

AQUATIC BOARD
Tuesday January 23, 2018
City Hall Room 224 – 4:00 p.m.

Statement of Philosophy:
Create Community through People, Pools and Effective Swim Programs

- A. Call to Order -
- B. Roll Call –
- C. Agenda Changes -
- D. Public Participation on Non-Agenda Items –
- E. Approval of Minutes – December 19, 2017–
January 5, 2018
January 16, 2018
- F. Director’s Report –
 - a. Review of Financial Results to date –
 - b. Upcoming marketing and special events -
- G. Old Business –
 - a. Empowered Board Discussion – Review Planning Process
- H. New Business –
 - a. Reimbursement of Public Market expenses
- I. Committee Reports:
 - a. Board Development/Governance Committee – P. Watt –
 - b. Operations Committee – M. Mertz –
- J. Board Comments –
- K. Adjournment –
- L. Proposed Next Board Meetings: 3rd & 4th Tuesday of Each Month at 4:00 p.m.:
 - a. 2/20/18 – 4pm Valley Library – Operations Committee
 - b. 2/27/18 - 4pm Room 224 City Hall – Full Board Meeting

DRAFT MINUTES
CBJ AQUATICS BOARD
Tuesday, December 19, 2017
City Hall Room 224 – 4:00pm

- A. **Call to Order** at 4:02pm by Board Vice Chair Tom Rutecki
- B. **All Members Present:** Ritchie Dorrier, Joe Parrish, Tom Rutecki, Becky Monagle, Max Mertz (by phone), Charlie Williams (by phone).
- All Liaisons Present:** Beth Weldon – CBJ Assembly, Phil Loseby - Juneau School District (by phone)
- Staff Present:** Kirk Duncan, Parks & Recreation Director (by phone); Julie Jackson, Aquatics Manager (by phone).
- Guests Present:** Michale Joern.
- C. **Agenda Changes** – Added discussion of the outcome of the public market tabling and DPAC windows advertising under Director’s Reports – Upcoming marketing and special events.
- D. **Public Participation on Non-Agenda Items** – Michale Joern, owner of The Gym wanted to attend for informational purposes.
- E. **Approval of Minutes:**
- November 28, 2017 minutes were approved. No objection.
- F. **Director’s Report** – Mr. Duncan.
- **Financial Report** – Going forward the staff will take the minutes at the board meetings. DPAC looking at a two week closure in April or May 2018. There is about \$450k left in the construction fund from DPAC and they will complete some maintenance items.
 - **Pool covers** – Nathan Coffee was getting information from proposers – what is the status? Julie talked with Nathan and it appears that Alta company that provided the overhead covers will be creating an estimate for deck mount reels for both pools. At AGB, it would be a three reel, one cart system which would hold two blankets per reel. There is still pool cover money in the DPAC construction fund.
 - **Ground Source leak at DPAC** - DPAC is losing hundreds of gallons of anti-freeze and has been identified to one ground circuit for heat. This circuit has been shut down as there is no remedy which may be an issue with the design. There is no current increase in cost of utilities but this is a potentially serious issue.
 - **AGB Pool Supervisor position** – Mr. Mertz was glad to see that the position has been approved by the CBJ HR division. Mr. Duncan was hoping it would be a range 13 but was classified at a range 14. This is because DPAC’s pool supervisor is a range 15. Mr. Mertz asked what that equated to in dollars. Mr. Duncan wasn’t sure but thought it was approximately a \$10k difference annually.

- Food service** – Ms. Jackson reported that food sales vary from week to week and every week is different. They may sell out daily or not sell out at all for the whole week. They get deliveries Monday, Wednesday and Friday. Added some items like cheese sticks and ramen along with chocolate milk. Cookies are always a big hit. Sales are related to months September, October and November. Mr. Duncan added that we are \$6,500 for year at this point in time which is a good number but we had estimated \$30,000 as a budget for the year. Mr. Duncan added that having the food service at DPAC has been a good thing but may need to scale the budget numbers back in the future. Mr. Mertz commented that the \$6,500 is for revenue for September, October & November. Food sales are lighter in the summer. Mr. Rutecki asked about coffee sales and Julie responded that coffee averages 1 – 2 dozen cups a day. DPAC staff are looking to change the display as when they changed the display for hot cocoa and apple cider, they had more sales for those items.
- DPAC lap pool lower than pool deck** – Tiles are popping out. Engineers have been looking at it but not sure if it is related to glacial rebound, sink holes, earthquakes, etc. Building maintenance will be monitoring when the pool is empty. It appears to be slow. Mr. Mertz asked what the measurement is. Julie doesn't have the measurement but it is enough to crack grout and tiles, at least a quarter inch gap is developing. Mr. Williams inquired if it was related to water flow under the pool and could possibly moving soil and asked if a camera could be sent down the pipes that access the geothermal heat source. The loops are two miles each and the diameter of the tube is ¾ inch. Can camera wastewater system but can't with a water system because of the pressure.

 - Ritchie compliment the team for the new packet that was distributed to board members was very nice and a big thank you for that. She inquired if they can identify other pool duties to the AGB pool supervisor that can help with the pool operations? Also inquired about the status of the totem pole that is in need to restoration that was in front of the AGB pool. Mr. Mertz stated that the totem pole issue was on his plate and that he had reached out to a contact at Sealaska for possible grant funding but both he and the contact have been traveling and have not connected. Mr. Duncan mentioned that it was native custom to NOT refurbish totem poles. Mr. Duncan mentioned that the pool packets would be distributed to board members a week before the board meeting.
- Upcoming markets** – Regarding the Coast Guard's "Kids Don't Float" program, there is a curriculum that teaches it but no one is training. The Coast Guard is taking on this task to train to take the information to other towns outside of Juneau. They will teach the program and the pools will provide the space and lifeguarding. Mr. Duncan pointed out this this increases our relationship with the Coast Guard and that they are buying more bulk tickets which would be a great revenue source for us. Ms. Dorrier commented that this was a critically important service to communities. Mr. Parrish asked if Ms. Jackson had heard from anyone at the radio station.
- DPAC window advertising** – Ms. Monagle asked if this was discussed at the last meeting. She didn't have the information in front of her but remembered that the lettering size needs to be determined and a discussion on how much to charge businesses. It also needs to be determined on how to bill the customers – once annually so staff doesn't have to remember what customers need to be billed. Logistics of having a business bow out of the annual advertising requires a new customer to be added and the window to be re-created at a cost. Ms. Jackson will put up lettering examples and send out to the group for a visual aid. Ms. Jackson will also re-send Ms. Monagle's email of November 14 which outlined a couple of scenarios for discussion on rates.

