



## **John A Carlson Community Activity Center Advisory Board Meeting Agenda**

May 9, 2023 at 3:30 p.m.

Mona Lisa Drexler Assembly Chambers  
Juanita Helms Administration Center  
907 Terminal Street, Fairbanks, AK

### **A. CALL TO ORDER**

### **B. ROLL CALL**

### **C. MESSAGES**

- C.1. Citizens' Comments - limited to three (3) minutes
  - C.1.a. Agenda items not scheduled for public hearing
  - C.1.b. Items other than those appearing on the agenda
- C.2. Disclosure and Statement of Conflict of Interest

### **D. APPROVAL OF AGENDA AND CONSENT AGENDA**

Approval of consent agenda passes all routine items indicated by asterisk (\*) on the agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such a request, the item is returned to the general agenda.

### **E. MINUTES**

- E.1. \*John A. Carlson Community Activity Center Advisory Board meeting minutes from February 13, 2023.

### **F. REPORTS**

- F.1. Report by Lee Williams, Riverside Superintendent, of the most recent John A Carlson Community Activity Center FY23 Quarterly Financials Including Revenue and Expenditures.
- F.2. Report by Lee Williams, Riverside Superintendent, of the John A Carlson Community Activity Center FY24 Operating Budget and an update on the current approval status.
- F.3. Report by Terrell Echols, Carlson Center General Manager, of events completed in the John A Carlson Community Activity Center for the recent FY23 Quarter.

- F.4. Report by Terrell Echols, Carlson Center General Manager, on the upcoming schedule of events for the next FY23 Quarter at the John A Carlson Community Activity Center.

**G. EXCUSE FUTURE ABSENCES**

**H. COMMISSIONERS' COMMENTS/COMMUNICATIONS**

**I. ADJOURNMENT**

FAIRBANKS NORTH STAR BOROUGH  
John A Carlson Community Activity Center Advisory Board  
February 13, 2023  
3:32 p.m.

A regular meeting of the John A Carlson Community Activity Center Advisory Board was held Monday, February 13, 2023, in the Mona Lisa Drexler Assembly Chambers of the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

**ROLL CALL**

There were present:

Karl Kassel	Scott Roselius
Bill Wright	Allison LeBon, Vice-Chair
Randy Zarnke, Chair	

Comprising a quorum of the Commission, and

Terrell Echols, Carlson Center Manager  
Alexis Fackeldey, Administrative Assistant III, Clerk

Absent and Excused

None

**MESSAGES**

1. Citizens' Comments – limited to three (3) minutes
  - 1.a. Agenda items not scheduled for public hearing  
NONE
  - 1.b. Items other than those appearing on the agenda  
NONE
2. Disclosure and Statement of Conflict of Interest  
NONE

## **APPROVAL OF AGENDA AND CONSENT AGENDA**

Approval of consent agenda passes all routine items indicated by asterisk (\*) on the agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such a request, the item is returned to the general agenda.

LEBON,  
Seconded by KASSEL

moved to approve the agenda and consent  
agenda as read.

WITHOUT OBJECTION, SO ORDERED.

## **MINUTES**

1. \*John A Carlson Community Activity Center Advisory Board meeting minutes from November 8, 2022.

Without objection this measure was read by title and approved under the consent agenda.

## **REPORTS**

1. John A Carlson Community Activity Center Revenue Update by Lee Williams, Riverside Superintendent, to include expenditures and explanations of line items on the monthly expenditure report.

Terrell Echols, Carlson Center Manager, provided an overview of the presentation and answered questions posed by the commission.

Commissioners asked questions about the facility revenue and concessions agreement.

2. Facilities Update by Terrell Echols, Carlson Center Manager

Terrell Echols, Carlson Center Manager, provided an update on the facilities.

Commissioners asked questions about the following:

- Future projects.
- Shrinking the ice rink.
- Future events.
- Future programs.

## **UNFINISHED BUSINESS**

1. Discussion and approval of a draft letter of support for the proposed changes to the FY 2023-24 budget pertaining to the John A. Carlson Community Activity Center.

Discussion ensued on the draft letter of support.

