

**CITY OF LEWISTON  
PARKS AND RECREATION COMMISSION  
MEETING AGENDA**

**Lewiston Community Center  
1424 Main Street, Lewiston, ID 83591**

**June 25, 2024 @5:30PM**

**I. CALL TO ORDER**

A. ROLL CALL

**II. CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff.

*Comments may be made: (1) in-person, (2) by emailing the Parks and Recreation Director at [tbarker@cityoflewiston.org](mailto:tbarker@cityoflewiston.org) or (3) by calling (208) 746-2313 x6102 and leaving a message. If you would like your comment to be read aloud during the meeting, please so indicate in your message.*

**III. CONSENT AGENDA**

A. MINUTES; May 15, 2024 – Action Item

**IV. PRESENTATIONS, COMMUNICATION AND CORRESPONDENCE**

A. Department Staff Report

a. The staff report was sent out to commission members for the month of May

B. Senior Nutrition Update

**V. ACTIVE AGENDA**

A. Park Tour (off-site)

a. The Commission will tour park facilities that will include the following

i. Bert Lipps Pool & Public Input Discussion

ii. Sunset Park Pickleball Courts

iii. Bryden Canyon Golf Course

**VII. CITY COUNCIL LIAISON COMMENTS**

**VIII. NEXT MEETING**

A. Wednesday, August 21<sup>st</sup>, 2024 at the Lewiston Community Center

**IX. FUTURE AGENDA TOPICS AND IMPORTANT MEETING DATES**

A. Park and Recreation Master Plan (August)

B. Auditorium District Discussion (August)

**X. ADJOURNMENT** – Action Item

PARKS AND RECREATION ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY MAY 15, 2024

**I. CALL TO ORDER**

PRESENT: Commissioners Jim Jenkins, Jill Carlson-Balmer, Larry Kopczynski, and Linda Glines. Also in attendance were Parks and Recreation Director Tim Barker.

ABSENT: Jim Kirk, Bill Rowland, Sammy Andrews, and Council Liaison John Spicklemire.

**II. CITIZEN COMMENTS**

No citizen comments.

**III. CONSENT AGENDA**

Commissioner Balmer asked for motion to accept the Minutes from February 21, 2024 as presented, Commissioner Kopczynski made a motion to accept minutes for February 21, 2024 minutes, Commissioner Glines seconded the motion, all approved.

**IV. PRESENTATIONS, COMMUNITICATIONS, AND CORRESPONDENCE**

A. Department Staff Reports:

Commissioners were sent the monthly report for March and April 2024 there were no follow up questions.

B. Senior Nutrition Update:

No Senior Nutrition update

C. Lewiston Parks and Recreation Foundation Update:

No Foundation Update

**V. ACTIVE AGENDA**

A. Partnership with the Valley Off-Road Bike Association (VORBA):

VORBA has reached out to the department and would like to be more involved in the trail maintenance and development at Community Park. Director Barker and Park Maintenance Supervisor Fazio have met with members of VORBA to discuss how the two groups can partner moving forward. The trails have received funding in the past for development and maintenance from the Lewis Clark Valley Healthcare Foundation and the funds have been used to purchase materials and chemicals to manage the weeds within the canyon adjacent to the trails.

B. 2025 Fiscal Year Fee Proposals to be presented at the meeting:

Director Barker provided the proposed fee increases for department managed facilities and park amenities to the commission for consideration of their support. Commissioner Jenkins made a motions to support the current proposed fee hikes, Commissioner Kopczynski seconded the motion. All approved.

C. Parks and Recreation Fees and Charges Policy:

The commission was provided the policy for review, this is an annual process to make sure that the direction of the department's fee structures falls in line with the policy created by the commission. After some clarifications Commissioner Kopczynski made a motion to adopt the current policy, Commissioner Glines seconded that motion. All approved.

D. Arbor Day Celebration:

Arbor Day included Randall family and guests in attendance to share in the public acknowledgement of the Randall family donation of their family's property to the Modie Park Conservancy. Director Barker noted that the event took place by the restroom at the park at 1pm on Saturday, April 27<sup>th</sup>. This was a combined celebration with the LCSC Tree Committee, the Modie Park Conservancy and the City of Lewiston. In addition to receiving the Tree

Campus USA and the Tree City USA Awards, the Randall family presented their 21 acre donation to the Conservancy, their land is adjacent to the park and will be eventually developed and incorporated into Modie Park as an outdoor classroom and demonstration area.

E. Sunset Park Pickle ball Court Project Completion and Ribbon Cutting Event:

Court completion by Arrow Concrete and Asphalt occurred last week. Director Barker shared pictures of the new courts with the commission members. There will be a ribbon cutting event held at the courts on Sunday, June 9<sup>th</sup> at 1pm. The department is continuing to work with the club moving forward to purchase and install two 12X22 sun shades and a slab underneath the shelters. Additionally, the department will be meeting with the club to discuss future plans for leagues and tournaments that will be run through the parks and recreation department.

