

From: Kollin Monahan, Aquatics Manager
To: Aquatics Board
Date: February 25th, 2020
Re: Operations Update



Dive-In-Movie

CBJ Parks & Recreation's first Dive-In Movie occurred Saturday February 22nd at Dimond Park Aquatic Center. The movie *Moana* was projected on the fitness deck of Dimond Park. The event had **123 swimmers in attendance** (capacity was 125).

Regular pool admission applied with either a daily admission or pool membership at no extra cost. The movie was sponsored by Filipino Community Inc.



Winter Swim Lesson Session I & II

The first session of winter swim lessons are wrapping up this week. Session I had **19 preschool and youth lessons** with a total of **76 participants**. Registration for Session II will open on **March 31st** at **6:00am** online and/or in person at either facility. Session II will run from **April 6th – April 23rd** with Augustus Brown Lessons running on Mondays & Wednesdays from 5:30pm-7:15pm and Dimond Park lessons on Tuesdays & Thursdays from 3:30pm-7:30pm. Each level in Session II will have eight 30 minutes classes totaling **\$64.00 per participant**.

Southeast Champs Swim Meet

Glacier Swim Club is hosting the Savannah Cayce Southeast Championship Meet on **April 3rd, 4th, and 5th** at Dimond Park Aquatic Center. Dimond Park will close at 10:00am on 04/02/20 to prep the facility and will observe normal operating hours starting on Monday April 6th, 2020.

March American Red Cross Offerings

Adult/Pediatric CPR/AED & First Aid Course

- **Date:** 03/01/20
- **Time:** 8:30am – 3:30pm
- **Cost:** \$150

Lifeguard Full Certification Course

- **Dates:** 03/28/20 & 03/29/20
- **Time:** 8:30am-4:00pm
- **Cost:** \$205

DRAFT MINUTES
AQUATICS BOARD
Tuesday, January 21, 2020
City & Borough of Juneau – Mendenhall Valley Library Conference Room

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

- A. **Meeting Convened at 5:00pm** by Chair Muldoon.
- B. **Members Present:** Kristin Bartlett, Don Beard, Molly McCormick, Lena Merrell, Tracy Morrison, Will Muldoon, Tom Rutecki, Pat Watt
Members Absent: Corry Isabel
Ex Officio: George Schaaf, Parks & Rec Director
Liaison Present: Carole Triem – CBJ Assembly
Staff Present: Kollin Monahan, Aquatics Manager and Lindsey Foster, Administrative Officer
- C. **Agenda Changes** – Item G, Old Business – Commercial Use of Aquatics Facilities deferred to February Board meeting.
- D. **Approval of Minutes** – Minutes of the November meeting were reviewed and approved.
- E. **Public Participation on Non-Agenda Items** – None
- F. **Manager’s Report – Mr. Monahan**
- **Staffing:** Ms. Wilkinson retired last month and the recruitment process resulted in interviews with four applicants. The selection process should be completed on Friday with a hoped-for start date of Tuesday, February 18. Two full-time lifeguards are being recruited to replace two who have moved on. This recruitment is external, i.e. open to the community as well as current employees.
 - **Swim Lessons:** Registration for first session of the year opens on January 27. This session will run from February 3-27. The 30-minute lessons will run for 8 weeks at Augustus Brown and 7 at Dimond Park. The cost at both pools is \$56 for the lesson series.
 - **Red Cross Certification Trainings:** Classes offered to the Community include CPR/AED & First Aid (\$150) and Lifeguard Training (\$205). Five additional CPR/AED & First Aid courses are scheduled for various organizations.
 - **Dive-in Movie:** The first “Dive-In Movie” will be offered on February 22nd at Dimond Park. The pool will close at 6pm and the doors will then re-open at 7pm with previews and the movie starting at 7:30pm. The event requires either a daily fee or pass for admission. Capacity for the event is 70 since the lighting will be low and all participants will be in the pool wearing a flotation device. The event will be advertised on social media. Depending on the success of the event, additional movies may be scheduled.
 - **Winter Passes:** Sales have been brisk with 109 sold since the beginning of the month.
- G. **New Business:**
- **FY 21-22 Proposed Budget.**
The Finance Committee reviewed the preliminary FY 20 Actual figures on Tuesday, January 24 (Minutes Attached). The proposed budget was emailed to Board members yesterday and a special

Board meeting will be held next Tuesday, January 28th to approve the budget. The purpose of today's meeting is to overview the process and answer questions. Board members are asked to dive into the spreadsheet and forward their questions to staff in readiness for next week's meeting. Staff will prepare responses and share with the full Board. The budget preparation schedule for this year was shortened by a few weeks, so staff have been working in a time crunch.

