



TWIN FALLS PARKS AND RECREATION

136 Maxwell Ave. • PO Box 1907 • Twin Falls, ID 83303 • Phone: 208-736-2265 • Fax: 208-736-1548

TWIN FALLS PARKS & RECREATION COMMISSION

**June 10, 2014
11:30am**

**Twin Falls City Council Chambers
305 3rd Avenue East**

AGENDA

11:30 a.m. Call to Order

- 1. Welcome New Member**
- 2. Approve minutes of the May 13th, 2014 meeting**
- 3. Parks/Recreation Staff Reports**
- 4. Annual Swimming Pool Report from the YMCA**
- 5. Parks & Recreation Master Plan Update**
- 6. Naming of Small Dog Enclosure at Baxter's Park**
- 7. Shoshone Falls/Dierkes Lake Entrance Fees**
- 8. Other Items from the Commission**
- 9. Tour of Parks**

Si desea esta información en español, llame Leila Sanchez al (208)735-7287

**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Nikki Miller at (208)736-2265 at least two working days before the meeting.*

The Benefits are Endless...



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TWIN FALLS PARKS & RECREATION COMMISSION

**June 10, 2014
11:30am
STAFF REPORT**

1. Welcome New Member

At the Monday May 5th City Council meeting, the Mayor appointed and the Council confirmed Marc Lambert as our newest member of the Parks & Recreation Commission. His term is April 2014 to March 2017.

2. Approve minutes of the May 13th, 2014 meeting – Commission

The Commission needs to approve or amend the proposed set of minutes

3. Parks/Recreation Staff Reports - Staff

Enclosed are the Parks & Recreation Staff Reports

4. Annual Swimming Pool Report from the YMCA – John Pauley, Aquatic's Director

As part of the City's and YMCA's agreement, the YMCA prepares an annual report of revenue, expenditures, and attendance records to the City.

City staff has met with the YMCA to figure out how full membership revenue should be credited as the pool revenue. The Y has memberships just for the pool and memberships for all three of their facilities.

Both sides have agreed to use the highest daily admission at the pool (\$4 for adults) and times that by the total number of visits by full membership members for the revenue that is credited to the pool.

No action is needed, this is only a presentation. Attached is the report from the YMCA from January 1, 2012 to December 31, 2013.

5. Parks & Recreation Master Plan Update - Staff

City staff solicited proposals for qualified consulting firms to provide services to the City to develop a Parks & Recreation Master Plan. The City advertised in the Times News and the Idaho Statesman in Boise. These proposals are due Thursday June 12th. Staff has sent out approximately 10 of the Request for Qualifications (RFQ).

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This master plan will replace the current City's Comprehensive Plan chapter of Parks, Recreation and Trails. The Parks and Recreation Commission will be an integral part of developing this master plan.

6. Naming of Small Dog Enclosure at Baxter's Park - Staff

Dr. Marty Becker is requesting the City to name the small dog enclosure as the "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."

Attached is the request from Dr. Marty Becker and also attached is the Naming Policy that was adopted in 2012.

This request follows the criteria outlined in the Naming Policy. The Parks & Recreation Commission's recommendation will be forward to the City Council for their consideration.

7. Shoshone Falls/Dierkes Lake Entrance Fees – Staff

Currently the fee to enter the park is \$3 per vehicle, \$25 for a season pass (only good for one vehicle), and \$30 for a book of 20 passes. These current fees have been in effect since 1998.

The fees that are collected for approximately six months pay for the maintenance and operation to manage these facilities and capital construction projects. The cost to maintain these facilities are growing each year and starting this year, we are providing additional lifeguards on duty and training during the three summer months.

To offset these increases in maintenance, staff is proposing to increase the entrance fees for the 2015 season at the park to the following:

	Current Fee	Proposed Fee	% Increase	Potential Revenue
Entrance Fee	\$ 3.00	\$ 4.00	33.3%	\$60,000
Season Pass	\$25.00	\$30.00	20.0%	\$ 3,750
Bus Pass	\$20.00	\$25.00	25.0%	\$ 500
Coupon Book	\$30.00	\$40.00	33.3%	<u>\$ 250</u>

Potential Additional Gross Revenue \$64,500

On average years of revenue (depends on the flows over the falls), we have 60,000 vehicles enter the park, sell 750 season passes, 100 tour bus passes, and 25 coupon books. The two previous times the fees were increase, the number of park patrons dropped some,

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so I imagine the increase in revenue would be in the range of \$55,000 to \$60,000. Of course if the flows over the falls are high, the increase in revenue would be much higher.

