



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

Department of Administration

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*David L. Brong*  
*Business Administrator*

September 14, 2016

Members of Council,

Over the past several years, we have made many painful choices. The result of those choices has ensured several favorable trends including growth in cash balance, a two-notch improvement to the city's credit rating, and another favorable audit for 2015. While we have successfully managed our operations, we face continued pressure in the years ahead that requires us to become ever more efficient.

Attrition has created several vacancies in our current Parks and Public Property department that remain unfilled. This attrition has served as the catalyst to consolidate our operations as follows:

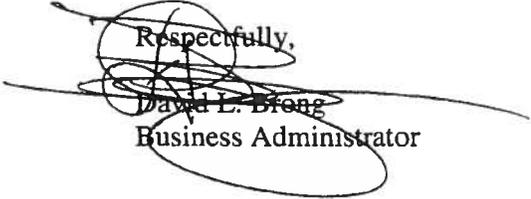
- The **Bureau of Recreation**, led by Jane Persa, will include all resources necessary to operate all current and future recreation offerings, with minimal assistance provided by other functions. This includes all personnel assigned to the golf course. The Bureau of Recreation will report to the Mayor.
- The **Bureau of Grounds Maintenance** (formerly Parks Maintenance) led by Chris Sule, will maintain all public parks and other city-owned greenspace. The bureau will continue to collect leaves and assist with snow removal during the fall and winter months. These responsibilities are consistent with current practices, however without the daily support of recreation programs. The Bureau of Grounds Maintenance will report to the Director of Public Works.
- The **Bureau of Facilities** (formerly Building Maintenance), led by Chris Hutchinson, will maintain all non-utility building assets and other public infrastructure, with an increased focus on facility planning. The Facilities Bureau will report to the Director of Public Works.
- Matt Dorner, our engineering lead, will be assigned the expanded role of Deputy Director, Public Works in order to assist in this new organization.
- Concurrently, there is a study of our parks system with the intent to evaluate our assets, how well they accommodate the needs of the community, and whether they service all neighborhoods. This will lead to a *strategy* for our parks system that will establish a clear direction for our assets. The strategy will be developed by our Department of Community and Economic Development and serve as the basis for planning, investment and refinement through the upcoming years.

These changes will facilitate better collaboration between the existing trades in Public Works, our engineering staff and Facilities, an environment that provided challenges in the past.

Additionally, there are expected synergies between our Streets and Grounds Maintenance bureaus. As a result, I fully anticipate a better quality of service at a lower cost.

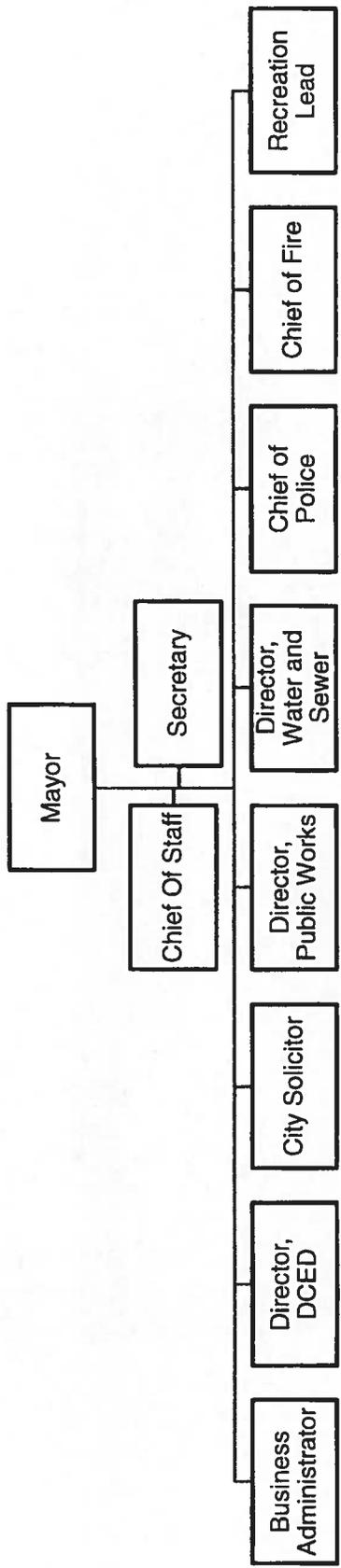
Attached please find documentation that provides detail about the administration's plan to consolidate the city organization, including pertinent organization charts and a proposed ordinance that will support this change. The administration requests that the changes to the ordinance be considered by council.

Respectfully,

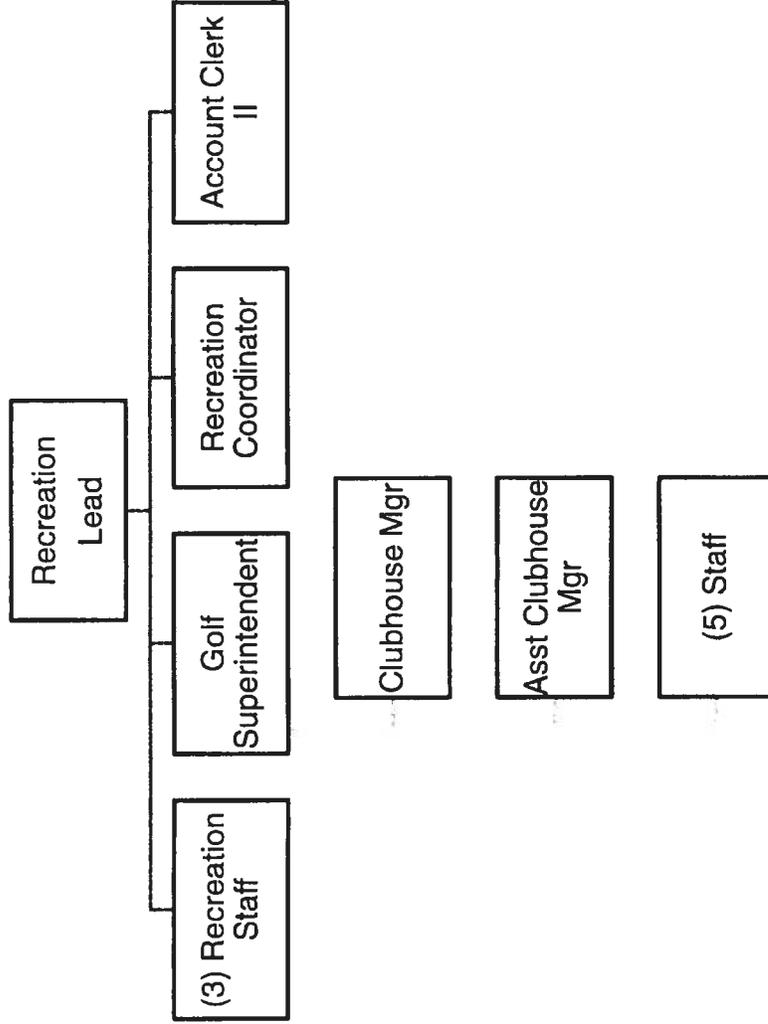
  
David L. Brong  
Business Administrator

cc: Mayor  
M. Alkhal  
A. Karner  
J. Persa

# Office of the Mayor



# Bureau of Recreation



# DEPARTMENT OF PUBLIC WORKS

(RE-ORGANIZATION IN RESPONSE TO POSSIBLE CONSOLIDATION OF P&P's BUILDING & PARKS BUREAUS)