- **Public Market** – Mr. Duncan mentioned that the board intent was really good but the staff had to clean up a mess. In the future, if we sell items, it needs to be staffed by pool employees. Mr. Mertz requested that this item be removed from the agenda and discussed further at the January meeting.

G. Old Business –

- **Empowered Board discussion** – Discussion of the original planning schedule and if there was enough time to be ready for the Assembly in March. Discussion of having a separate work session to discuss the schedule. This meeting will occur on January 5 at 4 p.m. at Elgee, Rehfeld and Mertz. Board members should plan on being there for at least a couple of hours.

H. Board Comments: Ms. Dorrier wanted to compliment the staff as a patron of the pool and that it seems like a fun place to work. Also, both Ms. Dorrier and Ms. Monagle attended an Eaglecrest board meeting to have a better understanding about how empowered boards work. She thought that Ms. Watt had also attended one in the past. Ms. Weldon mentioned that the CBJ Assembly had requested that the 1% sales tax for capital projects go back to Public Works to Finance for review. The Assembly’s priorities were not in alignment with the Public Works department.

I. With no additional business before the board, Mr. Rutecki adjourned at 5:11pm.

Minutes submitted by B. Monagle on 1/3/2018.

Future Meeting Schedule.

1/5/18	4 pm	Elgee, Rehfeld & Mertz conference room
1/16/18	4pm	Valley Library – Operations Committee
1/23/18	4pm	Room 224 – Regular Board Meeting

AQUATIC BOARD
Friday, January 5, 2018
Elgee, Rehfeld, Mertz conference room– 4:00 p.m.

Statement of Philosophy:
Create Community through People, Pools and Effective Swim Programs

- A. Call to Order -
- B. Roll Call – Max, Tom, Pat, Becky, Charlie, Kirk telephonic Phil joined at 4:40, Beth joined at 4:50
- C. Agenda Changes – No agenda changes
- D. Public Participation on Non-Agenda Items – No public in attendance
- E. Old Business –
 - a. Empowered Board Discussion –
Max presented three documents. The board discussed and refined the documents with no formal action taken – changes to documents will be reviewed at the next board meeting
- F. New Business – No new business
- G. Adjournment – at 5:31 pm
- H. Proposed Next Board Meetings: 3rd & 4th Tuesday of Each Month at 4:00 p.m.:
 - a. 1/16/18 – 4pm Valley Library – Committee meeting
 - b. 1/23/18 – 4pm Room 224 City Hall – Full Board Meeting

AQUATIC BOARD
Friday, January 16, 2018
Valley Library – 4:00 p.m.

Statement of Philosophy:

Create Community through People, Pools and Effective Swim Programs

- A. Call to Order -
- B. Roll Call – Max, Tom, Becky, Charlie, Joe, Phil, Ritchie, Kirk
- C. Agenda Changes – No agenda changes
- D. Public Participation on Non-Agenda Items – No public in attendance
- E. Old Business –
 - a. Empowered Board Discussion –
The board continued to discuss the various options for pool governance. No action taken at the meeting
- F. New Business – No new business
- G. Adjournment – at 5:31 pm
- H. Proposed Next Board Meetings: 3rd & 4th Tuesday of Each Month at 4:00 p.m.:
 - a. 1/23/18 – 4pm Room 224 City Hall – Full Board Meeting

**Director's report
1-23-2018**

Financial Review –

You will find attached a financial recap sheet and individual detail sheets on ABP and DPAC

Compared to last year at this time -

Revenue at ABP is down \$7,254 and revenue is up at DPAC by \$33,901, combined revenue is up \$26,647

Personnel costs at ABP are down \$1,596 and personnel costs are up \$13,456 at DPAC, combined personnel services are up \$11,861.

Other expenses at ABP are down \$22,420 and other expenses are down \$5,934 at DPAC for a combined total of \$28,354 in fewer dollars being spent on other expenses.

At this time last year the combined pools required \$1,012,955 in general fund support. This year for the same time period, through period 6, the pools require \$969,815 in general fund support. This represents a reduction of \$43,140 in general fund support on a reduction of 4.26%.

In period #5, the reductions was 3.25% which appears to indicate a positive trend in the reduction of general fund support.

Operational and Marketing issues –

Julie is away at this time and she will be returning on Monday. I hope to have an operational and marketing report to you prior to the meeting on Tuesday

Recap

Year to Date through Period 6

Sales	FY 17	FY 18	Variance
ABP	\$ 121,310	\$ 114,056	\$ (7,254)
DPAC	\$ 198,157	\$ 232,058	\$ 33,901
Total	\$ 319,467	\$ 346,114	\$ 26,647
Personnel Costs			
ABP	\$ 285,327	\$ 283,731	\$ 1,596
DPAC	\$ 411,894	\$ 425,351	\$ (13,456)
Total	\$ 697,221	\$ 709,081	\$ (11,861)
Other Expenses			
ABP	\$ 287,285	\$ 264,865	\$ 22,420
DPAC	\$ 347,917	\$ 341,982	\$ 5,934
Total	\$ 635,201	\$ 606,847	\$ 28,354
Net Income			
ABP	\$ (451,301)	\$ (434,540)	\$ 16,761
DPAC	\$ (561,654)	\$ (535,275)	\$ 26,379
Total Net Income	\$ (1,012,955)	\$ (969,815)	\$ 43,140
General Fund Support	\$ 1,012,955	\$ 969,815	\$ 43,140
Additional General Fund Needed			\$ (43,140)



