



Parks & Recreation Commission
January 2, 2020, 7:00pm
Regular Session
City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa

New Business:

1. Call to Order
2. Approve minutes
3. Public Comment
4. Capital Projects
 - a. CIP handout, discussion
5. Program Update
 - a. January is start of new session of classes
 - b. NLC Basketball
 - c. Beat the Bitter

Old Business:

6. Parks Report
7. Recreation Report
8. Concerns or Questions
9. Next Meeting
 - a. Thursday, February 6, 2020; 7:00pm
10. Adjournment



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **December 30, 2019**
Re **Monthly Report – December 2019**

Programs – December:

The first week of December is busy with registration for programs that begin in January. We plan registration at least a month prior due to the holiday season.

December programs usually run through the middle of the month. Facility drop-in usage increases as school lets out and adults take vacation time for the holiday break. Staffing facility hours does get challenging as FT Staff take city holidays off over the holidays.

Busy month of budget work and Capital Projects planning.

Swim Lessons:

Nest session of lessons begins in January, 2020.

Aquatic Programs:

Some classes like Arthritis Aqua Class, Easy Does It and Water Resistance, Aqua Zumba continues through the holidays but with decreased participation. We had 9 participants attend the Lifeguard Class held this month. We offered holiday discount swims as well.

Preschool Programs:

The Kids Campsite numbers increase as kids are out of school and need to burn off some steam as weather turns colder. Most programs ended the middle of December for the holidays.

Youth Programs:

Dance classes and Recsters continued to run through middle of the month. We do offer all day supervision if we get 10 or more registered for our Holiday Camp days. Some days go, some are canceled throughout the two week break.

Youth Sports:

Fall leagues come to a close by the middle of December and Brian is busy forming teams for both Youth and Adult Leagues that begin after the New Year.

Adult Sports: Next session begins in January.

Adult Fitness:

Some of our new programs like Pound and High Fitness are increasing with numbers. Most programs ended the middle of the month but some continue through the holidays with decreased participation.

Senior Citizens:

Connection lunches continue to be held; we served 78 participants this month.

Special Events:

Matt Meseck is busy this month with the Holiday Vendor Fair which had 33 vendors, Breakfast with Santa which had 350 participants. Thanks to the Lions Club, Good Sheppard Church and Sandi Spurrel Photography who continue to make this event a success. Matt works on getting trees to decorate at the Gazebo and runs the Elf on The Shelf Scavenger Hunt which had twice as many participants (75) as last year. Thanks to the local businesses that participate and make this event a success as well!

Daily Fees: December

Number of individuals paying the daily drop-in fees.

Pool Daily Drop-ins: 716; Weight/Gymnasium Daily Drop-ins: 1,464; Totaling: 2,180

Memberships: December

Active memberships for month and number of members who scanned card upon entry for month.

	<u>All Active</u>	<u>Check-ins:</u>
Black & Gold	338	691
Gold	409	2,554
Silver	149	579
Facility	553	1,777
Track	1,253	3,113
Summer	-0-	-0-
Totaling	2,704	8,714

Additional Reports:

Recdesk Monthly Revenue

Memberships by Month Chart

Membership Checkins Chart

Revenue By Period - GL Account Summary

Start Date: 12/1/2019 12:00 AM End Date: 12/29/2019 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Regular Revenue

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
000 - Household Credit Account												
-437.30	-437.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	643.19	0.00	-1,080.49
010-4-1-4563 - Weight Fees												
16,694.00	16,350.72	4,463.50	788.00	11,442.50	11,099.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-4-1-4564 - Class/Programs												
14,145.11	13,723.23	646.00	173.00	14,060.86	13,638.98	0.00	0.00	0.00	169.64	0.00	-904.39	0.00
010-4-1-4565 - League Fees												
21,720.00	21,109.80	450.00	1,270.00	20,340.00	19,729.80	0.00	0.00	0.00	0.00	0.00	-340.00	0.00
010-4-1-4566 - Before/After School												
13,820.00	13,423.70	0.00	1,260.00	13,210.00	12,813.70	0.00	0.00	0.00	50.00	0.00	-700.00	0.00
010-4-1-4572 - Season Pool Pass												
1,373.00	1,342.88	114.00	225.00	1,004.00	973.88	0.00	0.00	0.00	30.00	0.00	0.00	0.00
010-4-1-4573 - Daily Pool Fees												
2,609.00	2,574.71	1,461.00	5.00	1,143.00	1,108.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-4-1-4574 - Swim Lessons												
23,733.50	22,999.79	151.00	0.00	24,436.90	23,703.19	0.00	0.00	0.00	177.60	0.00	-1,032.00	0.00
010-4-1-4575 - Aquatic Program/Classes												
6,906.00	6,739.17	1,108.00	171.00	5,560.50	5,393.67	0.00	0.00	0.00	356.50	0.00	-290.00	0.00
010-4-1-4577 - Pool Rentals												
1,908.00	1,853.55	0.00	90.00	1,815.00	1,760.55	0.00	0.00	0.00	3.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 12/1/2019 12:00 AM End Date: 12/29/2019 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

