

AGENDA

TREADWELL ARENA ADVISORY BOARD MEETING

Virtual meeting only 5:30 PM

[https://juneau.zoom.us/j/96420025846?](https://juneau.zoom.us/j/96420025846?pwd=MW50ZjNaU1RnWEtPbkxXM2gwSGRSQT09)

pwd=MW50ZjNaU1RnWEtPbkxXM2gwSGRSQT09 Meeting ID: 964 2002 5846

Password: 121404

May 27, 2020

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - A. Draft January 9, 2020 meeting minutes
- V. Public Participation on Non-Agenda Items**
- VI. Agenda Topics**
- VII. Staff Reports**
 - A. Board seats
 - B. Draft phased opening
 - C. Annual Report
 - D. Letter of support
 - E. Scheduling Policy update
 - F. FY20 Period 10 Revenue Report
 - G. FY20 Period 10 Expenditure 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. Supplemental Materials**

XI. Adjournment

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to 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

**Draft Meeting Minutes
Treadwell Arena Advisory Board (TAAB)
City & Borough of Juneau
January, 9, 2020
City Hall Room 237**

I. **Call to Order:** Call to Order at 5:35pm

II. **Roll Call:**

Members Present: Leah Farzin, Jason Soza, Ryan Kauzlarich, Josh Fortenbery, Alexander Smith, Kirk Duncan, Dave Bartlett

Members Absent: Bret Connell

Staff Present: Lauren Anderson – Treadwell Arena Manager, George Schaaf – Parks & Rec Director

Public Present: Blue Shibler – JDHS hockey booster club board member

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

IV. **Approval of Minutes:** Mr. Soza moved to approve November 12, 2019 draft meeting minutes – no changes.

V. **Public Participation on Non-Agenda Items:** JDHS hockey advocating for more ice time. Junior Varsity team desires more practice ice. Program may change if more ice time is not available. School wants to allow all students to play but would require tryouts if ice time is limited.

VI. **Agenda Topics:**

- A. Allison Eddins - Planner II - Community Development Department (CDD) South Douglas/West Juneau Area Plan
 - 20 year plan for Juneau area, process takes 18-24 months to complete
 - Would like a representative from the Treadwell Board to join the planning committee
 - Meeting on Wednesday January 15, 2020
 - Regular meetings to begin March 3, 2020
- B. Annual Report topic delegation. Potential report presentation to Human Resources Committee (HRC) meeting on Monday, May 18, 2020
 - Draft of each section due by next meeting
 - Reporting on FY17, FY18, & FY19

VII. **Staff Reports:**

- A. January is National Skating Month. Event to be held Friday, January 17 at 6:30-8:00pm
 - Sponsored by the Arena
- B. Draft scheduling policy has been created. Focused on section III. Prioritization of Use
 - Notes from board members due by next meeting
- C. Period 5 Financial Report
 - Reviewed

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

- A. Juneau Skating Club
 - A. Figure skating competition Jan 17th in Tacoma, WA
- B. Juneau Adult Hockey Association
 - A. Season starts Sunday, Jan 12th. Championship game on April 12th.
- C. Juneau Douglas Ice Association

- A. Most teams are currently traveling for games. Looking at being more of a club team that does big tournaments down south.
- D. Parks and Recreation Advisory Committee
 - A. No updates