Financial Summary by Department, Division, and Program

FY 2018 YTD Period #6

Department	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department							
Division							
Program							
Parks and Rec							
Recreation							
AB Pool							
Charges For Services							
Swim fees	(45,000.00)	(40,000.00)	(17,617.46)	(17,714.37)	0.00	0.00	(22,285.63)
Lessons/programs	(30,500.00)	(25,000.00)	(11,320.48)	(6,921.48)	0.00	0.00	(18,078.52)
Swim team	(47,500.00)	(20,000.00)	(4,350.84)	(6,750.00)	0.00	0.00	(13,250.00)
Multi visit pass	(42,500.00)	(40,000.00)	(17,297.17)	(21,791.16)	0.00	0.00	(18,208.84)
Synchronized swimming	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gift cards sold	0.00	0.00	(960.50)	0.00	0.00	0.00	0.00
Monthly revenue	(62,500.00)	(30,300.00)	(12,247.77)	(10,770.86)	0.00	0.00	(19,529.14)
Annual revenue	(27,500.00)	(110,000.00)	(41,779.72)	(40,042.64)	0.00	0.00	(69,957.36)
Total Charges For Services	(255,500.00)	(265,300.00)	(105,573.94)	(103,990.51)	0.00	0.00	(161,309.49)
Misc Revenues							
Donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Restricted-AB Pool	0.00	0.00	(2,145.00)	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	(3,800.00)	(4,200.00)	(1,597.44)	(1,530.32)	0.00	0.00	(2,669.68)
Ordinance violations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor Violations	(2,200.00)	(2,300.00)	(875.00)	(225.00)	0.00	0.00	(2,075.00)
Merchandise sales	(2,000.00)	(3,400.00)	(1,717.01)	(1,770.69)	0.00	0.00	(1,629.31)
Miscellaneous sales	(5,000.00)	0.00	0.00	0.00	0.00	0.00	0.00
Facility rental revenue	(17,500.00)	(19,000.00)	(8,502.09)	(5,674.00)	0.00	0.00	(13,326.00)
Locker rental	(2,800.00)	(2,300.00)	(884.62)	(861.21)	0.00	0.00	(1,438.79)
Cash over/short	0.00	0.00	(15.00)	(4.26)	0.00	0.00	4.26
Bad debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	(33,300.00)	(31,200.00)	(15,736.16)	(10,065.48)	0.00	0.00	(21,134.52)
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	(288,800.00)	(296,500.00)	(121,310.10)	(114,055.99)	0.00	0.00	(182,444.01)
Personal Services							
Vacancy factor	(6,100.00)	(6,200.00)	0.00	0.00	0.00	0.00	(6,200.00)
Salaries	416,800.00	398,600.00	196,605.37	192,440.82	0.00	0.00	206,159.18
Overtime	0.00	0.00	1,620.59	2,095.04	0.00	0.00	(2,095.04)
Accrued leave	0.00	0.00	15,336.86	15,010.16	0.00	0.00	(15,010.16)
Benefits	198,700.00	198,900.00	63,963.82	66,384.78	0.00	0.00	132,515.22
Workers compensation	15,600.00	15,600.00	7,800.00	7,800.00	0.00	0.00	7,800.00
Engineering workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personal Services	625,000.00	606,900.00	285,326.64	283,730.80	0.00	0.00	323,169.20
Travel and Training							
Mileage	1,400.00	1,100.00	751.54	307.36	0.00	0.00	792.64
Travel and training	5,100.00	4,900.00	3,343.01	1,891.46	0.00	0.00	3,008.54
Total Travel and Training	6,500.00	6,000.00	4,094.55	2,198.82	0.00	0.00	3,801.18
Services							
Telephone	4,700.00	4,600.00	2,273.61	2,199.68	0.00	0.00	2,400.32
Printing	5,000.00	1,000.00	96.40	554.96	0.00	0.00	445.04
Advertising	8,800.00	12,300.00	198.34	1,036.39	0.00	0.00	11,263.61
Electricity	44,600.00	37,200.00	14,799.80	13,856.67	0.00	0.00	23,343.33
Fuel oil & propane	80,600.00	80,000.00	35,317.71	29,191.88	0.00	0.00	50,808.12
Refuse disposal	4,600.00	4,600.00	1,865.89	1,845.02	0.00	0.00	2,754.98
Water service	4,800.00	3,300.00	1,512.28	1,919.54	0.00	0.00	1,380.46
Wastewater service	17,600.00	11,800.00	5,521.35	7,088.89	0.00	0.00	4,711.11
Repairs	3,000.00	500.00	0.00	0.00	0.00	0.00	500.00
Building maint division charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet replacement reserve	12,500.00	12,500.00	6,250.02	6,250.02	0.00	0.00	6,249.98
Spec & Prop	2,700.00	2,700.00	1,350.00	1,350.00	0.00	0.00	1,350.00
General Liab, Auto & EE Pract In	5,300.00	5,300.00	2,650.02	2,650.02	0.00	0.00	2,649.98
Dues and subscriptions	800.00	400.00	0.00	0.00	0.00	0.00	400.00
Contractual services	19,500.00	12,400.00	14,795.00	540.00	0.00	0.00	11,860.00
Interdepartmental	365,200.00	365,200.00	182,599.98	182,599.98	0.00	0.00	182,600.02
CBJ Engineering services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank card fees	3,600.00	3,700.00	1,722.63	1,818.94	0.00	0.00	1,881.06
Postage and parcel post	2,100.00	1,000.00	859.90	934.85	0.00	0.00	65.15
Total Services	585,400.00	558,500.00	271,812.93	253,836.84	0.00	0.00	304,663.16
Commodities and Materials							
Office supplies	4,500.00	2,000.00	1,187.83	1,658.78	0.00	0.00	341.22
Inventory	2,300.00	2,000.00	626.17	338.51	0.00	0.00	1,661.49
Uniforms and safety equipment	5,100.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Materials and commodities	28,000.00	18,000.00	3,142.44	2,750.69	0.00	0.00	15,249.31
Safety programs and equipment	5,400.00	1,100.00	0.00	119.94	0.00	0.00	980.06
Chemicals	15,000.00	7,500.00	2,409.58	3,961.34	0.00	1,497.39	2,041.27
Minor equipment	4,000.00	4,000.00	4,044.00	0.00	0.00	0.00	4,000.00
Minor furniture and fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Commodities and Materials	64,300.00	36,600.00	11,410.02	8,829.26	0.00	1,497.39	26,273.35
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
Equipment							
Vehicles and equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	1,281,200.00	1,208,000.00	572,644.14	548,595.72	0.00	1,497.39	657,906.89



