

Administrative Structure



ADMINISTRATIVE STRUCTURE

Management and planning for Pittsfield Township Parks & Recreation are within the purview of the Parks & Recreation Department, which reports to the Township Supervisor. The Park Commission is responsible for the purchase and development of Township parks. The chart to the right depicts the organizational structure of the Parks & Recreation Department.

In 1975, the Park Commission was formally established under Michigan Public Act 156 of 1917. The primary responsibilities of the elected Park Commissioners are to recommend and promote the acquisition of land for future park development, to plan and recommend improvements to current parklands and recreation facilities within parks, and to advise on the development of recreation programs specific to park facilities. The Commission also advises on park maintenance, equipment purchases and capital improvement projects funded through the park millage.

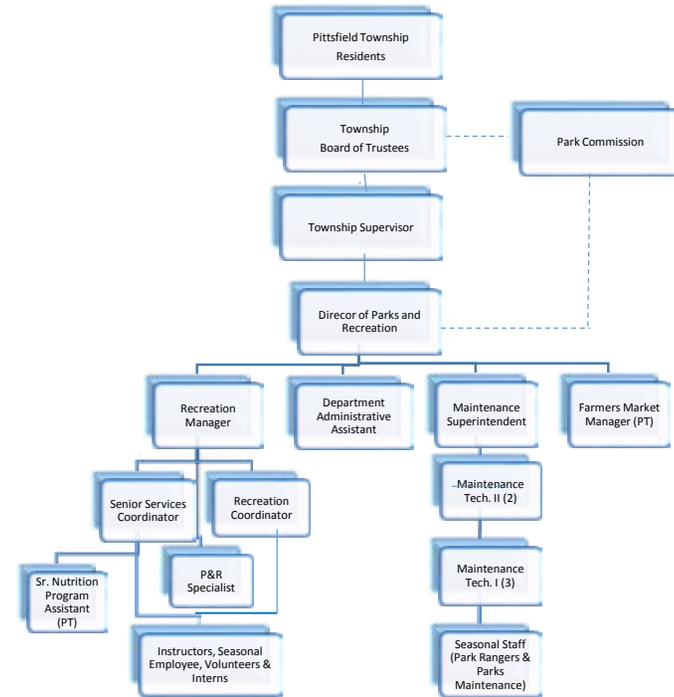
The Commission's mission statement is:

To improve the quality of life in Pittsfield Township through the purchase, development, and maintenance of park land for active and passive use; the development and maintenance of recreational programs and physical facilities that respond to the recreational needs of the entire Pittsfield community; and the cultivation of community awareness of our mission.

ADMINISTRATION

The Parks and Recreation Department, established in 1978, is headed by a full-time director who reports to the Township Supervisor. The Director oversees a variety of activities including:

- Coordination and development of park facilities and recreation programs
- Budget development and management, capital improvement program, supplies and park equipment purchases
- Personnel hiring, training, and assigning
- Park policy and law enforcement
- Park maintenance and improvement projects
- Maintaining a cooperative planning and working relationship with other community agencies
- Recreation and athletic programs and leagues
- Comprehensive community marketing program
- Research, preparation, and presentation of information required by various agencies



The Director is aided by 11 full-time and 2 part-time Department staff, including the Recreation Manager, the Senior Services Coordinator, the Recreation Coordinator, the Maintenance Superintendent, five Maintenance Technicians, a Parks and Rec Specialist and a Department Administrative Assistant. The Recreation Manager manages the daily operations of the Township's Recreation and Senior Services Program. The Senior Services Coordinator organizes the day-to-day operations of the senior program, and the development and implementation of programs for adults 55 and older. The Recreation Coordinator organizes the day-to-day operation of the recreation programs, program development, and implementation. The Specialist and Administrative Assistant provide administrative and customer service support to the department. The Maintenance Superintendent coordinates maintenance of the parks and Community Center and assists the Director in construction and park improvement projects. Since 2013, Pittsfield Township has hosted a Farmers Market, which has grown into a year round Market and was transferred from the Supervisor's Office to the Parks & Recreation Department in 2015. The Department also hires, trains, and supervises approximately 70 seasonal employees and instructors on a temporary basis each year.