Mr. Schaaf overviewed the CBJ budget process: the Assembly sets priorities in the fall, then the Finance Department issues guidance and agencies develop their budgets. These are then submitted to Finance (this year by January 31), where they are rolled up and presented to the Manager. After an internal review process, adjustments may be requested and resubmitted. Then a proposed budget goes to the Assembly Finance Committee and ultimately the full Assembly for a public hearing and final adoption in June.

Ms. Foster explained that the new wage schedules, health insurance and other insurance costs will rise for FY22, but the Aquatics is not expected to raise additional revenues to cover these increases. These and other essentially fixed costs such as utilities, etc., are largely beyond the staff/Board's control. The Division budget assumes full staffing (FTEs and \$\$) although from time to time there are vacancies due to turnover. While pool staff are not members of a collective bargaining unit, practice is to provide the same benefits to all staff. Ms. Foster showed the "Budget Field Guide" that steers the CBJ budget development process, and will extract and email pages that the Board should find informative.

There is not much play in the remaining (discretionary) items which include materials, contracts, printing, commodities, and other "optional" expenses. Ms. Foster pointed out that the full cost allocation item has been removed from the aquatics budget. This item was to cover costs of HR, Legal, and other external administrative services (not maintenance) but since it rolls up into the Parks & Rec Department budget it didn't make sense to keep it. This removal is a wash (has no effect) since the same \$ figure was included as both a revenue item and an expenditure item.

Discussion ensued about presenting a single aquatics budget, rather than separate budgets for each program as has been past practice. Ms. Watt noted that since its inception, the Aquatics Board has strongly advocated considering Aquatics as a single program. She moved that ***"The Aquatics Board recommends that the Aquatics Budget be consolidated into a single program for budgeting purposes, even although details, by pool, are used for management purposes. Such budget consolidation will provide (1) flexibility for sharing resources between the pools, and (2) increased efficiencies."*** Seconded by Ms. Merrell. Motion passed with no objection.

Ms. Foster and Mr. Monahan have considered the impact of the temporary shut-down at Augustus Brown during the renovation. Proportional reductions in expenditures for supplies and utilities have been made. Testing at the pools can be reduced somewhat. Water used by the pools is metered at commercial rates. The Augustus Brown pool will be completely emptied to repair the flooring, and then refilled to re-open. The budget for personal services has not been adjusted between pools. Other expenditures have been moved based on reduced pool use at Augustus Brown while increased hours and/or usage is likely for Dimond Park. After discussion, the Board agreed that personnel services expenditures should also be budgeted at the location where used. The impact on staff will be a temporary change of work location and some will have fewer hours.

- ***Credit Card auto-pay.*** Mr. Monahan explained this had been discontinued because of the extensive amount of manual processing it entailed using the eTrak system. It is more feasible for monthly passes to keep rolling over, but not the annual passes. Also, multiple passes to a single card was a

nightmare. The contract with eTrak expires in October and staff is beginning the process to procure a replacement that better suits the needs of all Parks & Rec programs. Ms. Watt reiterated that this had been a high priority item for the Board and hoped a workable solution could be found to allow annual pass holders to easily spread payments over a year. Mr. Muldoon asked staff to revisit progress on this at a Board meeting six months hence.

- **Vending/Concession at Dimond Park.** The food service contract at Dimond Park has expired. This was not particularly successful, so a new model is being explored rather than the pool continuing to buy food items and then resell them. Staff have talked with the airport about its concession and is meeting with procurement staff on Friday to agree on a procurement method. The goal is to find a vendor to operate a concession so that whatever space remodeling is needed can be done during the Dimond Park closure this spring. This is likely to be an attractive proposition since there is no food service in the Dimond Park area - plus the proximity of the high school and the Library

H. Standing Agenda Items:

The 65% Design Completion document has been received and is being reviewed. A conference call is scheduled Friday to discuss it. It's a huge document. Mr. Monahan will select relevant pages and forward them to the Board by email. He will also review it with the Outreach Committee when it meets tomorrow.

I. Committee Reports:

The Outreach Committee met on the 15th and discussed the temporary shut-down of the Augustus Brown pool. They generated several ideas including a pre-closure party or picnic, memorializing the wall tiles from '99 done by elementary school students, a new art project, and the prospect for car- or van-pooling to Dimond Park. They asked staff to do a survey of ABP users to learn their concerns and worries, such as transportation, fitness class schedules, etc. The Committee will meet again tomorrow, January 23.

