



Parks & Recreation Commission
January 5, 2023, 7:00pm
City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa

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1. Call to Order
2. Approval of Minutes
 - a. December 1, 2022
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. New Business
5. Old Business
6. Next Meeting
 - a. Thursday, February 2, 2023, at 7:00pm.
7. Adjourn



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **December 28, 2022**
Re **Monthly Report – December 2022**

December was the start of registration for Winter/Spring programs and this is reflected in our monthly revenue report totaling \$89,229 at end of this report. We conducted custodian interviews, searched for new aerobic instructors, attended budget meetings, and planned around city holidays, time off requests, and weather- related closings.

I also volunteered as City's United Way Champion and our goal is to increase participation, raise more money and create new incentives for those employees who do donate to the community.

Recdesk Database:

Reviewing our Recdesk database; we have 12,071 residents (62%) and 7,329 non-residents (38%) totaling 19,400 individuals. Increase of 335 from last month.

Aqua Programs:

Aqua classes continue to have great participation. This session had approximately 66 registered participants, plus daily drop-ins. Arthritis Aqua, Aqua Zumba, Aqua Aerobics/Toning and Water Resistance continue to be the most popular. Aqua Program revenues totaled \$5,483.

Swim Lessons:

Swim lessons came to an end and will not resume until mid-January, Swim lesson registration and revenues totaled \$23,350.50.

Leagues/Sports:

Adult leagues and Competitive Leagues will resume in January. We will be offering another session of NL Wrestling Club, Pee Wee Sports, and our huge Supreme Basketball League as the new year begins. Leagues revenues totaled \$4,525.

Recsters BASP Program:

BASP (Dec) numbers are AM – 21 participants, PM – 46 participants.
All Days: Dec 27-29 averaged 20 participants per day.
Before & After School revenues this month totaled \$10,905.

Classes/Programs:

Some new classes such as Hapkido JiuJitsu, HIIT 30 min, and Taiji are being offered. We had approximately 21 registered participants, plus daily drop-ins. We are searching for new aerobic instructors to begin classes in January. Tippi Toes Dance classes continue with 67 participants. Senior Connections Lunches continued with 72 meals for the month. Classes/Programs revenue totaled \$17,247.

Pools: Indoor pool continues to be busy with lap swimmers, exercise class participants and open swim. This month, Season Pool Pass revenues totaled \$1,449; Daily Pool Fees totaled \$2,234; Pool Rentals totaled \$1,750 and Concessions revenues totaled \$0.

Weight & Exercise Area / Track:

Weight fee revenues totaled \$16,320; Split membership revenues totaled \$1,415.

We had 2,871 active memberships for the month.

We had 1,204 point of sale transactions for month.

Gymnasiums:

Gymnasium Rental revenues totaled \$3,427.35.

Rentals:

Community Center Rental revenues totaled \$1,277.65; Shelter rental revenues totaled \$0;

Field Rental revenues totaled \$22.50.

Revenues:

Revenues for this month totaled \$89,228.99

Additional Reports: Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity.

Revenue By Period - GL Account Summary

Start Date: 12/1/2022 12:00 AM End Date: 12/31/2022 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												
-177.51	-177.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	795.50	0.00	-973.01
001-0000-4310-01 - Pool Rentals												
1,750.00	1,697.50	0.00	0.00	1,750.00	1,697.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,277.65	1,249.14	450.00	0.00	950.15	921.64	0.00	0.00	0.00	0.00	0.00	-122.50	0.00
001-0000-4310-03 - Gymnasium Rentals												
3,427.35	3,335.40	0.00	400.00	3,064.85	2,972.90	0.00	0.00	0.00	0.00	0.00	-37.50	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
22.50	21.82	0.00	0.00	22.50	21.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
16,320.50	15,946.62	3,380.00	436.00	12,508.50	12,134.62	0.00	0.00	0.00	155.00	0.00	-159.00	0.00
001-0000-4500-11 - Class/Programs												
17,247.00	16,744.53	423.50	212.25	16,715.74	16,213.27	0.00	0.00	0.00	113.01	0.00	-217.50	0.00
001-0000-4500-12 - League Fees												
4,525.00	4,318.00	0.00	0.00	6,800.00	6,593.00	0.00	0.00	0.00	100.00	0.00	-2,375.00	0.00
001-0000-4500-13 - Before/After School												
10,905.00	10,583.40	0.00	185.00	10,720.00	10,398.40	0.00	0.00	0.00	150.00	0.00	-150.00	0.00
001-0000-4500-19 - Season Pool Pass												
1,449.00	1,410.63	49.00	0.00	1,279.00	1,240.63	0.00	0.00	0.00	121.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 12/1/2022 12:00 AM End Date: 12/31/2022 11:59 PM

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

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

001-0000-4500-20 - Daily Pool Fees												
2,234.00	2,197.16	568.00	435.00	1,228.00	1,191.16	0.00	0.00	0.00	3.00	0.00	0.00	0.00
001-0000-4500-21 - Swim Lessons												
23,350.50	22,624.86	196.25	0.00	24,154.25	23,428.61	0.00	0.00	0.00	207.50	0.00	-1,207.50	0.00
001-0000-4500-22 - Aquatic Program/Classes												
5,483.00	5,323.69	501.00	5.00	5,246.00	5,086.69	0.00	0.00	0.00	123.50	0.00	-392.50	0.00
Split - Membership - Black & Gold												
1,415.00	1,372.55	0.00	0.00	1,415.00	1,372.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
89,228.99	86,647.79	5,567.75	1,673.25	85,853.99	83,272.79	0.00	0.00	\$0.00	973.01	795.50	-4,661.50	-973.01

