

AGENDA

TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM

TAAB meeting

January 4, 2018

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes

- A. September meeting minutes

V. Public Participation on Non-Agenda Items

VI. Agenda Topics

- A. Vacant Board Position
- B. JDHS schedule

VII. Staff Reports

- A. Period 5 Financial Report
- B. Final FY17 Financial Report
- C. Business Sponsored Skating Events
- D. Olympic Special Events
JSC - Saturday, January 13, 2018 1:00-2:30pm
Treadwell Arena - TBA

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

- A. Thursday, March 1, 2018 5:30pm City Hall Rm 237

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, September 7, 2017 5:30pm
City Hall Room 237**

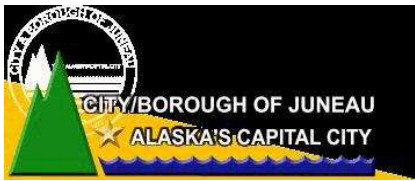
- I. Call to Order: Call to Order at 5:30pm
- II. Roll Call:

Members Present: Liz Balstad:Acting Chair, Bret Connell, Miles Brooks, Jason Soza, Leah Farzin, Molly McCormick

Members Absent: Taylor Horne

Staff Present: Lauren Anderson

Public Present: Ava
- III. Approval of Agenda: Miles moved to approve the agenda. All in favor.
- IV. Approval of Minutes: Bret moved to approve July 6, 2017 draft meeting minutes-no changes.
- V. Public Participation on Non-Agenda Items – Ava was visiting for credit hours needed for her government class. She had no comment.
- VI. Agenda Topics:
 - A. **New TAAB members**
 - Leah Farzin, Juneau Skating Club coach and treasure.
- VII. Staff Reports
 - A. **August update**
 - Discussion about the rink opening on August 7 this year which is one week before school started. Difficult to get staff and not sure if there is a demand for ice in August. Discussed \$19,100 reduction and cut hours for Monday, Wednesday and Friday this year, the rink will open at 4pm on these days. This will affect High School Hockey practice Wednesday morning, and Friday morning rental. Treadwell Arena eliminated 3 positons this year.
 - 60 youth and 15 Adults participated in Planet Hockey camp in August.
 - Next year JAHA would like to sponsor 3 hours of ice for stick and puck. Team release party so people know what teams they are on and can plan accordingly.
 - Rental Agreements and Tournament Agreements should be different so staff can plan.
 - Roller skating was paid for by businesses (Love & Matter and Xentropa Services) 40-50 people attended the skates. Roller derby did well and floorball held at the rink during summer. Summer was a success and would like to hire one more part time staff.
 - B. **Financial Report**
 - Liz suggested a bimonthly financial report since we meet every two months. Everyone concurred. Lauren wants an email if someone has concerns about finances.
- VIII. Committee, Liaison, Board Member Report
 - A. **Juneau Skating Club**-Will report next TAAB meeting after JSC board meeting. Sign-up for skating lessons before September 11 and save \$10.00. JSC would be interested in camps and clinics in August.
 - B. **Juneau Adult Hockey Association** –Douglas Island Cup had one team register so switched to 3 on 3 tournament. Would like to try again next August for one day. JAHA has 270 people sign-up to play hockey for Fall 2017 season. 5 women teams, brought back tier D and waived registration fee for players who coach intro and D league to grow programs.
 - C. **Juneau Douglas Ice Association**-Miles is going to think about becoming a JDIA representative. JDIA uses ice October through February.
 - D. **Parks and Recreation Advisory Committee**-Edric Carrillo is member this year.
- IX. Next meeting Date – **November 2nd, 2017 at 5:30pm**, preferably City Hall room 237
- X. Adjournment: Leah moved to adjourn at 6:30pm. All in favor.



