

AGENDA

TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

December 11, 2018

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. October 16 draft minutes
 - B. Final October 16 Minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. Treadwell concession room
 - B. TAAB Ordinance Revisions
- VII. Staff Reports**
 - A. Olympia Ice Resurfacers update
 - B. ARPA Conference Update
 - C. Financial Report - Period 3
- 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, October 16, 2018
City Hall Room 237**

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

II. **Roll Call:**

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

Members Absent:

Staff Present: Lauren Anderson - Rink Manager

Public Present: None Present

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

IV. **Approval of Minutes:** Mr. Soza moved to approve September 6, 2018 draft meeting minutes - no changes.

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

VI. **Agenda Topics:**

A. Strategic Planning

- Reviewed ordinance 2015-18(am) in regards to TAAB purpose.
- Mrs. Anderson outlined ways in which the Arena has and is currently being marketed.
- Discussed cost recovery rate, current rate vs. CBJ expectations.
- Discussed areas improvement could be focused such as increased number of new users, extending ice time, concessions policy changes, and improving user experience.
- Reviewed issues related to August and April filling of ice time by user groups, impact of summer closures, and ways to increase ice time.
- Other matrixes that could be reviewed to track suggested areas for improvement.
- Vision proposed as: The TAAB will work to ensure continued opportunities for the community to use Treadwell Arena.
- Mission proposed as: Work with Treadwell Arena to ensure operations are consistent with cost recovery goals, identify opportunities to generate net revenue, and identify ways to improve the user experience.
- Mr. Fortenbery to red line ordinance 2015-18(am) with proposed additions for next meeting.

VII. **Staff Reports:**

A. Financial Report – Period 2

- Figures through September 2018.

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

A. Juneau Skating Club

A. Session 2 starts October 22nd, 2018

B. Juneau Adult Hockey Association

A. No Updates

C. Juneau Douglas Ice Association

D. Parks and Recreation Advisory Committee

IX. Next meeting Date – **December 11th, 2018 at 5:30pm**, preferably City Hall room 237

X. Adjournment: Mr. Soza moved to adjourn at 7:31pm. All in favor.

**Final Meeting Minutes
Treadwell Arena Advisory Board (TAAB)
City & Borough of Juneau
Tuesday, October 16, 2018
City Hall Room 237**

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

II. **Roll Call:**

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

Members Absent: None

Staff Present: Lauren Anderson - Rink Manager

Public Present: None Present

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

IV. **Approval of Minutes:** Mr. Soza moved to approve September 6, 2018 draft meeting minutes - no changes.

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

VI. **Agenda Topics:**

A. Strategic Planning

- Reviewed ordinance 2015-18(am) in regards to TAAB purpose.
- Mrs. Anderson outlined ways in which the Arena has and is currently being marketed.
- Discussed cost recovery rate, current rate vs. CBJ expectations.
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A. Financial Report – Period 2

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

A. Juneau Skating Club

A. Session 2 starts October 22nd, 2018

B. Juneau Adult Hockey Association

A. No Updates

C. Juneau Douglas Ice Association

D. Parks and Recreation Advisory Committee

IX. Next meeting Date – **December 11th, 2018 at 5:30pm**, preferably City Hall room 237

X. Adjournment: Mr. Soza moved to adjourn at 7:31pm. All in favor.

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA
Serial No. 2015-IS(am)

An Ordinance 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.

Now, 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. Treadwell Arena Advisory Board Established. There is established the Treadwell Arena Advisory Board.

Section 3. 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, at least one member shall have professional marketing experience. No more than three members shall be employees or board members, or the immediate family member of any employee or board member, of any organization that provides activities at the Treadwell Ice Arena.

Section 4. Treadwell Arena Advisory Board Purpose.

