



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 15, 2025		Subject: Parks and Recreation Department Staffing Assessment	
		Staff Member: Kris Ammerman, Parks and Recreation Director	
		Department: Parks and Recreation Department	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Maintaining Existing Maintenance Levels of Service with Upcoming Expansion.	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The 2024-2025 adopted budget included funding for a parks and recreation staffing study in preparation for future growth of the City's parks system and recreation programming. The City retained Matrix Consulting Group to evaluate its Parks and Recreation Department. The study assessed the Department's organizational and operational practices, including structure, staffing

levels, workflow processes, and technology systems. The study created a 5-year staffing plan to be implemented over time as the City grows. This work is directly related, and in support of, the current City Council goal of Maintaining Existing Maintenance Levels of Service with Upcoming Expansion.

EXECUTIVE SUMMARY:

The utilized a wide variety of data collection and analytical techniques, including the following:

- **Current State Assessment & Best Management Practices:** The project team developed a current state assessment that captured the Department's current staffing levels, roles and responsibilities, workload, and technology usage. This document was used as a base point of comparison for future analysis to demonstrate how the recommended changes differed from existing practice. The current state was developed using data collected from staff and interviews with Department leadership and staff. The project team also conducted a Best Management Practices (BMP) assessment, comparing current City of Wilsonville practices to parks and recreation industry best practices. The BMP assessment examined the operational areas of the department which includes parks maintenance, recreation programming, community and senior services. Additional areas of focus were management structure and public relations/communication.
- **Stakeholder Input:** The project team interviewed departmental leadership and staff at all levels of the department. The interviews focused on shared areas of responsibility, communications, and perceptions of the level of service.
- **Operational, Organizational, and Staffing Analysis:** The project team then evaluated the department's organizational structure. The existing workload was analyzed to identify staffing needs and process improvements to streamline work and deliver services efficiently and effectively.
- **Recommendations:** Based on the information collected throughout the process, the consultant provided findings from the study and made recommendations on future staffing, services, and processes for a 5-year implementation plan.

EXPECTED RESULTS:

Provide the City Council with the results of the staffing study and 5-year plan to address future city growth. This is directly in support of the current Council goal: Maintain existing maintenance levels of service with upcoming expansion.

TIMELINE:

Recommendations will be implemented over the next 5-year period as part of the City's annual budget process and will be dependent on available funding.

CURRENT YEAR BUDGET IMPACTS:

The staffing assessment was approved in FY 2024/25.

COMMUNITY INVOLVEMENT PROCESS:

None to this point. However, the implementation of recommendation 2.4 would require a community engagement process. This is anticipated to come in a future fiscal year budget.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Achieve current Council Goal of Maintaining Existing Maintenance Levels of Service with Upcoming Expansion.

ALTERNATIVES:

Informational only. No action is required.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Wilsonville Parks and Recreation Staffing Assessment Final Report