

Administrative Structure

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.

City Staff and Organization

The Administration of the City's operations is the responsibility of the City Manager, a contracted employee in charge of implementing the council's legislative policies 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 and Golf Course.

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.

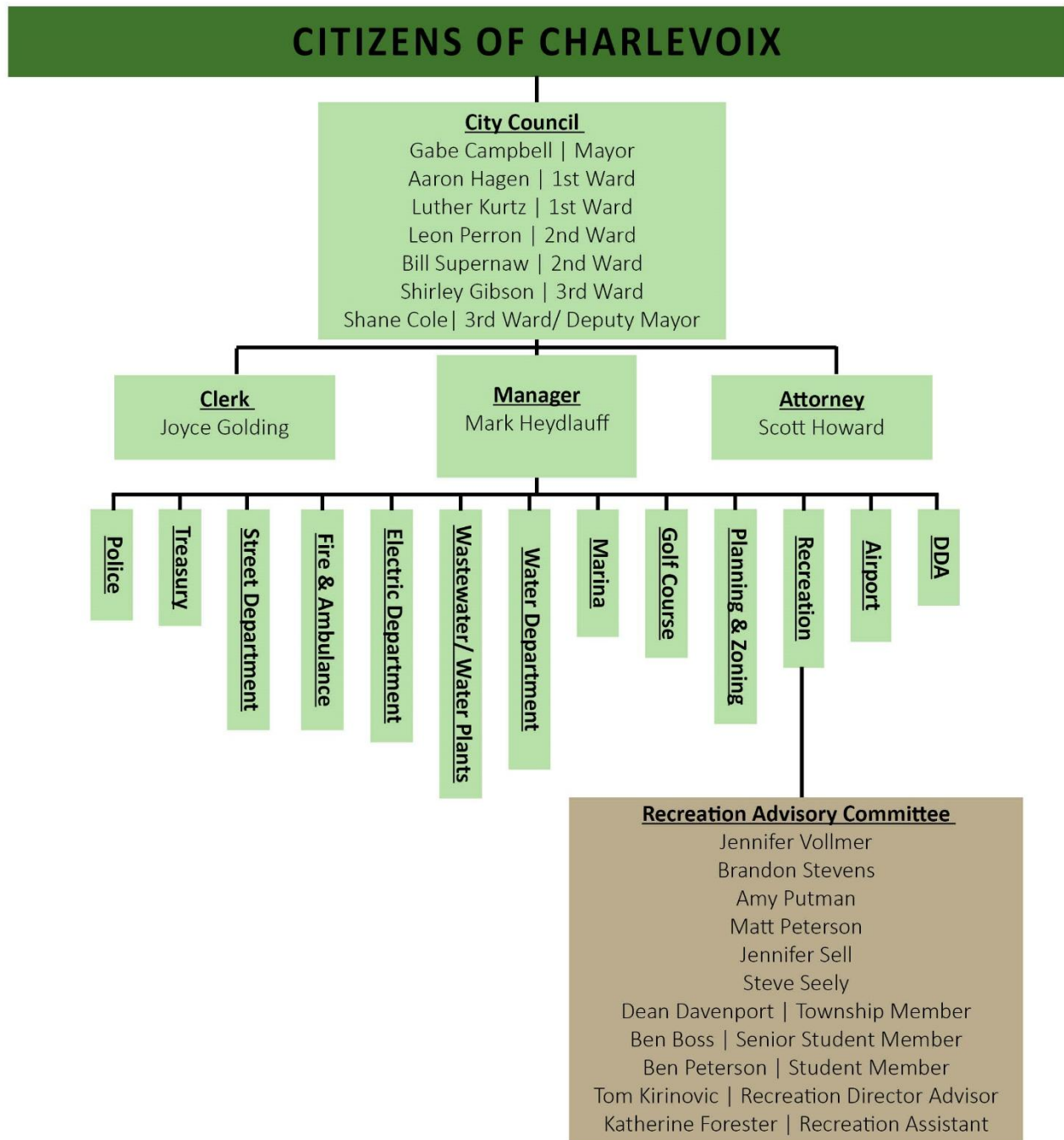
The care and maintenance of the City's parks is assigned to the Street Department. The Department of Public Works provides year-round maintenance, such as mowing, repairs to facilities, and cleaning. In most cases, the Street Department is also responsible for overseeing the installation and maintenance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

The diagram on the following page depicts the administrative organizational structure in the City of Charlevoix.



Figure 1 - Administrative Structure



Funding and Budgets

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Collaboration

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