

3.0 ADMINISTRATIVE STRUCTURE

3.1 History

The Recreation Department of the City of Escanaba was created under State Enabling Legislation Act No. 156b, Public Acts of the State of Michigan by Resolution of the City Council adopted in October 1937, and further reorganization adoptions in 1947, 1966 and 1977.

A year-round recreation program has been operated in Escanaba since 1937. During the period 1937 to 1943, the staff and operation of the recreation program was augmented by personnel made available by the Work Progress Administration. Since 1944, the recreation program has been conducted entirely by the Department of Recreation.

Beginning in 1947, the Department was served by a part-time director, approximately 25 seasonal employees and grounds keepers and laborers from the Public Works Department to maintain buildings and recreation areas entrusted to its care by the City Manager. Since 1977, the Recreation Department has been served by a full-time Director.

3.2 Administrative Structure

The Escanaba Recreation Advisory Board, first created in 1947, with its duties and responsibilities further defined in 1977, is a citizen advisory board responsible for providing advice and counsel to the Recreation Director concerning planning and conducting Recreation Department programs. Recreation Board members are appointed by the City Council for a term of three years with a limitation of two, three-year terms. Composition of the Board includes seven members appointed by the City Council and the Recreation Director who acts as a non-voting secretary.

Activities of the Recreation Advisory Board include review and evaluation, with the Recreation Director, of all programs and activities organized or assisted under the Recreation Department. All input to the City Council from the Recreation Advisory Board is made in writing through the Recreation Director and City Manager. Implementation of recommendations of the Recreation Advisory Board, concerning parks and recreation programs within its jurisdiction, is contingent upon on the review and approval of the City Manager with, at times, concurrence of the City Council.

The Recreation Director is the chief executive officer in charge of the Recreation Department and its personnel. The Director is responsible for the administration of a comprehensive recreation program for the entire community, administrative management of all public parks, playgrounds and other recreation facilities. The Director serves as technical consultant to the Recreation Advisory Board and implements the operational policies, rules and regulations approved and forwarded to the City Manager and City Council.

The *Recreation Department Resolution* defining the membership, organization and duties of the Recreation Board and the duties and responsibilities of the Recreation Director is contained in the July 7, 1977 City Council minutes. The resolution establishing the Recreation Department with specific authority, purposes and responsibilities received unanimous approval of the City Council.

The Escanaba Recreation Department currently employs seven full-time individuals along with the Recreation Director, a custodian, and two $\frac{3}{4}$ time individuals that include an

administrative assistant and a recreation program coordinator. The Department also employs a part-time seasonal staff during the course of a calendar year of 12 and a seasonal employee staff of about 32. The park maintenance staff is run under the Public Works Department, who works closely with the recreation department regarding the maintenance of sporting programs.

RECREATION DEPARTMENT RESOLUTION

WHEREAS, the Council of the City of Escanaba is empowered by the Charter of the City of Escanaba and Act No. 156 of the Public Acts of the State of Michigan for the year 1917, as amended, to create a Department of Recreation, and

WHEREAS, the Council of the City of Escanaba did on June 2, 1966, adopt a resolution which created a Department of Recreation, and

WHEREAS, said Department of Recreation has existed and functioned in the City of Escanaba pursuant to said resolution, and

WHEREAS, the Council of the City of Escanaba deems it to be the best interest of the citizens of the City of Escanaba that such a department continue to operate and function, and

WHEREAS, the Council of the City of Escanaba deems it to be in the best interest of the citizens of the City of Escanaba to rescind the Recreation Department Resolution which was adopted June 2, 1966, and to adopt a new resolution establishing such a department and specifically defining its authority, purposes and responsibilities.

THEREFORE, BE IT RESOLVED, that the Recreation Department Resolution heretofore adopted on June 2, 1966, be rescinded, and

BE IT FURTHER RESOLVED, that the Recreation Department be created, such department to consist of a Recreation Director and such other employees deemed necessary by the City Manager, and

BE IT FURTHER RESOLVED, that a Recreation Advisory Board be created to provide advice and counsel to the Recreation Director in the planning and conducting of the Department's activities, and

BE IT FURTHER RESOLVED, that it shall be the duty of the Department of Recreation to operate a system of public recreation suitable to the needs of the people of the City of Escanaba, including, to the extent deemed necessary, the supervision and maintenance of playgrounds, play fields, gymnasiums, swimming beaches, swimming pools, indoor recreation centers, winter sports areas, and like facilities, and

BE IT FURTHER RESOLVED, that the Department of Recreation and the Recreation Advisory Board shall be governed by the following delineation's of authority, purposes and responsibilities:

Recreation Advisory Board

Definition

The Recreation Advisory Board is a citizen board responsible for providing advice and counsel to the Recreation Director in that person's planning and conducting of the Recreation Department operations.