When the fee was first implemented (1980) at the Shoshone Falls/Dierkes Lake Complex, the resolution the City Council passed allowed certain groups to be admitted free. Any government vehicle on official duty, maintenance and service vehicles of utility companies on official duty, park concessionaires on official business, Golden Access Passport (permanently disabled individuals) and seniors that have the Senior Pass (was originally called the Golden Age Passport) are all admitted free.

Staff recommends to the Parks & Recreation Commission to approve these proposed fees increases and forward the recommendation to the City Council for their consideration.

8. Other Items from the Commission

Other items that the Commission may have questions about or issues the Commission wants to discuss.

9. Tour of Park – Staff and Commission

The Commission will tour various parks and recreational facilities around town.

Attachments:

1. May Meeting Minutes
2. Staff Reports
3. YMCA's Annual Report
4. Dr. Marty Becker Naming Request
5. Naming Policy



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BOARD MEMBERS

TENNILLE ADAMS – VICE CHAIR
LIYAH BABAYON
TONY BRAND

KEVIN DANE – CHAIR
RYAN HORSLEY
MARC LAMBERT

CARL LEGG
JOEY MARTIN
TOM REYNOLDS

EX-OFFICIO MEMBERS

TRAVIS ROTHWEILER	CITY MANAGER
SHAWN BARIGAR	COUNCIL REPRESENTATIVE
DENNIS BOWYER	PARKS & RECREATION DIRECTOR
MITCH HUMBLE	COMMUNITY DEVELOPMENT DIRECTOR

TWIN FALLS CITY PARKS AND RECREATION COMMISSION MEETING

May 13th, 2014* * * * * 11:30 am * * * * * City of Twin Falls Council Chambers

Members Present: Tennille Adams, Joey Martin, Tony Brand, Kevin Dane, Carl Legg, Ryan Horsley

Members Absent: Marc Lambert, Tom Reynolds and Liyah Babayan

Council Present: None

Staff Present: Dennis Bowyer, Stacy McClintock, Mitch Humble, and Nikki Miller

Staff Absent: N/A

MINUTES

Chairman Kevin Dane called meeting to order at 11:35 am.

Item #1 Welcome new Members

Welcome to Joey Martin. Joey introduced himself, he moved here in 1999 at the age of 13 and his parents put him directly into Parks and Recreation sports. He likes the way the City of Twin Falls government works and wants to be a part of that and he feels that Parks and Recreation Commission is a good fit for him.

Dennis indicated that Marc Lambert was appointed and knew he would miss his first meeting. Liyah Babayan was also reappointed to the Commission.

Item #2 Election of New Officers

Kevin Dane's term is up in March of 2015. Kevin indicated that he would be glad to continue until his term is up. Carl Legg motioned to have Kevin Dane retain the position as chair person. Ryan Horsley seconded the motion.

Tennille Adam's indicated she would continue on as Vice-chairman is nominated. Ryan Horsley motioned to retain Tennille as Vice-Chairman and Tony Brand seconded the motioned. Motion passed with a unanimous vote.

Item #3 Approve minutes of the date meeting

Tennille motioned to approve the minutes of the April 15, 2014 meeting. Ryan seconded the motion. The motion passed unanimously.

Item #4 Parks/Recreation Staff Reports

Baseball & Softball: Registration ended Monday April 28th and as of May 6th we have 970 participants overall compared to 997 at the end of last year. We had 38 late registrants just in the past two days, so we may well exceed the 997 from last year, by the time the leagues begin. Practices can start the week of May 19th and the season will begin the week of June 9th.

Men's League Softball: Rosters were due on May 2nd. We ended up with 16 teams, up two teams from last year. The league will start on May 27th, 2014. They will play on all three fields at Harmon Park on Tuesdays and Thursdays nights.

