



Twin Falls Parks and Recreation Commission Agenda

Tuesday, February 13, 2018, 11:30 AM

Members: Chairman, Cindy Collins; Vice-Chairman, Marc Lambert, Richard Birrell; Aaron Camacho; Z J Martinez; Sherry Murray; Gabe Ostyn; Brian Rice; Tom Reynolds

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) Approve January 9, 2018 Meeting Minutes
Purpose: Action By: Nicolette Miller
- 3) Items of Consideration
 - a) Budget Process Update
Purpose: Presentation By: Wendy Davis
 - b) Sunway Complex Master Plan Update
Purpose: Presentation By: Wendy Davis
 - c) Youth Coach Background Screening
Purpose: Discussion By: Stacy McClintock
- 4) Department Updates
 - a) Division Updates
- 5) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Leila Sanchez (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

- 1.** Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall
 - wait to be recognized by the Mayor or Chairman
 - approach the microphone/podium
 - state their name and address, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
 - 2.** The Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Chairman.



Twin Falls Parks and Recreation Commission Minutes

Tuesday, January 9, 2018, 11:30 AM

Members: Chairman, Cindy Collins, Vice-Chairman, Marc Lambert, Richard Birrell, Aaron Camacho, Z J Martinez, Sherry Murray, Gabe Ostyn, Brian Rice, Tom Reynolds

1) Confirmation of Quorum/Call Meeting to Order

Marc Lambert called the meeting to order at 11:44 AM.

A quorum was present.

Commissioners present: Sherry Murray, Gabe Ostyn, ZJ Martinez, Richard Birrell, Tom Reynolds, Aaron Camacho, Marc Lambert

Commissioners absent: Brian Rice, Cindy Collins

Staff present: Wendy Davis, Kevin Skelton, Stacy McClintock, John Pauley, Nikki Miller, Kathy Markus

Council liaison: Nikki Boyd, Vice Mayor

2) Consent Calendar

a) Approve November 14, 2017 Meeting Minutes

MOTION: Z J Martinez moved to approve the consent calendar. Richard Birrell seconded the motion. Roll call vote showed all members present voted. Motion passed 7 to 0.

3) Items of Consideration

a) Master Plan Review Plan

Wendy combined the discussion of the Master Plan and the Strategic Plan. Wendy wanted to discuss how the Master Plan and the Strategic Plan interface. She also indicated that she wanted the Commission to come up with a timeline today to prepare and build for a discussion of each item. Wendy indicated that the discussion should be between the Commissioners on how to move forward on the Master Plan. Discussion ensued.

b) Twin Falls Strategic Plan Update

Wendy reviewed the City Strategic Plan with the Commission. She indicated that the Strategic Plan is what drives the budgeting, the priorities and the decision-making within the City. Discussion ensued.

The Commission will review the Strategic Plan with regards to the Master Plan. The Healthy Community Section will be the start of the review process for the February meeting. Wendy will provide the Commission with a document for their review.

4) Department Updates

No changes/questions to the department updates.

- a) Recreation Supervisor Update
- b) Recreation Coordinators Report
- c) Parks Update
- d) Aquatics Director Updates
- e) Directors Update

5) Adjournment

The meeting adjourned at 12:44 PM

Next meeting will be February 13, 2018 in the City Hall Overflow Room at 11:30 am.

6) City Hall Facility Tour



Date: Tuesday, February 13, 2018
To: Parks and Recreation Commission
From: Wendy Davis

Request:

Budget Process Update

Time Estimate:

Presentation will take approximately 15 minutes.

Background:

The City is in the process of developing the FY '19 budget and the five year plan for capital improvements. The Parks and Recreation Department has identified a plan and project priorities for this year's conversation.

Staff would like to update the Commission on the intended 5 year plan and project priorities.