Financial Summary by Department, Division, and Program

FY 2018 YTD Period #6

Department	Budget Last Year	Budget This Year	Actuals Last Year	Actuals This Year	Encumbrances Last Year	Encumbrances This Year	Remaining Balance
Department							
Division							
Program							
Parks and Rec							
Recreation							
Valley Pool							
Charges For Services							
Swim fees	(219,300.00)	(175,000.00)	(74,351.13)	(86,785.15)	0.00	0.00	(88,214.85)
Lessons/programs	(55,000.00)	(65,000.00)	(20,045.14)	(25,288.09)	0.00	0.00	(39,711.91)
Swim team	(43,900.00)	(30,000.00)	(7,572.10)	(11,100.00)	0.00	0.00	(18,900.00)
Multi visit pass	(97,500.00)	(40,000.00)	(17,575.48)	(21,933.90)	0.00	0.00	(18,066.10)
Gift cards sold	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monthly revenue	(69,800.00)	(30,300.00)	(11,840.15)	(10,973.46)	0.00	0.00	(19,326.54)
Annual revenue	(58,200.00)	(110,000.00)	(41,548.77)	(40,036.16)	0.00	0.00	(69,963.84)
Total Charges For Services	(543,700.00)	(450,300.00)	(172,932.77)	(196,116.76)	0.00	0.00	(254,183.24)
Misc Revenues							
Donation revenues	0.00	(20,000.00)	0.00	(97.50)	0.00	0.00	(19,902.50)
Restricted donation revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/service permits	0.00	(30,000.00)	(1,180.45)	(7,999.29)	0.00	0.00	(22,000.71)
Vending revenue	(7,500.00)	(8,000.00)	(3,534.90)	(4,338.53)	0.00	0.00	(3,661.47)
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	(17,300.00)	(20,000.00)	(11,327.37)	(8,509.58)	0.00	0.00	(11,490.42)
Miscellaneous sales	(6,900.00)	(3,600.00)	0.00	(1,724.20)	0.00	0.00	(1,875.80)
Facility rental revenue	(21,000.00)	(22,000.00)	(9,504.45)	(13,429.70)	0.00	0.00	(8,570.30)
Locker rental	(3,500.00)	0.00	(30.00)	0.00	0.00	0.00	0.00
Cash over/short	0.00	0.00	353.25	157.91	0.00	0.00	(157.91)
Bad debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Misc Revenues	(56,200.00)	(103,600.00)	(25,223.92)	(35,940.89)	0.00	0.00	(67,659.11)
Transfers In							
General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	(599,900.00)	(553,900.00)	(198,156.69)	(232,057.65)	0.00	0.00	(321,842.35)
Personal Services							
Vacancy factor	(8,100.00)	(8,100.00)	0.00	0.00	0.00	0.00	(8,100.00)
Salaries	551,900.00	552,800.00	302,478.12	298,613.55	0.00	0.00	254,186.45
Overtime	12,500.00	12,500.00	4,984.00	6,001.83	0.00	0.00	6,498.17
Accrued leave	0.00	0.00	8,745.97	10,156.22	0.00	0.00	(10,156.22)
Benefits	263,600.00	264,300.00	86,636.08	101,529.05	0.00	0.00	162,770.95
Workers compensation	18,100.00	18,100.00	9,049.98	9,049.98	0.00	0.00	9,050.02
Engineering workforce	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personal Services	838,000.00	839,600.00	411,894.15	425,350.63	0.00	0.00	414,249.37
Travel and Training							
Mileage	1,800.00	1,000.00	244.12	333.17	0.00	0.00	666.83
Travel and training	7,400.00	5,700.00	2,969.90	3,389.46	0.00	0.00	2,310.54
Total Travel and Training	9,200.00	6,700.00	3,214.02	3,722.63	0.00	0.00	2,977.37
Services							
Telephone	5,400.00	5,900.00	2,835.70	3,037.65	0.00	0.00	2,862.35
Printing	2,000.00	1,000.00	96.00	869.44	0.00	0.00	130.56
Advertising	2,500.00	2,500.00	87.00	1,493.99	0.00	0.00	1,006.01
Electricity	205,600.00	185,000.00	71,063.35	76,983.39	0.00	0.00	108,016.61
Fuel oil & propane	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refuse disposal	6,700.00	6,300.00	2,627.81	2,600.78	0.00	0.00	3,699.22
Water service	7,200.00	7,600.00	3,562.78	4,042.24	0.00	0.00	3,557.76
Wastewater service	26,300.00	28,300.00	13,003.75	14,951.39	0.00	0.00	13,348.61
Repairs	2,500.00	300.00	165.15	225.75	0.00	0.00	74.25
Maintenance contracts	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	20,000.00	20,000.00	10,000.02	10,000.02	0.00	0.00	9,999.98
Spec & Prop	12,900.00	12,900.00	6,450.00	6,450.00	0.00	0.00	6,450.00
General Liab, Auto & EE Pract Ir	6,300.00	6,300.00	3,150.00	3,150.00	0.00	0.00	3,150.00
Dues and subscriptions	400.00	400.00	274.00	10.99	0.00	0.00	389.01
Contractual services	8,600.00	7,000.00	1,094.64	350.00	0.00	0.00	6,650.00
Interdepartmental	365,300.00	365,300.00	182,650.02	182,650.02	0.00	0.00	182,649.98
CBJ Engineering services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank card fees	7,500.00	8,400.00	3,879.15	4,496.35	0.00	0.00	3,903.65
Postage and parcel post	100.00	900.00	859.90	1,578.73	0.00	0.00	(678.73)
Total Services	679,300.00	658,100.00	301,799.27	312,890.74	0.00	0.00	345,209.26
Commodities and Materials							
Office supplies	4,000.00	4,000.00	2,293.95	2,220.86	0.00	0.00	1,779.14
Inventory	8,800.00	34,600.00	6,520.75	10,888.57	0.00	18,572.80	5,138.63
Uniforms and safety equipment	3,200.00	2,000.00	120.04	0.00	0.00	0.00	2,000.00
Materials and commodities	30,000.00	30,000.00	27,303.44	5,880.83	0.00	0.00	24,119.17
Safety programs and equipment	4,800.00	3,000.00	2,317.60	346.30	0.00	0.00	2,653.70
Gasoline and oil	100.00	0.00	2.45	6.71	0.00	0.00	(6.71)
Chemicals	16,000.00	13,900.00	2,697.59	5,545.55	0.00	1,726.72	6,627.73
Minor equipment	2,500.00	1,500.00	1,167.53	0.00	0.00	0.00	1,500.00
Minor furniture and fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor Software	500.00	500.00	480.00	480.00	0.00	0.00	20.00
Total Commodities and Materi	69,900.00	89,500.00	42,903.35	25,368.82	0.00	20,299.52	43,831.66
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
Equipment							
Vehicles and equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	1,596,400.00	1,593,900.00	759,810.79	767,332.82	0.00	20,299.52	806,267.66

