

CHAPTER TWO

PLANNING AND ADMINISTRATION

The ability to plan and accommodate parks and recreation in the City of Wixom involves different aspects. First, the City emphasizes a consistent planning process in order to solicit ideas and public comments. This process was followed in preparing this plan, previous plans, and is used on an annual basis in order to monitor programs and facility needs. The City also has an established administrative structure to establish the roles of staff and the City's appointed and elected bodies to ensure an organized hierarchy is utilized during planning and implementation. Finally, Wixom has a separate budget for parks and recreation to allocate money from the general fund to manage parks and recreation spending.

PLANNING PROCESS

Task One: Community Profile. The first task was to obtain a description of Wixom's physical and social features. These features include location, land use, natural features, historic sites and a description of the area's transportation network as well as population features including the age/sex distribution, people with physical disabilities, types of households, employment and income.

Task Two: Recreation Inventory. The recreation inventory included site visits and written descriptions of recreation facilities in the City of Wixom including City parks, schools, churches and private facilities. The information included acreage, barrier-free accessibility, types of recreation activities, types of equipment and other descriptions of the physical attributes of the area's recreation facilities. A list of neighboring communities' facilities, State Parks, Oakland County Parks, and Huron-Clinton Metroparks within a short distance of Wixom was also inventoried.

Task Three: Public Participation. The City's Parks and Recreation Department hosted five focus group meetings with various interest groups including senior citizens, school representatives, sport groups, Oakland County Parks, Parks and Recreation staff, and the Parks and Recreation Commission. A public workshop was also held to gain input from the general public. In addition, a public hearing was held by the City Council before adoption.

Task Four: Analysis. Based on the data collected from tasks 1 through 3, information was analyzed in accordance with National Recreation and Parks Association guidelines, the experience of staff and consultants, the desires of the residents and potential funding sources.

Task Five: Action Program. Upon completion of the analysis, goals and objectives were determined to provide the framework for the Action Plan. This created the five-year plan and offers a checklist of what action is to be accomplished, when and where it will occur, who will accomplish it, how much it will cost, and potential funding sources.

Task Six: Plan Completion and Adoption. Once consensus was reached amongst City officials, a public hearing was held to present the recommendations of the plan and to solicit public input prior to adoption. Based on public comments, the plan was revised and the document was adopted by both the Parks and Recreation Commission and the City Council.

PUBLIC PARTICIPATION

Focus Groups. A series of four focus groups were held on the afternoon of November 20, 2006. The consultant team and City staff met with small groups representing senior groups, school district, athletic organizations, Oakland County parks, interest groups, and parks and recreation staff and commission. A summary of comments heard from the focus groups is included in *Appendix B Public Involvement*.

Public Workshop. Wixom hosted an evening public workshop on November 20, 2006 in order to collect input from residents. The workshop was presented in an informal format, with informational displays and stations for participants to visit. An opinion survey was distributed and LSL Planning and City representatives were available to answer questions and provide guidance. The workshop was advertised throughout the City and was attended by nearly 40 participants. A tally of the opinion survey is included in *Appendix B Public Involvement*.

Public Hearing. A copy of the draft Plan was made available to the public for their review 30 days prior to action by the City. Prior to their adoption of the Plan, the City Council conducted a public hearing on February 13, 2007. Both the availability of the Plan and notice of the public hearing were advertised in the local paper and posted on the City's webpage.