Membership

The Mayor, with the Council concurring, shall appoint the Recreation Advisory Board. This Board shall consist of seven members. Two members shall be appointed to serve a term of one year, two members shall be appointed to serve a term of two year, and three members shall be appointed to serve for a term of three years. Terms of appointment shall begin June 1st of each year. Subsequent appointments, except to fill vacancies, shall be for a term of three years. All appointments for the purpose of filling vacancies occurring otherwise than by the expiration of the term shall be for the unexpired term only. Members shall serve without compensation. Unexcused absence for three consecutive meetings shall constitute dismissal.

Individuals who serve for six years (two, three-year terms) may not be considered for re-appointment for one year.

Organization

- A. The Board shall meet at least once a month, with the Recreation Director serving as secretary to record meeting minutes, and as technical consultant.
- B. The Board shall have the authority to elect officers, design parliamentary procedures and establish regular and special meeting dates.

Duties

- A. Research and Planning
 - 1. The Board shall seek citizen input concerning present and future recreation needs.
 - 2. The Board shall compile and organize such information into a needs profile for the community, and develop alternative recreation activities and facilities for consideration by the City Administration and City Council.
- B. Activities
 - 1. The Board shall periodically review and evaluate, with the Recreation Director, all programs and activities organized or assisted under the Recreation Department.
 - 2. The Board shall be permitted to make any recommendations it sees fit concerning modifications, additions or deletions to the programs and activities conducted by the Department. Implementation of any such recommendation shall be at the option of the City Manager, with concurrence of the City Council when required by City Charter or when deemed in the public interest.
 - 3. The Board shall also be permitted to evaluate and make recommendations concerning equitable administration surrounding Recreation Department programs and activities. Implementation shall be at the option of the City Manager, with concurrence of the City Council when required by City Charter or when deemed in the public interest.

- C. Areas and Facilities
 - 1. The Board shall make recommendations relative to the acquisitions, planning, design and construction of recreation and park facilities under the control of the Recreation Department.
 - 2. The Board shall evaluate and recommend concerning the equity and effectiveness of facilities use.

- D. Finance
 - 1. The Board may examine the annual Department budget request prepared by the Recreation Director, prior to submission of the request before March 1st of each year. Recommendation for modifications shall be made to the Director prior to submission of the request.
 - 2. The only budget request submitted for City Council consideration shall be the request prepared by the City Manager.
 - 3. The Board shall evaluate and recommend to the Recreation Department activity fees and user fees for any or all City programs and facilities.

- E. Administration
 - 1. All input to the City Council from the Recreation Advisory Board shall be made in writing through the Recreation Director and City Manager.
 - 2. Implementation of recommendations of the Recreation Advisory Board shall, without exception, be contingent upon review and official approval by the City Manager; with concurrence of the City Council when required by City Charter or when deemed in the public interest.

Recreation Director

Definition

The Recreation Director is the chief executive officer in charge of the Recreation Department and its personnel. The incumbent in this position is responsible for the administration of a comprehensive recreation program for the entire community and for the administrative management of public parks, playgrounds and other recreation facilities. The Director serves as technical consultant and Secretary to the Recreation Advisory Board. The Director implements operational policies, rules and regulations approved and forwarded by the City Administration and City Council.

Qualifications

The Recreation Department shall have educational and professional experience in the organization, development and maintenance of a comprehensive community recreation program involving the operation of areas and facilities and the training and supervision of personnel.

Duties

- A. Administrative
 - 1. Supervises the work of the Recreation Department in accordance with the policies established by the City Administration and City Council.
 - 2. Organize and supervise an efficient administrative organization for the department.
 - 3. Establish and review procedures to the end that maximum service may be

provided at reasonable cost.

B. Programs

1. With input from the Recreation Advisory Board, develop a broad, diversified program of recreation activities and services to meet the needs and desires of the community.
2. Supervise the organization and conduct of the community recreation program, and provide leadership for activities and groups.

C. Staff

1. Recommend to the City Manager, the number, types and qualifications of personnel deemed necessary for Department operations.
2. Organize, assign, supervise and train subordinate personnel.
3. Develop and maintain good work relationships among staff members.

