

# Chapter 6: Administrative Structure

## CITY PARKS & RECREATION

Berkley has a fully staffed Parks & Recreation Department committed to providing recreation services to the community. The Parks & Recreation Director is a full-time position and responsible for the administration of the Department. In this capacity, the Director and her staff plan, organize and implement programs and facilities designed to meet the recreation needs of the community. The Director is hired by and responsible to the City manager.

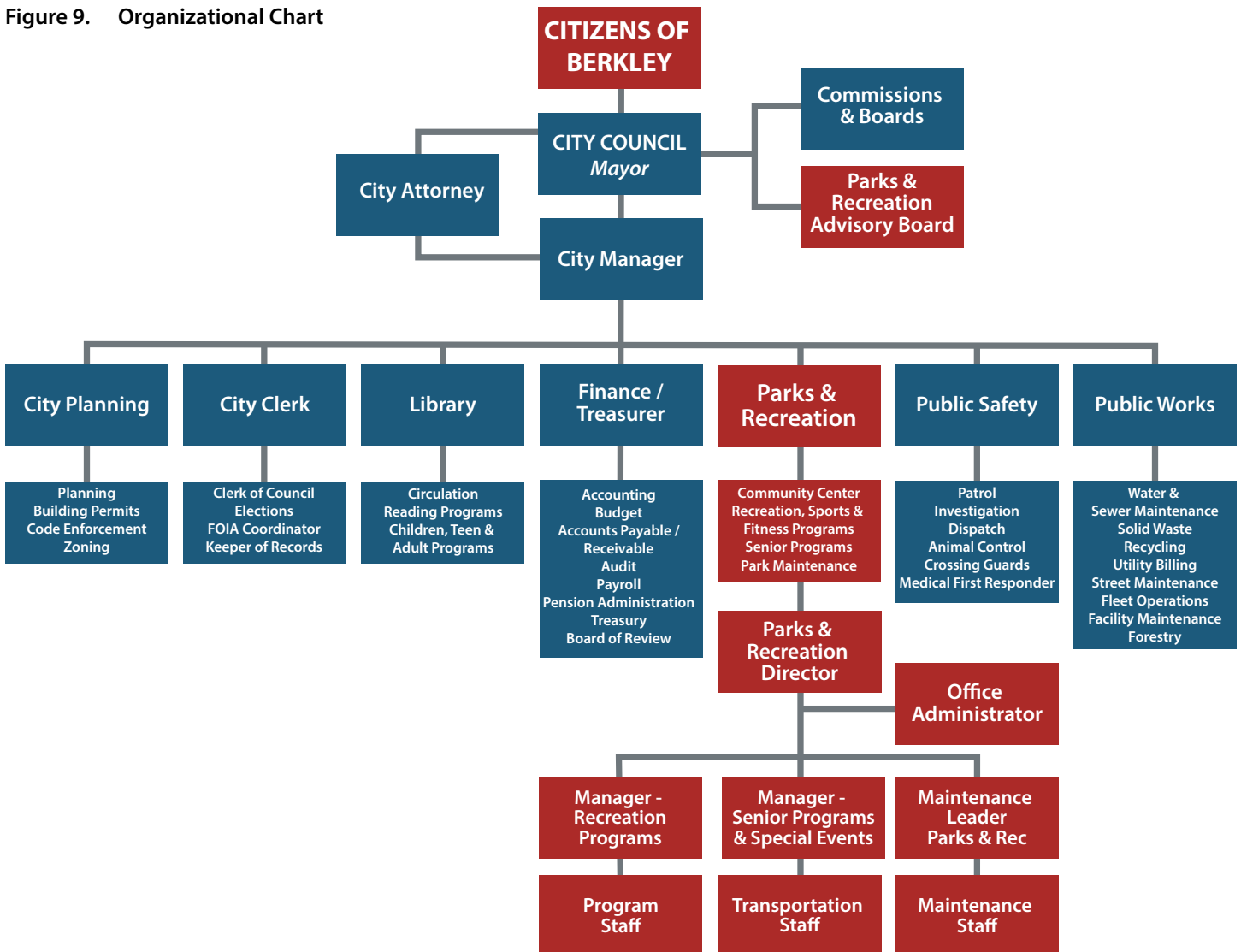
The City Manager is responsible to the City Council, which makes the final decisions relative to site improvements, capital projects, and the budget. Department staff operates all recreation programs, and maintains all of the facilities it owns or leases.

Part-time and seasonal staff are used on an extensive basis. The Senior Coordinator is a part-time position working approximately 28 hours a week. Seasonal employees amount to 30-40 people annually.

