

**Appleton Parks and Recreation Department
1981-82**

Park and Recreation Department Consensus
Appleton League of Women Voters

1. To what body should the Park and Recreation Department be responsible?
The Park and Recreation Department should be responsible to a Park and Recreation Commission. The Commission should be responsible to the Common Council.
2. What changes, if any, would you make in the structure of the Park and Recreation Commission?
 - A. Reduce the size of the Commission to five members---
1 alderman, 1 school board member, and 3 citizen members.
 - B. The Commission should report to the Common Council and function like a Council committee.
 - C. The Commission should show leadership by concentrating on formation of policy and long range planning.
3. Should the administrative structure of the Park and Recreation Department be changed? How?
 - A. The Park Department and the Recreation Department should be combined into one Park and Recreation Department under one director.
 - B. A recreation specialist should be hired with overall responsibility for the supervision of recreation programs. He would report to the director.
 - C. A park specialist should be hired with overall responsibility for the supervision of parks. He would report to the director.
 - D. Evaluate the lines of authority and job responsibility to eliminate duplication of duties.
4. How can the Park and Recreation Department be made more financially accountable?
 - A. As a combined department, combine the two budgets into one.
 - B. Program expense and revenue should be removed from the administrative portion of the budget.
 - C. A more detailed budget is needed to reflect actual costs of individual programs.
 - D. Develop guidelines to report data in annual reports that will insure accuracy and consistency.
 - E. Prepare quarterly financial statements and bill lists to be approved by the Commission.
 - F. An independent certified audit should be done annually, commissioned by the Park and Recreation Commission.
 - G. A new accounting system should be developed by an outside consultant.
5. How should Recreation programs be financed? (User fees, taxes, ...?)
 - A. Strive to have user fees cover 50% of the operating costs of Recreation programs; the remainder should be covered by taxes.

- B. Adult programs should recover 100% of the operating costs.
- C. Fees for children should be low enough to insure maximum participation.
- D. Non-taxpaying participants should pay a substantially higher user fee.

6. A) What criteria should be used to develop programs?

- 1. Increase publicity.
- 2. Increase the number of non-competitive programs so persons of all ages and abilities can participate.
- 3. Increase coed participation in competitive and non-competitive programs.
- 4. Publicize programs in advance to determine interest.
- 5. Each year new programs should be introduced on a trial basis.
- 6. Evaluate the summer playground program.
 - a) Develop quality orientation and training for playground leaders.
 - b) Increase supervision of playground leaders.
 - c) The supervisor of the playground program should have a recreation background.

B) What guidelines should be followed in planning for new park development?

- 1. An effort should be made to develop natural areas, as well as manicured areas, in our parks. The goal should be to have a variety.
- 2. Duplication of facilities should be avoided near school areas.
- 3. Encourage continued development of mini-parks and green areas in and near the downtown.
- 4. Parks should be evenly spaced throughout the city.

7. What guidelines should be followed to develop job descriptions for the Park and Recreation Department?

- A. Job descriptions should be written to facilitate efficient management of the department.
- B. Educational requirements, specific duties, and experience should be included in the job description.
- C. The Personnel Department should screen applicants based on standards developed by the Park and Recreation Commission; the Park and Recreation Department should do the actual hiring.