D. Areas and Facilities

1. With input from the Recreation Advisory Board, make recommendations relative to the acquisition, planning, design and construction of recreation and park facilities under the control of the Department.
2. Operate all areas and facilities under Department control for optimum use in support of the community recreation program.
3. Establish close working relationships with, and act as consultant on, park and recreation matters for public and voluntary community agencies concerned with City planning, housing, public welfare, education and other subjects closely related to community recreation.
4. Coordinate the use parks and maintenance thereof with the City department responsible for the maintenance of parks.

E. Planning and Research

With the advice and counsel of the Recreation Advisory Board:

1. Study and analyze the effectiveness of the Department's services.
2. Study conditions, needs and trends affecting the parks and recreation requirements of the community.
3. Prepare long-range and immediate plans to meet community needs for adequate recreation space, facilities, programs and personnel.
4. Study and keep informed of development in the parks and recreation fields.

F. Finance

1. Direct and account for the expenditure of Department funds in accordance with budget appropriations.
2. Prepare and justify budget estimates, work programs and supporting data for the parks and recreation functions.
3. Recommend establishment of necessary fees and charges for various Department services, and supervise their use.

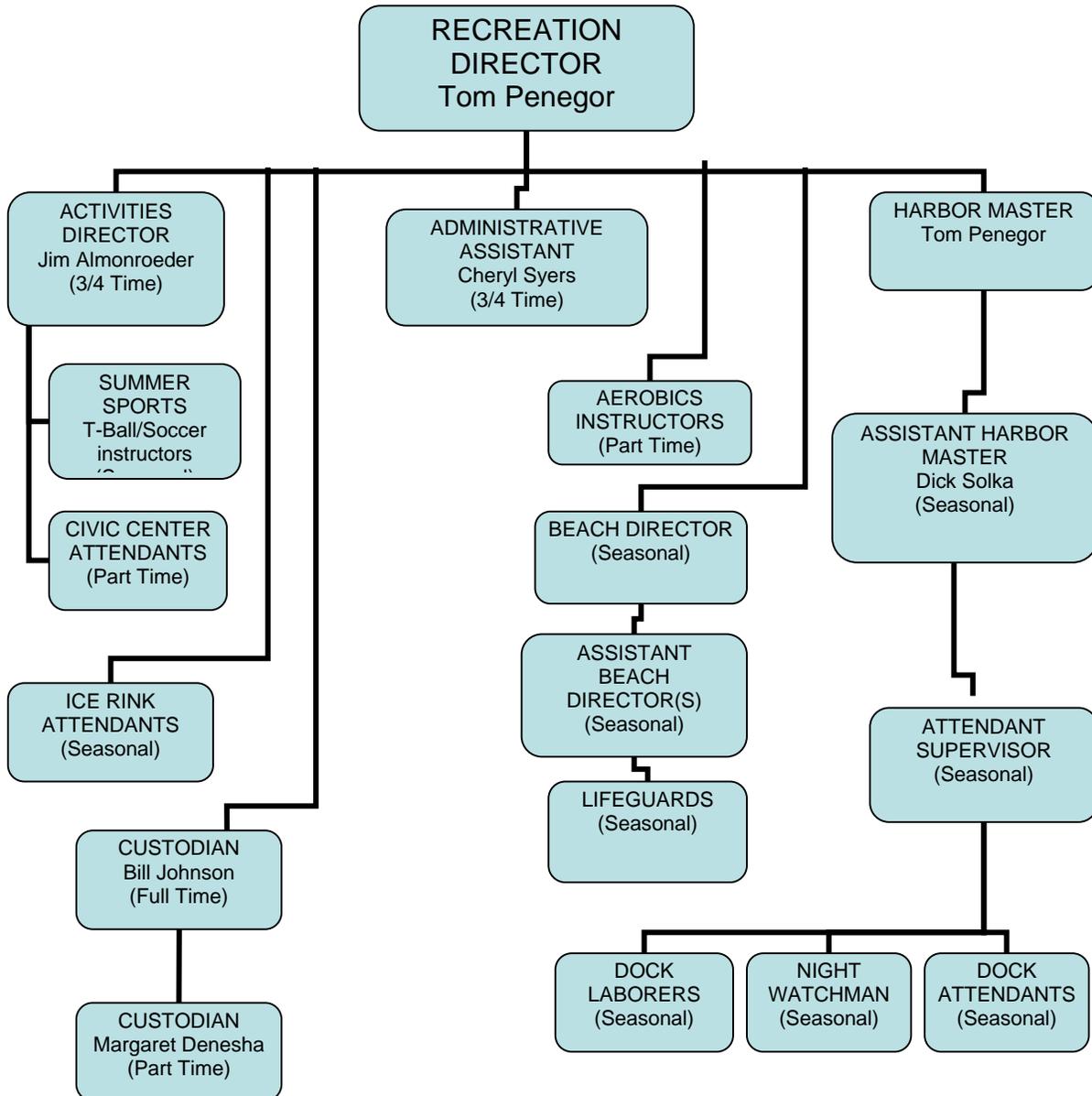
I. Public and Community Relations

1. Interpret to the public, the community recreation program and its philosophy and objectives through all suitable means including the use of staff members as well as new media.
2. Promote the public use of recreation facilities, areas and equipment for group and individual play, recreation and relaxation through a continuing program of

public education.