KASSEL, moved to amend the draft letter of  
Seconded by LEBON support to delete last four bullet points  
in the body of the letter.

WITHOUT OBJECTION, SO ORDERED.

Discussion ensued on the draft letter of support.

KASSEL, moved to approve the letter as amended.  
Seconded by WRIGHT

WITHOUT OBJECTION, SO ORDERED.

## **NEW BUSINESS**

1. Election of Chair and Vice-Chair

Commissioner Zarnke was elected Chair by default, as there were no other nominations.

Commissioner LeBon was elected Vice-Chair by default, as there were no other nominations.

Discussion ensued on board membership numbers.

## **EXCUSE FUTURE ABSENCES**

NONE

## **COMMISSIONERS' COMMENTS/COMMUNICATIONS**

Chair Zarnke commented on the energy audit for the John A. Carlson Community Activity Center.

## **ADJOURNMENT**

There being no further business to come before the John A Carlson Community Activity Center Advisory Board, the meeting was adjourned at 4:36 p.m.

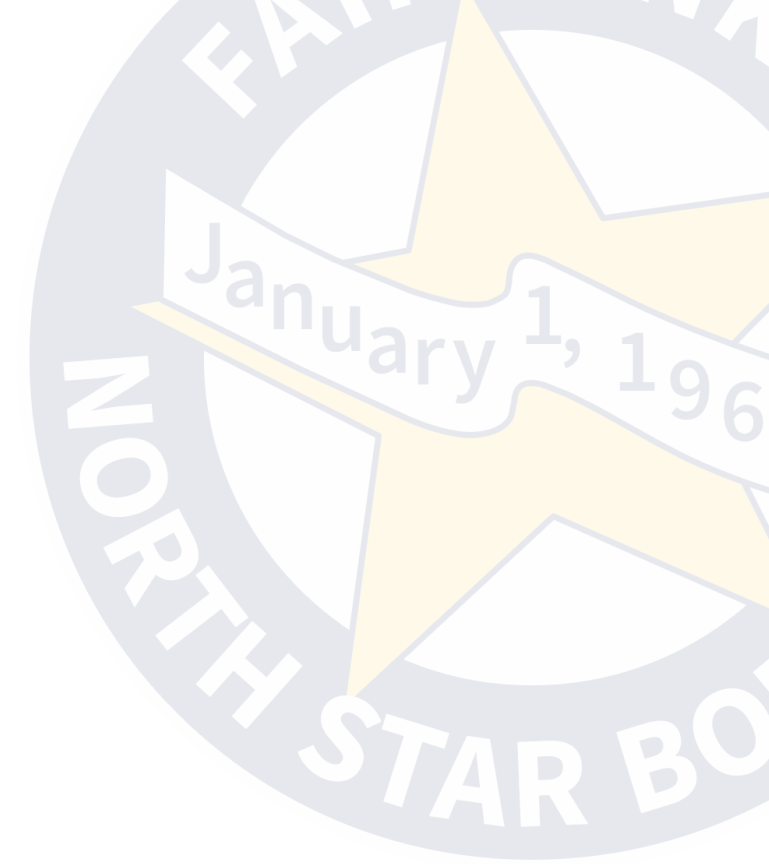
FAIRBANKS NORTH STAR BOROUGH

**QUARTERLY  
CARLSON CENTER  
FINANCIAL  
STATEMENTS  
REVIEW FY23 Q3**

Lee Williams, Riverside Division Superintendent

May 9, 2023

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## CAC FINANCIAL REVIEW FY23 Q3

# Year-to-date Total Expenditures and Revenue

Carlson Center Revenue Through March 31, 2023 (Quarter 3 of 4, Fiscal Budget 2023)

❖ FY23 Revenue Budget:	\$618,850.00
❖ Total Revenue FY23 Q3:	\$286,580.88
❖ Over (Under):	(\$332,269.12)

Carlson Center Expenditures Through March 31, 2023 (Quarter 3 of 4, Fiscal Budget 2023)

❖ FY23 Expenditure Budget:	\$1,042,690.00
❖ Total Expended FY23 Q3:	\$685,070.50
❖ Over (Under):	\$357,619.50



