



Park & Recreation Department Survey (as of December 1, 2006)

Medium Population Size (10,000-24,999)

GENERAL COMMUNITY INFORMATION

1. Town: Community population/ Approximate population of entire service area/Form of Government
 - Waukee: 10,000/15,000/Mayor-Council
 - Fairfield: 10,000/15,000/City Manager
 - Clive: 14,025/100,000/Elected Mayor & Council with City Manager
 - Pella: 10,000/15,000/Mayor & Council
 - Oskaloosa: 11,000/28,000/Mayor-Council, City Manager
 - Newton: 16,000/20,000/Mayor-Council
 - Muscatine: 23,000/30,000/Mayor-Council
 - Johnston: 13,600/50,000/ Mayor with 5 Member City Council & City Administrator
 - Indianola: 14,000/16,000/City Manager
 - Spencer: 11,236/Don't Know/City Manager

ADMINISTRATION

1. Please check ALL that apply under your department's responsibility:

- | | |
|------------------------------------|--|
| 10 - Parks | 5 - Sports Complex |
| 5 - Skate Parks | 1 - Ice Arena |
| 7 - Recreational Programming | 9 - Trails/Greenways |
| 3 - Golf Course | 6 - Forestry |
| 8 - Pools/Aquatics | 5 - Medians/Boulevards |
| 4 - Senior Center/Community Center | 9 - Snow Removal for Public Facilities |
| 3 - Cemetery | 0 - Mosquito Spraying |

2. Please explain any additional responsibilities your department has:

- Fairfield: manages 2 state preserves for DNR
- Clive does building maintenance for all public buildings including custodial responsibilities-employee wellness programs
- Newton: horticulture, forestry and landscaping consulting for all city departments, pruning trees on city streetscape project, Arboretum maintenance
- Muscatine: Dredge Operation, boat harbor, marina gas dock, city employee wellness program
- Johnston: maintenance and rental of historic barn for receptions, reunions and meetings,

mowing all city owned property

▪**Indianola: mowing rural roadsides and city parking lots, library, city hall, snow removal of city buildings**

▪**Spencer: downtown landscaping, mow city property**

3. How many Full-Time staff does your department employ?

▪**Range: 1-17**

▪**Avg.: 7.5**

4. How many PT/Seasonal staff does your department employ?

▪**Range: 4-100**

▪**Avg.: 48**

5. What is your General Fund Operating Budget for Current Fiscal Year (FY '06)?

▪**Range: \$204,000-\$1,900,000**

▪**Avg.: \$969,608**

6. What were your Total "actual" General Fund Revenues for FY '05?

▪**Range: \$0-\$1,000,000**

▪**Avg.: \$363,078**

7. Does your department or city have a Revenue Policy as it relates to Parks & Recreation? (I.e. a mandated revenue expectation - recreation programs must be self-sufficient, or the department must generate "x" percent of operating budget back in revenues)

3 - Yes

7 - No

If yes, please state below:

▪**Between all programs must break even (Waukee)**

▪**100% of divided expenses of youth and family programs, special events. 112% of direct expenses for adult programs (Indianola)**

▪**Municipal golf course is operated as an enterprise fund (Newton)**

8. What is your Capital Improvement Program Budget for the following fiscal years?

2007: Range: \$25,000-\$968,000

Avg.: \$361,143

2008: Range: \$30,000-\$4,150,000

Avg.: \$1,263,743

2009: Range: \$50,000-\$4,550,000

Avg.: \$1,140,571

2010: Range: \$42,000-\$4,400,000

Avg.: \$955,143

2011: Range: \$20,000-\$1,285,000

Avg.: \$361,500

9. How many Park and/or Recreation Board Members does your department have?

▪**Range: 0-14**

▪**Avg.: 6.3**

10. How are Park and/or Recreation Board Members appointed?

▪**Appointed by mayor, approved by council (4 Cities)**

▪**Appointed by mayor (2)**

▪**Interviewed & then current board make recommendation to mayor**

11. Please describe the role/responsibility of your department's Park Board (i.e. policy, advisory, etc.)

▪**Advisory (5)**

▪ **Policymaking, hire/fire**

▪ **Policymaking body, long range planning, financial needs projections, budgeting decisions, facilities planning**

▪ **Advises on park issues, development, budget, Capital Improvement plan, and usage policies**