## **VI. OLD BUSINESS**

A. City Comprehensive Plan Update

There was no update to report at this time other than staff and the committee have been reviewing drafts of the plan and providing updates. There will be a progress update provided to City Council in the near future.

B. Idaho Recreation and Park Association Conference Host Recap

Director Barker provided comments on the hosting of the conference at the beginning of April. Staff all stepped up to assist and did an excellent job showcasing the community and what we are doing in regards to innovation and use of technology in the field. There were approximately 100 attendees at the conference including 16 vendors. Commission Chair Balmer provided opening remarks and thanked the attendees for coming to Lewiston for the conference. Two of the department staff were sworn into office as members of the association board of directors, Recreation Supervisor Ray Pedrina is the new Treasurer and Director Barker is the North Idaho District Representative.

C. Fiscal Year 2024 Projects:

A. Facilities

- i. Library Lighting Replacement
- ii. City Hall West Windows
- iii. Carnegie Library Exterior
- iv. Police Training Center Roof
- v. Traffic Control Roof
- vi. Fire Station Diesel Particulate Mitigation

B. Golf

i. Cart Barn Replacement

Staff have been working on design options to possibly include a new maintenance shop as well as space for the addition of golf simulators that would bring in lease revenue from an operator of the simulators.

ii. Driving Range Improvements

Additional/replacement poles and the netting have been installed and the project has been completed

iii. Equipment Purchases: Tractor, Greens Mower, Surrounds Mower

All equipment has been ordered and we are awaiting delivery of some of the items. We were able to buy a few gently used items which allowed us to purchase all equipment initially requested with the funding provided in fiscal year 2024, which also included a fairway mower and a pull behind aerator.

C. Parks

i. Community Park Basketball Courts and Fitness Area

1. Landscaping

Director Barker met with the owner of Living Waters to discuss a landscape plan for the parking lot area and future landscaping around the amenities. That work would begin this coming fall and then conclude once the amenities are installed in 2025. Additionally, Barker made a request to the City Council at their budget work session on Monday, May 20<sup>th</sup> to incorporate remaining FY '22 funding to complete all of the work that was approved that fiscal year.

ii. Pioneer Park Playground and ADA Parking – IDOC Grant

A grant from the Idaho Department of Commerce was received to replace the playground at Pioneer Park, which would include accessible equipment. In addition to the playground, there will be 2 accessible parking stalls added on the south side of the restrooms and the drinking fountain will be replaced with a bottle, bubbler and pet drinking fountain combination to match the others that we have been replacing throughout the park system.

**VII. COUNCIL LIAISON COMMENTS**

Councilor Spickelmire was not in attendance.

**VIII. NEXT MEETING**

A. Wednesday, June 19<sup>th</sup>, 2024 at the Lewiston Community Center

a. Annual Park Tour Plan

**IX. FUTURE AGENDA TOPICS**

A. Annual Park Tour (June)

B. Park and Recreation Master Plan (August)

C. Auditorium District Discussion (August)

**X. ADJOURNMENT**

There being no further business Commissioner Jenkins made the motion to adjourn the meeting, Commissioner Kopczynski seconded, all approved. Meeting was adjourned at 6:15PM.

Linda Rape

Recording Secretary

June 10, 2024

Date

## PARKS & RECREATION

# MAY 2024

## MONTHLY REPORT

### ADMINISTRATION

- Director met with the League of Women's Voters to decide upon a layout for their kiosk, bench, garbage can and trees at Community Park as part of a donation that they will be making to the park. Their project should be completed by early/mid-August prior to their planned meeting at the site of the membership.
- Director continues to work with the Bureau of Reclamation to update our use agreement at Hereth Park. The park is one of a number of facilities that the department maintains and uses as a park within our system, which is owned by another governmental agency.
- Director met with the Community Development Director to discuss programs that the two departments could exchange. Currently the P&R Department manages the Residential Parking Permit Program and CD manages the Community Event Boards. The two departments would exchange those programs so they are better matched with the type of services that each department provides to the community. An exact transfer date is yet to be determined as each group is gathering information to evaluate the programs and to ensure a smooth and seamless transition.
- The Director and Recreation Supervisor were both recently voted in and became board members for the Idaho Recreation and Park Association. The Director continues as the North Idaho District Representative and the Rec Supervisor is now the Treasurer for the association. The association also recently hired an Executive Director to manage their day-to-day business which will take a lot of pressure off of the roles the professionals serve on the board.