## CAC FINANCIAL REVIEW FY23 Q3

# Revenue Budget Detail FY23

Revenue Category	Budget FY23
➤ Program User Fees	\$85,930.00
○ Playzone, skating, other drop-in activities	
➤ Court & Room Rentals	\$169,160.00
○ Private room rentals, court fees, ice time fees	
➤ Special Events	\$201,760.00
○ Concerts, expos, conferences	
➤ Catering Revenue	\$2,000.00
○ Kitchen service percentages	
➤ Concessions Revenue	\$60,000.00
○ Concession contract percentages	
➤ Contract Revenue	\$100,000.00
○ UAF games, FYSA office rent	



## CAC FINANCIAL REVIEW FY23 Q3

# Revenue By Category To Date, FY23 Q3

Revenue Category	Budget FY23	Actual FY23 Q3
➤ Program User Fees	\$85,930.00	\$16,730.70
➤ Court & Room Rentals	\$169,160.00	\$214,772.25
➤ Special Events	\$201,760.00	\$11,900.00
➤ Catering Revenue	\$2,000.00	\$285.00
➤ Concessions Revenue	\$60,000.00	\$22,129.38
➤ Contract Revenue	\$100,000.00	\$20,763.55



## CAC FINANCIAL REVIEW FY23 Q3

# Revenue Category Projections for FY23

### Program User Fees

Through 3/31/2023	\$16,730.70
Expected Revenues <i>(Playzone, Drop-Ins April 1-June 30)</i>	\$5,000.00
<b>FY23 Projected Total</b>	<b>\$21,730.70</b>

### Court and Room Rentals

Through 3/31/2023	\$214,772.25
Expected Revenues <i>(Room rentals)</i>	\$4,000.00
<b>FY23 Projected Total</b>	<b>\$218,772.25</b>

### Special Events

Through 3/31/2023	\$11,900.00
Expected Revenues <i>(Graduations, concert, tattoo festival, MMA fights)</i>	\$31,000.00
<b>FY23 Projected Total</b>	<b>\$42,900.00</b>

### Catering Revenue

Through 3/31/2023	\$285.00
Expected Revenues <i>(Upcoming catered Events)</i>	\$750.00
<b>FY23 Projected Total</b>	<b>\$1,035.00</b>

### Concessions Revenue

Through 3/31/2023	\$22,129.38
Expected Revenues <i>(Concert, tattoo festival, MMA fights)</i>	\$8,000.00
<b>FY23 Projected Total</b>	<b>\$30,129.38</b>

### Contract Revenue

Through 3/31/2023	\$20,763.55
Expected Revenues <i>(UAF Contract, FYSA office lease)</i>	\$90,000.00
<b>FY23 Projected Total</b>	<b>\$110,763.55</b>



**TOTAL REVENUE PROJECTION FY23**

**\$425,330.88**

FY23 Budget	\$618,850.00
FY22 Actual	\$298,426.68

This reflects a 40% cost recovery between revenue and expenditure budgets!



## CAC FINANCIAL REVIEW FY23 Q3

# Expenditure Budget Detail FY23

Expenditure Category	Budget FY23
➤ Permanent Salaries + Overtime	\$348,930.00
○ Benefitted staff salaries	
➤ Temporary Salaries	\$159,000.00
○ Casual staff salaries	
➤ Benefits	\$209,540.00
○ All staff benefits	
➤ Commodities	\$150,000.00
○ Supplies, tools, parts, custodial	
➤ Contractual (Services, utilities, contractors)	\$125,220.00
○ Services, utilities, contractors	
➤ Capital	\$50,000.00
○ Items over \$750, tables, chairs, staging	
<b>TOTAL:</b>	<b>\$1,042,690.00</b>



## CAC FINANCIAL REVIEW FY23 Q3

# Expenditure By Category To Date, FY23 Q3

Expenditure Category	Budget FY23	Remaining FY23 Q3
➤ Permanent Salaries + Overtime	\$348,930.00	\$104,124.42
➤ Temporary Salaries	\$159,000.00	\$62,133.07
○ (\$35,000.00 transferred to contractual)		
➤ Benefits	\$209,540.00	\$80,569.43
○ (\$3,115.00 transferred to contractual)		
➤ Commodities	\$150,000.00	\$63,565.94
➤ Contractual	\$125,200.00	\$38,444.74
○ (\$38,115.00 transferred from temporary salaries and benefits)		
➤ Capital	\$50,000.00	\$8,781.90