The Treadwell Advisory Board shall, in consultation 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 Committee of the Whole on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum^[JF1], the following:^[JF2]

1. Ways to market Treadwell Arena to increase the number of users now and into the futureThe number^[JF3] and types of annual users^[JF3] compared to preceding years;
2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rightsAnnual cost recovery data;

~~2.3. 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;~~

~~3.4. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues. If applicable, any identified opportunities to generate net revenue or increase operational efficiencies;~~

~~4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased. If applicable, any identified ways to improve the experience of rink users.; and~~

~~5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.~~

~~B. Initial report. The Board's initial report to the Assembly shall be due no later than May 1, 2016. In addition to the information outlined above, the initial report shall include findings on the following:~~

~~1. Has the number of users increased?~~

~~2. Have revenues increased?~~

~~3. Have revenue streams diversified?~~

~~4. Has the cost recovery continued at 50% or greater?~~

~~5. Have operational cost savings measures been implemented or identified?~~

~~6. Has a marketing strategy been developed?~~

~~7. Has a user group feedback system been developed?~~

Section 5. 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 6. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and ~~shall~~ hold regular meetings at least quarterly on a schedule established by the Board, as well as such special meetings as required to conduct business.

Section 7. Liaison. The City Manager shall designate a staff liaison to the Board as available and appropriate.

Section 8. Effective Date. This ordinance shall be effective 30 days after its adoption.

| Adopted this ~~6th~~____ day of ~~April~~____, ~~2015~~2019.
Attest:

Parks & Recreation			FY18 Actuals					FY19 Actuals	Remaining	Remaining	Possible
Treadwell Ice Arena			P01-12	Actuals	% vs FY18	Actuals	% vs FY19	vs FY18	Balance	Balance	Possible
State Revenues			FY18	FY18	Actuals	FY19	Budget	Actuals	FY19	FY18	FY19
											Actuals
	SSR PERS/TRS	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	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
Revenue											
	Donation revenues	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	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
	Lessons/programs	(3,600.00)	(2,000.00)	(2,557.45)	(309.53)	12%	(1,009.66)	50%	700.13	(990.34)	(3,257.58)
	Skate sharpening	(14,000.00)	(12,000.00)	(17,624.74)	(3,665.76)	21%	(3,894.14)	32%	228.38	(8,105.86)	(17,853.12)
	Gift cards sold	0.00	0.00	(11.08)	0.00	0%	0.00	#DIV/0!	0.00	0.00	(11.08)
	Daily pass revenue	(38,900.00)	(32,000.00)	(36,806.72)	(4,664.13)	13%	(3,766.25)	12%	(897.88)	(28,233.75)	(35,908.84)
	Monthly revenue	(18,000.00)	(18,000.00)	(14,347.27)	(8,215.81)	57%	(9,213.40)	51%	997.59	(8,786.60)	(15,344.86)
	Food/service permits	(400.00)	(400.00)	(828.34)	(90.00)	11%	(60.00)	15%	(30.00)	(340.00)	(798.34)
	Vending revenue	(7,500.00)	(7,000.00)	(7,983.17)	(915.26)	11%	(1,646.01)	24%	730.75	(5,353.99)	(8,713.92)
	Miscellaneous sales	(10,500.00)	(10,000.00)	(17,275.21)	(11,833.30)	68%	(7,390.47)	74%	(4,442.83)	(2,609.53)	(12,832.38)
	Facility rental revenue	(291,700.00)	(291,700.00)	(303,010.10)	(74,398.40)	25%	(115,831.00)	40%	41,432.60	(175,869.00)	(344,442.70)
	Equipment rental revenue	(500.00)	0.00	(578.21)	(568.55)	98%	0.00	#DIV/0!	(568.55)	0.00	(9.66)
	Locker rental	(14,900.00)	(14,900.00)	(14,939.54)	(14,939.50)	100%	(22,124.60)	148%	7,185.10	7,224.60	(22,124.64)
	Cash over/short	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00
	Total Revenues	(400,000.00)	(388,000.00)	(415,961.83)	(119,600.24)	29%	(164,935.53)	43%	45,335.29	(223,064.47)	(461,297.12)
	Total Revenues	(400,000.00)	(388,000.00)	(415,961.83)	(119,600.24)	29%	(164,935.53)	43%	45,335.29	(223,064.47)	(461,297.12)
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
	Salaries	276,700.00	287,400.00	258,637.10	58,271.01	23%	62,836.39	22%	4,565.38	224,563.61	263,202.48
	Overtime	3,400.00	3,500.00	5,482.10	1,311.08	24%	848.11	24%	(462.97)	2,651.89	5,019.13
	Accrued leave	0.00	0.00	15,579.17	6,144.60	39%	16,916.19	#DIV/0!	10,771.59	(16,916.19)	26,350.76
	Benefits	144,300.00	148,300.00	117,563.76	25,122.49	21%	33,267.16	22%	8,144.67	115,032.84	125,708.43
	Workers compensation	10,600.00	10,200.00	10,600.00	10,600.00	100%	10,200.00	100%	(400.00)	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
	All other workforce	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00
	Total Personnel Services	430,600.00	445,000.00	407,862.13	101,449.18	25%	124,067.85	28%	22,618.67	320,932.15	430,480.80
Commodities and Materials											
	Mileage	500.00	500.00	270.74	55.16	20%	64.11	13%	8.95	435.89	279.69
	Travel and training	2,100.00	3,500.00	2,729.94	2,729.94	100%	0.00	0%	(2,729.94)	3,500.00	0.00
	Telephone	6,000.00	6,100.00	5,953.11	1,471.83	25%	1,355.47	22%	(116.36)	4,744.53	5,836.75
	Printing	100.00	100.00	19.47	15.00	77%	148.77	149%	133.77	(48.77)	153.24
	Advertising	3,700.00	3,700.00	985.00	0.00	0%	1,056.00	29%	1,056.00	2,644.00	2,041.00
	Electricity	58,300.00	58,300.00	55,692.80	10,373.08	19%	8,717.52	15%	(1,655.56)	49,582.48	54,037.24
	Fuel oil & propane	62,100.00	63,600.00	64,165.31	9,240.51	14%	7,831.46	12%	(1,409.05)	55,768.54	62,756.26
	Refuse disposal	2,800.00	2,800.00	2,741.28	450.73	16%	453.75	16%	3.02	2,346.25	2,744.30
	Water service	1,600.00	1,700.00	1,457.36	171.57	12%	172.61	10%	1.04	1,527.39	1,458.40