Events & Pool Happenings:

- On Friday, Jan 5th – 3 Free Open Swim Sessions was sponsored by Juneau Construction Builders Trades & Central Labor Council went very well! 3 sessions – first two cap'd out @ 200/each, 3rd swim was approx. 160
- **First Aid CPR AED Class** – next scheduled at DPAC on February 7th & 8th evenings.
 - o 2 Day course; 5-8:30PM
 - o \$150
- **Swim Lessons** –
 - o Pre-school/Youth weekday lessons at both pools are going well! Staff availability has allowed us to hold weekday morning lessons at DPAC as well as the regular T/Th evenings @ DPAC and M/W evenings @ AGB.
 - o Adult Lessons – A 4-week Wednesday Session began Jan 10th and Saturday morning sessions began Jan 13th.
 - o Winter Session 2 – Begins the week of February 12th.
 - Includes evening preschool/youth @ Both pools
 - Registration begins Monday, February 5th.
- **Feb 3rd is Juneau's Learn to Swim day!** Partnering with GSC to host a free swim lesson day for up to 60 youth (8-17) at Augustus Brown. Grant funded by JCF through GSC.
 - o 26 youth currently signed up!
 - o Scott Griffith was on KTOO's *A Juneau Afternoon* last week (Julie was scheduled to join, but needed to leave town last minute)
 - o Banner up at AGB.
 - o Forms have gone out to schools, available at both pools and online.
 - o Register in-person or online
- Upcoming Swim Meet – **Alaska Age Groups Champs** – Feb 16 – 18 @ DPAC
 - o Closing mid-afternoon on Thursday to allow for meet set-up.
 - o Resume regular operations following Monday, Feb 19th with Holiday Hours (Presidents Day)
- President's Day – Mon, Feb 19th – Holiday Hours:
 - o AGB – 8am – Noon – Full Lap Swim
 - o DPAC – Noon – 4pm – Open/Lap Swim
- Julie is finalize details for a Water Safety Instructor Trainer to come back to Juneau to teach 1 – 2 swim instructor classes over JSD Spring Break. A class can certify up to 10 new instructors each!

Personnel –

- AGB pool supervisor position was filled By Seth Cayce on Monday, January 15th! Seth has been the full time Head Lifeguard at AGB for over a year now and a long-time CBJ Aquatics employee.
- Staffing is good. We have seen a bit of turnover, but without anticipation. A handful of new hires to replace those who have moved on. Noelani , DPAC Pool Supervisor/Lead Lifeguard Instructor is working with other LGIs to schedule lifeguard courses and re-certification courses. Keep an eye out for 2-3 courses held before summer to prep for the transition into the Summer season.

Mechanical side of things:

- DPAC's ground source heat – 1 of 4 loops remains closed off – assumption there is a leak. Building maintenance is working with Engineering to continue to troubleshoot and assess solutions.

- AGB – upstairs office roof/window leak has been fixed, window replaced. Carpet install was delayed, but Julie is working with Engineering to close out this project.
- DPAC Lighting – under the awning/walkway to the entrance, the lighting is being replaced with fixtures which will brighten the area.
- DPAC's Annual Closure is scheduled for the end of April. It will likely be a 2-week closure to allow for additional project completion time. Larger projects anticipated:
 - o AHU1 – re-bidding this project to divert condensation inside unit.
 - o Improve cooling of Hot Tub Mechanical room – possibly install mechanical cooling.
 - o Re-grout shower room floors – the original grout has been deteriorating since install, similarly to the DPAC Hot Tub. The remaining grout will be ground out and replaced with an epoxy grout.

CBJ and YMCA Employee Benefits Comparison

Source:

CBJ <https://cdn.juneau.org/wp-content/uploads/2017/05/CBJplancomparisonFY18-1.pdf>
<http://doa.alaska.gov/drb/pdf/pers/perstieri-ivchart.pdf>

YMCA YMCA 2018 Rate Renewal, benefits summary provided by management
www.yretirement.org/how-the-fund-works/fund-basics

	<u>YMCA</u>	<u>CBJ</u>
Retirement Plan		
Plan Type	401(a), 403 (b)	Tier IV
Employer contribution Rate on gross salary	7.00%	22.00%
- Rate employee receives from Employer	7.00%	6.00%
Employee Minimum Contribution	5.00%	8.00%
Additional Employee Contribution Available	Yes	Yes

	<u>Silver</u>	<u>Basic</u>
Health Plan		
Plan Type	Silver	Basic
Employer Cost	\$ 861.90	\$ 1,260.00
Employee Cost, no spouse	\$ -	\$ -
Deductible	\$2500 / \$5,000	\$500 / \$1000
Out of Pocket Maximum	\$2500 / \$5,000	\$2500 / \$7,000
Dental Plan	Yes	Yes
Dental Plan Employee Costs	\$ -	\$50 / \$100
Vision Plan	Yes	No
Vision Plan Cost	\$ -	N/A

