

Chapter 3. Administrative Structure

3.1 City Council.

The City of Charlevoix is governed by a seven-member City Council, which is comprised of a mayor, and six council members elected by district. Charlevoix has a Council-Manager form of government. Each of the officials is elected to serve two-year terms. The role of the Council is to develop legislative policies which include the adoption of all planning documents and the establishment of the yearly fiscal budget. In regards to parks and recreation, the City Council approves all park planning documents, policies, and financial budgets.



3.2 City Staff and Organization

Administration of the City's operations is the responsibility of the City Manager, a contracted employee in charge of implementing the council's legislative poli-

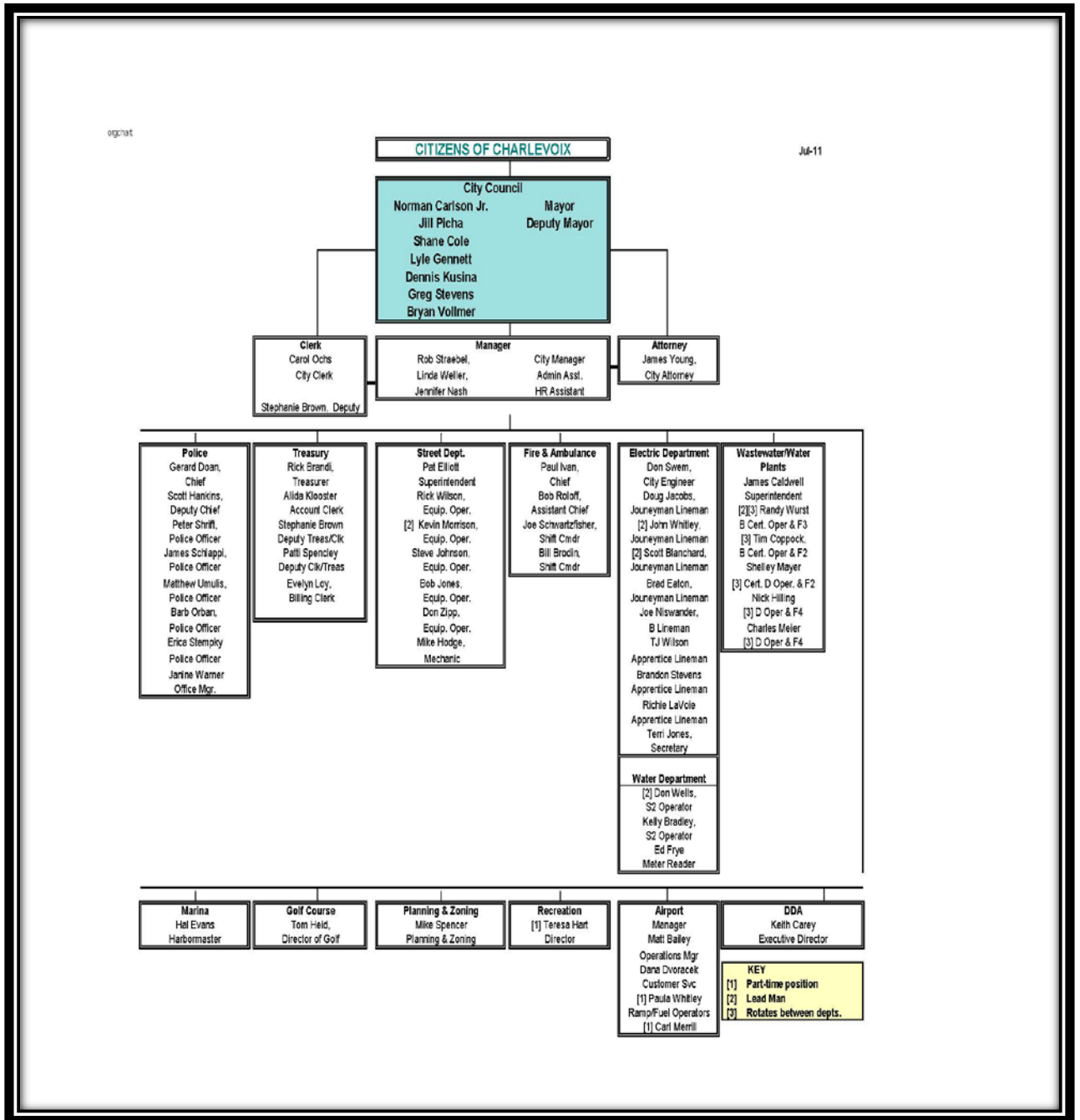
cies through day-to-day operations. The City has roughly 48 fulltime employees involved in its daily operations, which include all public services, parks and recreation, finance, planning and zoning, and public safety. An additional number of part-time and seasonal employees are hired throughout the year, though mainly in the summer months. The majority of these seasonal employees work for the Recreation and Street departments, as well as the Municipal Marina.

The Recreation Director oversees all City recreational facilities, including operating all activities at Mt. McSauba and Camp McSauba, the Carpenter Avenue Ball fields, the Charlevoix Community Skate Park, all Volleyball and Basketball Leagues, Flag Football, and the City's three main beaches. Additionally, the Parks Department facilitates the programs at its various locations, including recreation leagues and Camp McSauba day camp.

The care and maintenance of the City's parks is assigned to the Street Department. The Street Department provides year-round maintenance, such as mowing, repairs to facilities, and cleaning. In most cases, the Street Department is also responsible for overseeing the installation and maintenance of capital im-

provement projects. The security and safety of and for the parks is provided by the Charlevoix City Police and Fire Departments.