▪ **Provide for planning and policy development**

PARKS

1. How many developed parks does your community have?

▪Range: 5-16

▪Avg.: 11.7

2. How many parks are either underdeveloped or undeveloped?

▪Range: 0-5

▪Avg.: 2.5

3. What is your total park acreage of developed parks?

▪Range: 75-380

▪Avg.: 231.35

4. What is your total park acreage of underdeveloped or undeveloped parks?

▪Range: 0-375

▪Avg.: 80.81

5. Does your community have a Park Dedication Ordinance or Policy? 2 - Yes 8 - No

If yes, please explain the policy:

▪City requires dedication of land based on the number of residences in a development at a rate of 5 acres/ 1000 people. Developer may request contributing an equal value of trail development or cash (Johnston)

▪Based on population (Clive)

6. Parks quantity information (please provide the following data):

▪Number of outdoor shelters:

Range: 4-20

Avg.: 8.8

▪Number of playgrounds:

Range: 3-17

Avg.: 8.8

▪Number of miles of hard surfaced trail:

Range: 2-75

Avg.: 12.76

▪Number of miles of natural surfaced trail:

Range: 1-17

Avg.: 5

What are your rental fees for shelters?

▪\$30 enclosed, \$10 open

▪\$25/ 5hr time slot

▪\$15 for 4 hrs

▪\$25-55 for day

▪\$30 for day

▪\$30/day, \$20/half day

▪\$15-40/day

▪\$15-30/ 2hr slot

▪\$25/day picnic shelter, \$45/hr for historic barn

Can your shelters be rented on-line?

0 - Yes

9 - No

7. Please explain how you incorporate neighborhoods/community in park development and/or redevelopment:

▪Neighborhood meetings (4)

▪Use of boards and/or commissions unrelated or related to municipal organizations

▪Public invited to participate in Park Board Meetings (2)

▪Neighbors included in master planning

▪Neighborhood surveys

8. Does your department perform mowing services in-house or is it contracted?

9 - In-House

0 - Contracted

1 - Both

If both, what is the percentage breakdown?

▪80% - contracted

20% - in-house (Indianola)

9. Are you familiar with the State of Iowa Resource Enhancement and Protection (REAP) program?

10 - Yes

0 - No

If yes, when was the last year you applied for a REAP grant/received a REAP grant?

▪Aug 1995/Oct 1991

▪Aug 2006/2003

▪Aug 2003/Never

▪Aug 2004/Aug 1999

▪Never Applied

▪Aug 2006/Oct 2003

10. Please list the primary type of playground surface used in your parks?

▪Wood Chips (3)

▪Engineered Wood Fiber (3)

▪Wood/Mulch (2)

▪Safety Fiber

▪Rubberized Safety Surface

▪Sand

▪Recycled Rubber Tire Mulch

11. Do you currently have a park master plan in place?

7 - Yes

3 - No

▪Yes: Waukee, Clive, Spencer, Indianola, Newton, Muscatine, Pella

12. Do you accept reservations for park rentals?

8 - Yes

2 - No

13. Please list innovative park programs (i.e. adopt a park):

▪Adopt a Park, Community volunteer Project, Jr. Park Rangers

▪Memorial Tree & Park Bench Program

▪Green and Clean, Teddi The Toolbus (retrofitted bus that hauls tools, people to various worksites)

▪Adopt a flower, Tree Planting Program

▪Tips for Trails

TRAILS

1. How many total miles of trails do you have in your community?

▪Range: 2-14

▪Avg.: 10.27

2. What is your primary trail surface (i.e. gravel, concrete, etc.)?

▪Asphalt (5)

▪Concrete (4)

▪Ag-lime (1)

3. Does your community have an ordinance or policy for trail construction?

1 - Yes

9 - No

If yes, please explain the policy:

▪Construction must follow IA SUDAS (Johnston)

4. Do you have bicycle trail master plan in place?

8 - Yes

2 - No

▪Yes: Spencer, Clive, Waukee, Fairfield, Indianola, Newton, Muscatine, Pella

5. Does your community have a policy on snow removal for trails?

6 - Yes

4 - No

If yes, please explain the policy:

▪Removed after city buildings, parks, and parking lots

▪6' and larger removed by city, under 6' must be removed by owner

▪Trails cleared after roadways and parking lots

▪Removed from designated sections only

▪Removal within 12 hrs after snow stops falling

▪Only some trail sections cleared

FACILITIES

1. Does your department operate a city-owned recreation center? **1 - Yes 9 - No**

If yes, please state the square footage of your center: **56,500 sq. ft. community center**