IX. Next meeting Date – **April 9, 2020 at 5:30pm**, preferably City Hall room 237

X. Adjournment: Mr. Soza moved to adjourn at 7:04pm. All in favor.

Treadwell ArenaCOVID-19 Phased Reopening Plan *Draft*

Updated: May 22, 2020

	Phase 1 (Closed)	Phase 2 Cement programming June 22-August 15?	Phase 3 Ice Programming July 29-	Phase 4 (Normal Operations)
Guest Capacity Total Facility Capacity = 570	0	50% arena capacity 75 people	50% arena capacity 75 people	100% capacity
Operations	5am – 3pm (M-F)	Limited Hours Wednesday (rentals) & Friday (business sponsored roller skating)	Hours TBA (7 days a week?)	5:30am – midnight (7 days a week)
Amenities				
Outside Entry Way Designating as Entrance only	Closed	Open	Open	Open, no restrictions
Inside Entry Way	Closed	<ul style="list-style-type: none"> 1 Treadwell staff - Waiver sign, check-in non-contact body temperature checks with infrared thermometer Anyone displaying a temperature over 100.0°F should not be allowed entry to the arena and should be directed towards appropriate medical care 	<ul style="list-style-type: none"> 1 Treadwell staff - Waiver sign, check-in non-contact body temperature checks with infrared thermometer Anyone displaying a temperature over 100.0°F should not be allowed entry to the arena and should be directed towards appropriate medical care 	Open, no restrictions
Lobby	Closed	<ul style="list-style-type: none"> Drop-in allowed roller skating only Business sponsored skates – prepaid Socially distanced single seating available for skate/shoe tying (benches removed) Benches Removed and replace with individual plastic chairs marked 6 feet apart 6 foot floor markings at front window and skate window and concessions 	<ul style="list-style-type: none"> Drop-in allowed Stand-alone Etrak scanner check-in Credit card scanner needed to reduce customer/staff contact Socially distanced single seating available for skate tying (benches removed) Benches Removed and replace with individual plastic chairs marked 6 feet apart 6 foot floor markings at front window and skate window and concessions 	Open
Designated Exit Only Door near locker room 4	Closed	Open	Open	Closed
Front Office	Closed	<ul style="list-style-type: none"> 1-2 Staff only Shield guard required Advanced payments only online or phone 	<ul style="list-style-type: none"> 1-2 Staff only Shield guard required 	Open
Skate Rental Window & Helmets & Gloves (encourage people to bring own)	Closed	<ul style="list-style-type: none"> 1-2 Staff only Shield guard required Disinfect inside and outside of all helmets 	<ul style="list-style-type: none"> 1-2 Staff only Shield guard required Disinfect inside and outside of all skates/helmets Eliminate borrowing lost and found winter gloves 	Open
Skate Sharpening for public	Closed	<ul style="list-style-type: none"> Disinfect inside and outside of all skates Encourage staff to wear gloves Glasses required 	<ul style="list-style-type: none"> Disinfect inside and outside of all skates Encourage staff to wear gloves Glasses required 	Open
Spectators – see 2 Bleachers		1 spectator allowed in facility per skater/participant ages 8 & under	1 spectator allowed in facility per skater/participant ages 8 & under	
Concession Room	Closed	Open?? <ul style="list-style-type: none"> Shield guard required 	Open?? <ul style="list-style-type: none"> Shield guard required 	Open

1 Bleachers (closest to Lobby) used for additional seating for skating tying & used as additional hockey benches)	Closed	Open <ul style="list-style-type: none"> lowest bench marked 6 feet social distancing skate/shoe tying location additional hockey bench May need to offer upper bleachers for spectators 	Open <ul style="list-style-type: none"> lowest bench marked 6 feet social distancing skate tying location additional hockey bench May need to offer upper bleachers for spectators 	Open
2 Bleachers (middle set) Spectators only	Closed	<ul style="list-style-type: none"> 1 spectator allowed in facility per skater/participant ages 10 & under Seating marked 6 feet social distancing 	<ul style="list-style-type: none"> 1 spectator allowed in facility per skater/participant ages 10 & under Seating marked 6 feet social distancing 	Open
3 Bleachers (closest to Zam garage) used as additional hockey benches)	Closed	Open <ul style="list-style-type: none"> lowest bench marked 6 feet social distancing skate/shoe tying location additional hockey bench May need to offer upper bleachers for spectators 	Open <ul style="list-style-type: none"> lowest bench marked 6 feet social distancing skate tying location additional hockey bench May need to offer upper bleachers for spectators 	Open
Arena - boards surrounding 85 X 200 (cement/ice)	Closed	<ul style="list-style-type: none"> Free business sponsored roller skating 30 skaters max No more than 75 people in facility skaters/participants 	<ul style="list-style-type: none"> See programming 30-50 skaters max 	Open
Guest & Home Benches might need to extend and/or overflow seating on lower benches in bleachers near lobby and zam garage	Closed	<ul style="list-style-type: none"> Open - marked 6 feet social distancing Disinfect after each session 	<ul style="list-style-type: none"> Open - marked 6 feet social distancing Disinfect after each session 	Open
Score box	Closed	Closed	<ul style="list-style-type: none"> 1 person in box per session JSC/freestyle – playing music Hockey scorekeeper 	Open
Zam Garage	Closed	Closed to public	Closed to public	Closed to public
Locker Rooms	Closed	Closed	Closed <ul style="list-style-type: none"> Must “home dress” 	Open, no restrictions
Restrooms	Closed	Open	Open	Open
Family Bathroom	Closed	Open if necessary – need to request key	Open if necessary – need to request key	
Family Bathroom – borrowed hockey gear	Closed	Gear not available	Gear not available	
Facility Rentals	No	Yes	Yes	Yes
Programs				
Open Skating	No	<ul style="list-style-type: none"> Business sponsored roller skating Friday's 30-50 skaters max Will need to monitor numbers as they enter facility Staff enforcing social distancing 	<ul style="list-style-type: none"> 30-50 skaters max Will need to monitor numbers as they enter facility Staff on ice to enforce social distancing 	Yes
Pond Hockey	No	No	<ul style="list-style-type: none"> 20 skaters max 	Yes, no restrictions

