



### III. Administrative Structure

#### Board of Commissioners

A nine member elected Board of Commissioners governs the County of Bay. As the elected governing body, the Board of Commissioners is responsible for establishing countywide policy, articulating priorities, and adopting an annual operating and capital improvement budget. Through its policy setting functions, the Board of Commissioners establishes recreational opportunities through land and facility use decisions and funding appropriations for programs. The Board of Commissioners is organized into several different committees. Recreation planning and programming generally falls into three of these committees. The Personnel Committee reviews personnel matters including staffing levels and the filling of vacancies. The Human Services Committee generally reviews recreation planning, programming activities, and grant applications. Budget appropriations and the establishment of fees, and other financial matters are the responsibility of the Ways & Means Committee.



## **County Executive**

In 1978, Bay County voters approved the optional unified form of County government as specified by PA 139 of 1973, with an elected County Executive. The County Executive has authority over all county facilities and departments except those headed by other elected officials. The County Executive is responsible for the administrative oversight of recreational facilities and programs. Planning, analysis and day to day management decisions affecting recreational facilities and activities is the responsibility of the Recreation and Administrative Services Department. An employee Organizational Chart for the Bay County Recreation and Administrative Services Department is included at the end of this Section.

## **Programming**

Bay County offers a variety of programs in its park facilities and it cooperates with other communities and school districts to expand those offerings.

### **At the Civic Arena**

The Bay County Civic Arena, established in 1997, provides ice skating opportunities in figure skating, speed skating, and hockey. These programs provide opportunities for skaters of all ages. Non profit collaboration occurs with the Bay County Speed Skating Club, the Bay County Hockey Association, local school districts and others.

A youth training camp is offered each summer, and learn-to-skate is available on a year-round basis. The Bay County Civic Arena serves as the home ice for the Bay City Public Schools, Bay City Wolves, Bay Area Thunder, and the Delta College Pioneers hockey club.

Recent efforts have resulted in skating programs for youngsters located throughout the County in the Pinconning Area Schools, Bangor Township Schools, Essexville-Hampton Public Schools, and the Bay City Public Schools. Students at local charter, private and parochial schools are also offered opportunities to participate. Partial funding is provided through an endowment established when the Civic Arena was constructed and held by the Bay Area Community Foundation.

### **At the Community Center**

Bay County owns and operates the Bay County Community Center, located at 800 John F. Kennedy Drive, located within Veterans Memorial Park (which is owned by the City of Bay

City). Constructed in the 1950's, the Community Center is home for the county operated summer youth recreation programs during June, July and August each year. It also serves as the home of the Bay County Sports Hall of Fame. An outdoor swimming pool is operated each summer at the Community Center site. Programs for young people and families are offered, as well as use by BAYS, the Bay Area Youth Swim team.

The Community Center became the primary site for the Bay County Walk Michigan Program, offered in collaboration with the Michigan Recreation and Parks Association, along with Blue Cross and Blue Shield of Michigan. Walks are actually occurring at various parks and sites throughout Bay County.

#### **At the Golf Course**

Bay County owns and operates an 18-hole public golf course established in 1966, which serves as a host site for local high school golf programs, and is home to many leagues as well as open golf opportunities for the public.

The Bay County Golf Course has worked extensively on programming in response to needs of disabled golfers, including golf clinics and learning opportunities in partnership with Michigan Sports Unlimited. An accessible mobility cart is owned by the course and available to disabled golfers.

#### **At the Bay County Fairgrounds**

Bay County owns and operates the Bay County Fairgrounds, located at 800 Livingston Avenue. This multi-use facility serves as home to the Bay County Fair and Youth Exposition each year in early August. Other activities include use of the handicapped accessible grand stands for shows and events such as tractor pulls and demolition derbies and others, a canteen building used for events, rented for private parties and used as a congregate nutrition site for Senior Citizens operated by the Bay County Division on Aging, rental stables for private horse owners, a hard surfaced walking/jogging extension of the Bay County Rail Trail Systems, picnic pavilions, playgrounds, Bay County's only dog park, and open green space.

