

# **AGENDA TREADWELL ARENA ADVISORY BOARD MEETING**

City Hall Room 237 5:30 PM

January 9, 2020

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - A. Draft November 12, 2019 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
  - A. Allison Eddins-Planner II-Community Development Department (CDD) South Douglas/West Juneau Area Plan
  - B. Annual Report topic delegation  
Potential report presentation to Human Resources Committee (HRC) meeting on Monday, May 18, 2020
- VII. Staff Reports**
  - A. January National Skating Month  
Friday, January 17 6:30-8pm event
  - B. Draft Scheduling Policy  
Focus on section III. Prioritization of Use
  - C. Period 5 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**
- X. Adjournment**

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](mailto:city.clerk@juneau.org)

**Meeting Minutes  
Treadwell Arena Advisory Board (TAAB)  
City & Borough of Juneau  
November 12, 2019  
City Hall Room 237**

I. **Call to Order:** Call to Order at 5:37pm

II. **Roll Call:**

**Members Present:** Leah Farzin, Ryan Kauzlarich, Josh Fortenbery, Bret Connell, Alexander Smith, Dave Bartlett

**Members Absent:** Jason Soza

**Staff Present:** Lauren Anderson – Treadwell Arena Manager

**Public Present:** Greg Smith – CBJ Assembly Member

III. **Approval of Agenda:** Mr. Fortenbery moved to approve the agenda. All in favor.

IV. **Approval of Minutes:** Mr. Fortenbery moved to approve July 24, 2019 draft meeting minutes – no changes.

V. **Public Participation on Non-Agenda Items:** Greg Smith – comments on cost recovery

VI. **Agenda Topics:**

VII. **Staff Reports:**

A. Check-in on current season

- Locker room keys
  - o Process has been updated requiring adults to sign out the keys. Locker rooms are always locked until keys are signed out
- Concession room
  - o Skaters Stop has opened and concessions are going well
- Arena lights
  - o LED lights were installed for this season
- Challenges
  - o Sound System Amp issues
  - o The week the rink opened it was warmer than usual and compressors shut down. Rink was shut down one afternoon to address the cause

B. Proposed schedule for 2020-21 season

- Starting date – proposed July 27, 2020
  - o Soft opening to work out building and summer season related issues. Season would last approximately 38 weeks
  - o CBJ is working on a scheduling policy for the Arena
  - o Mr. Fortenbery suggested using similar language as used in updated CBJ code
- Planet Hockey – proposed August 3, 2020
- Tournament requests

C. Revenue Financial Report

- Reviewed report, suggested updating “vending revenue” to “lease revenue”

D. Expenditure Financial Report

- Reviewed report

VIII. **Committee, Liaison, Board Member Report:**

A. Juneau Skating Club

- A. Team Forget Me Not placed 3<sup>rd</sup> in CA competition. Holiday show on Dec 15<sup>th</sup>, both synchro teams will perform. Learn to Skate is in search of adult coaches. Learn to Skate numbers are lower this year
  - B. Juneau Adult Hockey Association
    - A. No update
  - C. Juneau Douglas Ice Association
    - A. Age groups are all at USA Hockey ice times. Teams are doing very well and very competitive. Hockey numbers are lower this year
  - D. Parks and Recreation Advisory Committee
    - A. No update
- IX. Next meeting Date – **January 9, 2019 at 5:30pm**, preferably City Hall room 237
- X. Adjournment: Fortenbery moved to adjourn at 6:45pm. All in favor.

# Kick-Off Meeting

For the South Douglas/West Juneau Area Plan  
*Your Community, Your Voice*



COMMUNITY DEVELOPMENT

155 S. Seward Street Juneau, Alaska 99801

TO:

## We're looking for Steering Committee members for the South Douglas/West Juneau Area Plan

The City and Borough of Juneau Community Development Department (CDD) is looking for nine volunteers who live, work, or own property or a business from St. Ann's to the Douglas Bridge to serve on the South Douglas/West Juneau Area Plan Steering Committee. We invite all who are interested in the project to a **Kick-off Meeting on Wednesday, January 15, 2020, from 5:30 – 7:00 p.m., at the Douglas Library.** The meeting is a chance to learn about the project, meet the project managers, and pick up a steering committee application.

For more information, contact Allison Eddins at [allison.eddins@juneau.org](mailto:allison.eddins@juneau.org) or 586-0758, or Tim Felstead at [tim.felstead@juneau.org](mailto:tim.felstead@juneau.org) or 586-0466.

