

AGENDA

TREADWELL ARENA ADVISORY BOARD MEETING

City Hall Room 237 5:30 PM
TAAB September meeting
September 7, 2017

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. July 6, 2017 draft meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
 - A. New TAAB members
- VII. Staff Reports**
 - A. August update
 - B. 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**
 - A. Thursday, November 2 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, July 6, 2017
City Hall Room 237**

- I. Call to Order: Call to Order at 5:30pm
- II. Roll Call:
 - Members Present - Taylor Horne: Chair, Molly McCormick: New Secretary, Liz Balstad: Co-Chair, Molly McCormick, Bret Connell
 - Members Absent: Miles Brooks, Jason Soza
 - Staff Present: Lauren Anderson, Alix Pierce
 - Public Present: Melissa Fritsch (JSC rep), Kirk Stagg (JDIA rep)
- III. Approval of Agenda - Liz moved to approve the agenda. All in favor.
- IV. Approval of Minutes - Molly moved to approve May 4, 2017 draft meeting minutes-no changes.
- V. Public Participation on Non-Agenda Items - no public present
- VI. Agenda Topics:
 - A. **TAAB Secretary appointment & vacant positions:** Molly agreed to be Secretary for September
 - 1 vacant position. Bret Connell & Jason Soza have reapplied
 - Currently no rep from Juneau Skating Club (JSC) & Juneau Douglas Ice Association (JDIA)
 - B. **Parks & Rec Master Plan update – Alix Pierce:** Currently in 3rd phase of master plan. We reviewed the document which includes the Master Plan Mission, Vision & Guiding Principles, Policy Statements & Recommendations relating to Treadwell Arena.
 - C. **TAAB report presentation to HRC update – Chair:** Feedback from the HRC: HRC members asked about our ice resurfacing issues and how they might be resolved for the upcoming season.
 - TAAB briefly discussed the options for a new Zamboni and the pros and cons of a propane or electric machine as well as the costs of each.
 - D. **Media area update – Chair:** Set up a meeting to hear Larry Johansen's ideas. We met with Larry Johansen at Treadwell to discuss his ideas. He will be submitting a proposed layout to us.
- VII. Staff Reports
 - A. **Schedule changes – reduced hours & core user requests:**
 - New hours for 2017-18** – The Assembly required Treadwell to reduce our budget by \$19,100- as a result; we have eliminated 3 vacant part-time positions. Treadwell Arena will not open to the public until 3:30pm on Monday, Wednesday & Friday. We will continue to offer JDHS practice time on Monday's 6:00-7:30am, but not Wednesday.
 - Core User** – There have been additional ice time requests by multiple user groups as well as requests to make schedule changes. JSC & JDIA are at this TAAB meeting today to discuss their requests. JSC would like to switch their Saturday 11:45am ice time with JDIA's 9:15am ice time. JDIA would like JAHA's Wednesday 7:45pm ice time. JAHA is willing to give up the Wednesday time as long as they have 3 hours on Wednesdays, which will be difficult to meet that request due to limited Wed. ice.
 - **TAAB recommendations will be considered regarding change requirements and requests-** The TAAB would like the groups to work together on these changes. Melissa Fritsch, the JSC President will plan on attending the next JDIA Board meeting (Wed. July 12 6-

8pm at Valley Library.) JDIA might attend JSC's meeting (Tue. July 11 6-8pm at JACC) to discuss the JSC request to switch Saturday ice times.

- B. **Financial Report** – FY17 expenditures were up from years past due to ice resurfacing maintenance, but revenue was up by over \$12,000.00-this is not a final number. Estimating a cost recovery of about 64%.
 - Summer Roller Skating (7 Friday nights) were sponsored by local businesses and had 40-60 participants each skate.

VIII. Committee, Liaison, Board Member Report

- A. Juneau Skating Club – Melissa Fritsch was appreciative for opportunity to come and share the requests of JSC to TAAB.
- B. Juneau Adult Hockey Association
- C. Juneau Douglas Ice Association
- D. Parks and Recreation Advisory Committee