2. Please describe the amenities located in your recreation center.

▪**Weight room, cardio room, preschool, billiards room, game room, golf net, 3 racquetball courts, pool, sauna, hot tub, baby pool**

3. On the average, how many custodial hours are worked per week?

▪**41**

4. Do you use city employees, cleaning company, or volunteers for your recreation center cleaning?

▪**All 3**

5. What are your recreation center hours of operation?

▪**Vary 6AM-9PM**

6. Please list or attach your membership categories and fees below

▪**Varies**

7. Do you have definitions describing your membership categories? **1 - Yes 0 - No**

8. Do you rent out the facility or parts of your facility to the public for events or usage? **1 - Yes 0 - No**

If yes, please list and explain your facilities rental rates:

▪**Gameroom: \$20/hr, Aerobic Room: \$40/hr**

9. Do you have non-member rates for daily passes? **0 - Yes 1 - No**

10. Do you have non-resident rates for daily passes? **0 - Yes 1 - No**

11. Do you have a separate daily fee for students and adults? **0 - Yes 1 - No**

13. In 2005, what was the daily average usage of the facility? **104**

14. Is your facility run as an enterprise? **0 - Yes 1 - No**

15. Please list your facility's financial operation numbers from the 2005-2006 Fiscal Year below:

Revenues : \$120,000

Expenses: \$230,000

16. Was your facility built in the last 7 years? **0 - Yes 1 - No**

17. How was your facility funded? ▪**Purchased from school, added on to later**

18. Does your community share operations with another entity? **0 - Yes 1 - No**

20. Does your department operate a sports complex? **8 - Yes 2 - No**

If yes, how many fields do you have?

Soccer: **Range: 3-8 Avg.: 5.4**

Baseball: **Range: 5-8 Avg.: 6.67**

Football: **Zero**

Softball: **Range: 3-11 Avg.: 6.4**

21. How many lighted fields do you have?
▪Range: 1-21 **▪Avg.: 5**
22. If you have lighted fields, what company did your field lighting?
▪Musco (5)
▪Menninga Electric
▪Baker Electric
▪Local Electric Company
23. Does your department operate concessions at the sports complex? **4 - Yes** **4 - No**
24. Do you have any partnerships/contracts in place for your concessions operations? **3 - Yes** **5 - No**
If yes, please explain below:
▪Youth league operates concession stand (Spencer)
▪Hy-Vee and Golf Pro operate concessions (Muscatine)
▪Partnership with leagues, clubs (Newton)
25. What is the amount your complex spent on maintenance and labor in the most recently completed fiscal year?
▪Range: \$23,362-\$291,000 **▪Avg.: \$92,048**
26. What percentage of that cost is off-set by revenues?
▪0% (3)
▪23%
▪100%
27. Please describe the relationship your complex has with local sports groups (AAU, ASA, etc):
▪Clubs/Leagues use fields (4)
▪Work closely with all leagues (2)
▪Treated as special interest outside organization
28. Do you have a beer/alcohol policy for your sports complex? **6 - Yes** **2 - No**
If yes, what is it?
▪Not for sale, however, can be brought in (2)
▪Treated as special interest outside organization
▪No beer or alcohol allowed
▪No carry in, however can be purchased at concessions except at church and youth games
▪Not allowed, is ignored unless there are troubles
29. How many tennis courts does your community have?
▪Range: 2-16 **▪Avg.: 7.89**
- How many of the courts have lights?
▪Range: 0-8 **▪Avg.: 3**
30. Does your community have a water park? **3 - Yes** **6 - No**
If yes, is the water park indoor, outdoor, or a combination of both?
0 - Indoor **3 - Outdoor** **0 - Combination**

AQUATICS

1. Does your department operate an aquatic center? **6 - Yes** **2 - No**

If more than one, please state how many/ what year(s) were they built?

- **Towns with 2 Pools: (Indoor built in 1977, Outdoor built in 2004) and (Indoor built in 1992, Outdoor built in 1968)**
- **Towns with 1 Pool: 3 Built in 1997, 1 in 2003, 1 in 2004, 1 in 2005**

2. Is your aquatic center indoor or outdoor (please check one)?

0 - Indoor **6 - Outdoor** **2 - Both**

3. From your most recently completed fiscal year, please list your operating revenues for each aquatic center you operate.