### CEMETERY

- Assisted in planning 6 cremation burials
- Assisted in planning 2 full casket burials
- Sold 2 standard adult graves
- Sold 1 cremation grave
- Performed 7 cremation burials
- Performed 5 monument staking's
- Prepared the office and the cemetery grounds for the Memorial Day Weekend.



# PARKS

- Cemetery looked really nice for Memorial Day.
- Completed annual Cemetery walk-thru with the Cemetery/Urban Forestry Commission.
- Completed Pickle ball Court Project.
- Cemetery front lawn was hydro seeded and is growing in very nicely.
- Completed tree pruning and removals at the Cemetery.
- Completed the Driving Range Netting Project at Bryden Canyon Golf Course.
- Cart Storage Building Project at Bryden Canyon Golf Course is in progress. We are settling in on a design. Building quotes are back and base quotes are in progress.
- Staff added 4 tons of crumb rubber to Airport Park's artificial turf.
- Irrigation repair has been ongoing in all areas.
- Seasonal Labor continues to be an issue, we utilized inmate labor to complete string trimming at Hereth, Airport, Sunset, Fenton, Jewett Parks, Police Training Center, and the Canoe Sculpture.
- In progress an herbicide application to all of the areas that have been string trimmed.

# RECREATION



## Programming:

- New program, Mother-Child Spring Dance, took place at the Community Center on May 3rd. This Center on May 3<sup>rd</sup>. This event is similar to our Daddy-Daughter Dance we host in the fall.
  - 83 tickets were sold for the event.
- Held the 30th Annual Jill Andrews Memorial Softball Clinic for ages 5-10 coordinating with lead instructor Sue Andrews. This 1-day clinic takes place at Airport Park Softball fields. Participants are taught age appropriate fundamentals of the game followed by game-like play.
  - We had 69 participants this year.
- Youth T-Ball Program started this month. This is a 6-week program that includes 2 Saturdays of clinic based instruction and 4 Saturdays of games.
  - 137 participants are signed up for this year's program.
- Orchards Pool played host for the LC Neptunes Swim Meet May 17th-19th where swim teams from around the region compete. There were over 250 athletes that competed in the swim meet. We provided lifeguards for the event.
- Our Certified Water Safety Instructor Aquatic staff in partnership with the Lewiston School District held the 3rd grade swim program this month at Orchards Pool.
  - This program is a two-session program per school where 3rd graders from Lewiston School District Elementary Schools learn basic water safety and skills.
- Completed the first half of the Men's and Women's Slow Pitch Softball Season.
- Started registration for the 2024 Coed Softball Season. Registration will run until June 28th. This is a 10 regular season league followed by a double elimination tournament. Teams are split into different divisions based on skill level and playing availability. Games take place at P1FCU Field and Sunset Ball Field Monday through Thursday evenings.

- Started registration for a Summer Outdoor Volleyball League. This is a new program that offers a 6v6 and a 4v4 format. Games will be played on Sunday and Monday evenings on Airport Field 2 outfield. Registration will run until June 28th.

### **Meetings:**

- Staff held a T-Ball coaches meeting to go over expectations of the program and what to expect.

### **Ball Fields:**

- There were 23 ball field rentals 2 of which were multi-day, multi-field all day tournaments.
- Lewiston High School had 20 different field uses during May which included the Freshmen Baseball District tournament and an LHS Softball playoff game
- Lewiston Little League had 68 different field uses during May including over 100 games.
- Lewiston Babe Ruth had 14 different field uses during May including over 25 games.

### **Fenton Gym Rentals:**

- There were 24 Fenton Gym rentals this month.

## **RESERVATIONS**

### **Community Center:**

There were forty meetings or events in the Community Center in May 2024 with approximately one thousand two hundred people attending those events and another three hundred drop ins.

### **Parks:**

There were forty five reservations in May 2024 with approximately two thousand two hundred people attending those events. Another approximately two thousand people visiting the parks without reservations.