Coed League Softball: Rosters were due on May 2nd. We ended up with 36 teams (5 upper, 8 middle, 16 lower and 7 in the recreational league). The league will start on May 28th, 2014. They will play on all three fields at Harmon Park on Monday and Wednesday nights as well as both fields at Frontier on Wednesday nights. Friday nights will be used by both leagues for rain out games if needed.

Hershey's Track Meet: Hershey's 37th Annual Track and Field Games was held on Saturday May 10th, 2014 at the Canyon Ridge Falls High School Track. We have decided this year to add a 7-8 year old division, since Hershey's has made that option available for local meets this year. These kids will not be eligible to advance to the state meet, but this will give them some experience and opportunities to get out and try track and field. The Twin Falls Kiwanis Club is co-sponsoring the event.

Summer Tournaments: This summer will exceptionally busy for our fields and staff. To start of the softball season we had the men's icebreaker tourney on May 3rd-4th, the Spring Fling One Pitch Coed tournament will be held on May 30th -June 1st. On June 6th -7th, we will be hosting the Twin Falls Invitational girl's fast-pitch tournament at all of our facilities. On June 13th-14th Twin Falls County Youth baseball will hold the Boys of Summer tournament at the Oregon Trail Youth Complex, Harmon Park and Sawtooth fields. July 11th-13th will be the Hot Summer Nights ASA Coed tournament. July 19th & 20th will be the Rockers Coed One Pitch tournament. The Men's Doorslammer will take place on August 22nd-24th at Frontier and Harmon Park. Finally at the end of September we will finish out our season with the 8th annual Chad Seiders Memorial Coed One Pitch tournament.

Our focus over the next three months will be baseball and softball for not only our program but preparing the fields for Cal Ripken, Babe Ruth and the Adult Softball programs.

Registration for our Sporties **for Shorties**” program is in process. This program is designed for 4 and 5 year old boys and girls. This program is designed to introduce the fundamentals of all sports, soccer, basketball, football and baseball in a non-competitive environment. Each Saturday, participants work on skill development while having fun. There are no designated teams or coaches and parents are required to participate with their child. Each participant will receive a t-shirt.

Twin Falls Parks and Recreation has teamed up with the Senior Center adding new classes for all ages. Check out the Recreation Guide for all the information.

Twin Falls Parks and Recreation Guide Summer/Fall 2014 is currently out. Check it out on-line or pick up your very own copy at any city office or at the library, YMCA/City pool.

Staff is working on getting the safety netting over at the Oregon Trail Youth Complex.

A storage container for the Sunway Soccer Complex has been purchased.

Bids for the resurfacing of the West Harmon Tennis courts have been sent out.

We are in late registration for youth baseball/softball. There will be a \$10 late fee added to the account.

The past month the Parks Department has been working on the following projects and regular maintenance:

Baxter’s Park the fencing is completed; most of the curb, gutter and sidewalk are complete. Parking lot paving preparations are under way. Dennis is meeting with Steve Vawser and Leah Scrimpsner to look at the meet and greet area. We are considering the synthetic turf for that area as that will be a high use area.

The pilot project for the recycle program was presented to the City Council and they appreciated us moving forward with this. Dennis chose Harry Barry, Cascade and Thomsen parks as these have the most shelter reservations. We didn’t see a lot the first weekend but City Council would like us to expand if it goes well. We have talked about how to expand it in the bigger parks and City Council did want to over burden staff or cost. Perhaps we could pass the cost along to the user, however we are still in the beginning stages of this project. The Rapids Tournament had some recycling containers out there but Dennis had not talked to them yet to see how it went.

Dennis made the presentation to the City Council for the all-inclusive playground and they were in favor of it. The Council did have some concerns in regards to parking and they directed staff to look at another site. Dennis is working with the Urban Renewal Agency to see what property they have and also looking at what property we have and other locations for the park. CSI has a strip of grass to the south of where we are going to put the park that they could convert to a parking lot, which will

cost some money to do that, but they could put 20 to 24 parking spaces there. We are hoping to go back to Council the first of June with options.

Kevin mentioned the URA and the pocket park and nice it looks and that they did a good job on it.

Kevin asked about the demo day that River Rat will be putting on down at Dierkes Lake this weekend. It starts at 10:00 am and goes to about 2:00 pm. They will have canoes, kayaks and the standup paddle boards available. The weather looks like it will be nice.