Operational Revenues: **Range: \$24,000-\$450,000** **Avg.: \$131,047**

Operational Expenses: **Range: \$73,000-\$224,171** **Avg.: \$137,564**

4. In the space below, please list your opening/closing dates as well as hours of operation:

- **Memorial Day-Labor Day (5)** **Avg. Times: 12:30-7**
- **May 27-Aug 22**
- **June 1-Aug 23**
- **Indoor Year Round**
- **May 31-Aug 22**

5. Do run your concessions internally or contract it out (please check one)?

6 - Internally **2 - Contract Out** **0 - Don't Have Concessions**
▪ **Contract Out: Spencer, Muscatine**

If you run concessions internally, please list below your yearly concessions revenue and expenses from the most recently completed fiscal year:

▪ Revenue: **Range: \$4,500-\$72,500** **Avg.: \$35,249**

▪ Expenses: **Range: \$2,800-\$46,000** **Avg.: \$27,852**

6. Please list the total gallons of water at your aquatic center:

▪ **Range: 240,000-500,000** **Avg.: 322,000**

7. Please provide a list of amenities in your aquatic:

- **Water slide (4), lap lanes (3), kiddie slide (3), diving well (2), lily pad walk, shallow water play features, hot tub, fume slide, basketball hoop, lazy river, sand play area, geyser, zero depth entry**

8. Please list your total attendance for each aquatic center you operate for the most recently completed swimming season?

▪ **Range: 45,000-87,000** **Avg.: 72,454**

GOLF COURSE

1. Does your department operate a municipal golf course? **4 Yes** **8 No**

If you contract out your concessions and pro shop operations, please explain the basics of your contract below:

- City receives 17% of gross sales net, 7% sales tax (Muscatine)
- Golf Pro operates concessions, Parks Dept. receives 20% of revenue, Parks Dept. pays utilities, Golf Pro pays everything else (Newton)

13. Do you have a PGA Professional on staff? 3 - Yes 2 - No
▪Yes: Muscatine, Newton, Waukee

14. Please list the following:
▪Avg. Opening Date: March 22 ▪Avg. Closing Date: Nov. 8

WELLNESS

2. Does your department implement the city's employee wellness program? 4 - Yes 5 - No

3. Are your instructors/trainers employed by the city or are they contracted? (Please circle one)
2 - Employed by City 2 - Contracted

4. What type of certifications do your instructors/trainers have?
▪In house training ▪1st Aid, American Red Cross, CPR

5. What do you pay per hour to your wellness instructors on average?
▪\$10-15/hr
▪\$12/hr
▪\$7-14/hr

6. Where is your wellness programs held?
▪Rec Center
▪Schools: multipurpose rooms and gyms
▪Community Room/Special Events Building

PROGRAMMING

1. Please list fee information for the following programs.

▪Youth Basketball		
▪Cost:	Range: \$25-\$41	Avg. \$31.50
▪Season Length:	Range: 5-8 weeks	Avg.: 6.33 weeks
▪Youth Softball		
▪Cost:	Range: \$30-\$60	Avg.: \$38.33
▪Season Length:	Range: 5-12 weeks	Avg.: 8.5 weeks
▪Youth Soccer		
▪Cost:	Range: \$25-\$55	Avg.: \$36.75
▪Season Length:	Range: 4-8 weeks	Avg.: 6.33 weeks
▪Youth Baseball		
▪Cost:	Range: \$30-\$40	Avg.: \$35
▪Season Length:	Range: 5-12 weeks	Avg.: 8.5 weeks

- **Youth Flag Football**
 - **Cost:** Range: \$18-\$30 Avg.: \$22.67
 - **Season Length:** Range: 4-8 weeks Avg.: 5.67 weeks
- **Youth Tennis Lessons**
 - **Cost:** Range: \$18-\$40 Avg.: \$26.20
 - **Season Length:** Range: 2-4 weeks or 10 classes Avg.: 3 weeks or 10 classes
- **Youth Golf Lessons**
 - **Cost:** Avg.: \$35
 - **Season Length:** Avg.: 5 hrs
- **Adult SB (per team)**
 - **Cost:** Range: \$65-\$300 Avg.: \$218.33
 - **Season Length:** Range: 10-11 weeks or 14 games Avg.: 10.5 weeks or 14 games
- **Adult VB (per team)**
 - **Cost:** Range: \$87-\$120 Avg.: \$94.25
 - **Season Length:** Range: 11-16 weeks or 14 games Avg.: 13.5 weeks or 14 games