## **FACILITY MAINTENANCE**

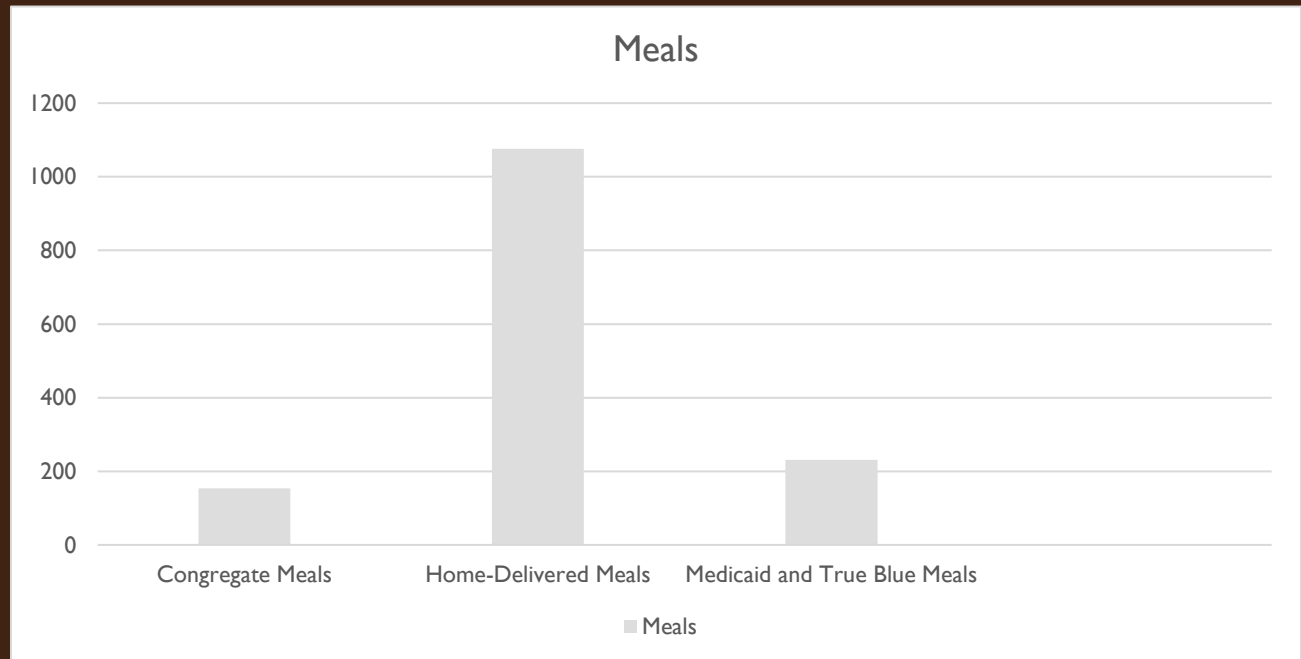


### **Projects:**

- Monthly HVAC maintenance to prep for Spring
- Finished Fire Station 4 Abatement and began Fire Station 2
- Installed new hard flooring in Fire Station 4 and 2 where carpet was to make it more able to sanitize.
- Worked on preparing Orchards Pool for Annual open on June 10<sup>th</sup>.
- Working on HVAC maintenance and prep for summer.
- Electrical repairs as needed.
- Began spring cleaning by washing exteriors of buildings.
- Bryden Canyon Golf The walk in coolers life ran out and we are working on a new updated one. The concrete pad is ready for it. New one should be installed by end of June.
- Advertised for Facility Maintenance Technician position

# SENIOR NUTRITION

- Congregate Meals served this month = 154
- Home-Delivered Meals served this month = 1076
- Medicaid and True Blue Meals served this month = 231
- Volunteer hours = 150, Volunteers = 8



# COUNSILMAN-HUNSAKER

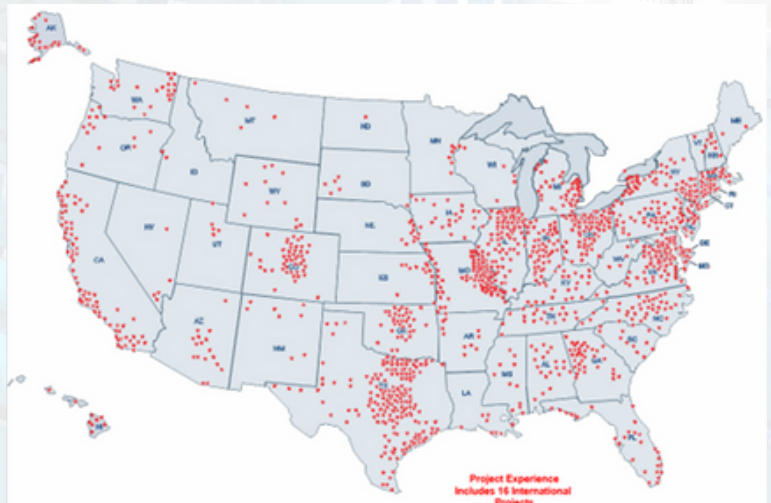
## History

Councilman-Hunsaker was founded in 1970 as a collaboration between a world-famous swimming coach and one of his former athletes. Through his coaching career and extensive writings, James E. “Doc” Councilman, Ph.D., revolutionized the swimming world through research and innovation, training numerous Olympic and National champions along the way. One was Joe Hunsaker, a former three-time National Champion and World Record holder. With Doc Councilman serving primarily in a consulting role, Joe Hunsaker developed the firm into one of today’s foremost authorities on design and operation of aquatic facilities.