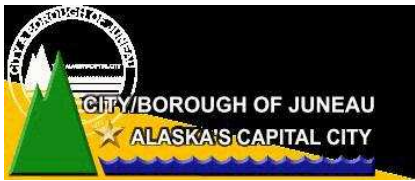
Financial Summary by Department, Division, and Program

FY 2018

PERIOD 5 (July-November 2017) - 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	(1,000.00)	(3,600.00)	(547.71)	(809.68)	0.00	0.00	(2,790.32)
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)	(14,000.00)	(8,562.07)	(7,778.66)	0.00	0.00	(6,221.34)
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	(500.00)	0.00	(11.08)	0.00	0.00	0.00	0.00
Daily pass revenue	(42,000.00)	(38,900.00)	(14,786.66)	(13,038.41)	0.00	0.00	(25,861.59)
Monthly revenue	(25,200.00)	(18,000.00)	(14,748.59)	(10,476.78)	0.00	0.00	(7,523.22)
Total Charges For Services	(82,700.00)	(74,500.00)	(38,656.11)	(32,103.53)	0.00	0.00	(42,396.47)
Misc Revenues							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	(200.00)	(400.00)	(340.00)	(655.72)	0.00	0.00	255.72
Vending revenue	(5,000.00)	(7,500.00)	(2,700.61)	(2,377.18)	0.00	0.00	(5,122.82)
Miscellaneous sales	(8,000.00)	(10,500.00)	(5,261.90)	(14,814.27)	0.00	0.00	4,314.27
Facility rental revenue	(260,000.00)	(291,700.00)	(139,696.15)	(154,899.63)	0.00	0.00	(136,800.37)
Equipment rental revenue	(6,700.00)	(500.00)	(1,689.10)	(568.55)	0.00	0.00	68.55
Locker rental	(14,000.00)	(14,900.00)	(13,737.67)	(14,939.54)	0.00	0.00	39.54
Cash over/short	0.00	0.00	1.75	0.00	0.00	0.00	0.00
Total Misc Revenues	(293,900.00)	(325,500.00)	(163,423.68)	(188,254.89)	0.00	0.00	(137,245.11)
Total Revenues	(376,600.00)	(400,000.00)	(202,079.79)	(220,358.42)	0.00	0.00	(179,641.58)

FY17 Total Revenues (\$415,231.47)

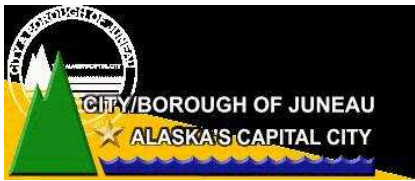


Financial Summary by Department, Division, and Program

FY 2018

PERIOD 5 (July-November 2017) - 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							
Personal Services							
Vacancy factor	(4,300.00)	(4,400.00)	0.00	0.00	0.00	0.00	(4,400.00)
Salaries	288,200.00	276,700.00	120,617.81	121,318.78	0.00	0.00	155,381.22
Overtime	3,400.00	3,400.00	2,682.99	3,395.45	0.00	0.00	4.55
Accrued leave	0.00	0.00	8,354.81	10,998.20	0.00	0.00	(10,998.20)
Benefits	143,900.00	144,300.00	59,640.57	49,547.09	0.00	0.00	94,752.91
Workers compensation	10,600.00	10,600.00	4,416.65	4,416.65	0.00	0.00	6,183.35
Engineering workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All other workforce	(4,400.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Personal Services	437,400.00	430,600.00	195,712.83	189,676.17	0.00	0.00	240,923.83
Travel and Training							
Mileage	500.00	500.00	235.38	151.36	0.00	0.00	348.64
Travel and training	0.00	2,100.00	939.20	2,729.94	0.00	0.00	(629.94)
Total Travel and Training	500.00	2,600.00	1,174.58	2,881.30	0.00	0.00	(281.30)
Services							
Telephone	6,000.00	6,000.00	2,599.04	2,451.97	0.00	0.00	3,548.03
Printing	400.00	100.00	74.00	15.00	0.00	0.00	85.00
Advertising	1,400.00	3,700.00	734.02	0.00	0.00	0.00	3,700.00
Electricity	60,000.00	58,300.00	15,177.01	23,298.13	0.00	0.00	35,001.87
Fuel oil & propane	61,000.00	62,100.00	18,042.67	22,027.04	0.00	14,968.03	25,104.93
Refuse disposal	2,600.00	2,800.00	910.30	901.29	0.00	0.00	1,898.71
Water service	1,500.00	1,600.00	481.14	490.34	0.00	0.00	1,109.66
Wastewater service	5,500.00	6,000.00	2,190.01	1,821.79	0.00	0.00	4,178.21
Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building maint division charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet replacement reserve	19,600.00	19,600.00	8,166.65	8,166.65	0.00	0.00	11,433.35
Spec & Prop	4,600.00	4,600.00	1,916.65	1,916.65	0.00	0.00	2,683.35
General Liab, Auto & EE Pract Ins	3,600.00	3,600.00	1,500.00	1,500.00	0.00	0.00	2,100.00
Dues and subscriptions	500.00	300.00	0.00	0.00	0.00	0.00	300.00
Contractual services	400.00	4,900.00	109.41	4,846.73	0.00	0.00	53.27
Bank card fees	10,000.00	8,700.00	3,458.87	2,572.15	0.00	0.00	6,127.85
Postage and parcel post	1,700.00	1,700.00	0.00	0.00	0.00	0.00	1,700.00
Total Services	178,800.00	184,000.00	55,359.77	70,007.74	0.00	14,968.03	99,024.23