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

Sales Tax

		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>
		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

Dashboard Summary; Dec 1-31, 2022:

Today is Tuesday, January 3, 2023

Home **Recent Registrations** Recent Reservations Recent Memberships Recent Members CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Jan. PM	~45
BASP Jan. AM	~25
BASP All Day Jan. 3	~20
BASP All Day Jan. 3	~15
BASP All Day Jan. 3	~10

Top 5 Programs - Revenue

Program	Revenue
BASP Jan. PM	~\$8,000
Youth Competitive Team Bask...	~\$3,000
BASP Jan. AM	~\$1,500
BASP Jan. AM	~\$1,000
BASP Jan. AM	~\$1,000

Total Program Registrations **1308**

Online 1068

In-house (In Person) 240

Total Receipts **\$94,065.00**

RecDesk Credit Card [\\$86,794.49](#)

Cash [\\$5,142.75](#)

Check [\\$1,225.25](#)

Household Credit [\\$902.51](#)

Refunds [\\$4,579.21](#)

Invoices - Balance Due

Open: [\\$46,580.00](#)

Overdue: [\\$4,921.50](#)

Alerts & Notices

Membership Counts; Dec 1-31, 2022:

Membership Counts (By Period)

Time Range	From Date	To Date
Last Month	12/1/2022	12/31/2022

Summary By Month

	Dec, 2022
New Primaries	333
All New	416
Primary Renewals	93
All Renewals	118
Active Primaries	2144
All Active	2871

Export to Excel

Organization Activity

From 12/4/2022 to 1/3/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	1306	53	523	5843	366	1204
Resident	1022	28	352	3785	212	
Non-Resident	284	25	171	2058	154	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	1048	0	127	608	130	
18 - 65	99	51	316	3344	222	
65+	159	1	80	1891	14	
Male	619	18	304	3662	150	
Female	687	35	219	2176	216	
Other Genders	0	0	0	5	0	
Online vs In-House						
Online	1068	0	56	N/A	261	
In-Person	238	53	467	N/A	105	

Database Breakdown:

Residents: 12,071
 Non-residents: 7,329
 Total Database: 19,400

North Liberty (Residents) 12,071; (Outside city limits – 731)
 Iowa City 1,720
 Coralville 1,665
 Tiffin 790
 Solon 693
 Other 1,730



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

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

Date **January 2, 2023**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We replaced one of the shop heaters at the Parks Department. Of course, it quit working during the cold spell we had.

We continue to make improvements at the Babe Ruth baseball field and have spent most of our time there this past month. We completely gutted the interior of the restrooms, concessions, and 2nd level press box areas. The new plumbing and electrical has been installed. All new fixtures have been ordered and will be installed when we have the interior construction done and walls covered.

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

We continue to pick up park/trail trash receptacles and pet waste stations daily.

Park staff continues to organize the cold storage building as time permits.

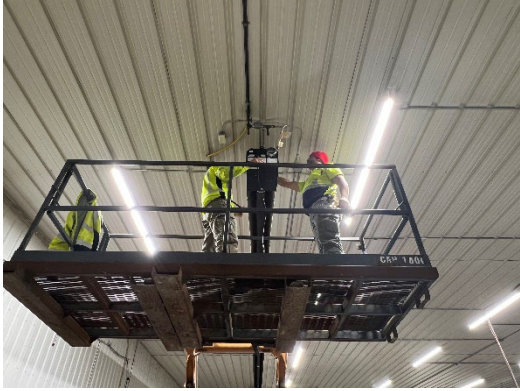
Park staff completed our annual respirator fit test and training.

The ice rink has been installed on the tennis courts. We will open the ice rink to the public as soon as the ice conditions are acceptable to be on.

We cleared snow & ice from parking lots, sidewalks & trails over the holiday.

We continue to attend progress meetings with City Staff, Contractors & Shive Hattery regarding the new City Administration building.

I meet with Ryan and Tracey to discuss the FY2324 Parks operating budget and the 5-year capital improvements plan in preparation of the next fiscal year.



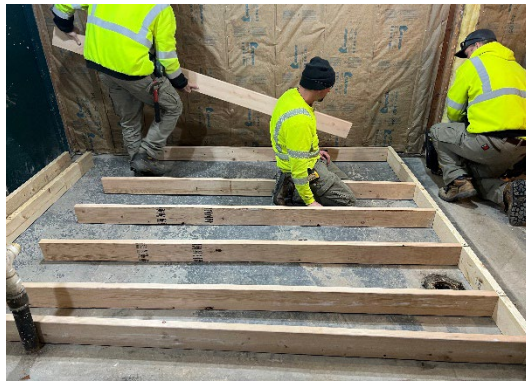
New Parks shop heater installed.



Demolition work on the interior Babe Ruth building.



Demolition of the interior at the Babe Ruth building.



Demolition of the interior at the Babe Ruth building and new walls constructed.



Ice Rink install at the tennis courts.