## What Sets Us Apart

For more than 50 years, Councilman-Hunsaker has provided design and operational consulting for thousands of national and international aquatic projects of every size and complexity. Our portfolio includes newly designed and renovated pool projects for many market sectors: Parks & Recreation, Education, Hospitality and Wellness. Project types range from competition venues, leisure pools and waterparks to therapy pools and spas.

In addition, we have completed hundreds of Facility Audits and Feasibility Studies for the development of new or existing facilities and, having studied a multitude of facilities, we will help you benchmark the creation of your new facility and complete your project efficiently.



Councilman-Hunsaker is made up of an integrated team of design professionals and operational specialists with unrivaled aquatic industry experience. Our team brings exceptional collaboration skills and new project designs for the delivery of a high-quality, innovative aquatic facility. Our operational specialists will not only help you prepare for a successful launch, but will serve as your guide in achieving long-term operational success.



# CIRCLE OF EXPERTISE

Counsilman-Hunsaker offers a full circle of aquatic services from existing facility evaluation to comprehensive concept development; from project visioning through design, engineering and construction administration to business management and aquatic operations. These services are completely customized and configured in a variety of ways to precisely fit the needs, desires and objectives of the owner/operator and the project team.



## Design

From project visioning and development through sealed engineering drawings, we do it all. Even when starting with just a sketch of your vision, we will work closely with you throughout the design process to create a facility that meets or exceeds your dreams, while staying within budget.



## Study

Through this comprehensive approach, we will provide you with the information you need to make a knowledgeable decision about the future of aquatics for your community. Our study process supplies you with the necessary tools to reveal valuable insights and information before funding your new aquatic center.



# CIRCLE OF EXPERTISE



## Operate

At Counsilman-Hunsaker, our goal is to optimize both our client's daily operations and the aquatic users' experiences. Our in-house swimming pool operators will assist with on-site facility operations. Our operations team is comprised of highly trained, experienced professionals who have obtained the highest ranking of Health and Safety Instructor certifications available. Our clients benefit from the experience and knowledge of our team, knowing that our recommendations and operational services are supported by all the leading aquatic safety providers.



## Audit

Through our Facility Audit, many owners have discovered that replacing worn out equipment with short life cycles will allow them to serve a whole new generation of users. Other times, older pools can be economically reconstituted into modern swim centers. Counsilman-Hunsaker's evaluation of an existing pool will give you the information needed to make a knowledgeable decision regarding repair, renovation or replacement.

With Counsilman-Hunsaker as your partner, your new or renovated facility will become more than a pool or center. It will become a destination known for developing skills, creating memories and building communities through superior service and innovation.



## HydroApps

Peace of mind comes through an efficient and safe facility but managing risk appropriately and effectively can be a challenge for operators. That's where HydroApps comes in, a full suite of web-based applications that takes aquatic facility management and professionalism to the next level. Developed in partnership with some of the most highly-regarded operational and educational leaders in the industry, our HydroApps provide you both the benefit of our combined aquatic knowledge and innovation along with the tools to streamline your compliance, documentation, and record keeping.



# SUMMARY

## An Aquatic Facility Feasibility Study Process with a Proven Approach

A Counsilman-Hunsaker Feasibility Study will provide you with a complete working plan for the creation of a new aquatic facility, including:

- **Needs analysis** — a comprehensive approach to determining the need for an aquatic facility and the “right-sizing” of aquatic elements to meet demand, need and purpose for aquatic experiences for the community
  - **Community engagement** — online data-gathering and aquatics-focused workshops, meetings with community representatives and stakeholders to develop a list of priorities for the facility’s uses and objectives
  - **Market and competition analysis** — an analysis of age groups, population density, incomes and user groups to project attendance, fee schedules and appropriate programming; research and analysis to determine the existing level of service at area aquatic facilities and the perceived need for additional aquatic programming and offerings
  - **Site analysis** — identification and evaluation of proposed sites for the aquatic facility
- **Facility conceptual planning** — aquatic facility conceptual drawings that accommodate the desired aquatic program elements identified in the needs analysis
  - **Construction cost estimates** — itemized, site-specific cost projections for the aquatic facility inclusive of the pool(s) and support structures
  - **Project cost estimates** — total costs including construction, site development, escalation and contingencies
  - **Design program analysis** — based on the conceptual designs, a more detailed assessment of the construction materials, techniques and specific equipment recommended for the proposed facility
- **Revenue and expense projections** — detailed calculations of annual operating revenues and expenses based on the gathered data and analytical research; opinions of financial performance (e.g. positive or negative cash flow)
  - **Projected annual operating budget**
  - **Sources of funding** — a discussion of possible options to fund the facility



With a Counsilman-Hunsaker Feasibility Study, you will have all the facts, figures and insights you need to make an educated and sound decision about how to move forward with your aquatic center.