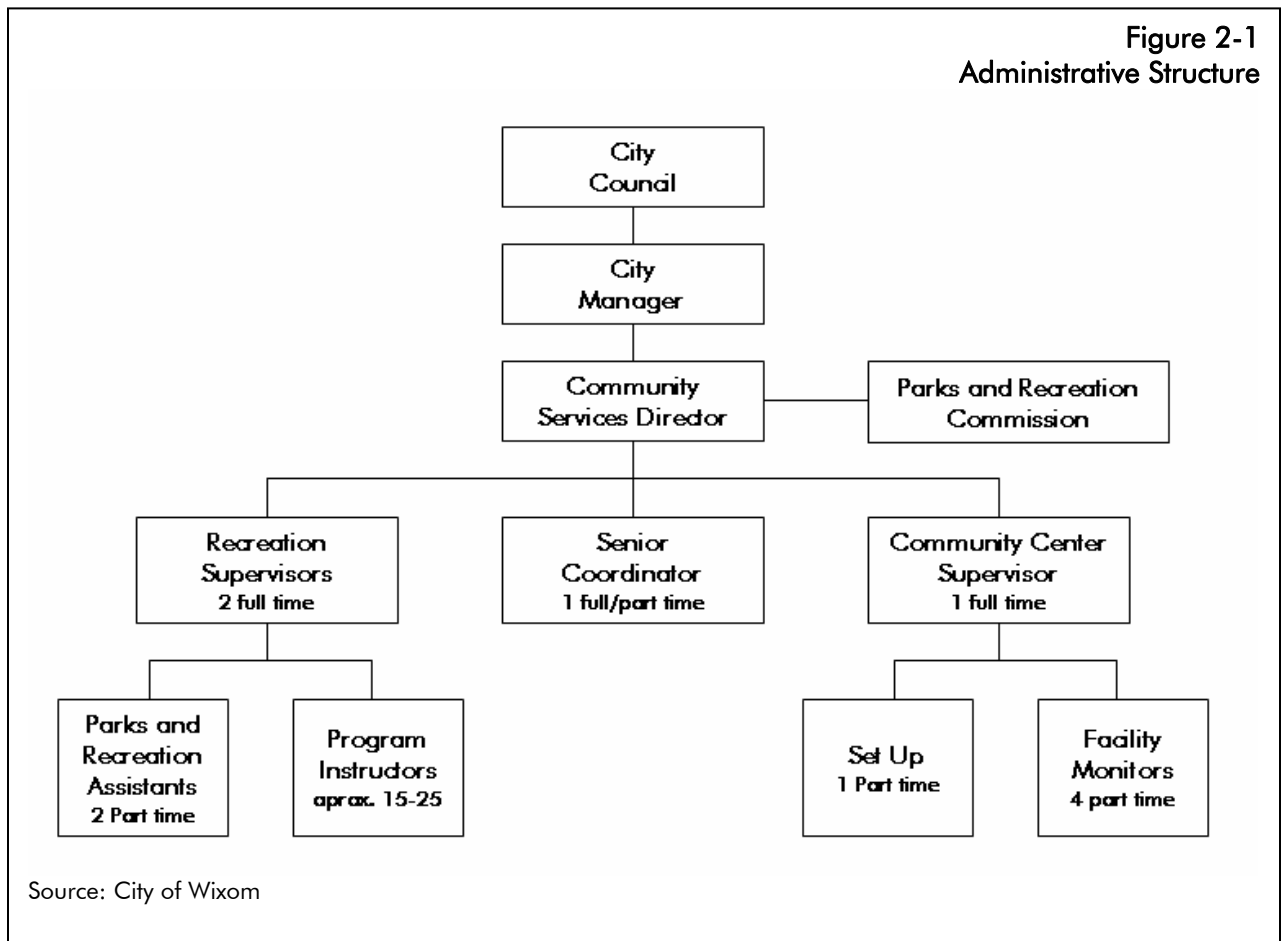
Summary of Public Comments. The following is a summary of the comments and suggestions that were offered during the different public participation opportunities. Throughout the process there were many common ideas discussed and, although not everyone that provided input agrees with the comments listed below, they encompass the general sentiment of the opinions that were heard.

- Develop a dedicated space for seniors
- Expand or rearrange the Community Center to maximize space
- Aggressively pursue the development of the pathway system throughout Wixom
- Continue to pursue development of the Wixom Habitat
- Increase the number of new soccer fields and maintain existing fields
- Investigate the development of a skate park
- Evaluate the feasibility of a community pool
- Improve parking and restroom facilities at all of the parks
- Improve aesthetics of parks through the installation of modern equipment, benches and landscaping
- Provide additional programs for residents of all ages

ADMINISTRATIVE STRUCTURE

The Community Services Department plans and programs parks and recreation for the City. The Community Services Director is in charge of the five full and seven part time employees, in addition to roughly 15 to 25 program instructors. This department, similar to all other City departments, reports to the City Manager, who relays information and reports to the City Council.