Approval Process:

N/A

Budget Impact:

N/A

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

N/A

Attachments:

1. Parks and Rec Capital and Long Term Plan FY '19

Fund

	<u>Strategic Plan #</u>	<u>Dept.</u>
x	<u>TSF's:</u>	
x	Capital Impr. Fund (127)	
x		
x		
x		Parks (38-10)
AC	AC1.2A	Parks
AC	AC1.2	Parks/Engineering?
HC	HC1.1	Ascension:
HC	HC1.1	Ascension:
AC	AC1.2	Auger Falls:
HC	HC	Baxter's Park:
HC	HC	Cascade:
AC	AC1.2	Clyde Thomsen Park:
EC	EC2.2	Clyde Thomsen Park:
HC	HC	Drury Park:
HC	HC1.1A	Evel Knievel Develop:
HC	HC1.1	Evel Knievel Develop:
HC	HC1.1	Evel Knievel Develop:
HC	HC1.1	Frontier Field:
HC	HC1.1	Harmon Park:
HC	HC1.1	Harrison:
HC	HC1.1	Morning Sun:
HC	HC1.1	Oregon Trail Youth Complex:
HC	HC1.1	Oregon Trail Youth Complex:
HC	HC1.1	Sunrise Park:
HC	HC1.1	Sunway Soccer Complex/1st Fec
AC	AC1.2	Canyon Rim Trails:
AC	AC1.2	Canyon Rim Trails:
HC	HC1.1	Rock Creek Blue Lakes
HC	HC1.1	Rock Creek-Blue Lakes
AC	AC1.2A	Rock Creek Canyon Parkway:
AC	AC1.2A	Rock Creek Canyon Parkway:
AC	AC1.2A	Rock Creek Canyon Parkway:
SC	SC2.1	Park Maintenance
SC	SC2.1	Park Maintenance
HC	HC1.1	Facility Master Plans
AC	AC1.2	Parks - Misc

SC	SC2.1	Parks-Irrigation
SC	SC2.1	Park-Equipment
SC	SC2.1	Parks - Vehicle
SC	SC2.1	Parks - Equipment
SC	SC2.1	Parks - Vehicle
SC	SC2.1	Parks - Vehicle
SC	SC2.1	Parks - Equipment
SC	SC2.1	Parks - Equipment
SC	SC2.1	Parks - Equipment
x		
x		Parks Subtotal
x		
x		Recreation (39-10)
HC	HC1.2	Rec
HC	HC1.2	Rec
HC	HC1.2	Rec
x		
x		Recreation Subtotal
x		
		Other (71-10)
LC	LC	Other
LC	LC	Other
x		
x		Other Subtotal
x		Total Cap Impr Fund 127
x		
x		
x		
x		
x		
x		
x		
x		
x		
x		
x		
x	Golf Fund (165)	Golf (39-21)
SC	SC2.1	Golf
SC	SC2.1	Golf
SC	SC2.1	Golf
HC	HC1.1	Golf
SC	SC2.1	Golf
SC	SC2.1	Golf
EC	EC2.2	Golf
HC	HC1.1	Golf
SC	SC2.1	Golf
x		

[illegible]

Capital Expenditures

<u>Description</u>	<u>Priority</u>	FYE	FYE
		<u>2019</u>	<u>2020</u>
Canyon Springs Grade with pathway	99		
Property Purchase (Auger Falls)	1		
Park Improvements	1		
Park Plan and design			
Trail Maintenance	1		\$ 25,000
Curb Gutter Sidewalk	1		
Restroom	1	\$ 65,000	
Trail Repair/Maintenance	1		
Water Retention Expansion	1		
Shade Structure	C		
Road to Site	1		
Parking Lot	1		
Restroom	C		
Facility Enhancement	1		
Facility Enhancement	1		\$ 325,000
Facility Enhancement	1		
Facility Enhancement	1		
Park Improvements	1		
Sports Complex Improvements	1		
Facility Enhancement	1		
Facility Enhancement	1	\$ 10,000	\$ 10,000
Rebuild Breckenridge Estates	1	\$ 15,000	\$ 130,000
Trail Maint-fence, asphalt, repair	1	\$ 30,000	\$ 30,000
Engineering/Topo	1	\$ 35,000	
New Park Development	1		
Restroom - Blake St Trailhead	C		
Playground Equipment - Blake St Trailhead	C		
Shelter - Blake St Trailhead	C		
Tennis Courts	1	\$ 28,000	\$ 25,000
Parking Lot Maintenance	1	\$ 236,000	\$ 125,000
Develop and update park master plans	1	\$ 15,000	\$ 15,000
Widen sidewalks in neighborhood tracts	1	\$ 53,245	\$ 60,000