Financial Summary by Department, Division, and Program

FY 2018

PERIOD 5 (July-November 2017) - 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							
Commodities and Materials							
Fleet gasoline	100.00	0.00	0.00	0.00	0.00	0.00	0.00
Office supplies	1,300.00	1,500.00	1,255.64	269.78	0.00	0.00	1,230.22
Inventory	2,800.00	3,000.00	1,021.49	0.00	0.00	0.00	3,000.00
Materials and commodities	25,000.00	25,000.00	13,951.48	10,229.45	0.00	0.00	14,770.55
Safety programs and equipment	600.00	400.00	402.75	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	2,700.00	300.00	2,683.32	1,863.14	0.00	0.00	(1,563.14)
Total Commodities and Materials	32,500.00	30,200.00	19,314.68	12,362.37	0.00	0.00	17,837.63
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	649,200.00	647,400.00	271,561.86	274,927.58	0.00	14,968.03	357,504.39

FY17 Total Expenses (\$680,368.64)



Financial Summary by Department, Division, and Program

FY 2017

	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	(1,000.00)	(1,000.00)	(3,617.21)	(3,648.18)	0.00	0.00	2,648.18
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	(13,900.00)	(14,000.00)	(14,112.44)	(17,259.91)	0.00	0.00	3,259.91
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	(500.00)	0.00	(11.08)	0.00	0.00	(488.92)
Daily pass revenue	(34,700.00)	(42,000.00)	(40,257.33)	(35,705.76)	0.00	0.00	(6,294.24)
Monthly revenue	(20,900.00)	(25,200.00)	(19,813.80)	(18,003.80)	0.00	0.00	(7,196.20)
Total Charges For Services	(70,500.00)	(82,700.00)	(77,800.78)	(74,628.73)	0.00	0.00	(8,071.27)
Misc Revenues							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	0.00	(200.00)	(236.19)	(491.19)	0.00	0.00	291.19
Vending revenue	(4,600.00)	(5,000.00)	(6,607.82)	(7,892.80)	0.00	0.00	2,892.80
Miscellaneous sales	(5,000.00)	(8,000.00)	(11,761.90)	(10,738.09)	0.00	0.00	2,738.09
Facility rental revenue	(250,000.00)	(260,000.00)	(281,335.12)	(302,893.39)	0.00	0.00	42,893.39
Equipment rental revenue	(5,700.00)	(6,700.00)	(7,095.51)	(4,851.35)	0.00	0.00	(1,848.65)
Locker rental	(13,000.00)	(14,000.00)	(13,183.29)	(13,737.67)	0.00	0.00	(262.33)
Cash over/short	0.00	0.00	(1.00)	1.75	0.00	0.00	(1.75)
Total Misc Revenues	(278,300.00)	(293,900.00)	(320,220.83)	(340,602.74)	0.00	0.00	46,702.74
Total Revenues	(348,800.00)	(376,600.00)	(398,021.61)	(415,231.47)	0.00	0.00	38,631.47
Personal Services							
Vacancy factor	(4,600.00)	(4,300.00)	0.00	0.00	0.00	0.00	(4,300.00)
Salaries	292,200.00	288,200.00	257,593.27	281,099.35	0.00	0.00	7,100.65
Overtime	3,400.00	3,400.00	4,990.05	5,147.88	0.00	0.00	(1,747.88)
Accrued leave	0.00	0.00	26,923.70	25,636.16	0.00	0.00	(25,636.16)
Benefits	160,700.00	143,900.00	129,512.70	135,813.90	0.00	0.00	8,086.10
Workers compensation	6,600.00	10,600.00	6,600.00	10,600.00	0.00	0.00	0.00
Engineering workforce	0.00	0.00	99.00	0.00	0.00	0.00	0.00



