



PRORAGIS Small Agency

PRORAGIS

your data. compare and improve.

PRORAGIS Small Agency – Introduction

It's now easier than ever to start your PRORAGIS profile. PRORAGIS Small Agency is designed to streamline your operating data entry so that your agency can take advantage of data reports that will enhance your management capabilities now and in the future. The goal of PRORAGIS Small Agency is to provide you with the best comparative research available that is suitable to the relative size of your agency. We encourage agencies to complete all questions of your Small Agency PRORAGIS profile so that you can receive the full benefits of PRORAGIS reporting. Get started on your PRORAGIS Small Agency profile today!

Note: To be classified as a 'Small Agency', your agency must meet any one (1) of the following three criteria: 1) have a budget of under \$4 Million; or 2) less than 25 full-time employees, or 3) a jurisdiction population of less than 35,000. All information filled out under this PRORAGIS Small Agency Profile will be populated to the respective sections of your full PRORAGIS profile. So, if you feel your agency will benefit from completing the Large Agency PRORAGIS you can choose to do so. Completing the PRORAGIS Small Agency form will still allow you to obtain the full range of data reports.

PRORAGIS Operations Small Agency - Content

The sections and elements are as follows:

A. Operating sections

1. Jurisdiction Information
2. Specific Department Responsibilities
3. Programs Information
4. Budget/Funding – Annual Data
5. Facilities
6. Personnel Information
7. Parklands – Land Information

PRORAGIS Operations Small Agency Strategies

Materials needed:

Jurisdiction Questions – Obtain the jurisdiction budget and the Quick Facts Census page. The land area can be found at the bottom of the Quick Facts Census page.

Specific Department Responsibilities Questions – These are Yes and No answers and should be fairly obvious. If you don't know who provides the function leave it blank. Also, if you do some work and another agency does some work, answer Yes or No depending on who does the majority of the work.

Programs Information Questions – If you are not familiar with the recreation programs gather the last year's program promotion documents for reference. Either the budget or Recreation Director should be able to provide an attendance number.

Budget/Funding – Annual Data Questions – You will need a copy of your agency's operating and capital budget. They may be in separate locations in the budget. The department's Total Operating Budget (TOB) includes all expenditures for the year. They may be shown as Personnel, Operations, and Capital or Equipment. Sometimes the TOB is made up of monies from various separate sources such as revenue funds, enterprise funds, independent tax sources such as levies and similar. Be sure to include all sources that affect your agency's operation.

Personnel Information Questions – The personnel information may be summarized in the budget. If it is not ask for the related printouts for full-time staff with all charged benefits, and the non-full-time printouts with all charged benefits. Your HR person may have the data to provide you with the answers.

Facilities Questions – Again, a lengthy list but all Yes or No questions. If you are unsure leave the facility blank. Many agencies have a matrix that shows parks on one axis and facilities on the other axis. If you don't have one it may be worth creating because it will help with your GIS element as well.

Parklands – Land Information Questions – The Park Director should have the overall attendance for the parks and facilities. Make sure it includes the program attendance number given earlier. A distinction is made between parks with public facilities and sites owned by parks that may be maintenance facilities, undeveloped land, small parcels, etc.

**When you have completed all of the information below,
click on the following button to send this form to NRPA.**

If your system does not support automatic submit
Email this form to proragis@nrpa.org



Department Contact Information

PRORAGIS

your data. compare and improve.

	Agency Name <i>(This is how your agency will appear in PRORAGIS)</i>	
	Jurisdiction(s) Served	
	Department Street Address 1	
	Department Street Address 2	
	Department City	
	Department State	
	Department Zip	
	Department Primary Phone	
	Department General E-mail Address	
	Website <i>(if department does not have website, enter "none")</i>	
PRORAGIS Primary Contact		
	Contact Name	
	Title	
	Phone	
	Street Address 1	
	Street Address 2	
	City	
	State	
	Zip	
	E-mail	
PRORAGIS Secondary Contact		
	Contact Name	
	Title	
	Phone	
	Street Address 1	
	Street Address 2	
	City	
	State	
	Zip	
	E-mail	

Information requested below is for your department only for the following fiscal year:

Jurisdiction Information

This section should take approximately 30 minutes to complete.