## CAC FINANCIAL REVIEW FY23 Q3

# Expenditure Percentage Through FY23 Q3

FY23 Q3 = 75% of Fiscal Year Completed

Expenditure Category	Budget FY23	Remaining FY23 Q3	% Spent
➤ Permanent Salaries + Overtime	\$348,930.00	\$104,124.42	70%
➤ Temporary Salaries	\$159,000.00	\$62,133.07	61%
➤ Benefits	\$209,540.00	\$80,569.43	62%
➤ Commodities	\$150,000.00	\$63,565.94	58%
➤ Contractual	\$125,200.00	\$38,444.74	69%
➤ Capital	\$50,000.00	\$8,781.90	82%



## CAC FINANCIAL REVIEW FY23 Q3

# PERCENTAGE OF FUNDS EXPENDED THROUGH FY23 Q3

<b>Total Budget FY23:</b>	<b>\$1,042,690.00</b>
<b>Total Expended FY23:</b>	<b>\$685,070.50</b>
<b>Total Available FY23:</b>	<b>\$357,619.50</b>

**75% of FY23 Completed,  
66% Expended**



# SUMMARY

- Revenue Projection of \$425,330.88
  - Increase of \$126,904.20 over FY22
  - Increase of 30% over FY22
  - 40% overall cost recovery for the facility
  - Reflects consistent upward trending
- Facility Expenditures Meet Expectations
  - 66% of funds expended through 75% of FY23
  - Sufficient funds remain in all categories
- Carlson Center financial activities remain in-line with all current goals. Revenue is trending higher, with an excellent overall cost recovery figure. Expenditures are under control, with sufficient funding to effectively staff and operate the facility to department expectations.

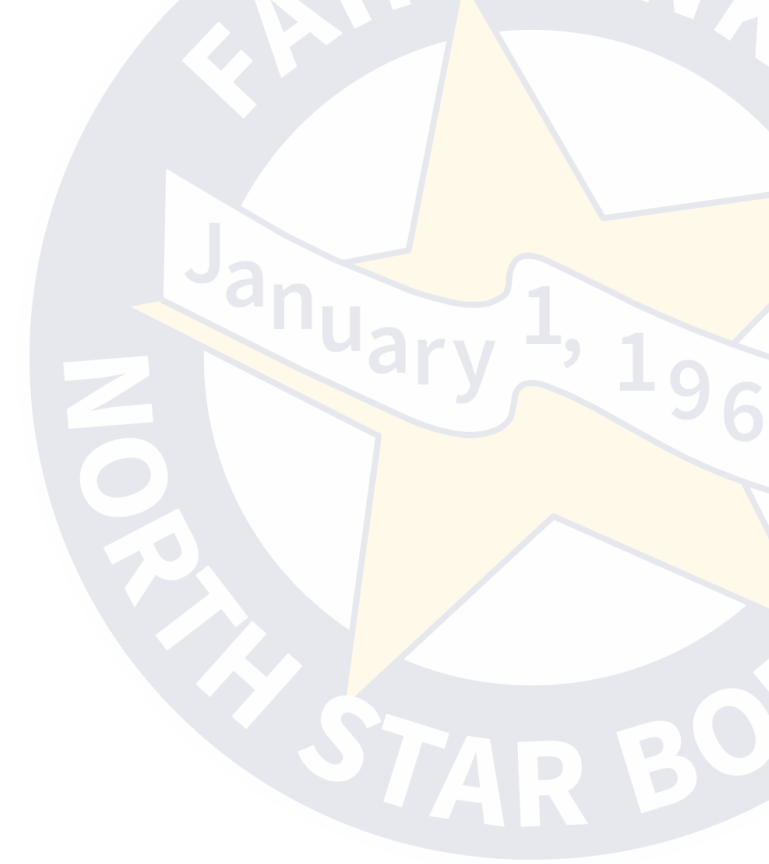
FAIRBANKS NORTH STAR BOROUGH

# CARLSON CENTER OPERATING BUDGET REVIEW OF REQUESTS FOR FY 24

Lee Williams, Riverside Division Superintendent

May 9, 2023

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A photograph of the Carlson Center, a large teal-colored arena building with a prominent evergreen tree in the foreground. The sky is blue with white clouds. The building has a logo on its side and a set of stairs leading to an entrance.