			<ul style="list-style-type: none"> Will need to monitor numbers as they enter facility 	
Stick N' Puck		No	<ul style="list-style-type: none"> 20 skaters max Will need to monitor numbers as they enter facility 	
Freestyle		No	<ul style="list-style-type: none"> 20 skaters max Will need to monitor numbers as they enter facility 	
Juneau Skating Club (JSC)	Closed	Yes	<ul style="list-style-type: none"> Following US Figure Skating guidelines Stagger skaters on and off ice Allowed in facility 15 minutes before and after ice time LTS – discourage beginner classes? Synchro? 	
Juneau Douglas Ice Association (JDIA)	Closed	Yes	Following USA Hockey guidelines	
Juneau Adult Hockey Association (JAHA)	Closed	Yes	Following USA Hockey guidelines	
Private rentals	Closed	Yes	<ul style="list-style-type: none"> 30-50 skaters max Will need to monitor numbers as they enter facility 	
Staff				
Schedule	<ul style="list-style-type: none"> Skeleton crew (2 full-time employees) PTL Staff on annual seasonal leave Liberal leave policy in effect 	<ul style="list-style-type: none"> Skeleton crew (up to 2 full-time employees) Part-time staff as needed; not to exceed 15 hours per week non-contact body temperature checks with infrared thermometer Liberal leave policy in effect 	<ul style="list-style-type: none"> Full staffing (usually 2-3 staff) depending on session May need to increase for cleaning and check-ins Part-time staff as needed; not to exceed 15 hours per week non-contact body temperature checks with infrared thermometer Liberal leave policy in effect 	Full staffing
PPE & Cleaning	<ul style="list-style-type: none"> Not needed while closed to the public. Face covering recommended if conversing with other staff (ie building maintenance, contractor, etc) 	<ul style="list-style-type: none"> Staff to wear cloth face coverings at all times Wash hand every 60 minutes Encourage glove wearing when handling money and skates Follow state and CDC guidelines 	<ul style="list-style-type: none"> Staff to wear cloth face coverings at all times Wash hand every 60 minutes Encourage glove wearing when handling money and skates Follow state and CDC guidelines 	Follow state and CDC guidelines
Maintenance	<ul style="list-style-type: none"> Normal periodic maintenance Closure projects 	<ul style="list-style-type: none"> Normal periodic maintenance 	<ul style="list-style-type: none"> Normal periodic maintenance 	Normal periodic maintenance
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Risk Metrics

	Epidemiology	Health Care Capacity	Public Health Capacity
Move from Phase 1 to Phase 2	Ability and capacity to screen and test widely. Cases trending downwards for an extended period (approximately 28 days). COVID/PUI hospitalization rate trending down for an extended period (approximately 28 days).	Ability/capacity (beds, ICU beds, ventilators, staff) to meet anticipated case surge Sufficient PPE for all healthcare workers and first responders.	All positive cases interviewed All contacts monitored Symptomatic contacts get tested within 24 hours.
Move from Phase 2 to Phase 3	Ability and capacity to screen and test widely. Cases trending downwards for an extended period (approximately 42 days). COVID/PUI hospitalization rate trending down for an extended period (approximately 42 days).	Ability/capacity (beds, ICU beds, ventilators, staff) to meet anticipated case surge Sufficient PPE for all healthcare workers and first responders.	All positive cases interviewed All contacts monitored Symptomatic contacts get tested within 24 hours.
Move from Phase 3 to Phase 4	Widespread community transmission is no longer present in the CBJ.		Individual cases are identified, traced and isolated.

GL Commitment Analysis Report

GL298 Date 05/22/20
Time 20:03

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 10
Year 2020

Page 1

Acct Unit	209460801	RSA P&R Treadwell Arena	Budget 100	2020 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
004300 0008	1,797.57-	0.00	0.00	1,797.57-	2,400.00-	602.43-	
Lessons/programs							
004300 0021	12,329.26-	0.00	0.00	12,329.26-	14,000.00-	1,670.74-	
Skate sharpening							
004310 0000	30,491.77-	0.00	0.00	30,491.77-	32,000.00-	1,508.23-	
Daily pass revenue							
004320 0000	22,200.11-	0.00	0.00	22,200.11-	14,400.00-	7,800.11	
Monthly revenue							
004410 0102	422.39-	0.00	0.00	422.39-	400.00-	22.39	
Food/service permits							
004420 0002	5,262.45-	0.00	0.00	5,262.45-	8,000.00-	2,737.55-	
Vending revenue							
004549 0000	17,377.99-	0.00	0.00	17,377.99-	11,400.00-	5,977.99	
Miscellaneous sales							
004550 0000	318,056.01-	0.00	0.00	318,056.01-	310,000.00-	8,056.01	
Facility rental revenue							
004560 0001	18,719.79-	0.00	0.00	18,719.79-	22,400.00-	3,680.21-	
Locker rental							
004700 0000	1.90	0.00	0.00	1.90	0.00	1.90-	
Cash over/short							
Acct Unit Total	426,655.44-	0.00	0.00	426,655.44-	415,000.00-	11,655.44	
Company Total	426,655.44-	0.00	0.00	426,655.44-	415,000.00-	11,655.44	
Report Total	426,655.44-	0.00	0.00	426,655.44-	415,000.00-	11,655.44	

