



COUNTY ADMINISTRATOR
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TO: Jeff Irwin
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Robert L. Tetens
Washtenaw County Parks and Recreation

DATE: February 15, 2006

SUBJECT: Authorization to Create New Positions

BOARD ACTION REQUESTED:

The Washtenaw County Parks and Recreation Commission is seeking approval from the Washtenaw County Board of Commissioners for the creation of 2.0 FTE.

BACKGROUND:

The County Parks and Recreation system has been in existence for over 32 years. Starting with only four small roadside picnic sites in 1973, the duties of the Commission have continued to grow and now include the management of multiple facilities and nearly 2,500 acres of parkland throughout Washtenaw County – *an increase of 77 percent in the past five years alone*. At the four facilities where attendance is monitored, the Commission proudly serves over 800,000 visitors annually.

DISCUSSION:

During the next two years (2006/2007 budgets) the organizational structure of the County Parks and Recreation Department will be periodically adjusted to accommodate the continued growth of the parks system and the anticipated retirement of several long-term employees. While the need for the current request is self-evident based solely on the growth of the parks system, it is our intent to also seek appropriate changes within the organization in advance of key retirements – a proactive rather than reactive strategy for internal succession.

The Park Laborer position is necessary due to the additional acreage that is being acquired, preserved and managed by the Parks Commission – a trend that is expected to continue for a number of years. We believe that the management

of the dispersed sites selected and purchased for the Natural Areas Preservation Program (NAPP); our developing plans to expand several existing parks; and the Commissions desire to address underserved areas and meet future recreation needs, requires additional full-time maintenance support. We currently operate our facilities and manage our parkland with 11 full time maintenance employees, a number that has remained fairly stable for more than a decade. Of that total, as many as three are expected to retire within the next 18 to 24 months – and those are supervisory positions with considerable experience and knowledge.

The Assistant Park Superintendent position had existed in the past but was eliminated after being held vacant for three years following a resignation. The increased workload that results from our success and growth requires that this position be reauthorized. Over the next two years, it is our intent to eventually create multiple assistant level positions in order to capture that “institutional knowledge” on the verge of retirement, and to allow sufficient time for the employee to gain supervised experience at multiple park locations in preparation for greater responsibilities.

IMPACT ON HUMAN RESOURCES:

Approval of this request will add an additional two full-time positions to the Washtenaw County Parks and Recreation Commission.

- 1.0 FTE Grade 15/17 Park Laborer I/II (AFSCME 2733, Unit B); and
- 1.0 FTE Grade 73 Assistant Park Superintendent (AFSCME 3052).

IMPACT ON BUDGET:

No budget amendment is required. The 2006/2007 budgets approved by both the Parks Commission and the Board of Commissioners anticipated these positions and included sufficient funding.

IMPACT ON INDIRECT COSTS:

None.

IMPACT ON OTHER COUNTY DEPARTMENTS AND OUTSIDE AGENCIES:

None.

CONFORMITY TO COUNTY POLICIES:

This request conforms to all relevant County policies.

ATTACHMENTS / APPENDICES:

Resolution of Authorization

A RESOLUTION CREATING TWO FULL-TIME POSITIONS WITHIN THE WASHTENAW COUNTY PARKS AND RECREATION DEPARTMENT

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 1, 2006

WHEREAS, the Washtenaw County Board of Commissioners must authorize the creation of specific positions to facilitate the operations and maintenance of the Washtenaw County Parks and Recreation Department, and

WHEREAS, the Washtenaw County Parks and Recreation Commission operates facilities and manages nearly 2,500 acres of parkland throughout Washtenaw County, and proudly serves more than 800,000 visitors each year; and

WHEREAS, it is the mission of the Washtenaw County Parks and Recreation Commission to enhance the quality of life in the County by providing quality facilities and programs that are accessible and affordable; that provide for both active and passive recreational opportunities; and that reflect the recreational needs and desires of County residents and visitors; and

WHEREAS, the mission of the Washtenaw County Parks and Recreation Commission also includes the protection, preservation and management of significant natural areas throughout the County; and

WHEREAS, an operational analysis for the coming years indicated a need to strengthen the capital maintenance, strategic planning, and project management capabilities of the department in order to accomplish its mission, and

WHEREAS, this increased capacity can best be provided by the creation of two additional full-time positions which were detailed in the supporting documentation; and anticipated and incorporated into the 2006/2007 budgets adopted by both the Washtenaw County Parks and Recreation Commission and the Washtenaw County Board of Commissioners, thus requiring no budget amendment; and

WHEREAS, this matter was reviewed and approved by the Washtenaw County Parks and Recreation Commission on September 13, 2005, and has also been reviewed by Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator's Office and the Ways & Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the creation of the following two positions for the Parks and Recreation Commission:

Position No.	Position Title	Grade	Group	Create
1570-0003	Park Laborer I/II	15/17	12	1
7329-0003	Asst. Park Superintendent	73	10	1