The Community Services Director coordinates directly with the Parks and Recreation Commission, established under PA 156 of 1917. The Commission serves as an advisory board to the City Council on the recreation needs of the City and assists in the planning and implementation of the recreation events and park development for Wixom residents.



In addition to the Community Services Department and Parks and Recreation Commission, a number of other City departments and groups cooperate to aid in the delivery of activities and management of the parks and programming in Wixom including:

Seniors Commission. Operating out of the Community Center, the Senior Citizen Commission provides for the needs of the senior citizens in the City. Activities include cards, bingo, exercise programs, meetings, potluck days, tax assistance, trips, recreation programs, and daily socialization.

Teen Advisory Committee. The Teen Advisory Committee consists of local teens who plan community service projects along with recreation activities for their peers including Monster Mash, Panther Hunt, Pumpkin Patch, Adopt-A-Soldier, Tree Lighting, Mitten and Hat Drive, and Holiday Sing Along. Members meet monthly at the Teen Center on Pontiac Trail.

Wixom Historical Society. The Wixom Historical Society strives to safeguard the heritage of the City by documenting and preserving historic sites and structures, educating the community about the history of Wixom, and promoting preservation. The Historical Society has generated revenues from fundraisers, and the City provides them with meeting rooms and in the past has allocated Community Development Block Grant Funds to finance the Wixom Wire House and Munshaw House.

Historic Preservation Committee. The Historic Preservation Committee is appointed by city council to recommend historical projects throughout the city.

Beautification Commission. The Wixom Beautification Committee is a group of individuals who seek to improve the aesthetic beauty of the City in a variety of ways. In addition to clean up and planting days, the committee promotes community spirit by implementing award programs, contests, and other unique ideas making Wixom a better City.

Department of Public Works (DPW). The DPW completes maintenance of all City streets, building and grounds, public parks, sidewalks and bikepaths, including street sweeping, roadside/ park/ cemetery mowing, snow removal, and ice control.

Walled Lake Consolidated School District. Besides providing the physical land and facilities for many of the City's recreation programs, the school district provides Wixom youth and teens with a variety of athletic teams, clubs, and educational groups. In addition, the district's community education department offers adult education, recreation and enrichment and pre-school services including:

- High school completion
- Basic skills improvement
- Technical/vocational training
- English as a Second Language classes
- GED testing/preparation
- Academic/education advising
- Youth sports
- Adult volleyball and basketball
- Aquatics
- Fitness programs
- Children & Toddlers programs
- Computer classes
- Enrichment classes
- Preschool for 3-4 yr olds
- Head Start
- PREP (Michigan School Readiness Program)

BUDGET AND FUNDING

The budget for parks and recreation was \$979,310 for the 2006-07 fiscal year. The operating budget for park and recreation-related operations and improvements is part of the City's general fund. There are individual operational budgets for the Community Center, parks and recreation programs, senior citizen programs and beautification as depicted in *Table 2-1 Community Services Budget*. Expenditures are limited to operational items such as salaries, office equipment and supplies,

facility and equipment rentals. As already stated, the money comes from the City's general fund however revenues from program fees, facility rental fees and events assist in compensating costs.

There is also a separate capital improvement budget from the general fund for maintenance and actual purchases of equipment. This budget is coordinated between the City's Department of Public Works and Community Services departments. Capital projects budgeted include park maintenance, equipment replacement, new and/or improved projects, completion of the pathway system, and improvements to the Community Center.

Table 2-1			
Community Services Budget			
Fund	2004-05	2005-06	2006-07
Community Center	\$291,016	\$293,778	\$305,872
Parks and Recreation	\$376,484	\$394,570	\$412,363
Senior Citizens	\$37,800	\$37,800	\$37,800
Beautification	\$17,275	\$17,275	\$17,275
Total Operational	\$722,575	\$743,423	\$773,310
Capital Improvements	\$30,000	\$152,500	\$176,000
Community Center Improvements	\$2,500	\$19,400	\$30,000
Total Capital	\$32,500	\$171,900	\$206,000
Total Budget	\$755,075	\$915,323	\$979,310
Source: City of Wixom			