GL Commitment Analysis Report

GL298 Date 05/22/20
Time 19:52

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 10
Year 2020

Page 1

Acct Unit	209460801	RSA P&R Treadwell Arena	Budget 100	2020 Production Budget		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005100 0000	0.00	0.00	0.00	0.00	4,500.00-	4,500.00-
Vacancy factor						
005110 0000	261,512.36	0.00	0.00	261,512.36	309,720.00	48,207.64
Salaries						
005111 0000	8,467.25	0.00	0.00	8,467.25	3,500.00	4,967.25-
Overtime						
005116 0000	26,028.35	0.00	0.00	26,028.35	0.00	26,028.35-
Accrued leave						
005120 0000	127,233.48	0.00	0.00	127,233.48	158,420.00	31,186.52
Benefits						
005130 0000	10,200.00	0.00	0.00	10,200.00	10,200.00	0.00
Workers compensation						
005201 0000	205.94	0.00	0.00	205.94	500.00	294.06
Mileage						
005202 0000	4,762.67	0.00	0.00	4,762.67	4,300.00	462.67-
Travel and training						
005310 0000	5,270.11	0.00	0.00	5,270.11	5,900.00	629.89
Telephone						
005320 0000	555.36	0.00	0.00	555.36	100.00	455.36-
Printing						
005322 0000	1,748.06	1,500.00	0.00	3,248.06	3,700.00	451.94
Advertising						
005332 0000	50,550.50	0.00	0.00	50,550.50	58,300.00	7,749.50
Electricity						
005333 0000	55,738.19	4,909.46	0.00	60,647.65	71,100.00	10,452.35
Fuel oil & propane						
005334 0000	2,082.68	0.00	0.00	2,082.68	2,800.00	717.32
Refuse disposal						
005335 0000	1,484.15	0.00	0.00	1,484.15	1,700.00	215.85
Water service						
005336 0000	6,110.16	0.00	0.00	6,110.16	6,100.00	10.16-
Wastewater service						
005345 0000	97,200.00	0.00	0.00	97,200.00	97,200.00	0.00
Building maint division charges						
005361 0000	11,063.39	0.00	0.00	11,063.39	6,100.00	4,963.39-
Fleet equipment maintenance						
005362 0000	19,600.00	0.00	0.00	19,600.00	19,600.00	0.00
Fleet replacement reserve						

GL298	Date 05/22/20 Time 19:52	Company 1 City and Borough of Juneau GL Commitment Analysis Report - Commitment Analysis Periods 1 - 10 Year 2020	USD	Page 2
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Acct Unit	209460801	RSA P&R Treadwell Arena	Budget 100	2020 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget	Balance
005370 0000	6,600.00	0.00	0.00	6,600.00	6,600.00		0.00
Spec & Prop							
005375 0000	2,700.00	0.00	0.00	2,700.00	2,700.00		0.00
General Liab, Auto & EE Pract Ins							
005380 0000	522.51	0.00	0.00	522.51	500.00		22.51-
Dues and subscriptions							
005390 0000	4,660.73	0.00	0.00	4,660.73	1,800.00		2,860.73-
Contractual services							
005397 0000	2,906.90	0.00	0.00	2,906.90	7,000.00		4,093.10
Bank card fees							
005480 0000	832.73	0.00	0.00	832.73	1,500.00		667.27
Office supplies							
005481 0000	0.00	0.00	0.00	0.00	1,000.00		1,000.00
Postage and parcel post							
005485 0000	697.85	0.00	0.00	697.85	2,500.00		1,802.15
Inventory							
005490 0000	24,855.05	1,804.85	0.00	26,659.90	25,000.00		1,659.90-
Materials and commodities							
005491 0000	38.62	0.00	0.00	38.62	400.00		361.38
Safety programs and equipment							
005498 0000	200.00	0.00	0.00	200.00	200.00		0.00
Minor Software							
007005 0000	325.00-	0.00	0.00	325.00-	0.00		325.00
Reimbursable Expense - External							
Acct Unit Total	733,502.04	8,214.31	0.00	741,716.35	803,940.00		62,223.65
Company Total	733,502.04	8,214.31	0.00	741,716.35	803,940.00		62,223.65
Report Total	733,502.04	8,214.31	0.00	741,716.35	803,940.00		62,223.65