The Charlevoix Golf Club and Marina are provided specific year round and seasonal staff and are overseen by a Superintendent and Harbormaster, respectively.



3.3 Parks and Recreation

Funding

The total budgeted General Fund expenditures for the City of Charlevoix for Fiscal Year 2010-2011 is \$3,233,400.

Funding for the care and development of the parks is within the General Fund. In the 2010-2011 Fiscal Year, the projected annual expenditures are \$833,700.

Expenses against the following funds are projected:

Parks	\$331,600
Recreation Department	\$32,000
City Beaches	\$20,600
Ball Fields	\$17,100
Day Camp	\$48,100
Ice Rink	\$4,200
Mt. McSauba	\$127,900
Basketball/Volleyball	\$1,000
Skate Park	\$6,700
Golf Course	\$215,400
Boat Launch	\$18,100
City Marina	\$235,000

Funding sources for these facilities come from a variety of sources including the general fund, user fees, rentals, and general donations. The fees are set on an annual basis by City Council.

Charlevoix Compared to Other Cities

Another important indicator of how highly valued the City’s parks and recreation facilities and programs are would be the percentage of the general fund expenditures as compared to other communities. The City of Charlevoix

spends approximately 28.5% of the General Fund on “Arts, Culture, and Recreation.” This figure is much higher than most other communities. As revenues decrease, due to declining property taxes, the City will have to closely evaluate facilities and programs to streamline spending and potentially make cuts or postpone improvements. The following list includes figures from other cities as outlined in their “financial dashboards” they are required to provide to the public and the State of Michigan. The figures were taken from the city websites in October of 2011.

<u>CITY</u>	<u>% of GENERAL FUND</u>
Charlevoix	28.5%
Petoskey	21%
Boyne City	12%
Harbor Springs	11.5%
East Jordan	12%
Suttons Bay	11.7%
Mackinaw City	30.4%
Cheboygan	13%
Kalkaska	4%
Manistee	6.9%

3.4 Relationships with Other Organizations

City of Charlevoix recognizes the importance and value that comes from cooperation with other organizations and groups on parks, recreation, and related programs. These organizations include governmental units, non-profits, service clubs, the schools, and other groups. The next section highlights some of the major partners including the schools,

the Charlevoix Area Community Pool, and the Grand Traverse Band of Ottawa and Chippewa Indians followed by a brief description. The last section lists other organizations that play such an important role in Charlevoix's area parks and recreation facilities and programs.

Charlevoix Area Schools

The City has successfully collaborated with the Charlevoix School District in many capacities. Building on this past success, the City hopes to increase involvement and participation in the planning process for parks, recreation and programs.



Area youth make up the majority of the users of the recreation facilities and program participants. Charlevoix Public Schools, St. Mary School, Northwest Academy, the Charlevoix/Emmet Intermediate School District and the Charlevoix Children's House are all important organizations and users of our recreation facilities and programs.

Examples of the City-School cooperation include an agreement that allows the use of the gymnasium at the Middle School for the City's youth basketball programs, and the use of the Kipke Field for 3rd grad flag football. In addition, the Elementary School is utilized for Co-ed and Women's Volleyball Leagues. The High School softball fields are utilized for summer fast pitch tournaments at different times as needed.

In reciprocity, the agreement allows the public schools to use the Mt. McSauba recreational facilities for Middle School Ski Team practice and other special events that occur throughout the year. Cooperation with the City of Charlevoix and the Charlevoix School District also includes a no fee agreement or minimal fee for general facilities use.

Grand Traverse Band Of Ottawa and Chippewa Indians.

The Grand Traverse Band has always been a key contributor to park and recreation facilities throughout Northern Michigan. Specifically, in Charlevoix, the Grand Traverse Band has helped finance the new groomer and the youth members of the tribe are active winter sports participants at Mt. McSauba.

The City also received a \$20,000 grant for engineering and design of the Lake to Lake Trail in 2011, providing a critical financial boost for that trails project.

Charlevoix Area Community Pool

In 2004 supporters of the pool went to the public and passed a Recreational Authority Millage for the City of Charle-

voix, Hayes Township and Charlevoix Township. These funds help keep the fees reasonable for users, including dollar nights (non-district users pay \$1.50), two nights a week. The millage has also allowed the pool to put aside \$35,000 a year in a contingency fund. This fund was used in 2007 to replace the aging ventilation system (\$110,000).

The pool, located to the north of the City in Hayes Township, is used both for recreational swimming and by various local organizations. For example, the Charlevoix Area Hospital utilizes the pool for activities like health-related rehabilitation. Camp McSauba participants also utilize the pool for leisure swimming during the summer months.

Other Cooperative Organizations and Groups.

- Charlevoix County
- Charlevoix Township
- Hayes Township
- Marion Township
- Norwood Township
- Eveline Township
- Charlevoix Public Library
- Michigan Department of Natural Resources
- Michigan Department of Transportation
- Bergmann Center
- Charlevoix Area Hospital
- Lions Club
- Elks Club
- Rotary Club
- Kiwanis Club

- Top of Michigan Trails Council
- Water and Air Team Charlevoix (WATCH)
- Charlevoix County Community Foundation
- St. Mary's Cement
- The United Way
- Street Legends
- Rainbow Shop
- VFW
- American Legion
- Frey Foundation