2. Please list your top five non-traditional sports programs/fees/numbers:

- **Art in the Park/Sports camps/Kids in the kitchen: \$25-35/week (10-15 hrs)**
- **Gymnastics: \$15-\$22/500 participants/year, Perfect touch soccer camp: \$50/54 participants**
- **1. Spot Shot/ Free/1 Day/ 31 participants 2. Little Tyke Soccer \$15-\$18/ 4 weeks/63 participants 3. Little Tyke Flag Football and Basketball/\$15-\$18/4weeks/91/65 participants 5. Hershey's track meet/free/89 participants**
- **Art in the park/\$24/40 kids, Kids in the Kitchen/\$22/24 kids**
- **Cheerleading camp/\$25/125 participants, weight lifting camp/\$40/15 participants, Gymnastics/\$25/90 participants**
- **Archery, Paintball, Air Rifle, Sling-shot camp: \$33/16 Kids, Disc Golf Fall \$13/13 people, Disc Golf Summer/\$25/15 people, Skateboard Demo and Clinic: \$12/10 kids, Skatepark Jamboree: Free/30-50kids, Kiddie Sport Camp: \$11/40 3-4 yr olds with parents**

3. Are any of your youth sports programs run by other sports associations? (i.e. soccer clubs, little league, etc.) 7 - Yes 2 - No

If yes, please list which organization your department works with:

- **Little League Association, Girls Softball Association, Soccer Club, Community Y**
- **Soccer Club, Walnut Creek Little League**
- **Soccer Association, Girls Softball, Little League Baseball, Babe Ruth Baseball, School District Baseball program, School District Tennis Team, Cross Country, Golf, Disc Golf Association, Aquagirls Swim Team**
- **Youth Baseball and Softball Association, Northwest Iowa Youth Soccer Alliance**
- **Little League, Girls Softball Association, Soccer Club**
- **Traveling Soccer, Boys and Girls Little League, Babe Ruth Baseball**
- **Partner with Indianola Soccer Tribe and Swim Club, Indianola Baseball, Youth Football League, Mat Tribe, and Volleyball Club**

4. Does your department offer on-line registration for programs? 2 - Yes 7 - No

If yes, list the company or brand of software used for on-line registrations and the cost:

- **Peak Software (SportsMan's) (Waukee)**
- **Class- approx 6.5% per transaction built into the fee (Indianola)**

5. Is there a convenience charged to on-line customers? **0 - Yes** **6 - No**
6. Do you provide training for your coaches/officials? **4 - Yes** **3 - No**
 If yes, what type of training program do you use? (i.e. NYSCA)
 ▪**ASEP, Character Counts, Pursuing Victory with Honor**
 ▪**NYSCA**
 ▪**Iowa Youth Soccer Association for Coaches**
 ▪**In house training with City Risk Manager**
7. For your typical program, what type of program deliverables does your department provide? (i.e. t-shirts, awards, etc.)
 ▪**T-shirts, certificates, ribbons, medals, trophies, basketballs**
8. Does your department perform program evaluations? **4 - Yes** **2 - No**
9. Please list or attach your special event offerings and circle your three most popular:
 ▪**Children’s and doggie costume party and parade, Daddy-Daughter Date Night, Family Flashlight Easter Egg Hunt**
 ▪**Santa Claus Call, Mother’s Day Essay, Spookfest**
 ▪**Turkey Trot, Cemetery Walk, Family Bike Ride, Infant/Toddler Swim, Horticulture Programs**
 ▪**Winterfest, Easter Egg Hunt, 4th of July Celebration**
10. Please list your three most innovative programs:
 ▪**Senior Citizens Prom, Brain Aerobics for seniors, Parent/Child Kiddie Sports Camp**
 ▪**3 on 3 Basketball, Rec IM**
 ▪**Skate Park Games (Competition), Tree Care Workshop, Cemetery Walk**
 ▪**You’re Your Freezer (adult cooking), Dodge Ball Tourney, Clive Rangers (Nature Youth Camp)**

MARKETING & PROMOTIONS

1. Does your department have a web site? **8 - Yes** **2 - No**

If yes, what is your web site URL address?

- www.Indianolaparks.com**
- www.cityofpella.com**
- http://ci.muscatine.ia.us**
- www.cityofclive.com**
- www.cityofjohnston.com**
- www.waukee.org**
- www.cityoffairfieldiowa.com**
- www.newtongov.org (click on Parks and Recreation)**

2. Does your department manage your own web site or is it managed by an outside group?
 (please check one)

7 - Internally **1 - Outside Group**

3. How many program guides do you send out each distribution cycle?

- Range: 1,400-25,000**
- Avg.: 11,067**