IX. Next meeting Date - September 7th, 2017 at 5:30pm, preferably City Hall room 237

X. Adjournment - Liz moved to adjourn at 7pm. All in favor.



Financial Summary by Department, Division, and Program

FY 2018

Period 1 (July 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							
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)	0.00	0.00	0.00	0.00	(1,000.00)
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)	(13,900.00)	(38.08)	(9.52)	0.00	0.00	(13,890.48)
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	0.00	0.00	0.00	0.00	0.00
Daily pass revenue	(42,000.00)	(34,700.00)	0.00	0.00	0.00	0.00	(34,700.00)
Monthly revenue	(25,200.00)	(20,900.00)	0.00	0.00	0.00	0.00	(20,900.00)
Total Charges For Services	(82,700.00)	(70,500.00)	(38.08)	(9.52)	0.00	0.00	(70,490.48)
Misc Revenues							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	(200.00)	0.00	0.00	(45.00)	0.00	0.00	45.00
Vending revenue	(5,000.00)	(4,600.00)	0.00	0.00	0.00	0.00	(4,600.00)
Miscellaneous sales	(8,000.00)	(5,000.00)	(1,857.14)	(9,095.23)	0.00	0.00	4,095.23
Facility rental revenue	(260,000.00)	(250,000.00)	(8,277.04)	(3,617.13)	0.00	0.00	(246,382.87)
Equipment rental revenue	(6,700.00)	(5,700.00)	0.00	(526.30)	0.00	0.00	(5,173.70)
Locker rental	(14,000.00)	(13,000.00)	(4,099.93)	(2,557.10)	0.00	0.00	(10,442.90)
Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	(293,900.00)	(278,300.00)	(14,234.11)	(15,840.76)	0.00	0.00	(262,459.24)
Total Revenues	(376,600.00)	(348,800.00)	(14,272.19)	(15,850.28)	0.00	0.00	(332,949.72)



Financial Summary by Department, Division, and Program

FY 2018

Period 1 (July 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)	(4,600.00)	0.00	0.00	0.00	0.00	(4,600.00)
Salaries	288,200.00	292,200.00	13,456.67	16,714.05	0.00	0.00	275,485.95
Overtime	3,400.00	3,400.00	0.00	0.00	0.00	0.00	3,400.00
Accrued leave	0.00	0.00	(679.25)	1,586.33	0.00	0.00	(1,586.33)
Benefits	143,900.00	160,700.00	8,355.03	7,447.73	0.00	0.00	153,252.27
Workers compensation	10,600.00	6,600.00	883.33	10,600.00	0.00	0.00	(4,000.00)
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	458,300.00	22,015.78	36,348.11	0.00	0.00	421,951.89
Travel and Training							
Mileage	500.00	500.00	50.02	20.43	0.00	0.00	479.57
Travel and training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Travel and Training	500.00	500.00	50.02	20.43	0.00	0.00	479.57
Services							
Telephone	6,000.00	4,900.00	440.35	490.23	0.00	0.00	4,409.77
Printing	400.00	800.00	60.00	0.00	0.00	0.00	800.00
Advertising	1,400.00	4,767.00	0.00	0.00	0.00	0.00	4,767.00
Electricity	60,000.00	65,000.00	915.00	964.14	0.00	0.00	64,035.86
Fuel oil & propane	61,000.00	115,800.00	0.00	0.00	0.00	28,000.00	87,800.00
Refuse disposal	2,600.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Water service	1,500.00	1,500.00	20.48	21.82	0.00	0.00	1,478.18
Wastewater service	5,500.00	5,200.00	501.60	80.79	0.00	0.00	5,119.21
Repairs	0.00	300.00	0.00	0.00	0.00	0.00	300.00
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	4,400.00	383.33	4,600.00	0.00	0.00	(200.00)
General Liab, Auto & EE Pract Ins	3,600.00	3,600.00	300.00	3,600.00	0.00	0.00	0.00
Dues and subscriptions	500.00	500.00	0.00	0.00	0.00	0.00	500.00
Contractual services	400.00	700.00	24.41	94.50	0.00	0.00	605.50
Bank card fees	10,000.00	3,900.00	54.56	95.46	0.00	0.00	3,804.54
Postage and parcel post	1,700.00	100.00	0.00	0.00	0.00	0.00	100.00
Total Services	178,800.00	233,067.00	4,333.06	29,546.94	0.00	28,000.00	175,520.06



Financial Summary by Department, Division, and Program

FY 2018

Period 1 (July 2017) Expenditures continued

	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	100.00	0.00	0.00	0.00	0.00	100.00
Office supplies	1,300.00	1,500.00	542.33	11.86	0.00	0.00	1,488.14
Inventory	2,800.00	3,000.00	290.00	0.00	0.00	0.00	3,000.00
Materials and commodities	25,000.00	25,000.00	3,993.14	7,632.86	0.00	0.00	17,367.14
Safety programs and equipment	600.00	1,300.00	402.75	0.00	0.00	0.00	1,300.00
Gasoline and oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor equipment	2,700.00	300.00	0.00	1,863.14	0.00	0.00	(1,563.14)
Total Commodities and Materials	32,500.00	31,200.00	5,228.22	9,507.86	0.00	0.00	21,692.14
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	723,067.00	31,627.08	75,423.34	0.00	28,000.00	619,643.66