Kevin recommended that we do a park tour next and Dennis recommended doing it at the next Commission meeting after the meeting is adjourned. We will plan on doing the tour at our next meeting, June 10th, 2014 once we adjourn the meeting.

Doug McCoy Construction has begun construction work on the restroom and shelter at Blue Lakes Rotary Park and the shelter at Frontier Field. Weekly mowing has begun as well as weed abatement.

The CAM contracts have been awarded and implementation has begun.

All irrigation systems are up and running.

Dennis mentioned that the YMCA will be presenting their annual report to the Commission on June 10, 2014.

The underwater park presentation was given to the City Council and they gave the approval to move forward as long as they get all the required permits. Once he gets approval Paul will have a limited time to get the park done. They are hoping to get it done this summer.

Item #5 Other Items from the Commission

Dennis indicated that we do have money budgeted to do a Parks and Recreation Master Plan. Dennis will be doing a proposal for a Request for Qualifications to release to firms to get it done this budget year.

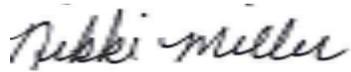
Dennis explained the ID program that we have implemented for coaches. We do local background checks and once they pass they get the ID badge that they are to wear at games. We are also going to be placing signs at the fields to remind spectators that these are kids and volunteers.

Auger Falls will also be closed from 8am to 5pm during the week for the construction and safety reasons as there will be big trucks traveling up and down that road. The Southern Idaho Mountain Bike Association has many trails that people are also walking. We will need to get some signs installed down there that say "stay on trail" or "trails closed". We are also working on some large signs and some interpretative signs as well to be installed during next year's budget

We have our first BMX bike park. The International Mountain Bike Association along with Bob Seastrom from Cycle Therapy and a lot of volunteers to build the pump track. We are maintaining it right now to help keep it packed. We are out there watering so help get the dirt packed.

Meeting adjourned at 12:18 pm. The next meeting will be Tuesday, June 10th, 2014 at 11:30am located at the City Council Chambers, 305 3rd Ave E.

Nikki Miller

A handwritten signature in cursive script that reads "Nikki Miller".

Administrative Assistant

Recreation Report

Brandy Mason

Recreation Coordinator

June 2014

Baseball & Softball:

The season will start on Monday June 9th, and we have hired and trained approximately 40 seasonal staff to do the field preparation, umpiring, tennis court maintenance and batting cage operation. In addition to our recreation leagues, we are also prepping fields for Men's and Co-ed Softball, Church league and a few private rentals. We ended up with 1126 participants compared to 996 last year in our youth baseball/softball program.

During the month of June we will be hosting two different weekend tournaments- June 6th-7th is the Girls Fast-Pitch which has roughly 46 teams in town and will be using Sawtooth, Harmon, Frontier and OTYC. This tournament will provide additional revenue for the various businesses in the community.

The Men's and Coed softball league started the week of May 27th and so far is running smoothly. We have four separate divisions in the coed league, which has allowed us to provide two competitive leagues, one semi competitive league and a purely recreational league that accommodates all skill levels. They will play through the month of June and July with both Coed and Men's tournaments being held during the month of August.

Recreation Report

Stacy McClintock Recreation Supervisor

June 2014

Shotokan Karate. This oldest Karate organization in America has not come to Twin Falls. Let Jesse Clark teach you this ancient art of courtesy, form, and mental strength! \$15 per month on Tuesday and Wednesday nights

Pillar Falls Motor Boat tour is Friday, June 20th.

Junior Disc Golf starts Wednesday July 2nd.

Youth Tennis Lessons start Tuesday June 10th and the second session will start Tuesday July 29th. The cost is \$35 per person

Storytime Pottery is a unique story time and pottery painting event designed for children ages 2-7. Read stories together have a snack and complete a painting project that relates to the story. Friday sessions start at 10am and Saturday sessions start at 1pm. Friday, June 13th and Saturday, June 21st. The cost is \$12 per person with a \$2 sibling discount.

"Movies in the Park" starts Friday June 27th. We will be showing *The Amazing Spider Man* at 9:30pm at the City Bandshell. So bring your popcorn and enjoy a free movie under the stars!