Baseline central control phase # 2	1	\$ 54,000	
16' Rotary Mower	1	\$ 92,000	
Replacement of two 3/4 ton trucks	1		\$ 73,000
Replace Chipper (Street Dept ???)	1		\$ 41,500
Replace of one ton dump truck	1	\$ 42,000	
new truck every year	1	\$ 27,000	\$ 28,000
diesel mower	1		\$ 33,000
UTV	1	\$ 12,500	
radios (3 per year)	1	\$ 3,000	\$ 3,000

		\$ 717,745	\$ 923,500
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Program Equipment	1	\$ 25,000	\$ 25,000
15 Passenger Van	1		\$ 45,000
Recreation Center	1		

		\$ 25,000	\$ 70,000
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Contingency	1	\$ 150,000	\$ 150,000
Public Art Funding	1	\$ 5,092	\$ 5,092

		\$ 155,092	\$ 155,092
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CI	\$ 897,837	\$ 1,148,592
CI	\$ -	\$ -
CI	\$ -	\$ -
CI	\$ 897,837	\$ 1,148,592

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Repair of 12,13 & 14 bridges @ Golf Course	1		
Carport/Storage Building (excludes demo)	1	\$ 106,000	
Mower (rough)	1		
Re-Stucco Clubhouse	1		
Sprayer	C		
Utility Vehicle (replacement)	1	\$ 22,500	
Sprinkler control center upgrade	1		
Upgrade restroom on Green #5	C		
Mower (Fairways)	1		\$ 52,500

Represented in CI fund as Tfr to Golf Fd		\$ 128,500	\$ 52,500
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GOLF	\$ 128,500	\$ 52,500
GOLF	\$ -	\$ -
GOLF	\$ -	\$ -
GOLF	\$ 128,500	\$ 52,500

Facility Maintenance	1	\$ 60,000	\$ -
Facility Enhancement		\$ 10,000	\$ 12,000

Represented in CI Fund as Tfr to Pool Fd		\$ 70,000	\$ 12,000
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POOL	\$ 60,000	\$ -
POOL	\$ -	\$ -
POOL	\$ -	\$ -
POOL	\$ 60,000	\$ -

Moved under TSF - funded by CI Transfer		\$ -	\$ -
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ADA Fishing Dock	1		
Upper Road Improvements (at bottom from gate to parking) (1/2 mile)			
Fixing the grade road			
Connect SSF/DL trail	C	\$ 250,000	
Retaining Wall Repair	1		
Dierkes Parking Lot, ADA, Dock Access, etc.	1		

		\$ 250,000	\$ -
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D/SSF	\$ -	\$ -
D/SSF	\$ -	\$ -
D/SSF	\$ -	\$ -
D/SSF	\$ -	\$ -

FYE	FYE	FYE	
<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Notes:</u>
			\$ 4,100,000
\$ 130,000			
\$ 55,000			
	\$ 190,000		
	\$ 30,000		
\$ 400,000			
	\$ 100,000		
\$ 180,000			
\$ 8,000			
\$ 750,000			
		\$ 30,000	\$ 100,000
\$ 10,000	\$ 10,000		
\$ 30,000	\$ 30,000	\$ 30,000	
\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
			\$ 45,000
			\$ 40,000
			\$ 40,000
\$ 28,000			
\$ 20,000			
\$ 15,000	\$ 15,000		

potential CAM \$

\$ 29,000 \$ 30,000 \$ 31,000

\$ 12,500
\$ 3,000 \$ 3,000 \$ 3,000

\$ 1,720,500 \$ 458,000 \$ 144,000

\$ 25,000

\$ 25,000 \$ - \$ -

\$ 150,000 \$ 150,000 \$ 150,000
\$ 5,092 \$ 5,092 \$ 5,092

\$ 155,092 \$ 155,092 \$ 155,092

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\$ 1,900,592 \$ 613,092 \$ 299,092
\$ - \$ - \$ -
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\$ 1,900,592 \$ 613,092 \$ 299,092