The Fairgrounds is also home of the Bay County Parks & Recreation crew of the Buildings & Grounds Division, as well as the Bay County Animal Shelter and Mosquito Control opera-

tions. Bay County works cooperatively with the Bay County Fair Board, Humane Society of Bay County, and other groups on programs offered at this location.

**Other Cooperative Programs**

Bay County works collaboratively with the Bay County Softball Association to provide soft-ball league play using the lighted diamonds in Veterans Memorial Park. These diamonds are owned by the City of Bay City but maintained by the Bay County Parks and Recreation maintenance staff.

Outdoor beach volleyball is provided by Bay County on outdoor beach volleyball courts owned by the City in Veterans Memorial Park.

**Current Funding Sources and Budgets**

Sources of revenues for Parks and Recreation in Bay County include the county general fund, user fees, rental fees and donations. Those revenues are broken down in the chart below:

<b>BAY COUNTY PARKS AND RECREATION BUDGETED REVENUES</b>		
	<b>2008</b>	<b>2009</b>
User Fees	\$697,659	\$711,409
Rental fees	\$765,000	\$768,000
Donations	\$20,000	\$18,000
Other Revenues	\$293,797	\$378,152
<b>TOTALS</b>	<b>\$1,776,456</b>	<b>\$1,875,561</b>

A breakdown of two years of budget data is shown below.

<b>BAY COUNTY PARKS AND RECREATION BUDGETED EXPENDITURES</b>		
	<b>2008</b>	<b>2009</b>
Operation & Maintenance	\$1,752,521	\$1,801,386
Programming (leagues, special events, etc.)	\$327,692	\$338,290
Capital Expenditures	25,670	\$60,300
<b>TOTALS</b>	<b>\$2,105,883</b>	<b>\$2,199,976</b>

### **Role of Volunteers and Relationships with School Districts, Other Public Agencies, or Private Organizations**

The County of Bay serves the population within the geographical and political boundaries of Bay County. To serve its citizenry, elected officials and staff seek out the input and involvement of others. On-going communication with citizen groups, other elected officials and staff of the surrounding municipalities, schools, private non-profit organizations, and private sector assures a coordinated effort. Although the community does not have a formally recognized recreational advisory group, several other groups of citizens fulfill essentially comparable responsibilities.

These other groups including associations, collaborations, and fund-raising efforts, provide countless volunteer hours developing, maintaining and providing recreational opportunities for the citizens of Bay County. The Bay County Volleyball Association and Basketball Association of Bay County, meet with staff at a minimum, twice each year. Similarly, meetings with Golf League Secretaries and the Bay County Softball Association occur at season opening and closure. Efforts are directed at developing programming. These efforts are fostered by strong relationships with the local schools and non-profit community that provides access to other facilities and programming. Activities also occur on a weekly basis with the Division on Aging, which is located on the north side of the Community Center.

In addition to the County operated summer recreation program, Bay County provides funding for similar programs operated by the Bay City Public Schools (VIP Program) and the Boys & Girls Clubs of Bay County with site locations in Bay City, Essexville, and Pinconning; as well as offering financial assistance to the Auburn Williams Summer Recreation program for transportation for field trips to the Civic Arena, swimming pool and other locations. 2008 funding for these programs was \$22,000. Several hundred children are served each year.

Outside the Community Center, Bay County operates beach volleyball courts and lighted softball diamonds which are owned by the City of Bay City. This City-County collaboration at this location has been a long standing arrangement for many years.

At the Bay County Fairgrounds, the County works in concert with the Bay County Fair Board, MSU Extension and 4-H, and the Humane Society of Bay County. In 2006, the County established a dog park at the site with funding provided by the Humane Society and labor by the County staff.

## **Recreation Policies and Procedures**

Generally, policies and procedures fall into two categories. First there are those established by the Board of Commissioners and County Executive that apply to all county departments; for example, the County purchasing policy, annual budget, and schedule of fees. The Assistant County Executive for Recreation and Administrative Services, in concert with department heads and other county administrators, develops other department specific policies and procedures. Examples of these policies include fee waivers, rules of facility use, and cash handling practices.

Recognizing the County's limited financial resources, the organization has adopted a policy that prioritizes lower or no cost opportunities for youth while adult opportunities generally require payment. Adult sports activities such as softball are responsible to cover all program cost through user fees.