Parks & Recreation			FY18 Actuals			FY19 Actuals			Remaining	Remaining	Possible
Treadwell Ice Arena			P01-12	Actuals	% vs FY18	Actuals	% vs FY19	vs FY18	Balance	Balance	FY19
	Budget	Budget FY19		FY18	Actuals	FY19	Budget	Actuals	FY19	FY18	Actuals
Wastewater service	6,000.00	6,100.00	5,413.74	638.09	12%	1,072.91	18%	434.82	5,027.09	4,775.65	5,848.56
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!	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	4,846.73	63%	1,576.63	263%	(3,270.10)	(976.63)	2,881.50	4,458.13
Bank card fees	8,700.00	8,700.00	5,894.77	1,308.96	22%	246.43	3%	(1,062.53)	8,453.57	4,585.81	4,832.24
Office supplies	1,500.00	1,500.00	1,084.86	104.19	10%	499.49	33%	395.30	1,000.51	980.67	1,480.16
Postage and parcel post	1,700.00	1,500.00	934.85	0.00	0%	49.45	3%	49.45	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	1,844.06	3,258.03	3,913.97
Materials and commodities	25,000.00	25,000.00	19,048.43	9,488.17	50%	4,707.90	19%	(4,780.27)	20,292.10	9,560.26	14,268.16
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	1,863.14	71%	2,660.85	#DIV/0!	797.71	(2,660.85)	775.00	3,435.85
Total Commodities and Mat	216,800.00	313,200.00	208,600.18	70,557.10	34%	162,242.29	52%	91,685.19	150,957.71	138,043.08	300,285.37
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	172,006.28	28%	286,310.14	38%	114,303.86	471,889.86	444,456.03	730,766.17