010-4-1-4589 - Room Rentals												
3,514.50	3,415.87	180.00	15.00	3,287.00	3,188.37	0.00	0.00	0.00	82.50	0.00	-50.00	0.00
010-4-1-4590 - Gymnasium Rentals												
4,170.00	4,050.71	105.00	460.00	3,976.00	3,856.71	0.00	0.00	0.00	134.00	0.00	-505.00	0.00
010-4-1-4592 - Field Rentals/Tennis Courts												
300.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-4-2-4705 - Donations/Misc.												
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned												
30.00	28.59	25.00	0.00	47.00	45.59	0.00	0.00	0.00	3.00	0.00	-45.00	0.00
Split - Membership - Black & Gold												
1,020.00	989.40	0.00	0.00	1,020.00	989.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
111,505.81	108,464.82	8,703.50	4,757.00	101,342.76	98,301.77	0.00	0.00	\$0.00	1,006.24	643.19	-3,866.39	-1,080.49

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

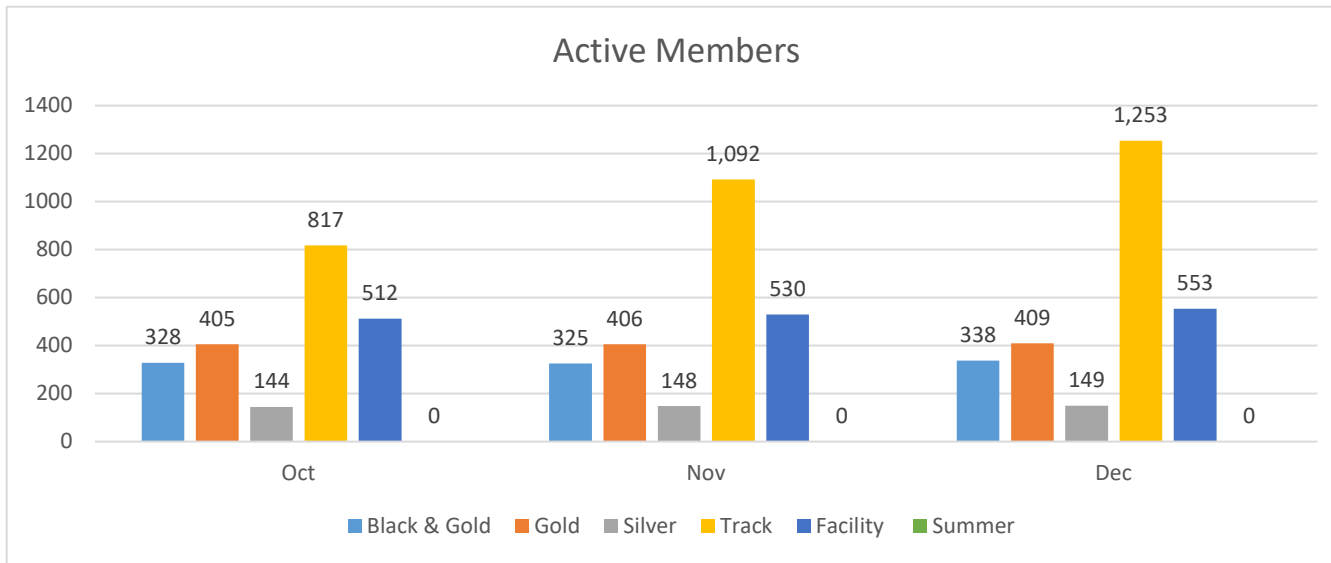
Sales Tax

		DEBITS									CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00		0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Memberships by Package: Active Members