# SUMMARY

## An Aquatic Facility Feasibility Study Process with a Proven Approach

There are numerous firms who conduct feasibility studies but Counsilman Hunsaker only focuses on aquatic studies. Why is this important? We have the knowledge base for aquatic projects, the pedigree of 50+ years in the world of aquatic design, relationships with American Red Cross, World Aquatics, USA Swimming, The Model Aquatic Health Code, and an array of aquatic specific manufacturers and contractors. We stay in constant communication with these groups to ensure the accuracy of cost estimates and hear the latest on new products and trends to hit the market. We also have over 100 active design projects, former aquatic operators on our team, and we review operational and budget data from existing aquatic facilities to ensure our projections are as accurate as possible.



- **If you need the best information on aquatics, go to the source.** We have active design projects underway, so we're constantly innovating and applying the latest knowledge. Many of our team members are former aquatic operators, still involved in the industry. This unique experience allows us to not just design a facility, but to create a detailed operations plan that considers real-world challenges and budgets.
- **National experience with regional presence.** We have a network of offices across the country, ensuring we understand the specific needs and trends in your area. This regional expertise is complemented by our national experience, allowing us to draw on a vast pool of knowledge and best practices in the world of aquatic facility planning and design.
- **Detailed information that comes from design, engineering, and continued involvement in the aquatics industry.** Our expertise goes beyond feasibility studies. We provide detailed information that flows from the design and engineering phases, ensuring your concepts are accurate and functional. This translates into a more realistic and achievable operations plan.
- **Network of manufacturers and suppliers.** We meet with aquatic-specific manufacturers monthly to ensure the accuracy of cost estimates and hear about the latest products and trends hitting the market. This ongoing dialogue keeps us at the forefront of the industry, ensuring your facility is designed with the most up-to-date technology and equipment.



# PHASE 1

## Needs Assessment, Market Analysis, and Preliminary Program Development

Through the needs assessment process, the Counsilman-Hunsaker team will work closely with the project team to identify the necessary aquatic facility components through a collaborative approach that combines our experience with the project team's local understanding of the current and future needs for aquatic offerings. During this phase we will:

- Seek creative opportunities to involve the community in the project development
- Engage aquatic users and stakeholders in the community to gather and analyze feedback about the need for an aquatic facility
- Complete an analysis that details the benefits and hurdles to the development of an aquatic facility to be inclusive of probable funding, administrative support and expectations, specific project needs and construction cost and annual operational cost ranges
- Define the most utilized and sustainable types of swimming pool(s) and aquatic facility components for your community

### Community Engagement

Counsilman-Hunsaker, in conjunction with the project team will brainstorm creative ways to receive community input. We pride ourselves in being able to clearly communicate with elected officials and the community at large in reaching consensus for a community specific solution. Our job is to gather the information necessary and communicate it clearly and accurately to the project team and elected officials (if necessary) so that knowledgeable decisions can be made on how best to move forward with a future aquatic facility.

Our goal through the community engagement phase is to provide both high-touch (in-person) and high-tech (online/virtual) opportunities that allow participants to provide thoughtful and insightful feedback to be incorporated into our analysis.

Since Counsilman-Hunsaker's team consists of aquatic operators, current and former swimmers, former lifeguards and swim instructors, as well as aquatic enthusiasts, our team is well-versed in communicating, surveying and connecting with the various aquatic user groups. In fact, it's the part of our job we love the most! With our experience in the aquatics world, we will be able to accurately develop an aquatics program that will meet the needs of these user groups while providing insight on the key components needed for successful aquatic offerings within the community.



# PHASE 1

Engaging community stakeholders preliminary meetings and workshops is instrumental in defining objectives and gaining support, as the aquatic facility design needs to reflect the community's goals and vision for the project, while aligning with the realities of the site, capital budget and operational costs. These workshops are designed to effectively identify opportunities and constraints of the project and to engage the local community to participate in the project. In the smaller, more intimate stakeholder meetings, we can learn any concerns regarding the size and shapes of the proposed pool(s), discuss necessary schedules and fee structures and hear about specific design requirement requests for the aquatic facility.

We believe in creating a **PUBLIC** process where we can effectively engage the community and stakeholders.

- **Personal Attention**
- **Understand Needs**
- **Build Trust**
- **Learn Concerns**
- **Intentional Listening**
- **Consensus Creation**



Through our process, we recommend holding both in-person and virtual community meetings to provide the opportunity for as many people as possible to attend and learn more about the project and share any feedback they may have. While these meetings can be combined into one, we recommended holding them separately as we've found both the in-person and virtual attendees get frustrated when they are being held concurrently which dilutes the overall value of the input process.

