

Summary of Administrative Orders before the Board of Aldermen

June 16, 2016

Administrative Order #1: Move Engineering under umbrella of Capital Projects & Planning

- A.) Costs: No additional costs are anticipated at this time due to this change.
- B.) Personnel: No additional staff positions are anticipated due to this change. The SMEA has been notified of this change and will have an opportunity to bargain over any impacts.
- C.) Result if not approved: Status quo, Engineering remains a division under DPW

Administrative Order #2: Establish a Water and Sewer Department as a standalone department

- A.) Costs: Difference in salary between existing DPW Superintendent salary and department head salary of \$100,000 as recommended by the MCAB.
- B.) Personnel: No additional staff positions are proposed at this time due to this change. The SMEA has been notified of this change and will have an opportunity to bargain over any impacts.
- C.) Result if not approved: Status quo, Water and Sewer will each remain divisions under DPW

Administrative Order #3: Establish a Fleet Division within the Department of Public Works

- A.) Costs: No additional costs are anticipated at this time due to this change.
- B.) Personnel: No new positions are requested specifically for this Administrative Order. A new mechanic position is proposed for the DPW Highway budget in FY17. If this Admin Order is approved, this new mechanic and existing DPW mechanics will move to the Fleet Division. The SMEA has been notified of this change and will have an opportunity to bargain over any impacts.
- C.) Result if not approved: Status quo. The requested new mechanic, if approved, would remain in the Highway Division.

Administrative Order #4: Move Field Maintenance to the Recreation Department and rename the department Parks & Recreation

- A.) Costs: The City has budget \$327,760 for the creation of a Field Maintenance Division within Parks & Recreation. A portion of this has been reallocated from the DPW B&G OM budget. Additionally, approximately \$86,000 is included in the salary contingency for the union positions described below.
- B.) Personnel: An Operations Director for Facilities and Fields Maintenance has been included in the FY17 budget proposal along with an additional fields foreman and laborers. The SMEA has been notified of this change and will have an opportunity to bargain over any impacts.
- C.) Result if not approved: Funding for Fields Maintenance would remain in DPW budget and DPW Buildings & Grounds would continue to maintain the athletic fields. The administration would not hire an Operations Director for Facilities and Fields maintenance; however, the OM funds and the funds held in contingency for the union positions would be used to add material resources and staff capacity to DPW Buildings & Grounds.