1.	Jurisdiction Name <i>Provide the legal name of the jurisdiction you serve (e.g., City of XXXXX, etc.)</i>	
2.	Jurisdiction Country <input type="checkbox"/> United States <input type="checkbox"/> Canada <input type="checkbox"/> Mexico <input type="checkbox"/> Other: Describe	
3.	Jurisdiction State/Province	
4.	What is the total area in Square Miles that your incorporated jurisdiction serves? <i>Estimate if necessary.</i>	Sq. Miles
5.	What is your department's jurisdiction type?	
6.	Jurisdiction Total Operating Budget	\$
7.	Jurisdiction Total Capital Budget	\$
Note: Much of the following information can be found at http://quickfacts.census.gov/qfd/index.html		
8.	Jurisdiction Per Capita Income (from census data or estimates)	\$
9.	Jurisdiction Median Household Income (from census data or estimates)	\$
10.	Jurisdiction population (estimate if necessary)?	#
11.	Percentage of jurisdiction population younger than 18 years of age	%
12.	Percentage of jurisdiction population older than 65 years of age	%
13.	Percentage of jurisdiction population below the poverty line	%
14.	Jurisdiction population growth rate 2000-2010 <i>(from census data or estimates)</i>	%
15.	Jurisdiction Ethnic Distribution <i>(will not necessarily total to 100%)</i>	
	White/Caucasian Persons	%
	Black/African American Persons	%
	American Indian/Alaska Native Persons	%
	Asian Persons	%
	Native Hawaiian/Pacific Islander Persons	%
	Hispanic or Latino (any race) or Spanish Origin Persons	%
	Other (please specify):	%

Specific Department Responsibilities

This section is comprised of Yes or No questions and should take approximately 30 minutes to complete.

The following section represents specific departmental responsibilities that are of interest to many other departments. This question is asked to aid in benchmarking departments with similar responsibilities.					
1.	Does your department...	Yes	No	N/A	If No, please list responsible organization
	a. Provide recreation programming and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Operate parks and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Maintain street trees and medians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Actively manage open space natural or passively developed lands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e. Maintain public school grounds and recreational facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f. Maintain jurisdiction public areas. This might include the police and fire stations, library grounds, city hall grounds and similar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	g. Manage major aquatic complex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	h. Manage or maintain public cemeteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	i. Manage or maintain fairgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	j. Maintain, manage or lease indoor performing arts center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	k. Manage historic properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	l. Administer or manage farmer's markets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	m. Administer community gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	n. Manage large performance outdoor amphitheaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	o. Administer or manage professional or college-type stadium/arena/racetrack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	p. Administer or manage tournament/event quality Indoor sports complexes (Basketball, tennis, fitness, indoor track, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	q. Administer or manage tournament/event quality outdoor sports complexes. (Any of a variety of venues from team sports to golf, skiing, fishing or gun sports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	r. Conduct major jurisdiction wide special events like festivals, carnivals, annual celebrations or events, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	s. Have snow plowing or leaf collection responsibility other than in the parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	t. Provide environmental education or natural history interpretive programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	u. Other (Describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	v. Other (Describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	w. Other (Describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Programs Information

The data requested in this section will allow us to calculate ratios such as cost per attendee, revenue per attendee, and specifics about programs that may result in identifying program best practices, benchmarking and grant opportunities for your department. These questions should take approximately 20 minutes to complete.

1.	What is your total annual number of participants attending programs, classes and small events?	#	
2.	Does your department charge non-resident fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Programs Offered			
3.	Does your department offer the following programs or classes?	Yes	No
a.	Visual arts and crafts <i>Painting, drawing, pottery, sculpture, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Performing arts <i>Music, dance, drama, poetry, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Health and wellness <i>Cooking, gardening, balance, yoga, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Fitness <i>Aerobics, Zumba, spinning, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Martial arts <i>Karate, judo, tai chi, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Trips and tours <i>Excursions for entertainment or shopping, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Organized team sports <i>Baseball, softball, soccer, basketball, football, lacrosse, Swimming, field hockey, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Golf program	<input type="checkbox"/>	<input type="checkbox"/>
i.	Tennis programs	<input type="checkbox"/>	<input type="checkbox"/>
j.	Water safety	<input type="checkbox"/>	<input type="checkbox"/>
k.	Environmental Education/Nature Study/Cultural History	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does your department offer the following opportunities?	Yes	No
a.	Summer camp	<input type="checkbox"/>	<input type="checkbox"/>
b.	Before and after school programs <i>Daily programs offered during the school year</i>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Preschool	<input type="checkbox"/>	<input type="checkbox"/>
d.	Full daycare <i>Mon - Fri 7 AM to 6 PM, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Specific teen programs <i>i.e. Do you offer programs that are specifically developed to serve teens?</i>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Senior programs	<input type="checkbox"/>	<input type="checkbox"/>
g.	Programs for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
h.	Community gardens	<input type="checkbox"/>	<input type="checkbox"/>