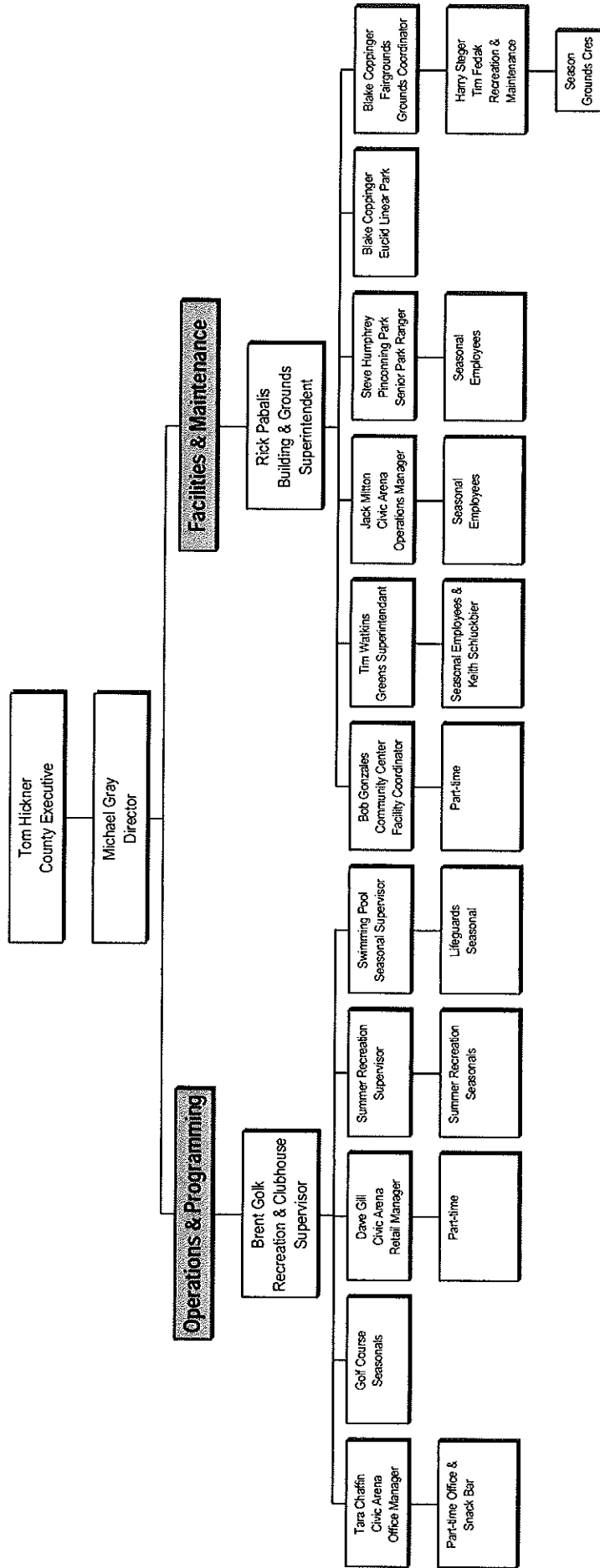
In general, when planning recreational opportunities, programs always provide opportunities for the needs and the skills of each individual enrolled. Programs are broad based, and every effort is made to provide updated programs to meet the changes in recreational trends. Programs are planned and offered for the following:

- +Elementary, Middle School, High School & Adults
- +Senior Citizens 60 and above
- +Individuals with disabilities

Seminars, classes and other planned activities will involve well-trained and educated instructors to provide the participant with the best possible experience. The program will involve opportunities for everyone educationally and recreationally. Opportunities for team competition will be programmed. Currently adult basketball and volleyball are played at the Community Center. Additional athletics will be planned where interests exist and when facilities are available for planning. Bay County programming will always strive to improve the physical, and social well-being of the individual.

Bay County has recently begun to focus on wellness activities for county employees, as well as county residents. Under this initiative, employees will be offered incentives to utilize county recreation facilities for physical activities which promote good health and wellness.

**Bay County Recreation and Administrative Services Department**



*Figure 3 – Organizational Chart for Bay County Parks and Recreation.*

