



November 24,2020

ASM Global Facility Management – General Manager Report to the

From: V. Silas, ASM MYEC General Manager

To: **ARCDC Board** (Austin Rosewood Community Development Corporation (ARCDC)
Authorized Representative

Subject: Millennium Youth Entertainment Complex – GM Report to the ARCDC

General Manager Summary – The

October, November Facility Actual and Proposed COVID-19 Pandemic Attendance Report
General Election – MYEC Report

Proposal Cost approved by ARCDC 09/2020: **\$9,620**

Actual Election cost \$7,929. (\$3,794 security) (\$4,136 Labor)

Variance \$1,691

Facility Attendance Report: 9,944 Total

Early Voting October 13-30 (9005)

Election Day November 3, (939)

Run-off Election MYEC selected as Travis County voting site

Early Voting 12/03-12/11

Election Day December 13

Facility Upgrade Status Report

No status change from last report

Facility Operations during COVID-19 – The Millennium is currently following the COVID-19 policies set forth for entertainment and food and beverage facilities from the State and Local authorities. The staff is scheduled for furlough as applicable to facility operations.

MYEC Financials

Monthly Financial Report – October 2020 Distributed to Frances Jordan, ARCDC Board Treasurer via email. 11/24/20

MYEC Independent Audit pending FY2020
COA Internal Audit *Facility Response* pending

Dear ARCDC Board President Linder,

I have been advised by the General Manager, the MYEC Operations team has advised the East End Arena skate floor needs to be “replaced.”

The East End Arena is the Millennium Skate Zone which is 12,800 square feet. Originally designed as a roller-skating rink this space later became an alternative revenue space for special events. Live Music Shows, Art Exhibits, Job and College Fairs, Vendor business exhibit space, Church dinners and employee appreciations, basketball tournaments are held in this space as well as roller skating.

The current floor is an original “roller board” surface floor. The first 15 years the original roller board floor installation vendor was able to come in intermittently and resurface the floors. Five years ago, the vendor sold his business to his team members he employed. They did contract in 2015 to resurface the floor but informed us they were not continuing in the floor business and would not service us again. Over the past year MYEC Operations continued to see more wear and tear on the floor causing surface cracks and consequently some areas on the floor becoming uneven.

The MYEC reached out to the Parks and Recreation Maintenance department to seek possible vendors, as they have gym floors with differently types of surfaces to see if one could be identified to resurface the skate zone floor.

Recently, MYEC did receive information and a bid from the Floor Vendor contractor for the City of Austin, with a recommended resurface replacement.

The MYEC Operations Manager reviewed the Vendors plan to resurface the floor and determined the type of surface materials bid would not be conducive to skating’s continued wear and tear. In addition, the bid submitted would require the lowering of the current floor height which would require ramps to be installed to get to the floor. We are currently ADA compliant and not sure how the structure change to this floor would meet those standards. More importantly, we know our customers and we service all ages of people from babies to senior citizens.

The MYEC facility management has concluded, the floor model bid submitted would not be conducive to our business model as this East End Arena is a multi-purpose event floor and area.

Most roller-skating floors are wood and can last through the continued wear and tear of roller skates.

The MYEC Operations team has assessed the bid submitted by the COA Floor Vendor and determined the proposed bid cannot meet the surface requirements that can maintain the type of skate and entertainment traffic currently used by MYEC patrons.

In anticipation of this floor replacement the MYEC has submitted Capital Expenditure Requests identified as a notice of an Emergency Expenditure since 2018.

The MYEC Finance Director provided the following information to support the floor history or repairs and the requests for capital expenditure funding requests:

“The Millennium did the skate floor resurface in April 2015. We requested to replace/resurface the skate floor in the Emergency/Capital Expenditure Budgets FY 2018,2019,2020 with the amount \$120,000.” - *Thuy Duong, Finance Manager, MYEC.*

These Capital Expenditure budgets submitted were not approved for any line items by the COA. The floor has continued to wear over the past five years. *We are now faced with an Emergency replacement to maintain the floor to Standard Industry Practice.* ASM is committed to ensure management of the facility operations will not pose a health or safety risk to patrons.

Therefore, I am seeking your support of this Emergency Expenditure Request. A request for a traditional skating floor has been submitted to the vendor and expect the bid to be in today.

This notice is the formal request to replace the floor as per the SMG and ARCDC Contract terms. The ARCDC and SMG contract terms are attached addressing the responsibilities we have to render this request. Please send your approval response to move forward to submit the Emergency Expenditure. Thank you.