Rocky Top Cloggers is offering a class through the Twin Falls Parks and Recreation that starts Tuesday June 10th. The cost is \$45 per person and it runs for three weeks.

Concerts in City Park started, Thursday, June 5th. Come out and enjoy the delightful sound of the Twin Falls Band.

Shirts and caps have been ordered for the City of Twin Falls youth baseball/softball program. Thank you Dr. Ward for sponsoring shirts this year.

The **ID** system for the volunteer coaches has been up and running for the softball/baseball league and has been working very well. The IDs were first implemented during this league.

Parks Department Report
Parks Coordinators
Todd Andersen & Kevin Skelton
June 2014

The past month the Parks Department has been working on the following projects and regular maintenance:

Baxter's Park has been hydro-seeded and the curb, gutter, sidewalk and parking lot are complete with the exception of signage and striping.

Picnic shelter construction at Frontier Field and Blue Lakes Rotary Park is nearly complete with the perimeter landscaping, electricity and the installation of the tables to be finished.

The pool dome was removed on May 28th. Rolled up and on the pallets by 10:30 AM.

General park maintenance spraying, irrigation repair, mowing, facility repairs etc.

Y/City Pool Profit & Loss

September 2012 through August 2013 with Previous year comparison

	Sep '12 - Aug 13	Sep '11 - Aug 12
City Pool Revenue		
City of Twin Falls - Co-Op	120,000.00	119,982.10
Daily Admissions	70,768.46	68,354.09
Pool Rentals	7,670.38	7,942.76
Sales - CP	5,117.79	4,409.44
Swim Lessons	91,191.83	76,243.24
City Pool Revenue - Other	1,201.90	165.00
Membership - CP	110,504.36	68,441.70
Memberships	64,396.00	106,612.00
Total Income	470,850.72	452,150.33
Expense		
Accounting & Legal	250.00	247.50
Bank Charges	6,721.77	9,435.14
Repairs/Maintenance	5,430.27	7,366.90
Food	229.00	669.37
Health Insurance	9,775.00	7,536.43
Janitorial Supplies	5,221.41	6,601.26
Liability Insurance	9,411.66	3,000.00
Office Expenses	6,458.08	5,907.69
Payment to Affil Org	0.00	1,320.00
Professional Salaries	49,610.95	31,150.04
Administrative costs	51,907.16	46,591.24
Aerobic Instructor	15,797.46	16,873.17
Clerical Wages	40,691.05	38,128.37
Lifeguard	73,716.16	83,784.49
Maintenance	7,559.08	6,431.56
Swim Lessons	39,540.37	35,104.32
City Pool - Other	0.00	1,155.95
Payroll Tax Expenses	21,338.07	19,830.26
Payroll Tax - Unemployment	10,041.44	9,331.89
Pool Chemicals	25,737.11	21,869.74
Program Supplies	2,423.94	4,056.23
Advertising	8,597.11	11,308.08
Retirement	6,608.14	5,005.36
Product Supplies	3,762.52	2,028.23
Uniforms - Lifeguards	1,261.46	1,873.29
Utilities	77,582.27	63,659.86
Workmans Comp	3,486.61	3,292.08
Total Expense	483,158.09	443,558.45
Net Income	-12,307.37	8,591.88

Y/City Pool Financial Explanations & 2 years Visit/Program Comparison

Financial Explanations

- The \$4 daily admission fee for adults was used for determining the value of a YMCA Member visit. This value was used in last year's financials as well.
- Administrative costs & professional salaries are the percentage of each staff member's salary that was applied towards the pool. They are 85% for the Aquatics Director, 15% for the CEO, 33% for the Bookkeeper, 33% for the Membership Coordinator, 33% for the Marketing Director and 33% for the Front Desk Supervisor.
- Health Insurance and Retirement were calculated for the above staff and the Aquatics Director (85%) based off of the same percentages.

