3,181.27	3,011.09	5,929.82
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	29,942.22	54%	21,274.68	36%	(8,667.54)	37,025.32	25,750.58	47,025.26
Fuel oil & propane	62,100.00	63,600.00	64,165.31	28,734.14	45%	31,941.97	50%	3,207.83	31,658.03	35,431.17	67,373.14
Refuse disposal	2,800.00	2,800.00	2,741.28	1,127.02	41%	1,139.26	41%	12.24	1,660.74	1,614.26	2,753.52
Water service	1,600.00	1,700.00	1,457.36	663.81	46%	719.69	42%	55.88	980.31	793.55	1,513.24

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
	Wastewater service	6,000.00	6,100.00	5,413.74	2,465.84	46%	3,134.86	51%		669.02	2,965.14	2,947.90	6,082.76
	Building maint division charg	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!	0.00	#DIV/0!		0.00	0.00	0.00	0.00
	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	4,981.23	64%	1,851.63	309%		(3,129.60)	(1,251.63)	2,747.00	4,598.63
	Bank card fees	8,700.00	8,700.00	5,894.77	2,830.33	48%	2,596.97	30%		(233.36)	6,103.03	3,064.44	5,661.41
	Office supplies	1,500.00	1,500.00	1,084.86	549.78	51%	717.10	48%		167.32	782.90	535.08	1,252.18
	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	1,496.43	46%	1,154.44	46%		(341.99)	1,345.56	1,761.60	2,916.04
	Materials and commodities	25,000.00	25,000.00	19,048.43	11,581.47	61%	6,822.96	27%		(4,758.51)	18,177.04	7,466.96	14,289.92
	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 Mat	216,800.00	313,200.00	208,600.18	122,593.96	59%	205,565.25	66%		82,971.29	107,634.75	86,006.22	291,571.47
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 I	647,400.00	758,200.00	616,462.31	356,644.94	58%	451,274.61	60%		94,629.67	306,925.39	259,817.37	711,091.98