# Carlson Center Budget Review FY24

## CONTENTS:

1. FY23 vs. FY24 Recommended
2. Revenue Detail FY23 vs. FY24
3. Expenditures Detail FY23 vs. FY24
4. Capital Improvement Program FY24
5. Final Approval Process and Timeline
6. Ongoing Needs, Not Addressed FY24
7. Summary

## Carlson Center Budget Review FY24

# FY23 vs. FY24 Recommended Budget

### Revenue FY23

Program User Fees	\$85,930.00
Court & Room Rentals	\$169,160.00
Special Events	\$201,760.00
Catering Revenue	\$2,000.00
Concessions Revenue	\$60,000.00
Contract Revenue	<u>\$100,000.00</u>
<b>Total:</b>	<b>\$618,850.00</b>

### Revenue FY24

Program User Fees	\$84,410.00
Court & Room Rentals	\$161,690.00
Special Events	\$167,620.00
Catering Revenue	\$11,500.00
Concessions Revenue	\$45,000.00
Contract Revenue	<u>\$102,000.00</u>
<b>Total:</b>	<b>\$572,220.00</b>

### Expenditures FY23

Permanent Salaries + Overtime	\$348,930.00
Temporary Salaries	\$159,000.00
Benefits	\$209,540.00
Commodities	\$150,000.00
Contractual	\$125,220.00
Capital	<u>\$50,000.00</u>
<b>Total:</b>	<b>\$1,042,690.00</b>

### Expenditures FY24

Permanent Salaries + Overtime	\$376,040.00
Temporary Salaries	\$159,000.00
Benefits	\$231,490.00
Commodities	
Contractual	\$136,720.00
Capital	<u>\$50,000.00</u>
<b>Total:</b>	<b>\$1,108,250.00</b>



# Carlson Center Budget Review FY24

Program User Fees: \$84,410.00 Decrease \$1,520.00

- This reflects an ongoing budget goal
- Staff continues to develop successful programs

Court & Room Rentals: \$161,690.00 Decrease \$7,470.00

- Achievable goal
- This category has shown continuous growth
- Recreational Specialist assigned to this category

Special Events: \$167,620.00 Decrease \$34,140.00

- Achievable Goal
- Budgeted amount reflects anticipated events

Catering Revenue: \$11,500.00 Increase \$9,500.00

- Increased due to change in management of catering
- Approved caterer RFP finalized
- Carlson Center now has two approved caterers
- Caterers share 10% of revenue

Concessions Revenue: \$45,000.00 Decrease \$15,000.00

- Goal decreased to more accurately reflect trends
- Consists of 10% revenue share from concessionaire

Contract Revenue: \$102,000.00 Increase \$2,000.00

- UAF contract fees
- AUP (production contractor) fees
- Fairbanks Youth Soccer office lease rent

Total Revenue Goal Decrease = \$46,630.00

Revenue Goal Represents a 50% Cost Recovery



## Revenue Detail FY23 vs. FY24



## Carlson Center Budget Review FY24

Permanent Salaries + Overtime	\$376,040.00	Increase \$27,110.00
➤ Reflects contract increases due to COLA		
➤ Calculated by Human Resources department		
Temporary Salaries	\$159,000.00	No Change
➤ No changes required		
➤ Excess funds transferred to contractual due to staff shortages		
Benefits	\$231,490.00	Increase \$21,950.00
➤ Increases with raise in salaries		
➤ Calculated by Human Resources department		
Commodities	\$155,000.00	Increase \$5,000.00
➤ Office supplies decreased by \$10,000.00		
➤ Motor fuels decreased by \$5,000.00		
➤ Maintenance supplies increased by \$20,000.00		
Contractual	\$136,720.00	Increase \$11,500.00
➤ Professional services decreased by \$4,000.00		
➤ Travel decreased by \$3,000.00		
➤ Professional dues decreased by \$2,000.00		
➤ Communications increased by \$3,000.00 (GCI)		
➤ Grounds maintenance increased from \$0 to \$8,500.00 (snow clearing)		
➤ Utilities increased from \$0 to \$2000.00 (Recycling)		
➤ Other contractual services increased by \$7,000.00 (AUP, cleaning)		
Capital	\$50,000.00	No Change