Budget and Funding – Annual Data

Besides providing a look at the financial support and distribution this data is the basis for most of the truly valuable ratios needed for credible management of the department. Percentages are used because they allow for a better comparative analysis of departments that may have differing sized budgets. For example if you have a budget of \$5 million and you wish to benchmark a department with a budget of \$10 million it is more valid to compare ratios and percentages of expenditures and revenues than it is to compare dollar amount. Once the data is collected this set of questions should take approxima 30 minutes to complete. Estimate if necessary.

1.	Is the data reported below actual or budgeted?	Actual	Budgeted
2.	Please indicate the month in which your department's fiscal year ends:		
Revenues			
3.	What are your department's TOTAL non-tax revenues for your fiscal year?	\$	
Capital Budget			
4.	What is your department's total capital budget?	\$	
Operating Expenditures			
5.	What are your department's TOTAL operating expenditures for your fiscal year?	\$	
6.	What percentage of your total operating expenditures is in the following categories? <i>The method of accounting for budgeted expenditures varies between departments across the nation. Generally speaking the budget amounts can be placed in one of the three categories listed below. (Percentages must add to 100%)</i>		
	a. Personnel Services		%
	b. Operations		%
	c. Capital		%
	d. Other, please describe: _____		%
	TOTAL (Percentages must add to 100%)		%
7.	What percentage of your total operating expenditures was dedicated to the following functions? <i>This question allows for examining the distribution of expenditures and gives insight into the priority for your expenditures. This will include the personnel, operations and operating capital allocated to each function. Estimate if necessary!</i>		
	a. Department's top executives and related staff <i>This is the leadership team for your department.</i>		%
	b. Administrative - <i>The Human Resources, Finance, Accounting, Purchasing, IT, training and Development, functions, etc. Some of the expenditures may be interdepartmental transfers.</i>		%
	c. Operations <i>Expenditures associated with staffing and operating facilities.</i>		%
	d. Programs <i>Expenditures associated with programs, classes and all events.</i>		%
	e. Maintenance - <i>Expenditures associated with maintaining buildings, grounds, structures and fleet. Some of the expenditures may be interdepartmental transfers.</i>		%
	f. Planning and Development - <i>Expenditures associated with acquisition, planning, design, and construction management. Some of the expenditures may be inter-fund transfers.</i>		%
	g. Other, please describe: _____		%
	TOTAL (Percentages must add to 100%)		%

Facilities

This information is needed to identify the magnitude of the agency's operation as it relates to funding, personnel, and other factors in this profile. This set of questions are all Yes or No. If unsure leave blank. This set of questions should take approximately 45 minutes.

For each of the facilities listed below click either Yes or No indicating whether or not you operate these facilities. If you lease a given facility to a concessionaire please indicate that Yes, you do operate the facility. Please see the online PRORAGIS Profile for additional descriptions for the various facilities. By the # indicate how many of these facilities you operate.