# DRAFT

## TREADWELL ARENA SCHEDULING POLICY

**Purpose & Need:** To provide guidance in allocating use of the Treadwell Arena among organized groups and the general public.

### **Policy Statement**

It is the policy of the CBJ Parks and Recreation Department:

1. To operate and maintain Treadwell Arena for the benefit of the public, and to maximize use of the facility in a safe and fiscally responsible manner;
2. To deliver high quality programs and recreational services that are responsive to the community's needs;
3. To work in partnership with community organizations and the Juneau School District to accommodate youth and adult sports and activities.

### **Procedures**

The following procedures apply to periods during which ice is available for public use. These procedures do not apply when ice is not available.

#### **I. Annual Schedule Meeting**

The Arena Manager will schedule two mandatory meetings each **April & June** for all organizations using the arena in the upcoming season, including the Juneau School District. Notice of this meeting will be provided to all organizations by email at least 30 days in advance. It is the responsibility of each organization to inform the Arena Manager of their current contact information.

The purpose of this meeting is to provide an opportunity for all organizations to coordinate their scheduling needs to avoid conflicts. If two or more groups are unable to reach an agreement at the Annual Schedule Meeting, priority will be given according to this policy.

***Any organization that fails to attend the Annual Schedule Meeting will automatically receive the lowest priority for schedule requests.***

#### **II. Public Use**

To ensure that Treadwell Arena is available to the general public, a minimum of 15 hours shall be blocked out for activities organized by the Parks & Recreation Department, including: Drop-in sessions like open skates, Pond Hockey, Stick-and-Puck, as well as rink run programs. At a minimum, this public use shall include:

- 3 hours each weekend, between 10 a.m. and 5 p.m., and
- A total of 10 hours per week (Monday through Friday) between 12 p.m. and 5 p.m.

**III. Prioritization of Use**

After providing for public use as described in Section II above, scheduling priority will be assigned as described below. With the exception of Juneau School District activities, schedule requests are not confirmed until full payment is received.

**First Priority**

First priority is for youth events that generate revenue to support arena operations, including games, practice sessions, tournaments, and exhibitions.

**Second Priority**

Second priority is for interscholastic tournaments or competitions and related practice sessions hosted by the Juneau School District (JSD), and for which no fee is paid to Parks & Recreation for use of Treadwell Arena.

**Third Priority**

Third priority is for adult events that generate revenue to support arena operations, including games, practice sessions, tournaments, and exhibitions.

**Fourth Priority**

Fourth priority is for private rentals of the facility, including rentals by casual groups. Fourth priority activities have access to all open times not occupied by first, second, or third priority events.

**Fifth Priority**

**IV. Payments**

## Info currently listed on the user rental agreement/contract form

### Reservation Policies

**Reservations:** August -December requests must be submitted to the Arena Manager in writing by June 15th & January-April requests by November 15th. If not received by June 15th & November 15th your organization will be invoiced (by month) for the hours used the past year.

**Rental Agreement:** A Rental Agreement/Contract form signed by the organization President is due by July 25th.

**Invoices:** Will be emailed to the organization's President, Treasurer and Scheduler between the 1st and 10th of each month.

**Payments:** Monthly payments are due on the 25th of the month prior to your requested ice time (example: August ice time is due July 25th). If full payment is not received by the 25th, a \$50.00 service charge will be applied.

**Cancellation:** After receiving your invoice, you will have 5 days to review and request changes. If at that time, you need to make any ice time adjustments, you may do so in writing to the Arena Manager. The revised invoice will be the final invoice for that month and any cancelled ice time will fall under the Credit policy (see below).

**Credit on account (no refunds):** If ice time is already purchased, credit will only be given for facility rentals if notification is received at least 20 days prior to the facility rental. If notification is received less than 20 days prior, a \$25.00 service charge per returned hour will be applied & a hold will be put on your account until full payment is received.