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\$ 60,000
\$ 42,000

\$ 80,000

\$ 182,000	\$ -	\$ -
\$ 182,000.00		
\$ -		
\$ -		
\$ 182,000	\$ -	\$ -

\$ 30,000
\$ 10,000

\$ 40,000		
\$ 30,000.00		
\$ -		
\$ -		
\$ 30,000	\$ -	\$ -

\$ -	\$ -	\$ -

\$300K beyond 5-yr plan

\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -



Date: Tuesday, February 13, 2018
To: Parks and Recreation Commission
From: Wendy Davis

Request:

Sunway Complex Master Plan Update

Time Estimate:

Presentation will take approximately 10 minutes, allowing some time for questions and discussion.

Background:

In October of 2017, the Parks and Recreation Commission discussed the priorities and desired amenities for the community park associated with Sunway Soccer Complex. Recent developments and community donations have prompted the need to update the facility master plan to include Alan Horner Plaza, St. Luke's Pavilion, creating an opportunity to add the identified changes to the park master plan.

Staff would like to present a draft of the park master plan for Commission review and input.

Approval Process:

N/A

Budget Impact:

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

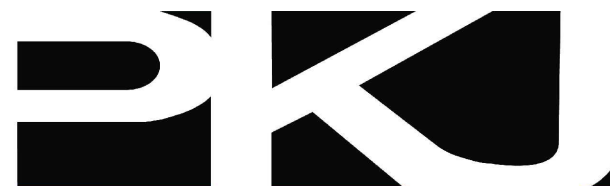
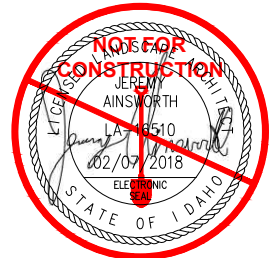
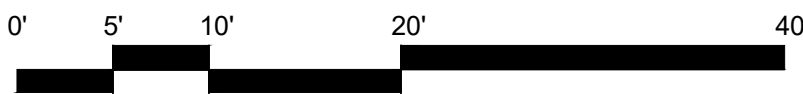
N/A

Attachments:

1. Updated Master Plan Draft-Community Park area
2. Updated Master Plan Draft-Shade Structure and Plaza



SITE MATERIALS		
SYMBOL	SITE MATERIAL	QUANTITY
	CONCRETE	11,411 SQ.FT. 2,338 SQ.FT. BELOW PAVILION
	BRICK PAVERS	PHASE ONE 1,974 SQ.FT. PHASE TWO 2,496 SQ.FT.
	CUBE SEATS/CUBE PLANTERS WITH DONOR NAME ON CUBE	SPACED THROUGHOUT THE PARK AS PART OF THE "WHEN WE COME TOGETHER" MONUMENT

ISSUE DATE 02-07-2018		PROJECT NUMBER ID15002		PLAN INFORMATION		PROJECT INFORMATION		DEVELOPER / PROPERTY OWNER / CLIENT		LANDSCAPE ARCHITECT / PLANNER		LICENSE STAMP																									
				DIGLINE INC. OF IDAHO UTILITY NOTIFICATION CENTER, INC. 1-800-342-1585 www.digline.com CALL BEFORE YOU DIG. IT'S FREE AND IT'S THE LAW  		SUNWAY PARK TWIN FALLS, UTAH		Developer / Property Owner: TWIN FALLS CITY ATTN: WENDY DAVIS WDAVIS@TFID.ORG Client / Engineer: TWIN FALLS CITY ATTN: WENDY DAVIS WDAVIS@TFID.ORG		 PKJ DESIGN GROUP PKJ DESIGN GROUP L.L.C. 3450 N. TRIUMPH BLVD. SUITE 102 LEHI, UTAH 84043 (801) 960-2698 www.pkjdesigngroup.com		 PM: JTA DRAWN: KBA CHECKED: TM PLOT DATE: 2/8/2018																									
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Date: Tuesday, February 13, 2018
To: Parks and Recreation Commission
From: Stacy McClintock

Request:

Youth Coach Background Screening

Time Estimate:

Presentation from staff will take approximately 5 minutes. Discussion following will take approximately 15 minutes.