PARTNERSHIPS

The Many Roles of Volunteers

The Township has many volunteers at the Pittsfield Senior Center for a variety of purposes. They have come together to instruct technology classes, including Computer Trouble Shooting, Intro to Windows 10, Use of Smart Phones, and Photoshop. They also instruct enrichment classes such as Cooking, Ukulele instruction, Pipers, and Genealogy. In addition, volunteers at the center lead activities, such as Line Dancing, Exercise classes, Bingo, and Wii Bowling. Other volunteers lead weekly groups, like Book Club, Creative Writers Group, Quilting, Wood Carving, Painting, Flower Arranging, and Red Hat Ladies.

Community volunteers and groups like scout troops, Ann Arbor Jaycees, and Pittsfield Township Historical Society help with large annual special events like the Eggstravaganza Egg Hunt, Harvest Festival, Haunted House, and Fishing Derby. Community groups, individuals, and businesses also help with park and trail clean-up activities.

Private Organizations

Pittsfield Township has also teamed up with some private organizations who have primarily led instruction for courses offered in Pittsfield Township. Some examples of local businesses include Diversified Solutions providing tennis lessons, Anyone Can Paint monthly landscape paintings, Wright's Karate instructing on self-defense. Both the Stonebridge Golf Course and Miles of Golf hold golf lessons. And, Hear Clear is a support group for those in the area who suffer from hearing loss.





Public & Religious Organizations

Many programs provided by Pittsfield Township rely on partnerships with public agencies and religious organizations. The Catholic Social Services recruits and manages a group of volunteers that help run the Retired Senior Volunteer Program's (RSVP) regular activities and office functions at the senior center such as making copies, assisting center members with trip/travel program information, making name tags, making phone calls, and giving tours of the facility to prospective new members. Similarly, the Area Agency on Aging 1-B provides volunteer assistance to a program that informs and enrolls elderly residents for Medicare and also prepares their taxes.

In addition, the Washtenaw County Office for Economic & Community Development administers grant funding that Pittsfield Township has used for the Senior Nutrition Program. Volunteers help with the Senior Nutrition Program by putting out place settings and assisting with sign-in sheets. And others help with monthly blood pressure checks. Through a grant, Washtenaw Community College also provides instruction for senior exercise classes. Lastly, the Washtenaw County Parks and Recreation Department rents out its indoor pool and studio that Pittsfield Township uses for swim lessons and its tumbling program.

School Districts

Pittsfield works with Ann Arbor Public Schools to use Carpenter Elementary for after-school programs as well as co-sponsors exercise programs at Scarlett Middle School. Together, Ann Arbor Public Schools and Pittsfield Township distribute flyers with Parent Teacher Organization information for various youth programs and contract bus services for Summer Day Camp field trips.



ANNUAL BUDGET

The Township's General Fund and the Park Millage support the Parks & Recreation Department. The General Fund provides about \$1 million in support, about a third of which is recouped in program fees, league charges and pavilion and field rentals. The Park Millage, which 72% of Pittsfield residents voted to extend in March 2016 for another ten-year period (2016-2026), is projected to provide about \$800,000 in revenues/year. For the past decade, the Park Millage revenues have been used, primarily, to pay the debt for the purchase of the 500 acre Pittsfield Preserve.

The below table outlines the Township's general priorities for use of the Park Millage funds, as outlined during the millage renewal process (January – March, 2016).

| Year | Projected Revenue | Majority Expenditure (Projected) |
|-------|-------------------|---|
| 2016 | \$849,465 | Preserve park debt: \$608,220 |
| 2017* | \$845,220 | Preserve park debt: \$608,100 |
| 2018 | \$841,000 | Acquire park/green space |
| 2019 | \$841,000 | Acquire park/green space Construct multi-modal facilities |
| 2020 | \$845,200 | Construct multi-modal facilities Improve park & senior amenities |
| 2021 | \$853,650 | Acquire park/green space Construct multi-modal facilities |
| 2022 | \$862,190 | TBD (Public Engagement in 2020) |
| 2023 | \$870,800 | TBD (Public Engagement in 2020) |
| 2024 | \$879,500 | TBD (Public Engagement in 2020) |
| 2025 | \$888,310 | TBD (Public Engagement in 2020) |
| 2026 | \$987,190 | TBD (Public Engagement in 2020) |

* In 2017, preserve park debt will close out.