### Rental Facility Policies

- All users must abide by all rink rules and policies. Rules and policies are posted at the Treadwell Arena.
- Persons who appear to be under the influence of alcohol or other substances are not permitted in the Arena. In accordance with CBJ ordinance 20.25.080 (d) alcoholic beverages are strictly prohibited.
- Verbal abuse or physical violence will not be tolerated. Persons engaging in abusive activity will be removed from the facility immediately and possibly banned from the Arena.
- All users must leave the facility in a condition considered satisfactory to the Arena Staff. Any group or user damaging or destroying City property will be held responsible for the cost of repair or replacement. Extra cleaning costs will be billed to the renter.
- Application of materials to the ice, walls, floors, dasher boards or rink glass is not allowed without permission from the Arena Manager.
- All rentals must start and end as scheduled (30 minutes before & after ice time). A group that arrives late will not have time added to compensate.
- Portable media player may be brought to the facility to be played on our sound system. Music must be approved by the Arena Staff (lyrics must not contain profanity or contain illegal message – drugs, gangs, etc.).
- Misuse of the facility or failure to conform to these regulations will be sufficient reason for denying future facility rentals.
- VENDING: CBJ Permits must be obtained before vending at the Treadwell Arena. Please contact Arena Manager for further details.
- HOCKEY RENTALS: Private rentals that wish to play hockey or practice with a stick and a puck on the ice must wear the following gear: All players 18 and older must wear a HECC approved helmet, hockey gloves, shin pads, elbow pads, and hockey skates. Players 17 & under must wear full hockey gear: a HECC approved helmet with a full cage, hockey gloves, shin pads, elbow pads, mouth guard, breezers/pants, shoulder pads, and hockey skates.
- This rental is for ice time only - it does not close the remainder of the facility to the public.
- Coaching Insurance: All private coaches teaching (for profit) on public skating sessions must provide the Arena Manager a copy of their current proof of individual coaching insurance by August 1 or in advance of teaching.
- Organization Insurance: Submit to Rink Manager by August 1. All organizations must provide proof of general liability insurance with a minimum limit of \$1million per occurrence, \$2 million aggregate and name the City & Borough of Juneau as additionally insured.
- Locker Rooms: Each group will receive up to two locker rooms per rental. If a group would like to receive additional locker rooms, a 5 day advanced locker room request is required, Please understand, this is a request and we cannot always accommodate. This includes meetings for coaches, parents, players, etc.
- Gear Storage: Gear must be stored properly within your gear lockers. Gear doors must be closed and secure after each use.

- Dryland & Off-ice Practice: Organized group dryland & off-ice practice must be requested in writing & approved by Arena Manager. If dryland/off-ice training is requested while another user is on the ice, the on-ice user's approval or the Managers approval is required. Dryland/off-ice training should adhere to that organizations governing body (ex: USA Hockey, US Figure Skating, etc) and the following:
  1. The proposed facility area/s the organization would like to use
  2. Estimated number of participants
  3. Expected time each coach will arrive
  4. Expected time participants will arrive
  5. No dryland/off-ice training shall be conducted in the absence of coaches

Dryland & Off-Ice Practice Expectations:

1. No running, walking, climbing on bleachers (behind bleachers is ok)
2. No use of sticks, balls, pucks of any kind allowed in the lobby or locker rooms
3. Lobby benches may not be moved or used as a training aid
4. No interrupting patrons watching on-ice skaters
5. Voices must not at a respectful volume to the patrons and on-ice participants
6. Gear bags must be stored near locker room 4 until locker rooms become available Treadwell Staff has the right to interfere if safe practices are not being followed.