Background:

The Recreation Department screens all of the youth coaches and assistant coaches that work with the youth in the programs. Previously, the Recreation Department sent all youth coach background checks to the Twin Falls Police Department. Recently it was discovered that the Police Department can no longer use their system to screen youth coaches.

Previously there was not a charge for this service, as it was done all "in house". Since this process is no longer an option the Recreation Department has been researching companies that will provide a background check for all youth coaches.

Attached you will find the guidelines to volunteer to coach for the City of Twin Falls Recreation Department.

Approval Process:

N/A

Budget Impact:

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Staff would like input from the Parks and Recreation Commission.

Attachments:

1. BACKGROUND CHECK GUIDELINES New 2017



Twin Falls Parks & Recreation Criminal Background Check Guidelines

The City of Twin Falls Parks & Recreation Department uses the following criteria to determine whether or not an employee/volunteer is appropriate for a Twin Falls Parks & Recreation Youth Program position. If any of the following incidents appear on an employee/volunteer's investigatory record, such employee/volunteer shall be considered inappropriate for a position involving youth.

- Child Abuse In entire history
- Violence to Children In entire history
- Homicide In entire history
- Drug trafficking In entire history
- Violence to Adults In the last fifteen years
- Theft In the last seven years
- Drug Use In the last three years
- Weapons Reviewed and decision dependent on circumstances
- DUI Reviewed and decision dependent on circumstances.

For offenses not listed above, the City of Twin Falls Parks & Recreation Administrators have the discretion to determine whether such unlisted incidents shall result in a determination that the potential employee/volunteer is inappropriate for the position.

.....

All employee/volunteer applicants are informed of our background check policy within our youth programs. This policy is public record, and a copy of the guidelines may be obtained upon request. All applicants are made aware that the results of the background check are the final determination of employment/volunteer position. Should an applicant falsify or neglect to list any information on the Criminal History Check form it will be immediate grounds for denying the application.

If a background check comes back with a question, a member of the City of Twin Falls Administration will determine if the applicant still qualifies under the guidelines stated above. The applicant may be asked to be a part of this discussion.

<i>DEPARTMENT USE ONLY</i>	
Applicant ID Type:	Initials of Employee Checking Applicant ID:
Background Check	
	Possible Disqualifying Criminal Background:
Reviewer's Initials	YES NO
TFPD Records Mgt Sytems	IF YES:
Idaho Repositories	Reviewed by City Attorney:
Warrants	Cleared: YES NO
Nat'l Sex Offender Registry	Date:

Division Updates February 2018

Recreation Coordinator Update Brandy Mason & Justin Wolters

Youth Winter Basketball: Regular season play will conclude on March 10th. The season has gone fairly smooth and we have had a few minimal issues with coaches and parents at the gyms this season. Our department is exploring staffing options for next year that would help eliminated this issues that have arisen this year.

Youth Spring Soccer: Registration for spring soccer started on Monday February 5th, practices will start the week of March 26th and games will begin on Saturday April 7th.

Youth Wrestling: Canyon Ridge High School will again offer the program for all of Twin Falls. Practices will start on Monday February 26th and be held on Monday and Wednesday nights from 5:00pm-6:00pm for K-3rd grade and 6:00pm-7:00pm for 4th-6th grade. Tournament schedule TBD

Adult Basketball: We are reaching our half way mark with basketball this year. Issues have been minimal. The season wraps up the week Of March 19th with the tournament starting the week of April 2nd.

Adult Volleyball: We are in the final two weeks of the volleyball tournament.

Recreation Supervisor Update Stacy McClintock

Currently staff is collecting information for the 2016 Spring/Summer guide. Staff expects the spring/summer guide to be out by late March early April.

Staff is working on updating and improving youth programs and possibly adding programs.

Staff will be researching a possible fee increase to both rentals of recreation facilities and programs.