1	Facilities	Department Operates and/or Offers this facility		If Yes, please indicate:
		Yes	No	
a.	Recreation/community center	<input type="checkbox"/>	<input type="checkbox"/>	#
b.	Fitness center	<input type="checkbox"/>	<input type="checkbox"/>	#
c.	Visitor center	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Playground	<input type="checkbox"/>	<input type="checkbox"/>	#
e.	Tot lots	<input type="checkbox"/>	<input type="checkbox"/>	#
f.	Tennis court (indoor)	<input type="checkbox"/>	<input type="checkbox"/>	#
g.	Tennis court (outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	#
h.	Basketball court (outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	#
i.	Swimming pool (indoor)	<input type="checkbox"/>	<input type="checkbox"/>	#
J.	Swimming pool (outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	#
k.	Water park	<input type="checkbox"/>	<input type="checkbox"/>	#
l.	Spray grounds/splash pools	<input type="checkbox"/>	<input type="checkbox"/>	#
m.	Skate park	<input type="checkbox"/>	<input type="checkbox"/>	#
n.	Senior center	<input type="checkbox"/>	<input type="checkbox"/>	#
o.	Equestrian center	<input type="checkbox"/>	<input type="checkbox"/>	
p.	Ice skating rink (indoor)	<input type="checkbox"/>	<input type="checkbox"/>	# of Sheets of ice _____
q.	Ice skating rink (outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	# of Sheets of ice _____
r.	Rectangular fields (e.g. football/soccer)	<input type="checkbox"/>	<input type="checkbox"/>	#
s.1	Baseball fields (Reg) – 90 ft. base paths	<input type="checkbox"/>	<input type="checkbox"/>	#
s.2	Baseball fields (LL) – 50-65 ft. base paths	<input type="checkbox"/>	<input type="checkbox"/>	#
s.3	Softball fields	<input type="checkbox"/>	<input type="checkbox"/>	#
t.	Museums/Historic sites	<input type="checkbox"/>	<input type="checkbox"/>	
u.	Sports stadium/arena	<input type="checkbox"/>	<input type="checkbox"/>	#
v.	Campgrounds	<input type="checkbox"/>	<input type="checkbox"/>	_____ # Total Campsites _____ # RV sites only _____ # Camper Nights during operating year
w.	Lake/River access	<input type="checkbox"/>	<input type="checkbox"/>	
x.	Ocean/Beach access	<input type="checkbox"/>	<input type="checkbox"/>	
y.	Boat ramp(s)	<input type="checkbox"/>	<input type="checkbox"/>	#
z.	Water skiing	<input type="checkbox"/>	<input type="checkbox"/>	
aa.	Picnic shelters	<input type="checkbox"/>	<input type="checkbox"/>	#

1	Facilities	Department Operates and/or Offers this facility		If Yes, please indicate:
		Yes	No	
bb.	Gyms	<input type="checkbox"/>	<input type="checkbox"/>	#
cc.	Rock climbing wall	<input type="checkbox"/>	<input type="checkbox"/>	
dd.	Golf course	<input type="checkbox"/>	<input type="checkbox"/>	_____ # Total number of non-championship holes _____ # Total number of Championship / Regulation holes
ee.	Driving range	<input type="checkbox"/>	<input type="checkbox"/>	#
ff.	Zoo	<input type="checkbox"/>	<input type="checkbox"/>	
gg.	Library	<input type="checkbox"/>	<input type="checkbox"/>	
hh.	Farm	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Outdoor volleyball court	<input type="checkbox"/>	<input type="checkbox"/>	#
jj.	Dog park	<input type="checkbox"/>	<input type="checkbox"/>	#
kk.	Mini-Golf	<input type="checkbox"/>	<input type="checkbox"/>	#
ll.	Conference center	<input type="checkbox"/>	<input type="checkbox"/>	#
mm.	Mountain biking trails	<input type="checkbox"/>	<input type="checkbox"/>	#
nn.	BMX track	<input type="checkbox"/>	<input type="checkbox"/>	
oo.	Nature/Interpretive center	<input type="checkbox"/>	<input type="checkbox"/>	#
pp.	Lakes	<input type="checkbox"/>	<input type="checkbox"/>	_____ # Acres of Lakes
qq.	Teen center	<input type="checkbox"/>	<input type="checkbox"/>	
rr.	Performing and/or Visual Arts/Community center	<input type="checkbox"/>	<input type="checkbox"/>	#
ss.	Community gardens	<input type="checkbox"/>	<input type="checkbox"/>	#
tt.	Formal gardens/arboretum	<input type="checkbox"/>	<input type="checkbox"/>	
uu.	Theater	<input type="checkbox"/>	<input type="checkbox"/>	
vv.	Cemetery	<input type="checkbox"/>	<input type="checkbox"/>	
ww.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	#
xx.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	#
yy.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	#

Personnel Information

The ability to identify the staffing levels for each department function is important for budgeting as well as benchmarking, best practices and planning for new facilities. Once you have assembled the data this set of Questions should take approximately 20 minutes. Estimate if necessary.

