

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

TO: Eric Evans, Business Administrator

FROM: Michael Alkhal, P.E., Director of Public Works/City Engineer

RE: Department of Public Works-Bureau of Facilities and Electrical Maintenance
Re-Organization

DATE: September 28, 2021

The Department of Public Works is proposing organizational changes to the Bureau of Electrical Maintenance and Bureau of Facilities Maintenance to improve oversight, management structure, and meet growing demand on services.

The Bureau of Electrical Maintenance is responsible for maintaining our over 7,000 decorative and non-decorative street lights. Historically the utility (PPL) maintained our street lights and the City took on that responsibility when we purchased the lights, through the use of outside contractors due to limited capacity to do so in-house. This past year, the contract for maintaining the over 2,500 decorative lights (value over \$100,000) was expiring, and we decided to take on that work in-house to save money. In addition, starting in 2022, the LED Upgrade Project contract including the maintenance of the approximately 5000 Cobra Head street lights will expire and the Electrical Bureau will also take on that work in-house. We have 4 Electrician II (SEIU) positions that perform the maintenance labor for this type of work and taking on this additional responsibility obviously significantly increased their workload. At the same time we shifted some responsibilities of an Electronics Tech I position (TAMS) to the Electronics Tech 2 position (TAMS), and have had to still have the Electronics Tech I position open. We are proposing eliminating the TAMS currently open position and creating a 5th SEIU Electrician II position (MW-13) to keep up with the additional and growing street lights maintenance responsibilities, among other duties. This results in approximately a \$12,000 savings to the budget.

The Bureau of Facilities Maintenance has had a Foreman or Supervisor position (TAMS), in addition to the Superintendent, for years before being deleted for a MW-14 SEIU position as a budget savings move. This Bureau is responsible for all planning, engineering, capital projects, and day to day maintenance of all City facilities. Day to day maintenance struggles to efficiently and cost effectively meet demands and planning/capital projects as well as administrative functions lag as a result of this current structure. We are proposing to eliminate the MW-14 position and recover the Supervisor position. The Superintendent can then focus more effort on the administrative functions, evaluations, planning, and implementation of capital projects/needs while the Supervisor runs, oversees, directs, and manages the day to day maintenance functions and needs. This is standard in all our Bureaus of this similar size and function, as well as other outside organizations. This results in an increase to the budget of approximately \$3,000 (approximately 1/3 in 2021 since this is proposed during the year).

Overall this would result in no gain or loss in either SEIU or TAMS positions, and a budget savings of approximately \$9,000. If you have any questions, please let me know.

MA/at

cc: M. Cichocki

M. Sivak

M. Dorner

G. Cryder

file

By: 
Title: Director of Public Works/City Engineer