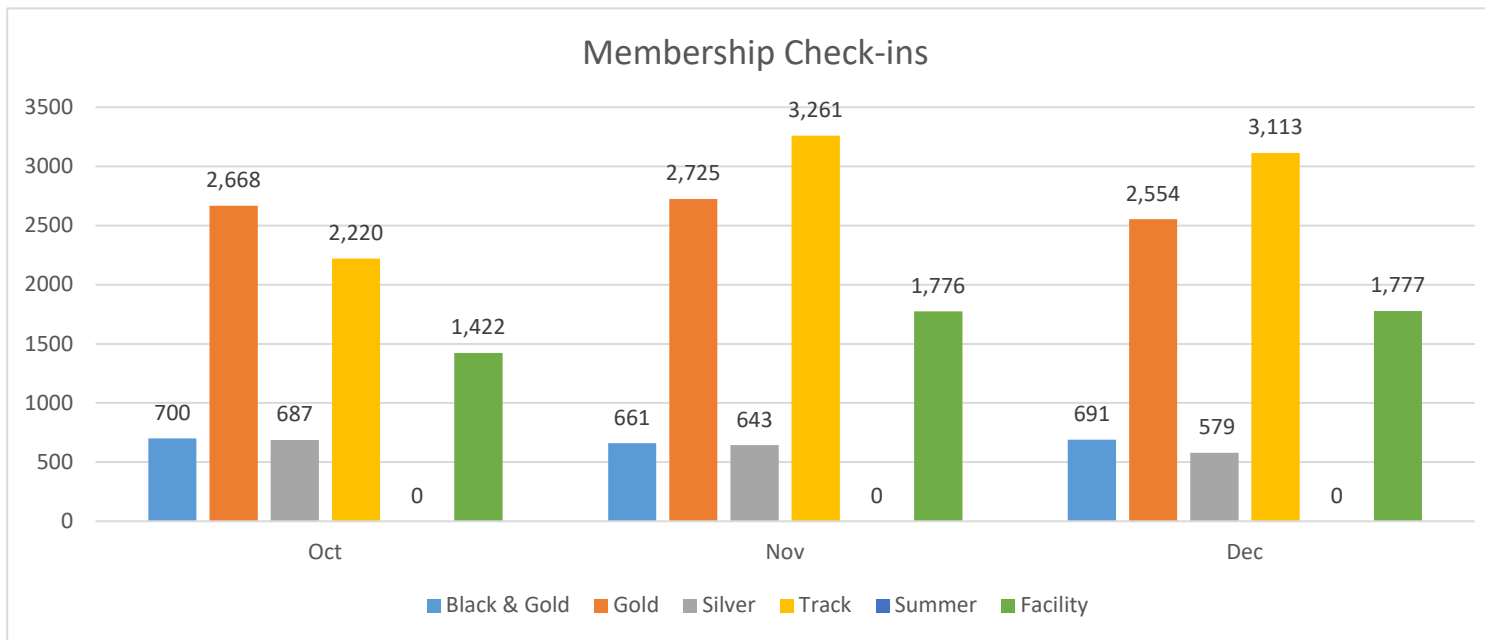
Month:	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Black & Gold	268	367	343	328	325	338	0	0	0	0	0	0
Gold	256	359	379	405	406	409	0	0	0	0	0	0
Silver	219	240	151	144	148	149	0	0	0	0	0	0
Track	439	515	628	817	1,092	1,253	0	0	0	0	0	0
Facility	275	400	395	512	530	553	0	0	0	0	0	0
Summer	868	944	0	0	0	0	0	0	0	0	0	0
Total	2325	2825	1896	2206	2501	2702	0	0	0	0	0	0



Membership Checkins by Month: Scanned entries

	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Black & Gold	700	661	691	0	0	0	0	0	0	0	0	0
Gold	2,668	2,725	2,554	0	0	0	0	0	0	0	0	0
Silver	687	643	579	0	0	0	0	0	0	0	0	0
Track	2,220	3,261	3,113	0	0	0	0	0	0	0	0	0
Summer	0	0	0	0	0	0	0	0	0	0	0	0
Facility	1,422	1,776	1,777	0	0	0	0	0	0	0	0	0
Total	7,697	9,066	8,714	0	0	0	0	-	-	0	0	0

2018 Totals: 5,502 8,290 9,090 8,861 7,955 8,530 7,417 5,554 8,112 8,588 9,218 6,144



To: Mayor and City Council
Parks and Recreation Commission
City Administrator

From: Guy Goldsmith, Director of Parks, Building and Grounds

Date: January 2, 2020

Re: Monthly Report

We performed building maintenance as needed this month.

We removed snow and ice from City parking lots, sidewalks and trails this past month as needed.

We picked up trash and pet waste stations weekly. With the mild weather there has been considerable usage of trash and dog stations.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairs to ball field maintenance, mowing, trimming and landscaping equipment.

We continue to organize and clean-up our shop as time allows.

Parks staff completed annual training requirements as well as required Department training through Target Solutions.

The Tree City USA recertification application was submitted and approved by the IDNR State Forestry Department. It has now been sent on to the Arbor Day foundation for final approval. We have received this award as a Tree City USA for the past 24 years. This helps us obtain other tree grant funding as well as to show how proactive North Liberty is planting trees within our Community.

We completed and submitted the *Trees Please* Grant from MidAmerica Energy. We will know in March if we have been selected and awarded the grant to plant additional trees at Red Fern Dog Park next season.

The Muddy Creek & Parkview Court bank stabilization project has begun. Undesirable/unsafe trees will be removed first and then creek stabilization will follow. There will be occasional trail closures and trail detour south of Zeller Street to Golf View Drive to allow for work and equipment access. Detour will be Zeller Street to Front Street to Golf View Drive and back onto the main trail at Golf View Drive to the south. Project should be completed by March 1st weather permitting.

We continue to revise and review the Parks FY2021 budget and capital projects items to prepare for the next fiscal year.