J. Board Comments -

Mr. Rutecki noted that the Aquatics website still has old Board names. Mr. Monahan said he doesn't have privileges to update it. Mr. Monahan to keep nagging Mr. McGonegal (CBJ Webmaster) to do it. Ms. Watt noted she will be out of town next week for the Special Board meeting. Ms. Merrell volunteered to take the minutes.

K. Adjournment: the meeting was adjourned at 6:45pm.

Meeting Follow-ups:

Ms. Foster: Email excerpts from the "Budget Field Guide" to Board members

Mr. Monahan: Press Mr. McGonegal to update the Board page of the Aquatics website.

Mr. Monahan: Email excerpts from the 65% Design document to the Board.

Mr. Monahan: Survey ABP users to find out their priority concerns for the temporary closure period.

Mr. Muldoon: Schedule a review of Fees and Charges policy by Budget/Finance Committee

Mr. Monahan: Schedule July Board update - status of auto-charge credit card payments.

Upcoming Meetings:

1/22/2020 Outreach Committee, 5pm. Room 224 City Hall

1/28/2020 Special Board Meeting, 5pm. Room 237 City Hall

2/25/2020 Regular Board Meeting, 5pm. Room 224 City Hall

MINUTES
AQUATICS BOARD – Finance Committee
Tuesday, January 14, 202
Dimond Park Aquatic Center, Event Room A

A. **Meeting Convened at 5:00pm** by Chair Muldoon.

B. **Present:** Will Muldoon, Pat Watt, George Schaaf, Will Muldoon, Lindsey Foster
Absent: Corry Isabel

C. **Budget Process and Board Schedule** – The CBJ budget schedule has been shortened. Normally Department budgets are due in mid – February; however, the deadline this year has now been moved up to January 31.

Staff will present the draft budget to the Committee today, finalize it as much as possible, and send the Aquatics Budget Package (spreadsheet) to the Board by the end of the weekend. Board members are asked to take a look at this prior to Next Tuesday’s regular Board meeting. At that meeting the Board will review the Budget and have time to ask questions and suggest changes. A special Board meeting will be necessary on Tuesday, January 28th to review and approve the finalized budget – so it can be submitted to the Finance Office by January 31 deadline.

Ms. Watt noted that she will be out of town on the 28th, but should be able to call in if needed for a quorum.

D. **Estimated Actuals for FY 20** – Ms. Foster (the Parks & Rec Administrative Officer) is responsible for producing the Department Budget as well as two subsidiary components. CBJ operates on a biennial budget system, and so this spring the Assembly will adopt the FY 21 budget and approve its companion FY 22 budget. Next year the Assembly will adopt the FY 22 budget, with adjustments as needed.

Actual’s for FY 20 are difficult to make this early in the fiscal year, but Ms. Foster and Mr. Monahan have come up with what they believe are reasonable figures, based on prior performance and year-to-date actuals. The Committee reviewed these draft FY 20 estimated actuals.

E. **Proposed FY 21 and FY 22 Budget** – Mr. Schaaf said that the budget direction from the Manager for this biennium was to keep the budget flat, unless additional revenues can be produced to cover expenditure increases. The figures developed for FY21-22 will be presented at next Tuesday’s (January 21st) regular Board meeting. As indicated above (under Schedule), Board members will receive the Budget Package over the weekend and are asked to review it in readiness for Tuesday’s meeting.

Ms. Foster explained that the new wage schedules, health insurance and other insurance costs will rise, but the Aquatics is not expected to raise additional revenues to cover these increases. These and other essentially fixed costs such as utilities, etc., are largely beyond the staff/Board’s control. The Division budget assumes full staffing (FTEs and \$\$) although from time to time there are vacancies due to turnover. Discretionary items include supplies, contracts, and other “optional” expenses.

Ms. Watt noted that the Board’s preference had always been to consider Aquatics as a whole, albeit retaining financial and usage details separated by pool for management purposes, but to consider the Aquatics budget as a consolidated program. This would give staff more flexibility in moving personnel between the pools when needed, allow for the sharing supplies, dealing with other issues shared by the two pools, and various other efficiencies. She hopes the Finance Department can accommodate this for future years.

Ms. Watt suggested that the Board may have questions on Tuesday about the impact on the FY 21 budget of the temporary swimming cessation at Augustus Brown during the repairs and reconstruction - such as anticipated costs savings and/or additional costs to satisfy increased swimmer demand at Dimond Park.

AQUATICS BOARD SPECIAL MEETING
Tuesday, January 28th, 2020
City Hall, Assembly Chambers – 5:00 p.m.