H. Records and Reports

1. Maintain systematic, complete and accurate records of Department activities and services, personnel and property.
2. Prepare and issue regular and special reports for use by staff, Recreation Advisory Board, Administration, City Council and other, and for the information of the community.



City of Escanaba
Recreation Department
Organizational Chart
As of 10/12/06



Wells Sports



Escanaba Athletic Field

Volunteer groups have given their valuable time and input during the development of this plan.

Solicitations for public input have been administered during the planning stages and will be documented in the Appendices that follow the plan.

The City of Escanaba has working relationships with the local school district, area YMCA, Bayside Soccer, Little League Baseball, American Legion Baseball, and the Escanaba Fan Club to maintain and operate various recreation opportunities located in the City. Other communities that share in recreation upkeep in the City include Escanaba Township and the City of Gladstone.

3.3 Methods of Maintenance/Park and Recreation Budget

The City of Escanaba has traditionally supported a variety of park and recreation facilities complimented by a year-round cycle of programs. The City of Escanaba draws its annual operational support to maintain its park and recreation facilities from the City's General Fund, fees and charges, and augmented by private donations and state/federal grants earmarked for specific projects. The City's *User Fee Policy* is intended to augment General Fund contributions to a certain degree, generate about 10% to the total parks and recreation budget supported by the General Fund.

Another method of financing park/recreation facilities has been the use of Special Revenues or Enterprise accounts. The Municipal Marina operation, which includes all Marina and related boating activities, currently uses the Special Revenue accounting system separating these activities from the General Fund. The Marina and related boating activities generate revenues that offset most of our expenditures.

The annual parks, recreation and marine operational budgets are formulated by the Recreation Director and the Superintendent of Public Works. The City Manager reviews budget requests and the City Council approves appropriations annually.

Table #13, *Parks, Recreation, Marine and Capital Outlay Appropriations FY 2006-07*, reflects all park and recreation administration, maintenance and programmed activity appropriations. Capital outlay projects are also included.

**TABLE #13
PARKS, RECREATION, MARINE AND CAPITAL OUTLAY
APPROPRIATIONS FY 2006-07**

<u>GENERAL FUND</u>	
<u>FACILITY/ACTIVITY</u>	<u>AMOUNT BUDGETED</u>
City Hall & Grounds - Maintenance	\$ 134,844
Civic Center - Operations & Maintenance	\$ 149,867
Civic Center - Activities	\$ 62,981
July 4 th - Activities & Fireworks	\$ 15,977
Community Service - Special Events	\$ 21,750
Administration	\$ 104,992
Summer Sports - Activities & Maintenance of Facilities	\$ 123,177
Wading Pool	\$ 12,789
Winter Sports - Facility Maintenance	\$ 52,380
Municipal Beach - Operations & Maintenance	\$ 33,941
Park Maintenance	\$ 174,149
<i>SUBTOTAL - GENERAL FUND</i>	\$ 886,847
 <u>MARINA FUND</u>	
Marina & Boating Activities	\$ 277,399
<i>SUBTOTAL - MARINA FUND</i>	\$ 277,399
 <u>BONIFAS TRUST FUND</u>	
Civic Center - Maintenance & Improvements	\$ 15,000
<i>SUBTOTAL - BONIFAS FUND</i>	\$ 15,000
 <u>GREAT LAKES FISHERY TRUST FUND</u>	
North Shore Fishing Area	\$ 293,063
<i>SUBTOTAL - GREAT LAKES FISHERY TRUST FUND</i>	\$ 293,063
TOTAL PARKS, RECREATION, MARINE & CAPITAL	<u>\$1,472,309</u>



Civic Center Game Room

3.4 Community Resources

General funds are used for capital improvements and maintenance activities associated with the recreational facilities. Also, local service organizations and businesses have shown support for City recreational projects. The support has been verbal and in the form of volunteer time. The community takes great pride in the involvement of private citizens, businesses and groups that give freely of their time and resources for the betterment of the City's recreational facilities and programs.