**Combined Pool System
Projection for 2019**

	2016	2017	2018	2016	2017	2019
	Budget	Budget	Budget	Actuals	Actuals	Projected
Charges For Services						
Swim fees	(217,500)	(208,200)	(215,000)	(201,946)	(191,595)	(191,595)
Lessons/programs	(90,000)	(85,500)	(90,000)	(63,668)	(60,281)	(60,281)
Swim team	(67,000)	(91,400)	(50,000)	(62,801)	(37,246)	(37,246)
Multi visit pass	(45,000)	(73,400)	(80,000)	(77,338)	(73,058)	(73,058)
Gift cards sold	-	-	-	(8,516)	(1,086)	(1,086)
Monthly revenue	(75,000)	(132,300)	(60,600)	(73,977)	(52,111)	(52,111)
Annual revenue	(45,000)	(85,700)	(220,000)	(95,466)	(156,434)	(156,434)
Total Charges For Services	(539,500)	(676,500)	(715,600)	(583,712)	(571,810)	(571,810)
Misc Revenues						
Restricted	-	-	-	-	(2,145)	(2,145)
Food/service permits	-	-	(30,000)	(60)	(7,430)	(7,430)
Vending revenue	(10,500)	(11,300)	(12,200)	(13,770)	(10,945)	(10,945)
Ordinance violations	-	-	-	-	-	-
Minor Violations	(2,500)	(2,200)	(2,300)	(1,385)	(2,575)	(2,575)
Merchandise sales	(15,000)	(19,300)	(23,400)	(16,807)	(24,973)	(24,973)
Miscellaneous sales	(3,600)	(11,900)	(3,600)	(3,553)	-	-
Facility rental revenue	(24,000)	(38,500)	(41,000)	(28,174)	(35,156)	(35,156)
Locker rental	(8,200)	(6,300)	(2,300)	(4,686)	(2,155)	(2,155)
Cash over/short	-	-	-	219	471	471
Bad debts	-	-	-	-	-	-
Total Misc Revenues	(63,800)	(89,500)	(114,800)	(68,215)	(84,907)	(84,907)
Reimbursables						
Reimbursable Expense - External	-	-	-	-	-	-
Total Reimbursables	-	-	-	-	-	-
Total Revenues	(603,300)	(766,000)	(830,400)	(651,928)	(656,718)	(656,718)
Personal Services						
Vacancy factor	(14,300)	(14,200)	(14,300)	-	-	-
Salaries	994,100	968,700	951,400	915,514	978,665	938,675

**Combined Pool System
Projection for 2019**

	2016		2017		2018		2016		2017		2019	
	Budget		Budget		Budget		Actuals		Actuals		Projected	
Overtime	14,500		12,500		12,500		13,462		12,168			
Accrued leave	-		-		-		43,940		51,401			
Benefits	437,100		462,300		463,200		307,636		316,348		238,619	
Workers compensation	20,700		33,700		33,700		20,700		33,700		33,700	
Engineering workforce	-		-		-		143		-		-	
Total Personal Services	1,452,100		1,463,000		1,446,500		1,301,394		1,392,282		1,210,994	
Travel and Training												
Mileage	2,400		3,200		2,100		2,358		1,755		1,755	
Travel and training	6,500		12,500		10,600		4,747		9,368		9,368	
Total Travel and Training	8,900		15,700		12,700		7,105		11,123		11,123	
Services												
Telephone	10,400		10,100		10,500		9,696		10,364		10,364	
Printing	4,000		7,000		2,000		1,716		964		964	
Advertising	6,417		11,300		14,800		14,749		10,077		10,077	
Electricity	260,600		250,200		222,200		218,880		221,707		221,707	
Fuel oil & propane	105,300		80,600		80,000		54,649		87,281		87,281	
Refuse disposal	11,400		11,300		10,900		11,618		10,748		10,748	
Water service	12,800		12,000		10,900		9,357		10,376		10,376	
Wastewater service	46,200		43,900		40,100		33,723		37,920		37,920	
Repairs	3,000		5,500		800		149		165		165	
Maintenance Contracts	500		-		-		70		-		-	
Fleet replace reserve/equipment replacem	27,500		32,500		32,500		27,500		32,500		32,500	
Spec & Prop	15,600		15,600		15,600		15,600		15,600		15,600	
General Liab, Auto & EE Pract Ins	11,100		11,600		11,600		11,100		11,600		3,500	
Dues and subscriptions	600		1,200		800		1		318		318	
Contractual services	95,060		28,100		19,400		114,177		22,508		22,508	
Interdepartmental	-		-		-		-		-		-	
Charges, exc Building Maintenance			360,500		360,500				360,000		25,000	
Facility Maintenance			370,000		370,000				370,500		132,500	
Administrative Cost Reimbursement			-		-		-		-		31,500	
CBJ Engineering services			-		-		-		-		-	
Bank card fees	10,800		11,100		12,100		11,066		12,068		12,068	

**Combined Pool System
Projection for 2019**

	2016 Budget	2017 Budget	2018 Budget	2016 Actuals	2017 Actuals	2019 Projected
Postage and parcel post	200	2,200	1,900	1,763	1,720	1,720
Total Services	621,477	1,264,700	1,216,600	535,812	1,216,417	666,817
Commodities and Materials						
Office supplies	7,000	8,500	6,000	5,480	6,113	6,113
Inventory	9,500	11,100	36,600	9,425	22,561	22,561
Uniforms and safety equipment	2,000	8,300	4,000	8,794	2,240	2,240
Materials and commodities	44,786	58,000	45,000	31,265	33,547	33,547
Safety programs and equipment	8,400	10,200	4,100	4,375	3,344	3,344
Gasolines	100	100	-	-	9	9
Chemicals	23,770	31,000	21,400	20,365	13,406	13,406
Minor equipment	4,000	6,500	5,500	297	5,212	5,212
Minor furniture and fixtures	-	-	-	-	-	-
Minor Software	-	500	500	-	480	480
Total Commodities and Materials	99,556	134,200	123,100	80,001	86,911	86,911
Misc and Other						
Recruiting	-	-	-	-	-	-
Total Misc and Other	-	-	-	-	-	-
Equipment						
Vehicles and equipment	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-
Total Expenses	2,182,033	2,877,600	2,798,900	1,924,313	2,706,733	1,975,845
Net Support	1,578,733	2,111,600	1,968,500	1,272,385	2,050,015	1,319,127
					Savings	730,888