Y/City Pool Visits

- YMCA Member Visits
 - o 2011-2012: 26,653
 - o 2012-2013: 16,099
- Y/City Pool Member Visits
 - o 2011-2012: 11,784
 - o 2012-2013: 15,621
- Daily Admission Visits
 - o 2011-2012:
 - Total: 20,781 (Old computer system counted based off of numbers visited and combined all categories.)
 - o 2012-2013:
 - 3 & Under: 1,526
 - 4-17 Years of Age: 11,922
 - Adults 18 Years of Age & Older: 6,827
 - Total: 20,275
- Total Visits
 - o 2011-2012: 59,218
 - o 2012-2013: 51,995

Program Numbers

- Swim Lesson Participants
 - o Junior Lifeguard Camp
 - 2011-2012: 28
 - 2012-2013: 39
 - o 3rd Grade Swim Program
 - 2011-2012: 76
 - 2012-2013: 47
 - o Water Babies
 - 2011-2012: 84
 - 2012-2013: 99
 - o Dr. David Webster Free Spring Break Swim Lessons

- 2011-2012 (2nd Annual): 160
 - 2012-2013 (3rd Annual): 299
 - Elite Swim Lessons
 - 2011-2012: 299
 - 2012-2013: 466
 - Swim Lessons
 - 2011-2012: 1,165
 - 2012-2013: 1,090
 - Total
 - 2011-2012: 1,812
 - 2012-2013: 2,040
- Hurricane Swim League
 - Fall, Winter & Spring
 - 2011-2012: 60
 - 2012-2013: 126
 - Summer
 - 2011-2012: 104
 - 2012-2013: 137
 - Total
 - 2011-2012: 164
 - 2012-2013: 263

My father, Bob, passed away just after his 80th birthday in July 1997. He showed, by example, that animals were not to be used and abused, but treated very well. All of our dairy cows had names. It was in the early 1950's, that Dad allowed us to have our first indoor dog; a Min Pin named Skeeter that could sleep in bed with me. In having pets that moved from outside, to inside to underneath the covers, the Becker's were a few decades in front of this trend. Dad volunteered at Magic Valley Hospital (before the name change) and was, along with my Mother, a generous supporter of the Twin Falls Animal Shelter.

My 89-year-old Mother, Virginia Becker, died on Sunday, Aug 4, 2013. She lived in TF County for over 70 years and in Twin Falls for almost 20 years. Both pets and people knew no better friend. I don't just say the latter lightly or reflexively upon her recent passing. My Mother holds the record for the most volunteer hours in history at Magic Valley Regional Medical Center and then St. Lukes. Over 20,000 volunteer hours where people who knew her (patients, co-workers, visitors) remarked on her positive attitude, hard work and wicked sense of humor. Her dedication and donations didn't stop here. She gave lavishly to organizations serving women's shelters, under-privileged families and to low income people wanting to further their education. They also gave much to the Magic Valley Agricultural museum.

But it's pets that strummed Mom's heartstrings and loosened her purse-strings the most. She gave money, fund raised for the TF County Animal Shelter, continuously donated supplies (paper towels, laundry detergent, towels...things needed but not often thought of by donors), and sent folks there to get pets and move them from "the cage at the shelter to the couch at their home." She's probably directly responsible for over 100 pet adoptions. Mom herself adopted a wonderful little Min Pin, Sugar Baby, who helped her live a happy, full life in her 80's and shortly before her death when Mom found Sugar a forever home.

I, too, was born and raised in TF County and practiced as a veterinarian in Twin Falls for 17 years. Both of our children, Mikkell and Lex, were born at Magic Valley Regional Medical Center and spent their early childhoods enjoy city parks (Candy Cane especially), Shoshone Falls, etc.

Visiting my Mother in Twin Falls during what would turn out to be the last chapter of her life, Doug and Judy Pollow told me that Twin Falls didn't have a dog park. Mom and I were shocked! To jump-start the fundraising, Teresa and I decided to give \$15,000 to help make the dog park a reality.

We ask that the community honors my families' commitment to pets, people and Twin Falls by naming the small dog exercise area in Twin Falls' first dog park, "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."

Respectfully

Dr. Marty Becker "*America's Veterinarian*"

"Taking the *pet* out of petrified...puts *pets* back into practices"



City of Twin Falls Naming Policy

Public Buildings, Streets, Public Parks, & Park and Recreation Facilities

The City of Twin Falls believes that the designation of names for public buildings, streets, public parks, and park and recreation facilities is in the public interest and should promote & celebrate the community's identity, diversity and pride.