Parks & Recreation			FY19 Actuals					FY20 Actuals		Remaining	Remaining	Possible
Treadwell Ice Arena	Budget FY19	Budget FY20	P01-12	Actuals FY19	% vs FY19 Actuals	Actuals FY20	% vs FY20 Budget	vs FY19 Actuals	Balance FY20 Budget	Balance FY19	FY20 Actuals	
<b>State Revenues</b>												
SSR PERS/TRS	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
<b>Total State Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Revenue</b>												
Donation revenues	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
User fees	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
Lessons/programs	(2,000.00)	(2,400.00)	(3,333.68)	(1,309.75)	39%	(1,281.22)	53%	(28.53)	(1,118.78)	(2,023.93)	(3,305.15)	
Skate sharpening	(12,000.00)	(14,000.00)	(16,413.58)	(7,797.62)	48%	(6,474.18)	46%	(1,323.44)	(7,525.82)	(8,615.96)	(15,090.14)	
Daily pass revenue	(32,000.00)	(32,000.00)	(30,648.65)	(11,595.87)	38%	(11,723.35)	37%	127.48	(20,276.65)	(19,052.78)	(30,776.13)	
Monthly revenue	(18,000.00)	(14,400.00)	(15,963.03)	(11,244.89)	70%	(10,024.69)	70%	(1,220.20)	(4,375.31)	(4,718.14)	(14,742.83)	
Food/service permits	(400.00)	(400.00)	(490.72)	(300.00)	61%	(336.67)	84%	36.67	(63.33)	(190.72)	(527.39)	
Vending revenue	(7,000.00)	(8,000.00)	(7,607.70)	(3,894.23)	51%	(2,281.58)	29%	(1,612.65)	(5,718.42)	(3,713.47)	(5,995.05)	
Miscellaneous sales	(10,000.00)	(11,400.00)	(18,919.04)	(8,676.18)	46%	(7,929.67)	70%	(746.51)	(3,470.33)	(10,242.86)	(18,172.53)	
Facility rental revenue	(291,700.00)	(310,000.00)	(332,918.21)	(168,568.01)	51%	(166,361.90)	54%	(2,206.11)	(143,638.10)	(164,350.20)	(330,712.10)	
Equipment rental revenue	0.00	0.00	(18.77)	0.00	0%	0.00	#DIV/0!	0.00	0.00	(18.77)	(18.77)	
Locker rental	(14,900.00)	(22,400.00)	(22,410.26)	(22,410.26)	100%	(17,638.83)	79%	(4,771.43)	(4,761.17)	0.00	(17,638.83)	
Cash over/short	0.00	0.00	0.00	0.00	#DIV/0!	1.90	#DIV/0!	(1.90)	(1.90)	0.00	1.90	
<b>Total Revenues</b>	<b>(388,000.00)</b>	<b>(415,000.00)</b>	<b>(448,723.64)</b>	<b>(235,796.81)</b>	<b>53%</b>	<b>(224,050.19)</b>	<b>54%</b>	<b>(11,746.62)</b>	<b>(190,949.81)</b>	<b>(212,926.83)</b>	<b>(436,977.02)</b>	
<b>Total Revenues</b>	<b>(388,000.00)</b>	<b>(415,000.00)</b>	<b>(448,723.64)</b>	<b>(235,796.81)</b>	<b>53%</b>	<b>(224,050.19)</b>	<b>54%</b>	<b>(11,746.62)</b>	<b>(190,949.81)</b>	<b>(212,926.83)</b>	<b>(436,977.02)</b>	
<b>Personnel Services</b>												
Vacancy factor	(4,400.00)	(4,500.00)	0.00	0.00	#DIV/0!	0.00	0%	0.00	(4,500.00)	0.00	0.00	
Salaries	287,400.00	309,720.00	265,431.09	114,297.21	43%	122,306.47	39%	8,009.26	187,413.53	151,133.88	273,440.35	
Overtime	3,500.00	3,500.00	5,974.25	3,598.78	60%	4,724.33	135%	1,125.55	(1,224.33)	2,375.47	7,099.80	
Accrued leave	0.00	0.00	42,692.20	23,072.73	54%	11,473.02	#DIV/0!	(11,599.71)	(11,473.02)	19,619.47	31,092.49	
Benefits	148,300.00	158,420.00	133,605.45	55,897.99	42%	60,463.30	38%	4,565.31	97,956.70	77,707.46	138,170.76	
Workers compensation	10,200.00	10,200.00	10,200.00	10,200.00	100%	10,200.00	100%	0.00	0.00	0.00	10,200.00	
Engineering workforce	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
All other workforce	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00	
<b>Total Personnel Services</b>	<b>445,000.00</b>	<b>477,340.00</b>	<b>457,902.99</b>	<b>207,066.71</b>	<b>45%</b>	<b>209,167.12</b>	<b>44%</b>	<b>2,100.41</b>	<b>268,172.88</b>	<b>250,836.28</b>	<b>460,003.40</b>	
<b>Commodities and Materials</b>												
Mileage	500.00	500.00	333.35	76.39	23%	116.00	23%	39.61	384.00	256.96	372.96	
Travel and training	3,500.00	4,300.00	3,898.73	1,159.88	30%	4,762.67	111%	3,602.79	(462.67)	2,738.85	7,501.52	
Telephone	6,100.00	5,900.00	6,128.35	2,433.96	40%	2,665.33	45%	231.37	3,234.67	3,694.39	6,359.72	
Printing	100.00	100.00	148.77	148.77	100%	545.36	545%	396.59	(445.36)	0.00	545.36	
Advertising	3,700.00	3,700.00	1,102.66	1,056.00	96%	1,778.06	48%	722.06	1,921.94	46.66	1,824.72	
Electricity	58,300.00	58,300.00	58,532.87	14,678.07	25%	18,463.09	32%	3,785.02	39,836.91	43,854.80	62,317.89	
Fuel oil & propane	63,600.00	71,100.00	68,527.85	28,785.26	42%	21,176.48	30%	(7,608.78)	49,923.52	39,742.59	60,919.07	
Refuse disposal	2,800.00	2,800.00	2,748.33	911.34	33%	927.90	33%	16.56	1,872.10	1,836.99	2,764.89	
Water service	1,700.00	1,700.00	1,554.11	511.80	33%	533.29	31%	21.49	1,166.71	1,042.31	1,575.60	