Financial Summary by Department, Division, and Program

FY 2017

	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							
All other workforce	0.00	(4,400.00)	0.00	0.00	0.00	0.00	(4,400.00)
Total Personal Services	458,300.00	437,400.00	425,718.72	458,297.29	0.00	0.00	(20,897.29)
Travel and Training							
Mileage	500.00	500.00	477.52	491.04	0.00	0.00	8.96
Travel and training	0.00	0.00	296.00	939.20	0.00	0.00	(939.20)
Total Travel and Training	500.00	500.00	773.52	1,430.24	0.00	0.00	(930.24)
Services							
Telephone	4,900.00	6,000.00	4,509.87	6,023.05	0.00	0.00	(23.05)
Printing	800.00	400.00	90.00	88.26	0.00	0.00	311.74
Advertising	4,767.00	1,400.00	8,730.44	3,717.02	0.00	0.00	(2,317.02)
Electricity	65,000.00	60,000.00	57,949.56	58,224.93	0.00	0.00	1,775.07
Fuel oil & propane	115,800.00	61,000.00	49,124.52	62,100.20	0.00	0.00	(1,100.20)
Refuse disposal	2,000.00	2,600.00	2,905.15	2,758.96	0.00	0.00	(158.96)
Water service	1,500.00	1,500.00	1,378.87	1,465.90	0.00	0.00	34.10
Wastewater service	5,200.00	5,500.00	4,981.51	5,797.79	0.00	0.00	(297.79)
Repairs	300.00	0.00	0.00	0.00	0.00	0.00	0.00
Building maint division charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet replacement reserve	19,600.00	19,600.00	19,600.00	19,600.00	0.00	0.00	0.00
Spec & Prop	4,400.00	4,600.00	4,400.00	4,600.00	0.00	0.00	0.00
General Liab, Auto & EE Pract li	3,600.00	3,600.00	3,600.00	3,600.00	0.00	0.00	0.00
Dues and subscriptions	500.00	500.00	0.00	275.00	0.00	0.00	225.00
Contractual services	700.00	400.00	28,784.09	572.99	0.00	0.00	(172.99)
Bank card fees	3,900.00	10,000.00	9,738.75	8,566.58	0.00	0.00	1,433.42
Postage and parcel post	100.00	1,700.00	881.34	1,670.90	0.00	0.00	29.10
Total Services	233,067.00	178,800.00	196,674.10	179,061.58	0.00	0.00	(261.58)
Commodities and Materials							
Fleet gasoline	100.00	100.00	0.00	0.00	0.00	0.00	100.00
Office supplies	1,500.00	1,300.00	1,758.16	2,014.91	0.00	0.00	(714.91)
Inventory	3,000.00	2,800.00	1,984.50	2,121.79	0.00	0.00	678.21
Materials and commodities	25,000.00	25,000.00	23,843.44	34,046.60	0.00	0.00	(9,046.60)
Safety programs and equipment	1,300.00	600.00	382.18	402.75	0.00	0.00	197.25
Gasoline and oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor equipment	300.00	2,700.00	99.90	2,993.48	0.00	0.00	(293.48)
Total Commodities and Mate	31,200.00	32,500.00	28,068.18	41,579.53	0.00	0.00	(9,079.53)
Misc and Other							
Recruiting	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Financial Summary by Department, Division, and Program

FY 2017

	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 Misc and Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	723,067.00	649,200.00	651,234.52	680,368.64	0.00	0.00	(31,168.64)
Program RSA P&R Valley Pool							
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
Tax Revenues							
Sales tax revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unallocated sales tax revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Tax Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charges For Services							
Swim fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lessons/programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Swim team	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Multi visit pass	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
Monthly revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Charges For Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Revenues							
Restricted donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vending revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ordinance violations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor Violations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Merchandise sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facility rental revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Locker rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00