1.	What was the total personnel expense for the parks and recreation department for the year?	\$																																						
2.	Do you have employees who are members of and represented by unions for wage and benefits negotiations and grievance processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No																																						
3.	Please indicate the number of full-time and non-full time employees that your department/agency had for the year in the following functional areas and your department's total salaries and wages dedicated to each functional area. For non-full time employees, we are requesting the total annual hours worked so we can calculate the full-time equivalent in order to provide an accurate comparison with other departments.																																							
	Department Category	<table border="1"> <thead> <tr> <th>Full-Time</th> <th colspan="2">Non-Full-Time</th> </tr> <tr> <th># of Employees</th> <th># of Employees</th> <th>Total Annual Hours Worked</th> </tr> </thead> <tbody> <tr> <td>a. Department's top executives and related staff</td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>b. Administrative <i>HR, Finance, Accounting, etc.</i></td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>c. Operations <i>Staffing and operating facilities</i></td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>d. Programs <i>Programming classes and all events</i></td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>e. Maintenance <i>Buildings, grounds, structures, and fleet</i></td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>f. Planning and Development <i>Acquisition, planning, design, construction management, etc.</i></td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>g. Other:</td> <td>#</td> <td>#</td> <td>#</td> </tr> <tr> <td>h. TOTAL</td> <td>#</td> <td>#</td> <td>#</td> </tr> </tbody> </table>	Full-Time	Non-Full-Time		# of Employees	# of Employees	Total Annual Hours Worked	a. Department's top executives and related staff	#	#	#	b. Administrative <i>HR, Finance, Accounting, etc.</i>	#	#	#	c. Operations <i>Staffing and operating facilities</i>	#	#	#	d. Programs <i>Programming classes and all events</i>	#	#	#	e. Maintenance <i>Buildings, grounds, structures, and fleet</i>	#	#	#	f. Planning and Development <i>Acquisition, planning, design, construction management, etc.</i>	#	#	#	g. Other:	#	#	#	h. TOTAL	#	#	#
Full-Time	Non-Full-Time																																							
# of Employees	# of Employees	Total Annual Hours Worked																																						
a. Department's top executives and related staff	#	#	#																																					
b. Administrative <i>HR, Finance, Accounting, etc.</i>	#	#	#																																					
c. Operations <i>Staffing and operating facilities</i>	#	#	#																																					
d. Programs <i>Programming classes and all events</i>	#	#	#																																					
e. Maintenance <i>Buildings, grounds, structures, and fleet</i>	#	#	#																																					
f. Planning and Development <i>Acquisition, planning, design, construction management, etc.</i>	#	#	#																																					
g. Other:	#	#	#																																					
h. TOTAL	#	#	#																																					

Land Information

Information concerning the resources managed and maintained provides a sense of the magnitude of operations and provides basic information about a department's operations. Please note, if your agency does not maintain and/or have management responsibility over parks or park lands, please skip this section. Once you have assembled the data, this set of questions should take approximately 20 minutes. Estimate if Necessary.

1.	Total Park Attendance – including visitors and program participants (From Programs question 1.) (estimate if necessary)	#									
2.	How many individual parks or sites does your department/agency maintain and/or have management responsibility over?	<table border="1"> <thead> <tr> <th>Parks</th> <th>Non-Park Sites</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td> Number of Parks or Sites <i>In addition to the named parks, departments frequently have small-sized lots that they are required to maintain. Include those small sites under the Non-Park Sites column.</i> </td> <td>#</td> <td>#</td> </tr> <tr> <td>Total Number of Acres</td> <td>#</td> <td>#</td> </tr> </tbody> </table>	Parks	Non-Park Sites	Total	Number of Parks or Sites <i>In addition to the named parks, departments frequently have small-sized lots that they are required to maintain. Include those small sites under the Non-Park Sites column.</i>	#	#	Total Number of Acres	#	#
Parks	Non-Park Sites	Total									
Number of Parks or Sites <i>In addition to the named parks, departments frequently have small-sized lots that they are required to maintain. Include those small sites under the Non-Park Sites column.</i>	#	#									
Total Number of Acres	#	#									
3.	Of the total acreage your department/agency maintains and/or has management responsibility over, what percent is developed for parks and recreation purposes?	%									
4.	What is the total mileage of greenways and trails managed by your agency?	miles									