Proforma Employee Costs

	<u>CBJ</u>	<u>Proforma</u>
Total Benefited Employee		
Salaries	531,305	531,305
FICA / Med	40,048	40,048
Retirement	111,263	37,191
Health (12 months)	181,440	124,114
Total Benefited	<u>864,056.66</u>	<u>732,658.56</u>
Non-Benefited Employees		
Lifegaurds (exlcudes Head Lifeguards)		
Salaries	291,554.57	205,803.23
Benefits	26,598.35	18,775.31
All other		
Salaries	201,566.23	201,566.23
Benefits	18,490.84	18,490.84
Total Non-Benefited	<u>538,209.99</u>	<u>444,635.60</u>
Total All employees	<u>1,402,266.65</u>	<u>1,177,294.16</u>
Savings		<u><u>224,972.49</u></u>
Summary By Type		
Salaries	1,024,426.19	938,674.85
Benefits	<u>377,840.46</u>	<u>238,619.31</u>
Total	<u><u>1,402,266.65</u></u>	<u><u>1,177,294.16</u></u>

Alaska YMCA
Outline of Agreement for Management of Juneau Pools

- 1) Contracting Entities – CBJ and Alaska YMCA
- 2) Facilities to include – DPAC and ABP
- 3) Contract Administration - TBD
- 4) Commencement Date - TBD
- 5) Ownership – CBJ retains ownership of all assets
- 6) Equality and Availability of Services
 - a) Y will ensure that all members of the public are served equally and in accordance with existing federal, state and local laws and cultural norms.
- 7) Services to be Provided - will include existing programs
 - a) Will not compete with programs offered by GSC
 - i) Youth
 - ii) Masters
 - iii) SD Learn to Swim Contract
 - b) Programming
 - i) Swim lesson and fitness program
 - ii) Recreational swimming programs
 - iii) Sales of all food and beverage on the premises of either facility
 - iv) Sales of all merchandise at either facility
 - v) Potential additional programming to be developed by Y
 - c) High school swimming and other School District programs
- 8) Community Board to be established
 - a) Significant local control over programming and policies in conjunction with Y
 - i) Approving facility use and membership rates
 - ii) Approving Budget developed by Y and Branch Director (currently called the Aquatics Director)
 - iii) Recommending the support amount to be negotiated between CBJ and Y
 - iv) Input on the determination of pool schedules
 - v) Y provides assistance to the Board as needed on operational matters
 - b) 9-member board
 - i) Will include dedicated voting seats for
 - (1) CBJ P&R Director
 - (2) GSC
 - (3) CBJSD appointee
 - (4) 6 community members, (three appointed by the Assembly, and three self-appointed?)
 - c) Monthly meetings to be held which will be attended by the Branch Director
- 9) All staff to be employed by Y
 - a) All existing positions to be hired by Y
 - b) Existing staff pay rates will continue unless duties indicate that higher salaries are warranted
 - c) New employee rates to be set by Y
 - d) Y to provide employee health plan offered to its other employees
 - e) Y to offer employee retirement plan offered to its other employees
 - f) Branch Director will manage local Y operations. Will report to local board. Y GM supports the Branch Director as necessary.
- 10) Staffing levels to be determined by Y based on best practices and with a focus on the highest levels of safety

11) Administration

- a) Y will perform all administration of the facilities including:
 - i) Providing for insurance
 - ii) Payroll services
 - iii) Accounting services
 - iv) Billing and cash collections – membership and programming
 - v) Financial reporting to the local board on progress against budget and prior periods
 - vi) HR including recruiting and hiring.
 - vii) Benefit plan administration
 - viii) Other necessary administrative activities

12) Marketing and Revenue

- a) Y to deploy a marketing campaign to ensure that the public is attracted to join and use the aquatics facility
- b) Y will deploy a website and engage in social media activities
- c) Y will perform all membership and billing activities
- d) Signage – Y will work for obtain a grant to help pay for it. Dual presentation of CBJ and Y logos. “City owned”.

13) Facility Maintenance:

- a) Interior Building and Routine and Preventative Maintenance (based on a list developed in conjunction with the Y and the CBJ) to be performed by the Y
- b) Interior Building Corrective Maintenance and Equipment replacement (HVAC, Electric systems, Doors & Windows, and etc.) to be performed by CBJ
- c) Pool Equipment Routine and Preventative Maintenance (based on a list developed in conjunction with the Y and the CBJ) to be performed by the Y
- d) Pool Equipment Corrective Maintenance and replacement to be provided by CBJ
- e) Exterior of Buildings to be maintained by CBJ
- f) Parking lots to be maintained by CBJ (including snowplowing-winter maintenance)
- g) Annual / major maintenance to be provided by CBJ building maintenance
- h) All asset and capital replacement to be provided by CBJ
- i) Y will interact with CBJ engineering relative to ongoing CIP and major maintenance needs including but not limited to the annual repair and replacement activities, and planned major renovation to ABP.

14) Insurance

- a) Commercial General and Liability insurance provided by YMCA
- b) Automobile policy provided by YMCA
- c) Umbrella or Excess Liability provided by YMCA
- d) E&O for community board provided by YMCA
- e) Workers compensation for employees provided by YMCA

15) Security and Safety of Users

- a) Y will provide for adequate staffing and measures to ensure for the safety and security of guests during business hours.
- b) CBJ will provide any after-hours security as it does for any other public facility.

16) Membership

- a) YMCA membership program to be extended to local members enabling use of other Y’s.

17) YMCA to be reimbursed for administrative costs.

- a) Y will be paid quarterly at the beginning of the quarter for CBJ support. Quarterly, Y will report to CBJ differences between actual and expected results to determine whether adjustments to support needed going forward.