Parks & Recreation				FY19 Actuals				FY20 Actuals		Remaining	Remaining	Possible
Treadwell Ice Arena		Budget FY19	Budget FY20	P01-12	Actuals FY19	% vs FY19 Actuals	Actuals FY20	% vs FY20 Budget	vs FY19 Actuals	Balance FY20 Budget	Balance FY19	FY20 Actuals
	Wastewater service	6,100.00	6,100.00	6,281.42	2,351.48	37%	2,524.94	41%	173.46	3,575.06	3,929.94	6,454.88
	Building maint division char	97,200.00	97,200.00	97,200.00	97,200.00	100%	97,200.00	100%	0.00	0.00	0.00	97,200.00
	Fleet equipment maintenar	0.00	6,100.00	779.63	0.00	0%	11,063.39	181%	11,063.39	(4,963.39)	779.63	11,843.02
	Fleet replacement reserve	19,600.00	19,600.00	19,600.00	19,600.00	100%	19,600.00	100%	0.00	0.00	0.00	19,600.00
	Spec & Prop	6,600.00	6,600.00	6,600.00	6,600.00	100%	6,600.00	100%	0.00	0.00	0.00	6,600.00
	General Liab, Auto & EE Pra	2,700.00	2,700.00	2,700.00	2,700.00	100%	2,700.00	100%	0.00	0.00	0.00	2,700.00
	Dues and subscriptions	500.00	500.00	507.94	0.00	0%	0.00	0%	0.00	500.00	507.94	507.94
	Contractual services	600.00	1,800.00	1,946.13	1,757.13	90%	4,000.35	222%	2,243.22	(2,200.35)	189.00	4,189.35
	Bank card fees	8,700.00	7,000.00	4,132.33	2,596.97	63%	1,406.75	20%	(1,190.22)	5,593.25	1,535.36	2,942.11
	Office supplies	1,500.00	1,500.00	717.10	499.49	70%	508.37	34%	8.88	991.63	217.61	725.98
	Postage and parcel post	1,500.00	1,000.00	49.45	49.45	100%	0.00	0%	(49.45)	1,000.00	0.00	0.00
	Inventory	2,500.00	2,500.00	1,154.44	655.94	57%	697.85	28%	41.91	1,802.15	498.50	1,196.35
	Materials and commodities	25,000.00	25,000.00	18,514.38	5,643.81	30%	15,938.22	64%	10,294.41	9,061.78	12,870.57	28,808.79
	Safety programs and equip	400.00	400.00	0.00	0.00	#DIV/0!	0.00	0%	0.00	400.00	0.00	0.00
	Minor equipment	0.00	0.00	2,660.85	2,660.85	100%	0.00	#DIV/0!	(2,660.85)	0.00	0.00	0.00
	Minor software	0.00	200.00	0.00	0.00	#DIV/0!	200.00	100%	200.00	0.00	0.00	200.00
	<b>Total Commodities and Mal</b>	<b>313,200.00</b>	<b>326,600.00</b>	<b>305,818.69</b>	<b>192,076.59</b>	<b>63%</b>	<b>213,408.05</b>	<b>65%</b>	<b>21,331.46</b>	<b>113,191.95</b>	<b>113,742.10</b>	<b>327,150.15</b>
	<b>Misc and Other</b>											
	Recruiting	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!	0.00	0.00	0.00	0.00
	<b>Total Misc and Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total I</b>	<b>758,200.00</b>	<b>803,940.00</b>	<b>763,721.68</b>	<b>399,143.30</b>	<b>52%</b>	<b>422,575.17</b>	<b>53%</b>	<b>23,431.87</b>	<b>381,364.83</b>	<b>364,578.38</b>	<b>787,153.55</b>