As part of Counsilman-Hunsaker's public input process we have the availability to setup a project-specific website through our online platform, [engage.counsilmanhunsaker.com](https://engage.counsilmanhunsaker.com). Our comprehensive online platform will allow the community to create meaningful and accessible engagement opportunities that help create excitement and buy-in during the master plan process. Our platform is fully customizable to the project's needs and we can create a variety of input opportunities that involve the community in determining facility types, possible usage and even funding methods. Our platform enables a creative way for the community to provide feedback if they are unable to attend one of the public outreach meetings, or are not part of a targeted stakeholder group.

## Market and Competition Analysis

- Evaluating current aquatic programs and services available
- Analyzing competition and duplication of services
- Recommendations for minimizing duplication and enhancing partnerships
- Reviewing policies, participation levels, operations, and structure
- Identifying deficiencies and improvement opportunities
- Researching other aquatic providers and their impact on future facilities.

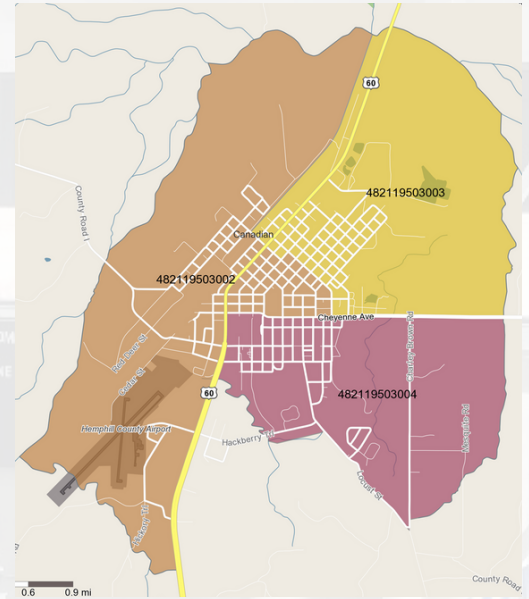
A detailed demographic analysis based on service areas will show trends regarding population, income and age groups. An overview of these trends will help define the necessary aquatic elements.

**Existing swimming pool assessment:** For communities that have an existing aquatic facility, we will conduct an on-site inspection and investigate programmatic and mechanical integrity of the existing swimming pool's equipment, identify those that are substandard, and detail the various options for repair and replacement. The team will provide a detailed analysis with construction cost estimates for necessary repairs, including ADA accessibility, energy efficiency and pool mechanical systems. Options for the future will be outlined, including the existing pool's remaining lifespan, immediate repair costs, renovation options, and a comparative analysis with the cost of a possible new facility.

## Site Analysis

We will work with the project team to create site selection criteria for the future aquatic facility development. These criteria shall be used to score individual sites to determine overall feasibility of future development. Analysis of potential sites for the aquatic facility based on the following criteria:

- Physically accessible with an emphasis on proximity to public transportation, crosswalks and major streets.
- Visible such that a civic presence can be achieved.
- Land use compatible with adjacent property and good relationships with other aquatic providers.
- Adequate size to support the intended program.
- Few development limitations.
- Ownership or site control.



# PHASE 2

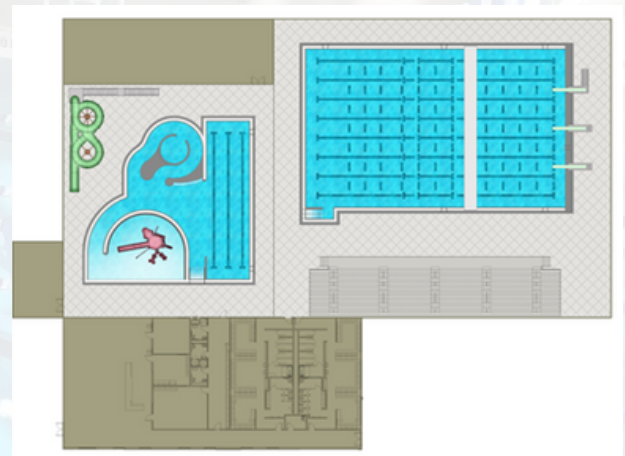
## Aquatic Facility Conceptual Planning

Based on the results of the needs analysis Counsilman-Hunsaker will develop conceptual plans that represent the sizes and shapes of the necessary swimming pool(s) and related support spaces. These illustrative concepts will allow the project team to visualize the configuration, layout, and functionality of the proposed aquatic facility components. The plans will be drawn to scale and will accurately reflect state and national codes and standards for swimming pool design. Conceptual plans of different budget levels are often explored during this phase that show the minimum, preferred and ideal aquatic facility types dependent on the expected levels of capital and operational funding.

