

SECTION 2.0

ADMINISTRATIVE STRUCTURE

CITY OF NEW BALTIMORE PARKS AND RECREATION MASTER PLAN

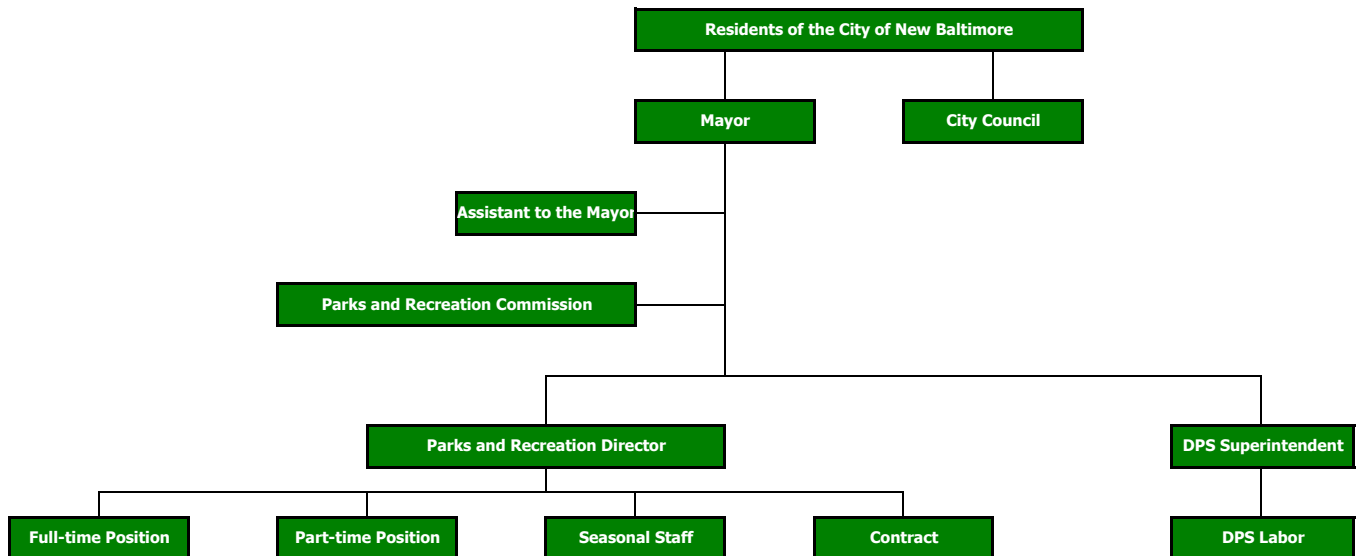


Administrative Structure

The planning, development, and maintenance of a comprehensive parks and recreation system cannot be accomplished without a unified administrative structure. A web of elected officials, boards, commissions, administrators, staffers, and volunteers is needed to ensure that investments are made soundly and services are delivered efficiently. From developing annual budgets to staffing fitness classes the administrative structure surrounding parks and recreation is vital to current operations and future accomplishments.

The following section will detail the City of New Baltimore’s Parks and Recreation Administrative Structure. Currently the City of New Baltimore Parks and Recreation services are managed and administered by the following entities: New Baltimore City Council (elected), New Baltimore Parks and Recreation Commission (appointed), and the City of New Baltimore Recreation Department.

Table 13: New Baltimore Parks and Recreation Organization Chart



City Council

The New Baltimore City Council is the governing body of the City. The six member council oversees the general administration of the City including the City’s general operating budget and capital improvement funds for parks and recreation facilities. By having control over the City’s finances the City Council is the definitive authority on how parks and recreation services and facilities will be delivered to the community.