Alternatives Analysis – Pros / Cons and Next Steps

Option	Pros	Cons
<p>A. No Action</p>	<p>The Assembly takes no action and the Aquatics Board is automatically repealed on May 28, 2018. Management of the facilities reverts to the City Manager. The Assembly may consider the establishment of an advisory committee to facilitate public input on the management of the facilities.</p> <ul style="list-style-type: none"> • Simple - requires no action by the Assembly or the Board. • No disruption for staff • Key staff have single boss 	<p>The Assembly takes no action and the Aquatics Board is automatically repealed on May 28, 2018. Management of the facilities reverts to the City Manager. The Assembly may consider the establishment of an advisory committee to facilitate public input on the management of the facilities.</p> <ul style="list-style-type: none"> • Aquatics no longer has a designated advocate. • Swimmers have no patron to go to for complaint resolution • Aquatics becomes less of a priority to Parks and Recreation Dept. • Many important changes accomplished by the board since formation could be lost.
<p>B. Extend Term of Existing Board</p>	<p><u>Option B1:</u> Retain the feature of having the Aquatics Board and the City Manager jointly supervise the Parks Director in his/her capacity overseeing the Aquatics programs. <u>Option B2:</u> The Parks Director solely is supervised by the Aquatics Board in his/her capacity of overseeing the Aquatics programs.</p> <ul style="list-style-type: none"> • Simple – Assembly extends sunset deadline in existing ordinance • Provides continuity through transition to new P&R Director • Gives the Board more time to do a thorough job of due diligence, especially for Option D. • No disruption for staff 	<ul style="list-style-type: none"> • Continues P&R Director reporting to two bosses, unless use Option B2. • Continues inefficiency of operations that could be gained by additional autonomy of the pool operations or operation by a non-profit.
<p>C. More Fully Empowered Board (Eaglecrest Model)</p>	<p>The scope of duties of the Aquatics Board is expanded, somewhat similar to the Eaglecrest model. A defining feature would be the responsibility of the Aquatics Board to directly hire and supervise the Aquatics Director.</p> <p><u>Option C1:</u> Retain the features of the existing Aquatics Board but with the addition of hiring and supervision authority over the Aquatics Manager.</p> <p><u>Option C2:</u> The Aquatics Board has hiring and supervision authority over the Aquatics Manager. The Board is expanded to possibly include the Parks and Recreation Director, the School District Liaison, and a representative of Glacier Swim Club as voting members.</p> <ul style="list-style-type: none"> • Requires Assembly to revise the Aquatics Board Ordinance • Increases board responsibility. • With Option C2, brings more voices into Board's decision making and additional help for handling increased workload. • Captures more reliable cost information. • Provides Board some increase in flexibility. • Improves Board's ability to manage indirect and maintenance costs. 	<ul style="list-style-type: none"> • Requires time to transition and modify systems. • Some restructuring and/or addition of staff and space necessary to handle tasks previously done by CBJ. • Requires greater time commitment from Board members. • Existing highly engaged Board Chair steps down from Board due to professional conflict of interest requirements. • Continues inefficiency of operations gained by

Option	Pros	Cons
<p>D. Contract with a NonProfit</p>	<ul style="list-style-type: none"> • Little disruption for staff. <p>Nonprofit entities are identified potentially to manage the City-owned pools. A solicitation process would be developed in compliance with CBJ code. The management contract terms would be negotiated along the way. CBJ appoints an internal contract manager.</p> <p><u>Option D1:</u> Identify Existing Local Nonprofits to Manage the Pool</p> <p><u>Option D2:</u> Create a New Local Nonprofit - A local group would form with the specific purpose of managing the Aquatics facilities.</p> <p><u>Option D3:</u> Create a Local Branch of the Alaska YMCA - The Aquatics Board has become aware that local YMCAs manage municipally-owned aquatics facilities in many locations across the US. Benefits of this option could include access to a greater depth of experience in the management of Aquatics facilities. The Alaska YMCA is helping us evaluate this option.</p> <ul style="list-style-type: none"> • Potentially, greatest financial benefit to City. • Expands ability to do fund-raising and reduce CBJ support. • Potential for streamlining aquatics operations and improved efficiency. <ul style="list-style-type: none"> ○ Quicker and more efficient changes to website, social media. ○ Better local advertising ○ Better marketing of pricing and opportunities such as Bulk Tickets, monthly credit card billings, etc. ○ Ability to fundraise locally and to grantors greatly enhanced. ○ Ability to set staffing and related compensation offerings ○ Ability to implement new or changes to operations in an efficient manner (pool covers, food service, etc.) ○ Pool Manager can spend more time on pool management and less time on bureaucratic activities • Provides more flexibility in program offerings leading to potentially significantly increased usage. • Improved simplicity and transparency of accounting and administrative functions. Significant savings in overhead costs. • D3 provides YMCA depth for pool operations. Extensive experience both inside and outside the State operating pool facilities. Significant experience operating government owned facilities. 	<p>additional autonomy of the pool operations.</p> <p>Nonprofit entities are identified potentially to manage the City-owned pools. A solicitation process would be developed in compliance with CBJ code. The management contract terms would be negotiated along the way. CBJ appoints an internal contract manager.</p> <ul style="list-style-type: none"> • Potentially, greatest risk to the City. • Requires significantly longer to complete transition. • Some uncertainty for users, employees and CBJ with transition. We believe this will be greatly mitigated with YMCA operation the facilities. • Option D1: The Board is not aware of any local non-profit organization that has this capacity. • Option D2: Extensive effort to create non-profit. This would also require the identification of a group of citizens – or assign to CBJ staff – to take this project on.

Option	Pros	Cons
	<ul style="list-style-type: none"> • Option D3 provides access to the Y's institutional knowledge about Aquatics program design and operations. • Option D3 provides broader pool for staff recruitment when needed. 	

Next Steps and Recommendations

- A No Action
- B Extend Term of Existing Board
 - 1. Assembly Decision
- C Eaglecrest Model of Empowered Board
 - 1. Assembly Decision
 - 2. Form a Transition Management Team
 - 3. Develop a Checklist of To Dos for the Transition
 - 4. Develop a Timeline for the Transition
 - 5. Implement the Transition
 - 6. We recommend the Assembly consider amending the board structure if this option to make the School District seat a voting seat, to add a seat for GSC that would be a voting seat.
- D3 Contract with the YMCA
 - 1. Get references from other municipalities
 - 2. Get advice on transition process from other municipalities
 - 3. Meet with City Attorney and Manager to nail down procurement method
 - 4. Assembly Decision
 - 5. Get clarity/commitment re timing of ABP renovations (\$5 million from Sales Tax)
 - 6. Form a Contract Negotiation Team
 - 7. Form a Transition Management Team
 - 8. Develop a Checklist of To Dos for Transition
 - 9. Develop a Timeline for the Transition
 - 10. Implement the Transition
 - 11. If the Assembly elects to move in this direction the Board anticipates making a host of recommendations related to the implementation, governance and operation of the pools.