The Parks & Recreation Department currently employs 5 full-time staff :

- Parks & Recreation Director – Theresa McArleton
- Manager, Recreation Programs – Scott Jennex
- Manager of Senior Programs and Special Events - Dan McMinn
- Maintenance Leader – Joe Nazione
- Office Administrator – currently vacant

Figure 9. Organizational Chart



## PARKS & RECREATION ADVISORY BOARD

The City of Berkley Parks & Recreation Advisory Board is a volunteer board originally established in 1971 under P.A. 156, Recreation and Playgrounds, of 1917. The Board meets every other month on the second Thursday of the month to discuss general park and recreation operations and to provide input and recommendations on both the short- and long-range planning of the recreation programs and facilities in the City. Sub-committees are formed for special projects on an as-needed basis.

## FUNDING AND BUDGET

The Parks & Recreation Department is supported from the City General Fund, user fees, donations, and grants. A three-year comparison of the Parks & Recreation budget is included in Table 21.

**Table 21. General Fund Budget Summary**

REVENUES	2017 - 2018	2018 - 2019	2019 - 2020
Ice Arena Fund	\$52,870.00	\$73,980.00	\$247,035.00
Senior Revolving Fund Including Transfers to Rec	\$159,880.00	\$174,293.00	\$151,862.00
Recreation Revolving Fund:			
Salaries & Fringe Benefits	\$524,215.00	\$572,032.00	\$468,992.00
Materials & Supplies	\$36,785.00	\$42,869.00	\$35,045.00
Contractual Services	\$212,400.00	\$241,966.00	\$268,414.00
Insurance	\$6,658.00	\$6,729.00	\$6,863.00
Utilities	\$27,200.00	\$27,987.00	\$27,000.00
Other Charges	\$22,889.00	\$29,620.00	\$19,867.00
Capital Outlay	\$35,839.00	\$12,010.00	\$68,677.00
Transfer Out	\$-	\$20,000.00	\$-
Debt Service	\$-	\$-	\$-
<b>Total Expenditures</b>	<b>\$1,078,736.00</b>	<b>\$1,201,486.00</b>	<b>\$1,293,755.00</b>

REVENUES	2017 - 2018	2018 - 2019	2019 - 2020
Ice Arena Fund Revenue and Transfer In	\$44,444.00	\$80,210.00	\$249,000.00
Recreation Revolving Fund Revenue	\$603,549.00	\$596,634.00	\$334,104.00
Senior Recreation Revolving Fund Revenue	\$75,574.00	\$84,081.00	\$69,625.00
Recreation Revolving Fund Transfers In	\$420,000.00	\$450,000.00	\$450,000.00
<b>Total Revenues</b>	<b>\$1,143,567.00</b>	<b>\$1,210,925.00</b>	<b>\$1,102,729.00</b>

## VOLUNTEERS AND PARTNERSHIPS

The Parks & Recreation Department works very closely in cooperative relationships with many of the civic organizations, youth sports associations, and special interest groups that are active in the community. Members of these groups have spent countless hours volunteering their time managing and coordinating youth sports programs. Others have provided a wealth of knowledge and skills, as well as monetary donations and labor to assist the City in coordinating programs and completing a variety of park improvement projects. As an example, volunteers have participated in the City's Adopt-A-Park program which requires substantial commitments of time and financial resources for beautification projects. These groups include:

### YOUTH SPORTS ASSOCIATIONS:

- SOCS – Soccer Club
- Dad's Club – Baseball
- Hoops – Basketball Club
- Mom's Club – Girl's Softball
- Steelers Football

### CIVIC ORGANIZATIONS:

- American Legion
- Knight's of Columbus
- V F W
- Rotary Club
- Berkley Junior Women's Club
- Tri-Community Coalition
- Berkley Days Association

### SCOUTING GROUPS:

- Boy Scouts
- Girl Scouts

### OTHER ORGANIZATIONS:

- Chamber of Commerce
- Friends of Berkley Parks & Recreation
- Friendly Neighbors Club
- Berkley/Huntington Woods Youth Assistance
- Historical Society
- Berkley Bear Boosters
- Tree Advisory Council
- Friends of the City of Berkley Library
- Red Hat Society

The City's Parks & Recreation Department also works with individuals who regularly give of their time and talents to assist with special projects, office and clerical tasks, special events and numerous other activities. In appreciation of all these efforts, the City publicly recognizes these individuals and groups on a regular basis, and the Parks & Recreation Department routinely provides support services essential to the success of their endeavors.

The City of Berkley Parks & Recreation Department has also developed a working agreement with the Berkley School District. The City has lease agreements with Angell, Pattengill, and Rogers Elementary Schools and Anderson Middle School. As part of this agreement, the Parks & Recreation Department maintains the grounds and equipment at Angell Playground, while the School District continues to maintain the Rogers and Pattengill playgrounds and Anderson's facilities. The City uses Anderson for their Summer Day Camp program and the playgrounds as park space. In turn, the Schools use the City's ballfields and tennis courts for high school athletic teams, and the City's play equipment for elementary children's recess activities.