Commission of Parks and Recreation

The City of New Baltimore Parks and Recreation Commission was created on March 12th 1990 by City Ordinance No. 37. The Ordinance established a seven member commission appointed by the Mayor with the consent of the City Council. The Ordinance directs the Commission to perform the following duties and responsibilities:

1. Review, consider, discuss and make recommendations to the planning commission relative to present and future needs and requirements of the city and its residents for parks and recreation facilities.
2. Review, consider, discuss and make recommendations to the city council and to the mayor relative to rules and regulations for public parks and recreation facilities and activities within the city.
3. Review, consider and discuss with the director of parks and recreation and make recommendations to the director of parks and recreation regarding the programs and activities of the city with respect to parks and recreation and the policies, rules and procedures governing such programs and activities.
4. Review, consider, discuss and make recommendations on such issues, matters, topics, questions, and city projects and programs related to parks and recreation as shall be requested by either the mayor or the city council.

This group of appointees is an instrumental cog in the administration of parks and recreation services within the City of New Baltimore. Beyond developing strategies and setting policies the Commission also is a conduit for public input and outreach. Each Commission meeting allows for the public to engage this group of community leaders and explore any and all opportunities regarding parks and recreation.

City of New Baltimore Recreation Department

The New Baltimore Recreation Department was established by City Council in 1970. The mission of the New Baltimore Recreation Department is to "Provide a wide variety of leisure and cultural activities, special events, facilities and programs that encourage health, fitness, relaxation, cultural enrichment and learning as well as opportunities for community involvement in a safe, clean, wholesome environment to meet the needs of our growing community. Our programs seek to complement existing programs offered by other community groups." Under the leadership of the Parks and Recreation Director the Department utilizes an integrated staff of full-time employees, part-time employees, contractual workers, and volunteers to administer there wide variety of programs, activities, and services. The Director also coordinates with the Anchor Bay School District for use of their facilities for activities and programs to be offered through the Parks and Recreation Department. Beyond programs and activities the Recreation Department works closely

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with the Mayor, City Council, Public Works Department, and Parks and Recreation Commission to maintain, develop, and acquire parks and recreation facilities.

City of New Baltimore Recreation Center



Recreation Programming

The City of New Baltimore Recreation Department offers a diverse range of recreation programs and activities, which include instructional classes, athletic competition and special events for all age groups. Programs are geared towards a seasonal schedule with activities administered in the Spring/Summer sessions and the Fall/Winter sessions. These programs change from time-to-time to reflect the needs and preferences of City residents. Residents from adjoining communities are permitted to participate in these programs. The City attempts to coordinate programming with Chesterfield and Ira Township so that different activities are offered in each community.

Recreation Budget

On an annual cycle the City of New Baltimore prepares a budget to execute parks and recreation services, programs, and facilities. This process sets aside annual expenditures for the department, building and grounds, seasonal expenditures, and activities funds. The 2010/2011 Parks and Recreation Budget totaled \$580,162 with the largest line item being Department expenditures, including salaries and fringe benefits, accounting for \$239,541. Currently the 2011/2012 Parks and Recreation Budget is set at \$532,798 with the largest line item being Department expenditures again totaling \$226,655. Maintenance for the City parks is the responsibility of the City’s Department of Public Service (DPS) and the cost associated with this maintenance is included in “Building and Grounds” portion of the table. The City’s general fund is the primary source of revenue for the Recreation Department. User fees are charged for programs and leagues but are not shown as revenues to offset the expenditures. A complete breakdown of the current budget and prior year’s budget are illustrated in the corresponding chart.

Table 13: New Baltimore Parks and Recreation Organization Chart

New Baltimore Parks and Recreation Budget		
	2010/11 Budget	2011/12 Budget
Parks and Recreation Department Expenditures	\$239,541	\$226,655
Building and Grounds: Recreation Center	\$74,519	\$70,753
Building and Grounds: Park/Pavilion Expenditures	\$163,421	\$134,275
Parks and Recreation: Summer Expenditures	\$64,881	\$63,399
Parks and Recreation: Baseball Expenditures	\$37,800	\$37,716
Total:	\$580,162	\$532,798