Statement of Philosophy:

Create Community through People, Pools and Effective Swim Programs

- A. **Meeting Convened at 5:06** by Chair Muldoon
- B. **Members Present:** Kristin Bartlett, Lena Merrell, Will Muldoon, Tom Rutecki and Tracy Morrison (by Phone)
Ex Officio: George Schaaf- Parks and Rec Director
Liason Present: Carole Triem- Assembly
Staff Present: Lindsey Foster, Administrative Officer and Kollin Monahan, Aquatics Manager
- C. **Agenda Changes** - None
- D. **Public Participation on Non-Agenda Items** – None
- E. **New Business - Budget Proposal Review (by Kollin, Lindsey and George)**
 - **Augustus Brown Expenditures:**

Noted that FY 21 and FY 22 do not appear 'normal' due to closure of AGB for renovations. Full cost allocation/Interdepartmental Charges (different names on different budgets, but in actuality the same thing) will no longer be charged, this is a difference of about \$167K. Keeping as many full time and long term part time AGB staff as possible is a priority to keep good employees, but it is a real hassle to switch the employees over to DPAC paperwork wise, and is not what is budgeted so it is best to keep the schedules separate. AGB staff can be used for additional programming, extended hours, and 'housekeeping' like projects at DPAC
 - **Augusts Brown Revenues:**

Revenues will be cut in half due to closure, but then experience a 'honeymoon' phase after remodel is complete. Workers comp numbers recalculated and dropped. Mr. Muldoon questions how the revenue from passes that are normally split between the 2 pools will be divided during closure- The Money will go to DPAC, Mr. Schaaf Summary: Though it may seem that the closure would save money, since personnel services is a fixed/raising cost and we plan to keep as many employees, there are no savings there, Utilities will still be on, phones, electricity, heat, and water through flushing the system will cause spikes in usage. There is some savings in materials and commodities (only about 15-20K) The renovation budget is tight, so some of the AGB budget will go to furnishings/equipment, that has been budgeted for. Bottom line, the closure is not saving money. Difficulty in comparing the 'bottom line' of cost recovery from previous years due to differences in the way the fee schedule has been composed, and shared between the 2 facilities. Ms. Merrell asked if combining the 2 pool budgets is possible for FY 21 or FY22 even after passing this budget, and it seems Mr. Schaaf is still hopeful that can be done, what the Assembly votes on is the combined budget of both pools, but finance needs to be sure that there will still be a way to track what each pool is bringing in and spending.
 - **DPAC Expenditures:**

There are currently 3 full time life guard positions open, plan to keep 2 of them open which will alleviate some of the expenditures for the remainder of FY 20, and help when bringing staff on from AGB during closure.

Noticeable hike in electricity costs and usage this year, the Ground Source heat pump is not sufficient during extremely cold weather so the electric boiler kicks on. Planning on higher electric costs for FY 21 and FY 22

Inventory \$ decrease is because this is where the food from Heritage was showing, it was being bought from Heritage and resold, but at a loss because of how much was being thrown away.

○ **DPAC Revenue:**

Down 60K from expected in 2020, drops to 20K when compared to last years actuals
State swim meet in November will bring a boost to revenues, Kollin is clarifying that it is a per swimmer fee, not a flat fee, hopefully it is enough to offset the loss of revenue for the weekend.
2018 shows as an anomaly (much higher than surrounding years) but in actuality both AGB and DPAC had to go back and ask for more money from the Assembly in the form of a sales tax revenue, 466K was brought in, not 510K) So AGB got an extra 33K and DPAC an extra 55K
Mr. Muldoon question regarding the cash over/short spike in FY 19- it was an employee issue that was dealt with, but money not recovered, should be \$0 or acceptably under a few hundred dollars
Ms. Bartlett question regarding food vending plans and fees vs. rental. Still being looked into, hoping for more of a % of revenue in addition to a minimal annual guarantee (vs. flat rent rate)
Still looking into Alternate Procurement Process vs. purchasing vs. contract negotiations.
Ms. Merrell moved that the board approve the budgets for the AGB and DPAC with no amendments. Without objection the budget was approved.

F. **Board Comments**

Mr. Rutecki wants to make sure there is adequate announcement of the next meeting where Commercial use of Aquatics Facilities is discussed. Kollin has the list of emails and will update them, he and Mr. Muldoon plan on meeting this week to discuss this more.
Mr. Muldoon wants to know how the budget process can move smoother in the future, hoping to get details and hard numbers sooner to fully review.

Upcoming Meetings:

2/18/2020	Outreach Committee, 5pm. Room 224 City Hall
2/25/2020	Regular Board Meeting, 5pm. Assembly Chambers City Hall