We are currently in the process of taking registration for Spring Youth Soccer. The cost is still \$20 if you reside inside the city limits and \$35 if you reside outside of the city limits. Late registration starts February 27th.

We are currently taking registration for Youth Wrestling. Canyon Ridge High School Wrestling coach and team facilitates this program. The Recreation Department only takes registration and orders shirts. Wrestling is a great individual sport which builds strength and coordination in children. This program is for kindergartners through sixth grade.

Parks Update Kevin Skelton & Todd Andersen

Parks is still working on winter maintenance of all of our equipment. We expect to be finished by the end of February.

Installation of the new sprinkler systems on the infield of the ball diamonds at Harmon and Frontier parks has begun.

Aquatics Director Update

John Pauley

Current Swim Instruction Programs

- Our Winter/Spring 2018 swim instruction programs are off to a strong start. We have had a total of 83 kids in swim lessons in January and February, 14 in Saturday Water Babies that goes from January – March, and 48 in Hurricane Swim League that goes from January – March.

New Programs

- We are shifting our Splash Games program to Mondays, Wednesdays, and Fridays to 6-7pm where there are a higher number of kids and families.
- Beginning in April we will be providing a new Adult Swim Lesson program. We are doing this because there have been more adults registering for private lessons. Adults in the area want to learn or improve their swimming. An adult swim lesson program will allow us to provide that program at a cheaper rate than private swim lessons. The first session will be April 2-25 and will be on Mondays & Wednesdays from 6-6:50pm. This is also the time Splash Games is at.
- Since our Midnight Splash program was successful in January with 73 participants we are expanding our times this winter and spring. We will have Midnight Splash on Friday, February 23; Friday, March 23 and Friday, April 20. This program allows us to provide recreational swimming in the dark with the whole family.

Transition Area

- The area between the bubble and the building is nearly complete. The way it has been designed is that it is more open than the last transition area. When completed patrons will feel less from the cold and windy elements when going to the pool or locker rooms.

Online Pass and Punch Pass Registration

- We have expanded our online offerings. The public can now purchase pool passes and punch passes online. Nearly everything you can buy at the City Pool in person can be purchased online.

Summer Swim Lessons & Summer Passes

- Summer swim lesson and summer pass registration will begin on March 1. Summer passes will run from June 1 – September 3.

City Pool Pass Holder Numbers (as of February 8):

- Total: 361

Number of City Pool Visits

- April
 - o Pass Holders: 1,765
 - o Daily Admission: 1,086
 - o Total: 2,851
- May
 - o Pass Holders: 2,016
 - o Daily Admission: 1,228
 - o Total: 3,244
- June
 - o Pass Holders: 3,250
 - o Daily Admission: 3,847

- Total: 7,097
- July
 - Pass Holders: 3,782
 - Daily Admission: 4,215
 - Total: 7,997
- August
 - Pass Holders: 2,971
 - Daily Admission: 2,481
 - Total: 5,452
- September
 - Pass Holders: 1,738
 - Daily Admission: 544
 - Total: 2,282
- October (Limited Hours)
 - Pass Holders: 867
 - Daily Admission: 86
 - Total: 953
- November (Only Marlins and Water Polo for $\frac{3}{4}$ of the month.)
 - Pass Holders: 596
 - Daily Admission: 199
 - Total: 795
- December
 - Pass Holders: 2,258
 - Daily Admission: 1,127
 - Total: 3,385
- January
 - Pass Holders: 3,428
 - Daily Admission: 2,186 (Additional 342 free admission for Cabin Fever Day)
 - Total: 5,614
- Year to Date:
 - Pass Holders: 22,671
 - Daily Admission: 16,999
 - Total: 39,670
- These numbers are patrons that use the pool during lap swim and open swim. Visits do not include swim instruction programs.

Director's Update **Wendy Davis**

Golf Course: Council approved the re-allocation of funds to cover expenses related to the required ADA upgrades in the club house. The sprinkler system controller upgrade will be reassessed and budgeted for in FY '20 or '21.

Recreation Center Feasibility Study: We are still in contract negotiations with the top firm. Hope to reach an agreement present it to council in the next week or two.