



From the desk of County Manager Ryan Barrett

Memorandum

To: Lewis County Board of County Commissioners

From: Lewis County Manager Ryan Barrett

Date: January 2nd, 2025

Subject: Facilities Department Reorganization and Absorption of Parks and Recreation

Summary

Recommendation: Dissolve the current Parks and Recreation Department. Realign the parks function under the Facilities Department. The operations for the Southwest Washington Fair and the interim events held at the fairgrounds will become a sub-department under the administrative oversight of the Facilities Department.

Purpose: This proposal aims to centralize resources, optimize labor allocation, streamline operations, and simplify the organizational structure to reduce operational costs and lower the overall full-time equivalent (FTE) count.

Impact: The proposed changes will create a centralized structure, improving resource allocation, reducing duplicative efforts, and lowering FTEs. However, challenges include maintaining service levels with reduced staff while addressing budgetary constraints.

Background

History: Previously, the Fairgrounds and parks buildings and structures were managed by the Facilities Department. In 2021, these assets were moved under the newly created Parks and Recreation Department.

Current Structure: The Facilities Department operates with an administrative structure that includes one supervisory position.

Justification: Administrative structures function well in mature organizations with established policies and processes. However, the current Parks and Recreation Department lacks foundational systems, making it necessary to adopt a more robust operational model under the Facilities Department.

Proposed Reorganization

New Structure: In order to maximize the effectiveness of this restructuring, the Facilities Department will be reorganized to include additional management, leadership, and supervisory roles, while centralizing resources such as equipment, tools, and skilled labor into a single division.

Justification: Neither the Facilities nor Parks and Recreation Departments currently have comprehensive policies, Service Level Agreements, or operational frameworks. This reorganization will enable the development of these systems, enhance resource utilization, streamline administrative functions, and improve cross-training for continuity during staff absences.

Alignment with Goals: The proposed structure aligns with the department's mission to reduce costs, better utilize resources, centralize operations, and enhance service quality for stakeholders, partners, and citizens.

Position Changes

In order to achieve the above goals, the following position changes will be made:

Facilities Positions:

Facilities Director: This is a position reclassification, modifying the Facilities Administrator to a Facilities Director. This position will also assume the current duties of the Parks and Recreation Administrator. This position will have high-level administrative oversight and responsibility for the Facilities Department, to include the County's parks, the fairgrounds, and the SWWF.

Facilities Operations Manager: The position of Maintenance Supervisor will be reclassified to become Facilities Operations Manager. This position will retain all the Maintenance Supervisor's current responsibilities, and will also absorb the County's parks, facilities, and fairgrounds maintenance.

Office Manager: The existing position of Administrative Assistant Sr will be reclassified to Facilities Office Manager. This position will oversee managing employees' required training, licenses, and certifications, processing the department's payroll, and managing the County's personal property surplus program to include the SWWF and parks.

Accounting Specialist: The existing Administrative Assistant position will be updated to an Accounting Specialist position to better align with the current needs of the department.

Maintenance Tech Lead (County Campus): One of the existing Maintenance Tech Sr positions will be reclassified to a Maintenance Tech Lead. This position will become a working supervisor, while retaining many of the duties of a Tech Sr. This position will work with the Maintenance Operations Manager to ensure on-site quality control standards are established and met.

Maintenance Tech Lead (Fairgrounds and Parks): One of the existing Ground Tech 2 positions will be reclassified as a Maintenance Tech Lead. This position will oversee all maintenance, repairs, and improvement projects for the County's parks, and the fairgrounds. This position will also conduct County campus landscaping, allowing for the cancellation of the contracted landscaping services.

Maintenance Tech 1: The remaining Ground Tech 1 position will be reclassified as a Maintenance Tech 1 and will work directly with the Maintenance Tech Lead to conduct maintenance, repairs and improvements of the fairgrounds and parks.

Custodial Lead: An existing and vacant Custodial position will be reclassified to a Custodial Lead. This position will be a working supervisor, responsible for leading the custodians, monitoring attendance/breaks/lunches, and providing general guidance and work direction.

Fair and Events Positions:

Fair and Events Manager: This is a reclassification of the Business and Office Manager position. This position will be responsible for the facilitation of all fairground events, activities, festivals, shows, and the SWWF. They will direct, manage, and lead the Fair and Events staff.

Fair and Events Coordinator: This position will be a reclassification of the Office Assistant Senior position. This position will work with and support the Fair and Events Manager and be the primary driving force for the SWWF and other interim events including but not limited to community engagement, marketing, advertising, and securing vendors and entertainment.

Accounting Analyst: This is a reclassification of the Administrative Assistant 2 position. This position will assist the Fair and Events Manager, and Fair and Events Coordinator to ensure proper financial checks and balances as required. This position will also work closely with the Accounting Specialist under the Facilities team to cross-train, support, and provide back-up to ensure continuity of operations.

Caretaker Position: This position will remain unchanged.

Benefits and Impacts

Operational Benefits: This realignment will streamline operations, centralize labor, equipment, inventory, and tools allowing for maximized allocation of assets, unified goals, and improved standards creating consistency across the County organization. This centralized and streamlined approach will enhance service quality, allow for better resource allocation, reduce downtime, and improve response times.

Budget Impacts: While adding key positions for oversight and development, this reorganization will reduce overall operational costs as well as reduce the FTE count by an additional two positions beyond the reductions made in 2024.

Conclusion

I request the BOCC approve the proposed staffing and organizational changes as presented.

Thank you for your consideration,

Ryan Barrett

Lewis County Manager