## Expenditures Detail FY23 vs. FY24

## Budgeted FY24 Projects:

- Remove and replace ice rink
- Project is in design phase
- Olympic rink to be changed to NHL standard size
  
- Remove and replace lower bleachers
- Design anticipated to begin in July of 2023
  
- Projects expected to be completed concurrently during Summer of 2024



## Carlson Center Budget Review FY24

# Final Approval Process and Timelines

### March 2023

Mayor's Budget Released  
Committee Meetings  
Public Comment

### April 2023

Committee Work Sessions  
Citizen's Comments  
Amendments Debated

### May-June 2023

Continue Amendments  
Public Hearings  
Budget Finalized

## Ongoing Needs, Not Addressed FY24

Carlson Center staff recommended these changes for the FY24 budget:

- Change 2 Recreational Specialist I staff positions from casual, part-time to benefitted, full-time
- Increase staff by adding one benefitted, full-time staff – Administrative Assistant I
- Fleet adjustment – replace one skid steer with a larger wheeled front-end loader

These changes were not ultimately added to the Mayor's Recommended Budget

# SUMMARY

- Revenue goals decreased to reflect achievable facility goals
- Expenditure budget increased to cover ongoing inflation
- Capital Improvement Program projects start in FY24
- Budget finalized by Assembly on June 8, 2023
- Some budget goals not achieved will be readdressed

[Parks.fnsb.gov](https://parks.fnsb.gov)



# CARLSON CENTER EVENTS FY Q3/Q4

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TERRELL ECHOLS

CARLSON CENTER MANAGER

# BRIEF OVERVIEW OF EVENTS

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- External Community Programming
  - FYSA, Community Hockey, etc.
- Community Programming
  - All Parks & Recreation ran programming
- Private Rentals
  - Rentals by the community located in our satellite rooms not intended for the public
- Events
  - UAF, expos, concerts, arena events

# OVERVIEW OF CARLSON CENTER USE FY Q3

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- **38** Private Rentals
- **10** Events
- **90** Community Programming Events
-

# EVENTS

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- **UAF Hockey**
  - Went 7-0 at home
  - Set the highest attendance for a game since FNSB took over management
  - Total attendance for the quarter 19,039
- **Alaska ComiCon**
  - Approx. 4000 people attended
  - Half the vendors were local
  - Their event grew to use the entire arena
- **KO Production**
  - Women's Affair & IABA Home Show
  - Women's Affair 3,160 people Attended/Home Show 4,320 people attended
  - Women's Affair had 118 local vendors/Home Show had 112 local vendors



## COMMUNITY PROGRAMMING

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- Ties & Tiaras
- Sweet Heart Social for Seniors
- Adaptive Valentines Day Party



**ERICKSON EVENTS PRESENTS**

**THE BACKYARD  
COUNTRY BBQ**

**CHRIS  
YOUNG**

**FRIDAY  
JUNE 23**

**THE CARLSON CENTER  
FAIRBANKS, ALASKA**

**PRESALE TICKETS  
THURSDAY, DECEMBER 15  
AT 10:00AM**

**REGULAR TICKETS  
FRIDAY, DECEMBER 16  
AT 10:00AM**

**TICKETS ON SALE AT  
www.ERICKSONEVENTS.com**

## WHAT'S COMING FOR FY Q4

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- KTVF Summer Activities Sports Fair
- Outdoor Show
- Mayors Gala
- A host of graduations
- Senior Appreciation Luncheon
- Festivals and Expos
- Chris Young Concert
- Solid As A Rock MMA Fights