During this phase the overall capacity of the facility in terms of aquatic users, programs and spectators will be calculated along with the site requirement in total acres inclusive of parking demand. Facility concepts can be scaled and placed on aerial pictures of the prospective sites so the project team can better understand the site implications of the developed concepts.

### Estimated Capital Cost

As a specialty consultant dedicated to aquatic design projects, Counsilman-Hunsaker maintains an intricate knowledge base of aquatic project costs nationally, regionally, and across various market sectors. Our continuous involvement with a multitude of aquatics projects ensures a real-time understanding of market conditions and cost data for this project. Our firm utilizes a detailed database to track actual project costs and to maintain our cost estimation spreadsheet which is utilized from the onset of each project to develop an opinion of construction cost at the program confirmation phase.



We then support the prime consultant and design team throughout the design phases of each project by refining our opinion of cost for the aquatics scope as detailed design decisions are documented. There are many design related factors that will influence the cost of the swimming pool construction, just as you would expect for the building construction. Such parameters as geotechnical conditions, structural design approach, finishes, & equipment selections will greatly impact the cost of constructing a commercial swimming pool. Counsilman-Hunsaker's track record of accurately projecting aquatic scope construction costs is often relied on as a resource to third-party cost estimators who do not typically have a great deal of experience with this specialty project type. We also maintain open lines of communication with numerous qualified and licensed commercial pool contractors from around the country.

# PHASE 3

## Operations Plan Utilizing Counsilman-Hunsaker's Aquatic Research Tool (CHART)

Through our study process we utilize our proprietary Counsilman Hunsaker Aquatic Research Tool (CHART) that includes 62 development factors for construction of indoor and outdoor aquatic facilities and over 200 data points to create our customized revenue and expense model. Utilizing CHART we incorporate Key Performance Indicators (KPIs) that affect your facility and will provide an accurate projection of revenue and expenses as well as develop a model for how to achieve your aquatic facility cost recovery goals.

|                                      | Renovation + Addition | Replacement      |
|--------------------------------------|-----------------------|------------------|
| <b>Dailey Admissions/Memberships</b> |                       |                  |
| Admissions/Memberships (Indoor)      | \$238,457             | \$302,484        |
| <b>Swim Team Revenue</b>             |                       |                  |
| Meet Rental                          | \$14,000              | \$20,000         |
| Club Team                            | \$162,000             | \$162,000        |
| Lane Rentals                         | \$32,400              | \$32,400         |
| Master's Swimming                    | \$13,500              | \$16,500         |
| Misc Revenue                         | \$42,975              | \$42,975         |
| In-House Swim Team                   | \$28,800              | \$28,800         |
| <b>Aquatic Programs</b>              |                       |                  |
| Swim Lessons                         | \$106,881             | \$106,881        |
| Water Fitness                        | \$18,662              | \$18,662         |
| Lifeguard Certification              | \$1,584               | \$1,584          |
| <b>Food and Beverage</b>             |                       |                  |
| Food and Beverage                    | \$9,795               | \$12,425         |
| <b>Rentals</b>                       |                       |                  |
| Birthday Party                       | \$31,200              | \$41,600         |
| Private (Full Pool)                  | \$4,200               | \$6,300          |
|                                      |                       |                  |
| <b>Total Revenue</b>                 | <b>\$704,453</b>      | <b>\$789,610</b> |

# PHASE 3

The operations plan will include a facility personnel analysis, direct facility expenses, programming expenses and utility demand. The personnel analysis will be based on the local market taking into account any forecasted changes in wage structure. The utility analysis will project the specific usage all of the related swimming pool and building systems to produce an accurate projection of costs.

A comprehensive analysis of the following areas will be conducted during this phase.

- Operational data including attendance levels and trends, visitor mix, per capita expenditures, revenue, operating expenses, net operating income and net income after capital costs.
- Proposed marketing strategies, pricing policies and sponsorship efforts.
- Analysis of market penetration and compilation of demographic trends in the market area, including population levels and trends, incomes, age distribution and ethnic composition based on the Consultant's demographic data bank.
- A review of local weather patterns during the pool's effective operating season.
- A review of local school year schedules.
- A review of competing aquatic facilities in the market area.
- Partnership types and operating strategies
- Projections of attendance potential.
- Projections of design level attendance figures and required capacity requirements.
- Projections of aquatic facility operational expenses including, personnel, chemical demand, operating supplies, maintenance and repair, utility demand, marketing, food and beverage and retail.
- Projections of revenue from daily admissions, memberships, aquatic programs, competitive swimming, food and beverage, and facility rentals.
- Preliminary estimates of warranted investment levels based on projected net operating income.



# FINAL REPORT

The final report will outline options for the future of aquatic programming for the project. The executive summary will offer the options in detail, and the balance of the report will provide backup information and the detailed conceptual plans and financial analysis.