The City Council shall designate the names of public buildings, streets, public parks, and parks and recreation facilities, after receiving a recommendation from the Parks and Recreation Commission which recommendation shall be based on public input and compliance to the standards contained herein.

The selection of names for buildings, streets, parks, and park and recreation facilities shall be based upon the following criteria:

1. Neighborhood or geographical identification (e.g. Harrison and Morning Sun Parks, Albion, Buhl, etc. street names)
2. Natural or geological features (e.g. Shoshone Falls and Dierkes Lake)
3. Local or national historical or cultural significance (e.g. Oregon Trail Youth Complex and Frontier Field)
4. A historical figure, individual, family, or organization that has made a significant land, monetary, or service contribution to the acquisition of the property, park system, or the community in general (e.g. Cascade Park, Clyde Thomsen Park, Drury Park, and Harry Barry Park)
 - Building, parks, and facilities shall not ordinarily be named for living persons, except in the event that an individual, family or organization has made a significant and tangible contribution or donations to, or has performed extraordinary or outstanding public service for the community and/or parks and recreation system, or in cases where such name is stipulated as a condition of the donation or acquisition.

- In cases where the person is living, or the event to be commemorated took place within the last year, there shall be a lapse of at least three months between the receipt of the name proposal and the final recommendation for its adoption.
 - In cases where the person is deceased, the person shall have been deceased for a minimum of six months, and there shall be a lapse of at least three months between the receipt of the name proposal and the final recommendation for its adoption.
 - In cases of outstanding public service; buildings, streets, parks or facilities may be named for a person, provided at least six or more months have lapsed between the service provided and the consideration for naming.
5. In general, portions of a facility typically do not have a name other than that of the entire facility. However, a park's interior features, rooms in a building, sub-elements and/or facilities may have names other than that of the entire park (e.g. Carter Gibb Field at Frontier Field). In naming minor facilities, rooms, and sub-elements or parks, these names are subject to the criteria designated herein.

Elected/appointed City of Twin Falls officials and currently employed staff shall not be eligible for consideration until they are no longer in office or have been retired from city service for at least six months.

6. A name, once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Procedure

1. A request for naming of a public building, street, public park, or park and recreation facility shall be submitted in writing to the Parks and Recreation Department.
2. Those submitting a naming request should show how the proposed name is consistent with the criteria in this policy. When naming after a person or persons, the application will describe that person's local or national historical or cultural significance. Written documentation of approval by next of kin to be honored (if available) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks & Recreation commission. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
3. Upon completion of staff review, the request will be scheduled for consideration by the Parks and Recreation Commission. The request will be considered at a public meeting to provide the opportunity for public input on the proposed naming.
4. The Parks and Recreation Commission shall forward their recommendation to the City Council for final decision.

5. If a contest or competition is to be held to determine the name of a building, street, park, or park and recreation facility, the Parks and Recreation Commission and the Parks & Recreation Director or appropriate staff shall establish guidelines and rules for the contest.
6. The City Council and/or the Parks and Recreation Commission can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
7. In the absence of any naming requests, the Parks and Recreation Commission shall adhere to criteria stated in this policy in recommendation of a name.

Renaming of Existing Public Buildings, Public Park, and Park and Recreation Facilities

Renaming of public buildings, streets, public parks, and parks and recreation facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming. The process for renaming a facility is the same procedure to name a public building, street, public park, or park and recreation facility.

General Naming Regulations

1. Land and/or improvements dedicated to the City as part of a subdivision's development requirements shall not be considered a significant contribution as it relates to this naming policy.
2. This naming policy shall not apply to new streets being proposed and/or constructed as part of a subdivision by a developer.
3. Nothing contained in this policy shall prevent the City from entering into a contractual agreement regarding the naming and sponsorship of a facility. A naming and sponsorship contract shall be subject to the process described in this policy. A facility sponsorship name shall not be considered permanent, but will expire with the expiration of the contract.
4. In the renaming of a street, the applicant shall notify all property owners and residents on that street of a public hearing in front of the City Council.
5. The regulations contained in this policy may be waived in certain circumstances at the discretion of the City Council.

Adopted April 23, 2012